

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – FEBRUARY 8, 2021 AT 2:00 P.M.  
VIA WEB CONFERENCING**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/86378201501>

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**PAGE  
NUMBER**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

*THAT the Agenda for the February 8, 2020 Regular Meeting of Council be accepted and passed.*

**DISCLOSURE OF PECUNIARY INTEREST**

**PRESENTATIONS**

- |  |     |
|--|-----|
| 1. Samantha Lawson, CAO and Sonja Radoja, Manager of Corporate Services,<br>Grand River Conservation Authority | 001 |
| • 2021 Draft Budget  |     |

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority 2021 Draft Budget.*

**ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

- |   |     |
|---|-----|
| 1. Public Meeting, January 25, 2021             | 053 |
| 2. Regular Meeting of Council, January 25, 2021 | 077 |

Recommendation:

*THAT the minutes of the Public Meeting and the Regular Meeting of Council held on January 25, 2021 be adopted as circulated.*

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

1. Notice of Motion brought forward by Councillor Burke at the January 25, 2021 Regular Council Meeting

Recommendation:

Be it resolved that the Council of the Township of Wellington North request that staff include the “High, Healthy, Happy” motto, the altitude above sea level, along with the community name “MOUNT FOREST” in any painting or repainting of the Water Tower in Mount Forest.

**ITEMS FOR CONSIDERATION**

1. MINUTES

- a. Grand River Conservation Authority, Summary of the General Membership Meeting – January 22, 2021 082

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Meeting held on January 22, 2021.*

- b. Arthur Business Improvement Association, January 20, 2021 083

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association meeting held on January 20, 2021.*

- c. Recreation, Parks & Leisure Committee, February 2, 2021 087

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks & Leisure Committee meeting held on February 2, 2021.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North direct staff to begin to remove the ice as soon as February 9, 2021.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve design concept Option 3 Motor Skill Mastery which includes design changes discussed at Committee and noted in the minutes, and recommended by the Recreation, Parks and Leisure Committee;*

*AND FURTHER THAT a final design be brought back to the Committee for approval;*

*AND FURTHER THAT once a final design has been approved by the Committee that it be forwarded to Council for adoption by resolution.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the 2022 Recreation Rates & Fees as recommended by the Recreation, Parks and Leisure Committee*

- d. Mount Forest Aquatics Ad-Hoc Advisory Committee, January 26, 2021 091

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on January 26, 2021.*

2. PLANNING

- a. Report DC2021-001, Consent Application B114-20 Ruitenhof Farms Ltd. c/o John Hof 094

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-001 being a report on Consent Application (Lot Line Adjustment) B114-20 known as Part Lots 2 & 3, Concession 3 in the former Township of West Luther.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B114-20 as presented with the following conditions:*

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and*
- THAT the owner enter into an agreement apportioning future maintenance costs on any Municipal Drain that impacts the property; and the owner shall provide a \$500.00 deposit, per Municipal Drain impacted, to cover the cost of the re-apportionment of any such drain.*

*AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.*

- b. Planning Report prepared by Michelle Innocente, Senior Planner, dated February 1, 2021, regarding All Treat Farms (Walker Environmental Group Inc.), 7963 Wellington Road 109, Arthur, Zoning By-law Amendment 099
- Michelle Innocente, Senior Planner, County of Wellington, Township of Wellington North 103
- Planning Report dated December 8, 2020

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report, prepared by Michelle Innocente, Senior Planner, dated February 1, 2021, regarding All Treat Farms (Walker Environmental Group Inc.), 7963 Wellington Road 109, Arthur, Zoning By-law Amendment.*

3. ECONOMIC DEVELOPMENT

- a. Report EDO 2021-04 Business Retention & Expansion Program 111

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2021-04 being an update on the recently completed Business Recovery Survey conducted as part of our Business Retention & Expansion Program.*

4. FINANCE

- a. Cheque Distribution Report, February 2, 2021 117

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated February 2, 2021.*

- b. Fourth Quarter 2020 Financial Update 121

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Fourth Quarter 2020 Financial Update*

5. OPERATIONS

- a. Report OPS 2021-001 being a report on water meters 125

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-001 being a report on water meters;*

*AND FURTHER THAT Council direct staff to bring a 2022 capital budget project, for Council's consideration, for a water meter study for Wellington North.*

- b. Report OPS 2021-005 being a report on the water and wastewater technical update 128

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-005 being a report on the water and wastewater technical update;*

*AND FURTHER THAT Council direct staff to post these reports on the Township website.*

- c. Report OPS 2021-006 being a report on the purchase of a new plow truck 540

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-006 being a report on the purchase of a new plow truck;*

*AND FURTHER THAT the Township of Wellington North award the supply of the 2021 plow truck to Viking Cives Ltd. at a cost of \$287,725.00 plus applicable taxes;*

*AND FURTHER THAT Council waive the requirement for a competitive process detailed within the Purchasing and Procurement Policy (Policy #003-18) for this project.*

- d. Report OPS 2021-007 being a report on structure 2061 on Sideroad 7 West 543

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-007 being a report on structure 2061 on Sideroad 7 West;*

*AND FURTHER THAT Council award the quote for structure 2061 replacement project to Reeves Construction Limited, at a cost of \$115,000.00 plus applicable taxes;*



*AND FURTHER THAT Council award engineering design for structure 2061 replacement project to BM Ross, at a cost of \$15,000 plus applicable taxes;*

*AND FURTHER THAT Council authorize the Director of Operations to execute the completion of structure 2061 replacement project with Reeves Construction Limited;*

*AND FURTHER THAT Council waive the requirement for a competitive process detailed within the Purchasing and Procurement Policy (Policy #003-18) for this project.*

- e. Report OPS 2021-008 being a report on the Township's 2020 Drinking Water Systems Annual and Summary Reports 545

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive, accept and approve Report OPS 2021-008 being a consolidated report on the Township's 2020 drinking water systems annual and summary report;*

*AND FURTHER THAT the Council directs staff to submit the approved report to the applicable agencies and make the report available to the public.*

## 6. ADMINISTRATION

- a. Report CLK 2021-005 being a report on alternate voting methods for the 2022 Municipal Election 581

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-005 being a report on the use of alternate voting methods in the 2022 municipal election be received;*

*AND FURTHER THAT Council authorizes a vote by mail method for casting ballots in the 2022 municipal election;*

*AND FURTHER THAT Council authorizes the use of tabulators for counting ballots in the 2022 municipal election;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to authorize a vote by mail method of casting ballots in the 2022 municipal election;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to authorize the use of tabulators for counting ballots in the 2022 municipal election;*

*AND FURTHER THAT the Clerk shall, by December 31, 2021 prepare procedures and rules for the vote by mail method of casting ballots in the 2022 municipal election and provide these procedures and rules to the public by posting them on the municipal website.*

- b. Report CLK 2021-007 Restricted Parking on Mount Forest Drive 584

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-007 being a report on Restricted Parking on Mount Forest Drive;*

*AND FURTHER THAT Council rescinds resolution 2021-021 as follows:*

*THAT the Council of the Corporation of the Township of Wellington North direct staff to bring a by-law to the February 8, 2021 Regular Council Meeting implementing a tow away zone on Mount Forest Drive.*

- c. Report CLK 2021-008 Volunteer Engagement 568

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-008 being a report on Volunteer Engagement;*

*AND FURTHER THAT Council support the recommendations outlined in this report as follows:*

- *Enhance the Volunteer webpage on the Township of Wellington North website.*
- *Link PINnetwork.ca as an option for individuals seeking opportunities.*
- *Showcase stories on the website of volunteer appreciation in the community.*
- *Create a campaign with community storytelling, describing volunteer opportunities and celebrating local volunteers.*
- *Develop ongoing outreach: via zoom, in-person presentations, training, and events to engage with community.*
- *A National Volunteer Week proclamation, messages from Mayor and Council, volunteer appreciation certificate from Township.*
- *Place a thank you in the local newspapers during volunteer week.*
- *Host a Volunteer Appreciation event in conjunction with Culture Days*
- *Host a Mayors Breakfast/Lunch, attended by volunteers.*

*AND FURTHER THAT council support a \$10,000.00 financial contribution for implementation from the Council Special Projects*

- d. Report CLK 2021-009 Closed Meeting Investigation Policy 589

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-009 being a report the Closed Meeting Investigation Policy;*

*AND FURTHER THAT Council approves the amended Closed Meeting Investigation Policy.*

- e. Report CAO 2021-001 Pre-Servicing Policy, Application and Agreement 592

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2021-001 being a report on Pre-Servicing Policy, Application and Agreement;*

*AND FURTHER THAT Council approves the Pre-Servicing Policy in substantially the same form as the attached Appendix 1;*

*AND FURTHER THAT Council direct staff to amend the Fees and Charges By-Law to include the \$7,000.00 Pre-servicing Application fee.*

## 7. COUNCIL

- a. David Turton, Chair, Maitland Valley Conservation Authority, 2021 Priorities and Draft Budget 617

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Maitland Valley Conservation Authority 2021 Priorities and Draft Budget.*

- b. County of Wellington Planning Committee Report, January 14, 2021, regarding County Official Plan Review – Progress Report #3 632

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington Planning Committee Report, dated January 14, 2021, regarding County Official Plan Review -Progress Report #3.*

- c. Municipal Property Assessment Corporation, 2020 Municipal Partnerships Report 635

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Municipal Property Assessment Corporation 2020 Municipal Partnerships Report.*

## IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

## ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

*THAT all items listed under Items for Consideration on the February 8, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

## CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

## NOTICE OF MOTION

## COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- North Wellington Health Care Corporation – Louise Marshall Hospital
- Lynes Blacksmith Shop Committee
- Recreation, Parks and Leisure Committee
- Wellington North Power

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad Hoc Advisory Committee
- Lynes Blacksmith Shop Committee
- Wellington North Wellness & Team Building Committee
- Mount Forest Business Improvement Area

Councillor Hern (Ward 3):

- Wellington North Cultural Roundtable
- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Arthur BMX/Skateboard Park Advisory Committee
- EarlyON Child and Family Services Committee

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Arthur BMX/Skateboard Park Advisory Committee
- Sauguen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Arthur Trail Committee

Mayor Lennox:

- Wellington North Power  
Ex Officio on all committees

## BY-LAWS

- |   |     |
|---|-----|
| a. By-law Number 010-21 being a by-law to authorize the use of optical scanning vote tabulators in the 2022 Municipal Election  | 636 |
| b. By-law Number 011-21 being a by-law to authorize a vote by mail method in the 2022 Municipal Election  | 637 |
| c. By-law Number 012-21 being by-law to authorize a Boundary Road Agreement between the Corporation of the Township of Wellington North and the Corporation of the County of Grey | 638 |
| d. By-law Number 013-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North  | 648 |

Recommendation:

*THAT By-law Number 010-21, 011-21, 012-21, and 013-21 be read a First, Second and Third time and enacted.*

## CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at \_\_\_:\_\_\_ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:*

*(c) a proposed or pending acquisition or disposition of land by the municipality or local board*

## REPORTS

- Report EDO 2021-005 Industrial Land Update & Sale

## REVIEW OF CLOSED SESSION MINUTES

- December 14, 2020

## RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at \_\_\_:\_\_\_ p.m.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-005 Industrial Land Update & Sale*

*AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the December 14, 2020 Council Meeting.*

#### **CONFIRMING BY-LAW 014-21**

652

Recommendation:

*THAT By-law Number 014-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on February 8, 2021 be read a First, Second and Third time and enacted.*

#### **ADJOURNMENT**

Recommendation:

*THAT the Regular Council meeting of February 8, 2021 be adjourned at \_\_\_: p.m.*

| <b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>  |  |                           |
|--|--|---------------------------|
| A.W.E. webinar series: Entrepreneurial Skills and Business Leadership for Rural Women – Lunchtime Learning Mondays | January 25 – March 29, 2021<br>(10 in total) | 11:00 a.m. –<br>1:00 p.m. |
| Business SUCCESSION Planning Webinar Series – Lunchtime Learning Wednesdays  | February 2 – March 2, 2021<br>(5 in total)   | 12:00 p.m. –<br>1:30 p.m. |
| Mount Forest BIA Directors Meeting – Via ZOOM  | Tuesday, February 9, 2021                    | 8:00 a.m.                 |
| Mount Forest Chamber of Commerce – Via ZOOM  | Tuesday, February 9, 2021                    | 7:00 p.m.                 |
| Joint Arthur BIA and Chamber of Commerce Directors Meeting - Via ZOOM  | Wednesday, February 10, 2021                 | 7:00 p.m.                 |
| Regular Council Meeting – via video conference   | Monday, February 22, 2021                    | 7:00 p.m.                 |
| Recreation, Parks & Leisure Committee Meeting – via ZOOM   | Tuesday, March 2, 2021                       | 8:30 a.m.                 |

The following accessibility services can be made available to residents upon request with two weeks' notice:

Sign Language Services – Canadian Hearing Society – 1-877-347-3427  
- Kitchener location – 1-855-656-3748

TTY: 1-877-843-0368 Documents in alternate forms CNIB – 1-800-563-2642



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

January 22, 2021

By Email: [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

Karren Wallace, Clerk  
Township of Wellington North  
7490 Side Road 7W, Box 125  
Kenilworth, ON N0G 2E0

Dear Ms. Wallace

**Re: 2021 Grand River Conservation Authority Budget and Levy Meeting**

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held virtually on Friday, February 26, 2021, at 9:30 a.m., to consider the 2021 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2021 Budget, was presented to the General Membership on January 22, 2021. Based on previous board direction to staff, this draft budget includes a General Levy of \$12,225,000 which represents a 2.5% increase over 2020. The General Levy, if approved at the Annual General Meeting, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 670/00.

The attached draft 2021 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2021. Also attached is a calculation of the apportionment of the 2021 General Levy to participating municipalities. Should you have any questions concerning the draft Budget or the levy apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer  
Grand River Conservation Authority

# Grand River Conservation Authority

**Report number:** GM-01-21-05  
**Date:** January 22, 2021  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Budget 2021 – Draft #2

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## **Recommendation:**

THAT member municipalities be forwarded a letter advising them of the General Membership meeting to be held February 26, 2021 to approve the 2021 Budget and the general municipal levy and that the most recent budget draft be forwarded with this letter;

AND THAT proceeds estimated to be received as a result of claims under the Canada Emergency Wage Subsidy (CEWS) program be placed into the personnel reserve;

AND THAT a Transition reserve be created at an amount equal to any undesignated surplus realized from the 2020 year-end operating results, plus any 2021 budgeted compensation cost savings.

## **Summary:**

This draft continues to present a balanced budget position for 2021.

This draft of the budget includes the following significant changes since the September 25, 2020 draft #1 budget report:

- \$1,008,000 Special Projects spending/funding increased

This draft introduces the establishment of a transition reserve created from 2020 operating surplus and 2021 staff vacancy cost savings.

It is also recommended that 2020 CEWS funding be placed into the personnel reserve.

The Final Budget will include adjustments to the Outdoor Education program, Conservation Area program, Forestry (Tree Planting) program, special projects, expenses carried forward from 2020, staffing costs, and the 2020 surplus carry forward (based on audited 2020 results). These adjustments are not anticipated to impact the 2021 budgeted general levy increase of 2.5%.

This draft includes the following amounts:

- Expenditures \$31,579,188
- General Municipal Levy \$12,225,000 (2.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECl) Grant \$700,000
- Provincial Source Protection Program Grant \$640,000
- Reserves to decrease by approximately \$2,000,000 in 2021



## **Report:**

The final 2021 budget will be presented for approval at the February 26, 2021 General Membership Meeting.

### **Transition Reserve – Create New Reserve**

Staff recommend establishing a transition reserve. In accordance with the GRCA Reserve Policy (see attached), this reserve would be considered a discretionary reserve under the grouping of miscellaneous operating reserve. Furthermore, the GRCA Reserve Policy (page 4 of 7 attached policy) states that a new reserve be approved by the board and that in creating a new reserve staff will outline:

- Rationale for reserve
- Funding source(s)
- Target balance for reserve (if applicable)
- Amount and timing of projected disbursement (if known)

The rationale (purpose) for the reserve would be to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. The uncertainty created by COVID-19 and the pending provincial regulations hamper the ability to identify and quantify expenses and revenue impacts which in turn make budgeting challenging. By establishing this reserve, as events unfold, appropriate forecast adjustments can be introduced and the reserve accessed as necessary.

The funding sources would be:

- 1) Any 2020 year-end operating surplus that has not been designated to be incorporated into the 2021 budget (estimate \$300,000 to \$600,000)
- 2) Any 2021 compensation savings due to positions being kept vacant pending a staffing plan that incorporates the impact of the new regulations (estimate \$250,000 to \$350,000). Further details provided below.

A target balance is considered not applicable at this time.

Projected disbursements are difficult to quantify given that the new regulations have yet to be released and future COVID-19 events are unknown.

The amount to be transferred into this reserve will be outlined in the 2021 final budget report at the February 26, 2021 General Meeting. By February, the year-end audit will have been completed, the year-end 2020 operating surplus will be finalized and the board will approve the budget which will identify the amount of compensation savings to be transferred to this new transition reserve. This strategy would allow the 2021 proposed general municipal levy increase to be kept at 2.5%.

### **Stabilization Reserve**

The board requested clarification regarding establishing a stabilization reserve. The GRCA reserve policy (page 3 of 7) states that within the grouping of discretionary reserves that a stabilization reserve is defined as follows:

- The board may support setting aside surpluses generated by a non-levy-funded business unit to offset operating deficits in other years. GRCA has used this strategy for Conservation Areas, where revenues can fluctuate substantially due to uncontrollable factors such as weather, water quality, currency and other economic changes.

Of note, in this policy statement is that only “non-levy funded business unit” surplus is being considered. The GRCA currently has a Conservation Area Stabilization reserve.

There appears to be no specific wording outlined in the Conservation Authority Act that prevents establishing this type of reserve nor are there any articles in GRCA’s bylaws that speaks to stabilization reserves.

Stabilization reserves in general can be described as reserves used to fund uncontrollable and unexpected expense or revenue fluctuations and funded by surpluses and/or budgeted amounts.

The GRCA has in place capital reserves to address unexpected expenses.

The GRCA has in place the following miscellaneous operating reserves to address fluctuations in established program activities impacting costs/revenue:

- Cottage Lot Reserve
- Forestry Reserve
- Planning Enforcement Reserve
- Property Rental Reserve
- Personnel Reserve

Given the recommendation to create a transition reserve and the existence of other established miscellaneous operating reserves and capital reserves the need for a stabilization reserve at this time is not being recommended by staff.

#### Personnel Reserve – CEWS Funding

Staff recommend that proceeds estimated to be received as a result of claims under the Canada Emergency Wage Subsidy (CEWS) program be placed into the personnel reserve. The GRCA is in the process of applying for CEWS funding. At the time of this report, claims for periods 2-4 (April to June) totalling \$1.25 million have been completed. KPMG has been engaged to calculate the claims. It is anticipated that claims for period 5-7 will be made. Updates on claim amounts will be provided at the January General Meeting. KPMG was also engaged to address the criteria that stated a ‘public institution’ would be disqualified from applying for CEWS funding. KPMG has provided a case to the Canada Revenue Agency (CRA) to not have GRCA considered a ‘public institution’ thereby allowing GRCA to apply for funding. There is uncertainty as to the approval of this claim and the potential for the CRA to subsequently audit the claim; the CRA could potentially deny all or part of each period claim based on not meeting the eligibility requirements and/or adjust claim calculations. Once the CEWS claim is considered finalized (i.e. once funds are received and the risk of a negative CRA audit low), the reallocation of this funding to other established reserves, including the possible creation of a stabilization reserve can be revisited.

#### Operating Budget 2021 - Transfer to Transition Reserve – Compensation Savings

The 2021 budget draft #1 included a few staff positions that are currently vacant. These vacancies are a result of staff departures and vacancies due to positions that were eliminated during 2020. Restructuring will be undertaken and is somewhat contingent on uncertain events driven by the status of COVID-19 and the transition to the new regulations. Staff recommend that cost savings anticipated due to net staff vacancies be allocated to the transition reserve. The cost savings for 2021 will be incorporated into the final draft of the 2021 budget. At present,

it is estimated that the amount that will be budgeted to be transferred to the transition reserve is in the range of \$250,000 and \$350,000.

This draft of the 2021 Budget includes the following changes made since the September 25th, 2020 General Membership Meeting:

Special Projects Budget 2021 (net increase \$1,008,000):

|             |  |
|-------------|--|
| \$ 140,000  | Waste Water Optimization Project expenses increased          |
| \$ 140,000  | Provincial funding increased                                 |
| (\$ 80,000) | Source Protection Program expenses decreased                 |
| \$ 80,000   | Provincial funding decreased                                 |
| \$ 400,000  | Emerald Ash Borer expenses increased                         |
| \$ 400,000  | Funding from Land Sale Proceeds reserve increased            |
| \$ 100,000  | Ecological Restoration Project expenses increased            |
| \$ 100,000  | Other Donations funding increased                            |
| \$ 100,000  | Great Lakes Protection Initiative Project expenses increased |
| \$ 100,000  | Federal Government funding increased                         |
| \$ 90,000   | Precision Agriculture-OMFRA Project expenses increased       |
| \$ 90,000   | Provincial funding increased                                 |
| \$ 258,000  | Trail Maintenance Project expenses increased                 |
| \$ 258,000  | Foundation funding increased                                 |

Significant Outstanding Budget Items

Draft #2 operating budget continues to assume status quo operations.

After actual 2020 figures are finalized, the final budget will be prepared and the outstanding matters listed below will be addressed.

(a) Programs where COVID-19 is having a significant impact

The program areas where revenue and expenses were significantly impacted in 2020 by COVID-19 were Forestry (Tree Planting), Outdoor Education and Conservation Areas. Budget 2021 draft #1 assumed operations will return to 2019 levels. Adjustments to these programs will be reflected in the final budget. These adjustments will not impact the levy increase.

(b) Year 2020 Carry forward Adjustments

2020 Surplus carry forward

This draft of the 2021 Budget assumes a NIL surplus carry over from year 2020. The December 2020 Financial Summary for year-end 2020 forecasts a \$796,000 surplus. Some surplus will be carried over to 2021 to cover additional costs added to the 2021 budget. Staff recommend that any 2020 surplus that is not required to ensure a breakeven 2021 budget (i.e. municipal levy increase kept to 2.5%) be transferred into a transition reserve as described above. The amount of surplus to be transferred to the

transition reserve is estimated to be between \$300,000 to \$600,000. The 2020 carry forward surplus will be updated based on the actual yearend results.

2021 Special Projects carry forward

Any projects commenced in year 2020 or earlier and not completed by December 31, 2020 will be carried forward and added to Budget 2021 (i.e. both the funding and the expense will be added to Budget 2021 and therefore these adjustments will have no impact on the breakeven net result). Projects for 2021 are being carefully considered in light of COVID-19 restrictions and pending government regulatory changes.

Major Water Control Structures Capital Maintenance Expenditures

A final determination of the amount of spending to be added to the Budget 2021 will be impacted by unspent amounts from 2020 that will be carried forward to 2021, including use of the reserve for 2021 projects.

(c) Conservation Area Revenue and Expenses

Final revenue, operating and capital expense budget figures to be determined following year-end actuals review. To the extent that costs are budgeted to be in excess of budgeted revenue, the conservation area reserve will be used to make up the difference.

(d) Source Protection Program

The current budget draft includes \$640,000 in spending. The final version of the GRCA 2021 Budget may be adjusted to reflect any funding approvals. Expenses for this program are funded 100% by a provincial grant.

Attached are the following:

GRCA Reserve Policy  
Budget 2021 Timetable  
Summary Reserve Report – Budget 2021  
Preliminary Budget 2021 Package to Municipalities

Notice to Municipalities:

Ontario Regulation 139/96, made under the Conservation Authorities Act, requires that Conservation Authorities provide 30 days' notice to participating municipalities of the meeting at which the Budget and Levy will be voted upon. The notice must include the amount of each municipality's levy and the financial information relied on in support of that levy. Budget draft #2 will be sent via email to municipalities on January 25, 2021 in order to adhere to the notice timeline.

**Financial implications:**

In this draft, the GRCA is proposing a \$31,579,188 budget.

With respect to reserves this budget version outlines a net decrease to reserves of approximately \$2.0 million.

**Prepared by:**

Sonja Radoja  
Manager, Corporate Services

**Approved by:**

Karen Armstrong  
Assistant CAO/Secretary-Treasurer



# **2021 BUDGET**

**(Draft to January 22, 2021 General Board Meeting)**

**Grand River Conservation Authority**

**2021 Budget**

**Index**

| <u>Schedules</u>  | <u>Pages</u> |
|---|--------------|
| 1) Summary Schedules  |              |
| • GRCA 2021 Budget Highlights   | 1-4          |
| • Summary of Revenue and Expenditures   | 5            |
| • Overview - 2021 Revenue by Source   | 6            |
| • Overview – 2021 Expenditures by Category  | 7            |
| • GRCA Per Capita Levy 2011 to 2021   | 8            |
| • Summary of Expenditures, Funding and Change in Municipal Levy   | 9            |
| • Summary of Municipal General Levy   | 10           |
| <br>  |              |
| 2) Section A – Operating Budget   | 11-37        |
| • Table 1: Water Resources Planning and Environment   |              |
| • Table 2: Flood Forecasting and Warning  |              |
| • Table 3: Water Control Structures   |              |
| • Table 4: Planning   |              |
| • Table 5: Forestry and Conservation Lands Property Tax   |              |
| • Table 6: Conservation Services  |              |
| • Table 7: Communications and Foundation  |              |
| • Table 8: Outdoor Education  |              |
| • Table 9: Corporate Services   |              |
| • Table 10: Conservation Lands, Property Rentals, Hydro,<br>Conservation Areas, and other Miscellaneous Revenues and Expenditures |              |
| • Other Information (Information Systems and Motor Pool)  |              |
| <br>  |              |
| 3) Section B – Capital Budget   | 38-40        |
| <br>  |              |
| 4) Section C – Special Projects Budget  | 41-43        |

## **GRCA 2021 Budget Highlights**

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of approximately 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others which are set to offset most, if not all, the cost of these services
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as the provincial Source Protection Program and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2021 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In April 2018 the GRCA received approval from the Ministry of Natural Resources and Forestry to use up to \$1.8 million from the Land Sale Reserve for hazard tree management over a three year period. This funding has allowed the GRCA to accelerate its program of tree risk management to ensure the health and safety of the public using GRCA lands. This program will continue until March 31, 2021.

## **1. Watershed Management and Monitoring**

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

### **Operating Expenditures:**

|  |             |           |
|--|-------------|-----------|
| Water Resources Planning and Environment | \$2,275,700 | (Table 1) |
| Flood Forecasting and Warning            | \$ 828,800  | (Table 2) |
| Water Control Structures                 | \$1,785,700 | (Table 3) |

**Capital Expenditures:** **\$1,800,000** (Section B)

**Total Expenditures:** **\$6,690,200**

**Revenue sources:** Municipal levies, provincial grants and reserves

## **2. Planning**

Program areas:

- a) Natural Hazard Regulations  
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review  
Planning and technical review of municipal planning documents and recommending environmental policies for floodplains, wetlands and other environmentally significant areas; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments; and providing outside consulting services on a fee-for-service basis to other conservation authorities and agencies.

**Operating Expenditures:** **\$2,117,200** (Table 4)

**Capital Expenditures:** **NIL**

**Revenue sources:** Permit fees, enquiry fees, plan review fees, and municipal levy



### **3. Watershed stewardship**

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

#### **Operating Expenditures:**

|                                    |                        |
|------------------------------------|------------------------|
| Forestry & Conservation Land Taxes | \$ 1,465,000 (Table 5) |
| Conservation Services              | \$ 849,200 (Table 6)   |
| Communications and Foundation      | \$ 579,500 (Table 7)   |

**Capital Expenditures:** NIL

**Total Expenditures:** \$ 2,893,700

#### **Revenue sources:**

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

### **4. Conservation Land Management**

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

#### **Operating Expenditures:**

|                                   |   |
|-----------------------------------|---|
| Conservation Lands, Rentals, Misc | \$3,504,100 (Table 10-Conservation Lands) |
| Hydro Production                  | \$ 197,000 (Table 10-Hydro Production)    |

**Capital Expenditures:** NIL

**Total Expenditures:** \$3,701,100

#### **Revenue sources:**

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

## **5. Education**

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

**Operating Expenditures:**       **\$1,408,600** (Table 8)

**Capital Expenditures:**       **NIL**

**Revenue sources:** School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

## **6. Recreation**

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1.7 million people visit GRCA parks each year.

**Operating Expenditures:**       **\$ 7,000,000** (Table 10)

**Capital Expenditures:**       **\$ 1,500,000** (Section B)

**Total Expenditures:**       **\$10,435,000**

**Revenue sources:**

Conservation Area user fees, government grants, reserves and donations.

## **7. Corporate services**

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

**Operating Expenditures:**       **\$3,241,388** (Table 9)

**Capital Expenditures:**       **\$ 394,000** (Section B)

**Total Expenditures:**       **\$3,635,388**

**Revenue sources:** Municipal levies and reserves.

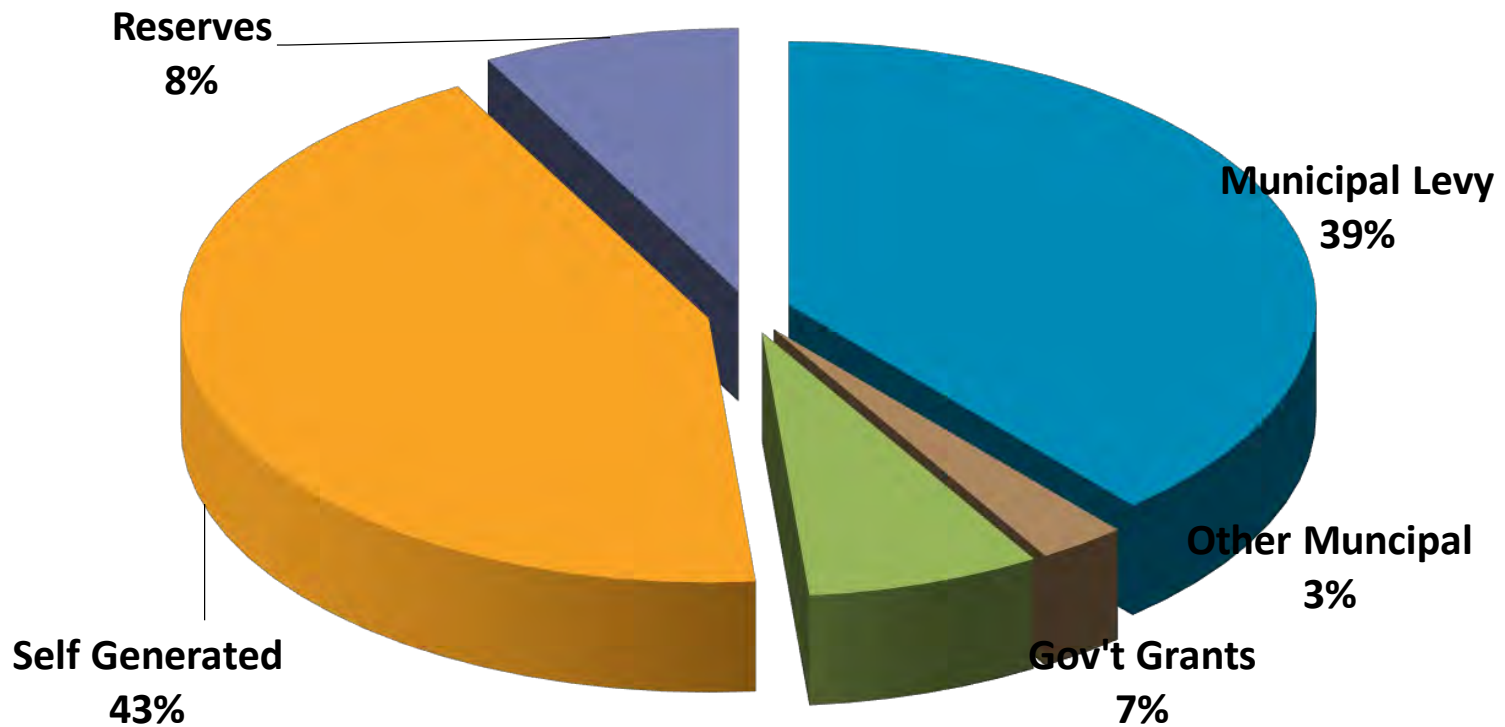
## GRAND RIVER CONSERVATION AUTHORITY

**BUDGET 2021 - Summary of Revenue and Expenditures**

| FUNDING   |           | Actual 2019       | Budget 2020       | Budget 2021       | Budget Incr/(decr)           |
|---|-----------|-------------------|-------------------|-------------------|------------------------------|
| Municipal General Levy Funding                            |           | 11,636,000        | 11,927,000        | 12,225,000        | 298,000<br>2.50%             |
| Other Government Grants                                   |           | 4,126,018         | 4,032,188         | 3,114,188         | (918,000)<br>-22.8%          |
| Self-Generated Revenue                                    |           | 17,056,720        | 16,279,287        | 13,749,000        | (2,530,287)<br>-15.5%        |
| Funding from Reserves                                     |           | 5,326,245         | 3,740,000         | 2,491,000         | (1,249,000)<br>-33.4%        |
| <b>TOTAL FUNDING</b>                                      |           | <b>38,144,983</b> | <b>35,978,475</b> | <b>31,579,188</b> | <b>(4,399,287)</b><br>-12.2% |
| EXPENDITURES  |           | Actual 2019       | Budget 2020       | Budget 2021       | Budget Incr/(decr)           |
| Base Programs - Operating<br>includes funding to reserves | SECTION A | 27,637,633        | 26,996,475        | 25,252,188        | (1,744,287)<br>-6.46%        |
| Base Programs - Capital                                   | SECTION B | 5,873,437         | 5,655,000         | 3,694,000         | (1,961,000)<br>-34.68%       |
| Special Projects  | SECTION C | 4,256,626         | 3,327,000         | 2,633,000         | (694,000)<br>-20.9%          |
| <b>TOTAL EXPENDITURES</b>                                 |           | <b>37,767,696</b> | <b>35,978,475</b> | <b>31,579,188</b> | <b>(4,399,287)</b><br>-12.2% |
| <b>NET RESULT</b>   |           | <b>377,287</b>    | <b>-</b>          | <b>-</b>          |                              |

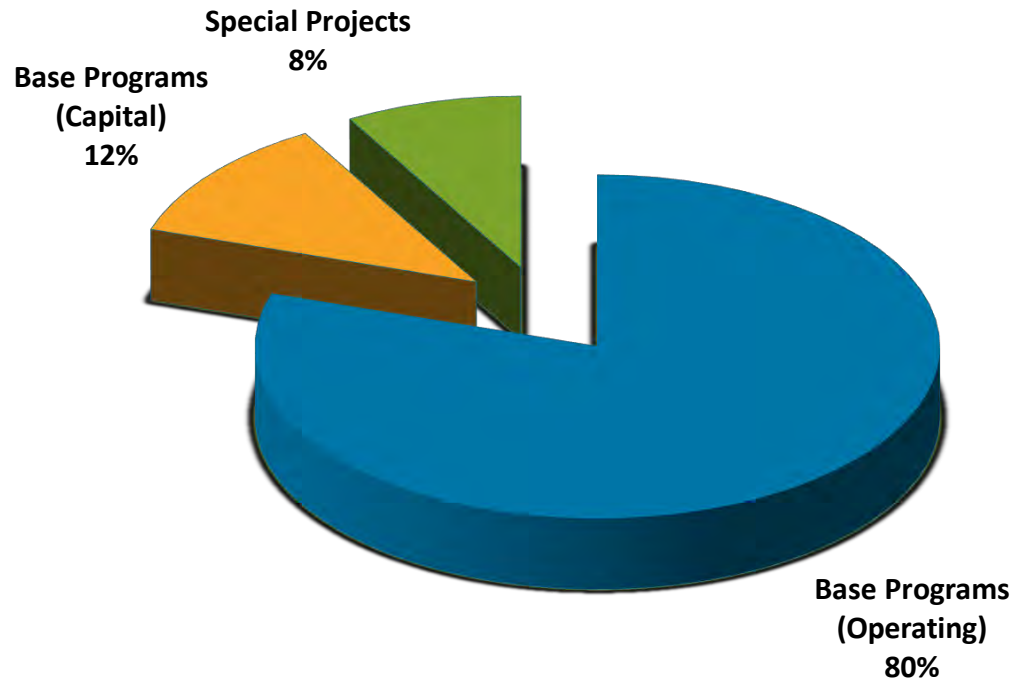
# 2021 Budget – Revenue by Source

Total 2021 Budget Revenue = \$31.6 Million (\$ 36.0 Million in 2020)

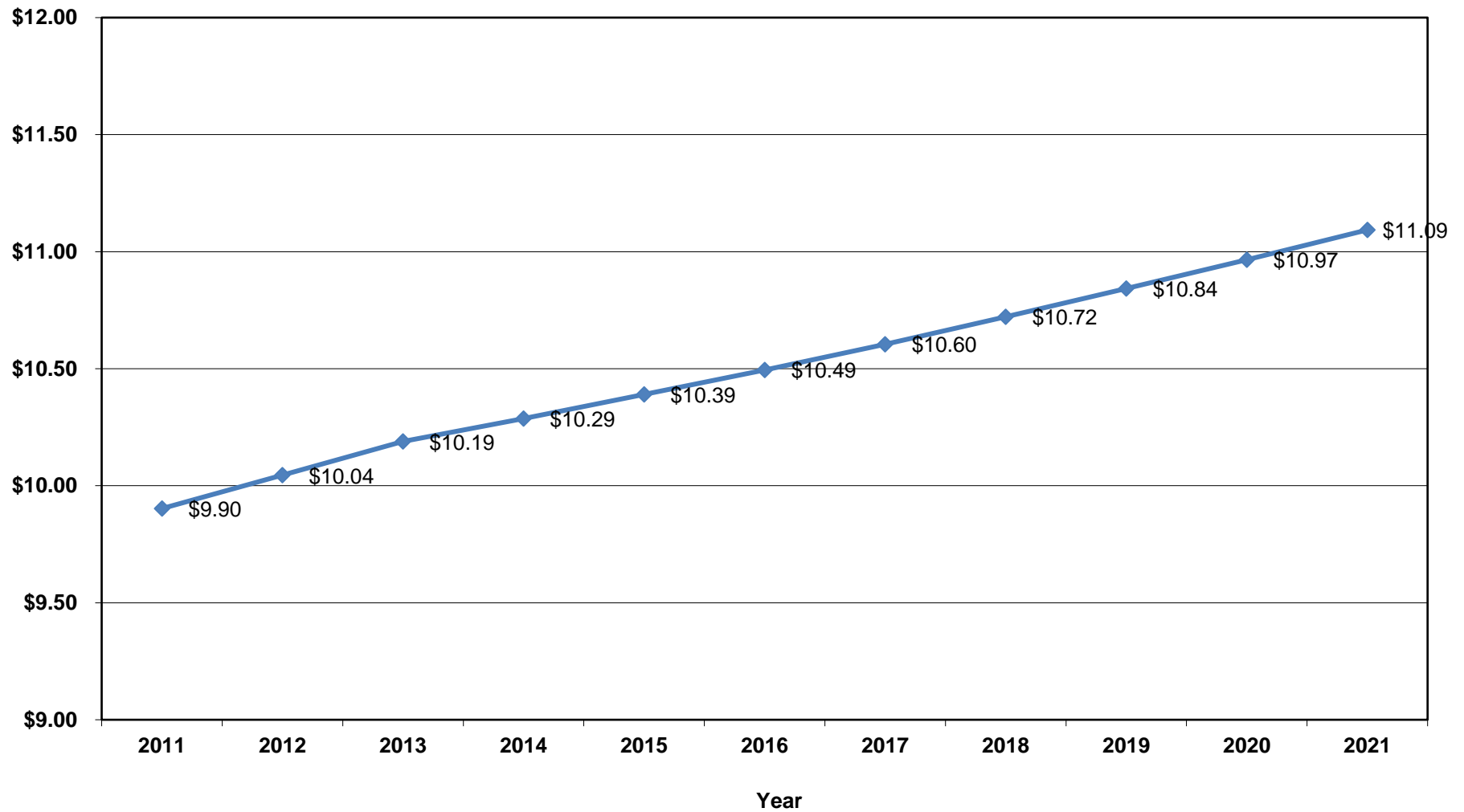


# 2021 Budget – Expenditures by Category

2021 Budget Expenditures = \$31.6 Million (\$ 36.0 Million in 2020)



## Grand River Conservation Authority Per Capita General Levy (2011 to 2021)



GRAND RIVER CONSERVATION AUTHORITY

**Budget 2021 - Summary of Expenditures, Funding and Change in Municipal Levy**

|   |                 | TABLE 1                                | TABLE 2                     | TABLE 3                  | TABLE 4           | TABLE 5                            | TABLE 6               | TABLE 7                     | TABLE 8                 | TABLE 9            | TABLE 9  | TABLE 10   | TABLE 10         | TABLE 10           |            |
|---|-----------------|--|-----------------------------|--------------------------|-------------------|------------------------------------|-----------------------|-----------------------------|-------------------------|--------------------|--|--|------------------|--------------------|------------|
|   |                 | Water Resources Planning & Environment | Flood Forecasting & Warning | Water Control Structures | Resource Planning | Forestry & Conservation Land Taxes | Conservation Services | Communications & Foundation | Environmental Education | Corporate Services | Loss/(Surplus) impact on Municipal Levy Increase | Conservation Land and Rental Management and Misc | Hydro Production | Conservation Areas | TOTAL      |
| <b>2021 OPERATING</b>                   |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| TOTAL EXPENSES                          | A               | 2,275,700                              | 828,800                     | 1,785,700                | 2,117,200         | 1,465,000                          | 849,200               | 579,500                     | 1,408,600               | 3,241,388          |  | 3,504,100  | 197,000          | 7,000,000          | 25,252,188 |
| TOTAL OTHER FUNDING                     | B               | 87,500                                 | 164,338                     | 285,350                  | 894,000           | 677,000                            | 68,000                | 0                           | 1,068,000               | 85,000             |  | 3,133,000  | 515,000          | 7,000,000          | 13,977,188 |
| "Other Programs" Surplus/(Loss)         | B less A        |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| Loss to be offset with Surplus          | C               |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| Surplus 2020 carried forward to 2021    |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| 2021 Levy                               | A less B less C | 2,188,200                              | 664,462                     | 1,500,350                | 1,223,200         | 788,000                            | 781,200               | 579,500                     | 340,600                 | 3,156,388          | 53,100   | 0  | 0                | 0                  | 11,275,000 |
| <b>NET RESULT</b>                       |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| <b>0</b>                                |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| <b>Levy Increase:</b>                   |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| 2021 Levy                               |                 | 2,188,200                              | 664,462                     | 1,500,350                | 1,223,200         | 788,000                            | 781,200               | 579,500                     | 340,600                 | 3,156,388          | 53,100   |  |                  |                    | 11,275,000 |
| 2020 Levy                               |                 | 2,138,200                              | 600,362                     | 1,464,350                | 1,169,800         | 739,500                            | 759,200               | 701,500                     | 308,600                 | 3,455,675          | (360,187)  |  |                  |                    | 10,977,000 |
| Levy Increase over prior year           |                 | 50,000                                 | 64,100                      | 36,000                   | 53,400            | 48,500                             | 22,000                | (122,000)                   | 32,000                  | (299,287)          | 413,287  | n/a  | n/a              | n/a                | 298,000    |
| <b>2021 CAPITAL</b>                     |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| TOTAL EXPENSES                          | A               | 110,000                                | 190,000                     | 1,500,000                |                   |                                    |                       |                             |                         |                    | 394,000  |  |                  | 1,500,000          | 3,694,000  |
| TOTAL OTHER FUNDING                     | B               | 75,000                                 | 25,000                      | 750,000                  |                   |                                    |                       |                             |                         |                    | 394,000  |  |                  | 1,500,000          | 2,744,000  |
| 2021 Levy                               | A less B        | 35,000                                 | 165,000                     | 750,000                  |                   |                                    |                       |                             |                         |                    | -  |  |                  | -                  | 950,000    |
| <b>Levy Increase:</b>                   |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| 2021 Levy                               |                 | 35,000                                 | 165,000                     | 750,000                  |                   |                                    |                       |                             |                         |                    | -  |  |                  | -                  | 950,000    |
| 2020 Levy                               |                 | 35,000                                 | 165,000                     | 750,000                  |                   |                                    |                       |                             |                         |                    | -  |  |                  | -                  | 950,000    |
| Levy Increase(decrease) over prior year |                 | -                                      | -                           | -                        |                   |                                    |                       |                             |                         |                    | -  |  |                  | -                  | -          |
| <b>2021 SPECIAL</b>                     |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  |                    |            |
| TOTAL EXPENSES                          | A               | 140,000                                |                             | 640,000                  |                   |                                    |                       |                             |                         |                    |  | 793,000  |                  | 2,633,000          |            |
| TOTAL OTHER FUNDING                     | B               | 140,000                                |                             | 640,000                  |                   |                                    |                       |                             |                         |                    |  | 793,000  |                  | 2,633,000          |            |
| 2021 Levy                               | A less B        | -                                      | -                           | -                        |                   |                                    |                       |                             |                         |                    | -  |  |                  | -                  |            |
|   |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  | TOTAL EXPENSES     | 31,579,188 |
|   |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  | TOTAL FUNDING      | 31,579,188 |
|   |                 |  |                             |                          |                   |                                    |                       |                             |                         |                    |  |  |                  | NET RESULT         | -          |

## Grand River Conservation Authority Summary of Municipal Levy - 2021 Budget

*DRAFT - January 22, 2021*

|                       | % CVA in Watershed | 2020 CVA (Modified)    | CVA in Watershed       | CVA-Based Apportionment | CVA-Based Matching & Maintenance Levy | CVA-Based Admin & Maintenance Levy | CVA-Based Non Matching Admin & Maintenance Levy | CVA-Based Capital Maintenance* | 2021 Budget Total Levy | Actual 2020 Levy | % Change |
|-----------------------|--------------------|------------------------|------------------------|-------------------------|---------------------------------------|------------------------------------|---|--------------------------------|------------------------|------------------|----------|
| Brant County          | 82.9%              | 6,936,721,473          | 5,750,542,101          | 2.84%                   | 12,763                                | 307,240                            | 26,963  | 346,966                        | 333,521                | 4.0%             |          |
| Brantford C           | 100.0%             | 14,928,515,157         | 14,928,515,157         | 7.37%                   | 33,133                                | 797,600                            | 69,995  | 900,728                        | 879,747                | 2.4%             |          |
| Amaranth Twp          | 82.0%              | 795,979,920            | 652,703,535            | 0.32%                   | 1,449                                 | 34,873                             | 3,060   | 39,382                         | 37,935                 | 3.8%             |          |
| East Garafraxa Twp    | 80.0%              | 626,126,773            | 500,901,419            | 0.25%                   | 1,112                                 | 26,762                             | 2,349   | 30,223                         | 28,338                 | 6.7%             |          |
| Town of Grand Valley  | 100.0%             | 553,512,121            | 553,512,121            | 0.27%                   | 1,228                                 | 29,573                             | 2,595   | 33,396                         | 31,711                 | 5.3%             |          |
| Melancthon Twp        | 56.0%              | 586,577,630            | 328,483,473            | 0.16%                   | 729                                   | 17,550                             | 1,540   | 19,819                         | 19,173                 | 3.4%             |          |
| Southgate Twp         | 6.0%               | 1,033,512,023          | 62,010,721             | 0.03%                   | 138                                   | 3,313                              | 291   | 3,742                          | 3,523                  | 6.2%             |          |
| Haldimand County      | 41.0%              | 7,079,860,556          | 2,902,742,828          | 1.43%                   | 6,442                                 | 155,088                            | 13,610  | 175,140                        | 170,458                | 2.7%             |          |
| Norfolk County        | 5.0%               | 9,584,167,114          | 479,208,356            | 0.24%                   | 1,064                                 | 25,603                             | 2,247   | 28,914                         | 28,513                 | 1.4%             |          |
| Halton Region         | 10.4%              | 46,451,977,776         | 4,837,575,302          | 2.39%                   | 10,737                                | 258,462                            | 22,682  | 291,881                        | 280,040                | 4.2%             |          |
| Hamilton City         | 26.8%              | 94,145,899,309         | 25,184,028,065         | 12.43%                  | 55,894                                | 1,345,531                          | 118,080   | 1,519,505                      | 1,471,642              | 3.3%             |          |
| Oxford County         | 36.7%              | 4,427,004,857          | 1,622,932,789          | 0.80%                   | 3,602                                 | 86,710                             | 7,609   | 97,921                         | 95,948                 | 2.1%             |          |
| North Perth T         | 2.0%               | 2,225,735,943          | 44,514,719             | 0.02%                   | 99                                    | 2,378                              | 209   | 2,686                          | 2,561                  | 4.9%             |          |
| Perth East Twp        | 40.0%              | 2,040,630,574          | 816,252,229            | 0.40%                   | 1,812                                 | 43,611                             | 3,827   | 49,250                         | 47,534                 | 3.6%             |          |
| Waterloo Region       | 100.0%             | 102,472,672,048        | 102,472,672,048        | 50.58%                  | 227,428                               | 5,474,902                          | 480,462   | 6,182,792                      | 6,064,723              | 1.9%             |          |
| Centre Wellington Twp | 100.0%             | 5,114,418,180          | 5,114,418,180          | 2.52%                   | 11,351                                | 273,253                            | 23,980  | 308,584                        | 301,160                | 2.5%             |          |
| Erin T                | 49.0%              | 2,555,239,625          | 1,252,067,416          | 0.62%                   | 2,779                                 | 66,895                             | 5,871   | 75,545                         | 74,455                 | 1.5%             |          |
| Guelph C              | 100.0%             | 27,653,093,969         | 27,653,093,969         | 13.65%                  | 61,374                                | 1,477,448                          | 129,657   | 1,668,479                      | 1,622,233              | 2.9%             |          |
| Guelph Eramosa Twp    | 100.0%             | 2,845,103,563          | 2,845,103,563          | 1.40%                   | 6,314                                 | 152,008                            | 13,340  | 171,662                        | 167,139                | 2.7%             |          |
| Mapleton Twp          | 95.0%              | 1,799,102,595          | 1,709,147,466          | 0.84%                   | 3,793                                 | 91,316                             | 8,014   | 103,123                        | 97,762                 | 5.5%             |          |
| Wellington North Twp  | 51.0%              | 1,746,561,794          | 890,746,515            | 0.44%                   | 1,977                                 | 47,591                             | 4,176   | 53,744                         | 51,442                 | 4.5%             |          |
| Puslinch Twp          | 75.0%              | 2,685,361,769          | 2,014,021,326          | 0.99%                   | 4,470                                 | 107,605                            | 9,443   | 121,518                        | 117,442                | 3.5%             |          |
| <b>Total</b>          |                    | <b>338,287,774,768</b> | <b>202,615,193,299</b> | <b>100.00%</b>          | <b>449,688</b>                        | <b>10,825,312</b>                  | <b>950,000</b>                                  | <b>12,225,000</b>              | <b>11,927,000</b>      | <b>2.5%</b>      |          |

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.



# **SECTION A**

## **BASE PROGRAMS – OPERATING**

## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2021 vs Budget 2020

|                               | Actual 2019       | Budget 2020       | Budget 2021       | Incr/(Decr)        | %age change   |
|-------------------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| <b>EXPENDITURES</b>           |                   |                   |                   |                    |               |
| OPERATING EXPENSES            | 27,637,633        | 26,996,475        | 25,252,188        | (1,744,287)        | -6.78%        |
| <b>Total Expenses</b>         | <b>27,637,633</b> | <b>26,996,475</b> | <b>25,252,188</b> | <b>(1,744,287)</b> | <b>-6.78%</b> |
| <b>SOURCES OF FUNDING</b>     |                   |                   |                   |                    |               |
| MUNICIPAL GENERAL LEVY (NOTE) | 10,174,542        | 10,977,000        | 11,275,000        | 298,000            | 2.89%         |
| MUNICIPAL SPECIAL LEVY        | 46,372            | 50,000            | 50,000            | -                  | 0.00%         |
| OTHER GOVT FUNDING            | 528,169           | 517,188           | 517,188           | -                  | 0.00%         |
| SELF-GENERATED                | 15,406,254        | 14,743,000        | 13,363,000        | (1,380,000)        | -9.97%        |
| RESERVES                      | 1,012,601         | 332,000           | 47,000            | (285,000)          | -163.79%      |
| SURPLUS CARRYFORWARD          | 469,695           | 377,287           | -                 | (377,287)          | -91.50%       |
| <b>Total BASE Funding</b>     | <b>27,637,633</b> | <b>26,996,475</b> | <b>25,252,188</b> | <b>(1,744,287)</b> | <b>-6.78%</b> |

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$391,000 levy increase.

**TABLE 1****(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

***Specific Activities:***

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner.

**(b) Water Resources Planning and Environment and Support**

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

***Specific Activities:***

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches
- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

**(c) Resource Management Division Support**

Provides support services to the Engineering and Resource Management Divisions including support for Flood Forecasting and Warning and Water Control Structures.

***Specific Spending:***

- administrative services
- travel, communication, staff development and computer
- insurance

**(d) Natural Heritage Management**

The natural heritage management program includes those activities associated with providing service and/or assistance to municipalities, private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land..

***Specific Activities:***

- maintain and promote the ‘Grand River Fisheries Management Plan’.
- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration
- provide technical input and review services for applications that may affect the watershed ecosystems.

**TABLE 1**  
 GRAND RIVER CONSERVATION AUTHORITY  
**Water Resources Planning & Environment**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget Change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | <b>incr/(decr)</b>   |
| Salary and Benefits   | 1,604,949          | 1,664,000          | 1,714,000          | 50,000               |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 274,940            | 289,300            | 289,300            | 0                    |
| Insurance   | 96,848             | 107,300            | 107,300            | 0                    |
| Other Operating Expenses  | 125,923            | 175,100            | 165,100            | (10,000)             |
| Amount set aside to Reserves  |                    |                    |                    |                      |
| <b>TOTAL EXPENSE</b>  | <b>2,102,660</b>   | <b>2,235,700</b>   | <b>2,275,700</b>   | <b>40,000</b>        |
| <b>Funding</b>  |                    |                    |                    | <b>(incr)/decr</b>   |
| Municipal Special/Other   | 40,204             | 50,000             | 50,000             | 0                    |
| MNR Grant   | 4,200              | -                  | -                  | 0                    |
| Prov & Federal Govt   | 6,505              | 37,500             | 37,500             | 0                    |
| Miscellaneous   | 2,500              | -                  | -                  |                      |
| Funds taken from Reserves   | -                  | 10,000             | -                  | 10,000               |
| <b>TOTAL FUNDING</b>  | <b>53,409</b>      | <b>97,500</b>      | <b>87,500</b>      | <b>10,000</b>        |
| <b>Net Funded by General Municipal Levy</b>                           | <b>2,049,251</b>   | <b>2,138,200</b>   | <b>2,188,200</b>   |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>50,000</b>        |

**TABLE 2****Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

***Specific Activities:***

- maintain a 'state of the art' computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use data radio and Voice Alert system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- Assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.

**TABLE 2**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Flood Forecasting & Warning**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | incr/(decr)          |
| Salary and Benefits   | 407,090            | 470,700            | 484,800            | 14,100               |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 251,806            | 236,000            | 236,000            | -                    |
| Other Operating Expenses  | 48,681             | 58,000             | 108,000            | 50,000               |
| Amount set aside to Reserves  | 93,000             |                    |                    |                      |
| <b>TOTAL EXPENSE</b>  | <b>800,577</b>     | <b>764,700</b>     | <b>828,800</b>     | <b>64,100</b>        |
| <b>Funding</b>  |                    |                    |                    | (incr)/decr          |
| MNR Grant   | 143,000            | 164,338            | 164,338            | -                    |
| <b>TOTAL FUNDING</b>  | <b>143,000</b>     | <b>164,338</b>     | <b>164,338</b>     | <b>-</b>             |
| <b>Net Funded by General Municipal Levy</b>                           | <b>657,577</b>     | <b>600,362</b>     | <b>664,462</b>     |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>64,100</b>        |

**TABLE 3****Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

***Specific Activities:***

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, or municipal water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures



**TABLE 3**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Control Structures**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | <b>incr/(decr)</b>   |
| Salary and Benefits   | 1,168,065          | 1,205,000          | 1,241,000          | 36,000               |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 16,910             | 29,200             | 29,200             | -                    |
| Property Taxes  | 161,219            | 170,700            | 170,700            | -                    |
| Other Operating Expenses  | 335,942            | 344,800            | 344,800            | -                    |
| Amount set aside to Reserves  | 41,000             | -                  | -                  | -                    |
| <b>TOTAL EXPENSE</b>  | <b>1,723,136</b>   | <b>1,749,700</b>   | <b>1,785,700</b>   | <b>36,000</b>        |
| <b>Funding</b>  |                    |                    |                    | <b>(incr)/decr</b>   |
| MNR Grant   | 207,000            | 285,350            | 285,350            | -                    |
| <b>TOTAL FUNDING</b>  | <b>207,000</b>     | <b>285,350</b>     | <b>285,350</b>     | <b>-</b>             |
| <b>Net Funded by General Municipal Levy</b>                           | <b>1,516,136</b>   | <b>1,464,350</b>   | <b>1,500,350</b>   |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>36,000</b>        |

**TABLE 4****(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

***Specific Activities:***

- Process over 800 permits each year related to development, alteration or activities that may interfere with the following types of lands:
  - ravines, valleys, steep slopes
  - wetlands including swamps, marshes, bogs, and fens
  - any watercourse, river, creek, floodplain or valley land
  - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
  - the construction, reconstruction, erection or placing of a building or structure of any kind,
  - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
  - site grading
  - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of sensitive environmental lands (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

**(b) PLANNING - Municipal Plan Input and Review**

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements. It also includes watershed management consulting outside of the Grand River watershed, which is done from time-to-time on a fee-for-service basis.

***Specific Activities:***

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all environmental concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains and erosion areas and protection and enhancement of wetlands, fish and wildlife habitat and natural heritage systems

**TABLE 4**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Resource Planning**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | <b>incr/(decr)</b>   |
| Salary and Benefits   | 1,543,228          | 1,786,600          | 1,840,000          | 53,400               |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 198,359            | 222,500            | 222,500            | -                    |
| Other Operating Expenses  | 89,535             | 54,700             | 54,700             | -                    |
| <b>TOTAL EXPENSE</b>  | <b>1,831,122</b>   | <b>2,063,800</b>   | <b>2,117,200</b>   | <b>53,400</b>        |
| <b>Funding</b>  |                    |                    |                    | <b>(incr)/decr</b>   |
| Provincial  | -                  | -                  | -                  | -                    |
| MNR Grant   | 58,988             | -                  | -                  | -                    |
| Self Generated  | 892,200            | 894,000            | 894,000            | -                    |
| <b>TOTAL FUNDING</b>  | <b>951,188</b>     | <b>894,000</b>     | <b>894,000</b>     | <b>-</b>             |
| <b>Net Funded by General Municipal Levy</b>                           | <b>879,934</b>     | <b>1,169,800</b>   | <b>1,223,200</b>   |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>53,400</b>        |

**TABLE 5****Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

***Specific Activities:***

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- manage Emerald Ash Borer infestation

**TABLE 5**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Forestry & Conservation Land Taxes**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | <b>incr/(decr)</b>   |
| Salary and Benefits   | 573,407            | 619,000            | 637,500            | 18,500               |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 47,793             | 54,300             | 54,300             | 0                    |
| Property Taxes  | 161,047            | 183,200            | 183,200            | 0                    |
| Other Operating Expenses  | 567,415            | 590,000            | 590,000            | 0                    |
| Amount set aside to Reserves  |                    |                    |                    | 0                    |
| <b>TOTAL EXPENSE</b>  | <b>1,349,662</b>   | <b>1,446,500</b>   | <b>1,465,000</b>   | <b>18,500</b>        |
| <b>Funding</b>  |                    |                    |                    | <b>(incr)/decr</b>   |
| Provincial  | 7,324              |                    |                    |                      |
| Donations   | 46,568             | 57,000             | 27,000             | 30,000               |
| Self Generated  | 646,075            | 650,000            | 650,000            | -                    |
| <b>TOTAL FUNDING</b>  | <b>699,967</b>     | <b>707,000</b>     | <b>677,000</b>     | <b>30,000</b>        |
| <b>Net Funded by General Municipal Levy</b>                           | <b>649,695</b>     | <b>739,500</b>     | <b>788,000</b>     |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>48,500</b>        |

**TABLE 6****Conservation Services**

The Conservation Services program includes those activities associated with providing service and/or assistance to private and public landowners and community groups implementing projects to conserve and enhance natural resources on their properties.

This category includes the Rural Water Quality program and Forestry extension services.

***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, community outreach and delivery of a grant program to encourage adoption of agricultural management practices and projects to improve and protect water quality. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, and naturalization projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote landowner environmental stewardship action
- Co-ordinate GRCA Volunteer Program to enable public participation in GRCA environmental activities

**TABLE 6**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Conservation Services**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | <b>incr/(decr)</b>   |
| Salary and Benefits   | 719,469            | 715,000            | 697,000            | (18,000)             |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 91,263             | 100,200            | 100,200            | -                    |
| Other Operating Expenses  | 12,322             | 52,000             | 52,000             | -                    |
| Amount set aside to Reserves  |                    |                    |                    |                      |
| <b>TOTAL EXPENSE</b>  | <b>823,054</b>     | <b>867,200</b>     | <b>849,200</b>     | <b>(18,000)</b>      |
| <b>Funding</b>  |                    |                    |                    | <b>(incr)/decr</b>   |
| Prov & Federal Govt   | 6,168              | 30,000             | 30,000             | -                    |
| Donations/Other   | 79,632             | 47,000             | 7,000              | 40,000               |
| Funds taken from Reserves   | 687                | 31,000             | 31,000             | -                    |
| <b>TOTAL FUNDING</b>  | <b>86,487</b>      | <b>108,000</b>     | <b>68,000</b>      | <b>40,000</b>        |
| <b>Net Funded by General Municipal Levy</b>                           | <b>736,567</b>     | <b>759,200</b>     | <b>781,200</b>     |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>22,000</b>        |



**TABLE 7****Communications & Foundation**

The Communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, as well as Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

The Grand River Conservation Foundation provides private sector funding for GRCA projects with limited or no other sources of revenue. This category includes operational costs related to fundraising.

***Communications - Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

***Foundation - Specific Activities:***

- Solicit donors for financial support
- Orient and train volunteers to assist with fundraising
- Provide site tours and other events to stakeholders

**TABLE 7**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Communications & Foundation**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | incr/(decr)          |
| Salary and Benefits   | 485,367            | 601,000            | 479,000            | (122,000)            |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 69,781             | 77,000             | 77,000             | -                    |
| Other Operating Expenses  | 56                 | 23,500             | 23,500             | -                    |
| Amount set aside to Reserves  | 50,000             | -                  | -                  | -                    |
| <b>TOTAL EXPENSE</b>  | <b>605,204</b>     | <b>701,500</b>     | <b>579,500</b>     | <b>(122,000)</b>     |
| <b>Funding</b>  |                    |                    |                    |                      |
| <b>Net Funded by General Municipal Levy</b>                           | <b>605,204</b>     | <b>701,500</b>     | <b>579,500</b>     |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>(122,000)</b>     |

**TABLE 8****Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

***Specific Activities:***

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

**TABLE 8**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Environmental Education**

| <b>OPERATING</b>  | <b>Actual 2019</b> | <b>Budget 2020</b> | <b>Budget 2021</b> | <b>Budget change</b> |
|---|--------------------|--------------------|--------------------|----------------------|
| <b>Expenses:</b>  |                    |                    |                    | <b>incr/(decr)</b>   |
| Salary and Benefits   | 972,399            | 980,000            | 1,009,000          | 29,000               |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 88,021             | 85,800             | 85,800             | 0                    |
| Insurance   | 11,114             | 12,800             | 15,800             | 3,000                |
| Property Taxes  | 12,002             | 14,000             | 14,000             | 0                    |
| Other Operating Expenses  | 264,726            | 284,000            | 284,000            | 0                    |
| Amount set aside to Reserves  | 111,000            |                    |                    | 0                    |
| <b>TOTAL EXPENSE</b>  | <b>1,459,262</b>   | <b>1,376,600</b>   | <b>1,408,600</b>   | <b>32,000</b>        |
| <b>Funding</b>  |                    |                    |                    | <b>(incr)/decr</b>   |
| Provincial & Federal Grants   | 64,652             | -                  | -                  | -                    |
| Donations   | 46,130             | 50,000             | 50,000             | -                    |
| Self Generated  | 1,017,236          | 1,018,000          | 1,018,000          | 0                    |
| <b>TOTAL FUNDING</b>  | <b>1,128,018</b>   | <b>1,068,000</b>   | <b>1,068,000</b>   | <b>0</b>             |
| <b>Net Funded by General Municipal Levy</b>                           | <b>331,244</b>     | <b>308,600</b>     | <b>340,600</b>     |                      |
| <b>Net incr/(decr) to Municipal Levy</b>                              |                    |                    |                    | <b>32,000</b>        |

**TABLE 9****CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

**Specific Activities:**

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

**TABLE 9**  
GRAND RIVER CONSERVATION AUTHORITY  
**Corporate Services**

| <b>Budget 2021</b>  |                  | <b>Surplus available to offset Municipal Levy Increase</b> |
|---|------------------|--|
| <b>Expenses:</b>  |                  |  |
| Salary and Benefits   | 1,871,000        |  |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 359,000          |  |
| Insurance   | 70,000           |  |
| Other Operating Expenses  | 941,388          |  |
| Amount set aside to Reserves  |                  |  |
| <b>TOTAL EXPENSE</b>  | <b>3,241,388</b> |  |
| <b>Funding</b>  |                  |  |
| MNR Grant   | -                |  |
| Recoverable Corporate Services Expenses                               | 70,000           |  |
| Funds taken from Reserves   | 15,000           |  |
| <b>TOTAL FUNDING</b>  | <b>85,000</b>    |  |
| <b>Net Result before surplus adjustments</b>                          | <b>3,156,388</b> |  |
| Deficit from Other Programs offset by 2020 Surplus Carryforward       |                  | (53,100)   |
| 2020 Surplus Carried Forward to 2021 used to reduce Levy              |                  | -  |
| <b>Net Funded by General Municipal Levy</b>                           | <b>3,156,388</b> | <b>(53,100)</b>  |

| <b>Budget 2020</b>  |                  | <b>Surplus available to offset Municipal Levy Increase</b> |
|---|------------------|--|
| <b>Expenses:</b>  |                  |  |
| Salary and Benefits   | 1,904,000        |  |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 359,000          |  |
| Insurance   | 59,000           |  |
| Property Taxes  | -                |  |
| Other Operating Expenses  | 1,343,675        |  |
| Amount set aside to Reserves  |                  |  |
| <b>TOTAL EXPENSE</b>  | <b>3,665,675</b> |  |
| <b>Funding</b>  |                  |  |
| Recoverable Corporate Services Expenses                               | 70,000           |  |
| Funds taken from Reserves   | 140,000          |  |
| <b>TOTAL FUNDING</b>  | <b>210,000</b>   |  |
| <b>Net Result before surplus adjustments</b>                          | <b>3,455,675</b> |  |
| Deficit from Other Programs offset by 2019 Surplus Carryforward       |                  | (17,100)   |
| 2019 Surplus Carried Forward to 2020 used to reduce Levy              |                  | 377,287  |
| <b>Net Funded by General Municipal Levy</b>                           | <b>3,455,675</b> | <b>360,187</b>   |

| <b>ACTUAL 2019</b>  |                  | <b>Surplus available to offset Municipal Levy</b> |
|---|------------------|---|
| <b>Expenses:</b>  |                  |   |
| Salary and Benefits   | 1,833,313        |   |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 290,695          |   |
| Insurance   | 53,968           |   |
| Other Operating Expenses  | 1,762,628        |   |
| Amount set aside to Reserves  | 135,000          |   |
| <b>TOTAL EXPENSE</b>  | <b>4,075,604</b> |   |
| <b>Funding</b>  |                  |   |
| MNR Grant   | 36,500           |   |
| Donations/Other   | 108              |   |
| Recoverable Corporate Services Expenses                               | 67,728           |   |
| Funds taken from Reserves   | 730,000          |   |
| <b>TOTAL FUNDING</b>  | <b>834,336</b>   |   |
| <b>Net Result before surplus/(deficit) adjustments</b>                | <b>3,241,268</b> |   |
| 2019 Surplus from Other Programs used to reduce Levy                  |                  | 22,639  |
| 2018 Surplus Carried Forward to 2019 used to reduce Levy              |                  | 469,695   |
| <b>Net Funded by General Municipal Levy</b>                           | <b>3,241,268</b> | <b>492,334</b>                                    |

**TABLE 10 (a)****Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of provincially significant conservation lands, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with the “active” Conservation Areas and education programs on GRCA lands and outdoor education programs on GRCA lands.

***Specific Activities:***

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). The Grand River Conservation Foundation is one source of funding for the trails.
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 11 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- host controlled hunts at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

### **TABLE 10 (b)**

#### **HYDRO PRODUCTION**

This program generates revenue from ‘hydro production’.

##### *Specific Activities:*

- generate hydro from turbines in 4 dams, Shand, Conestogo, Guelph and Drimmie; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

### **TABLE 10 (c)**

#### **CONSERVATION AREAS**

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

##### *Specific Activities:*

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario



**TABLE 10**  
 GRAND RIVER CONSERVATION AUTHORITY  
**OTHER PROGRAMS - OPERATING - SUMMARY of Results**

|   | Conservation Lands | Property Rentals | MISC           | (d)<br>Cons Lands, Rental,<br>Misc | (b)<br>Hydro Production | (c)<br>Conservation Areas | TOTAL Other<br>Programs |
|---|--------------------|------------------|----------------|------------------------------------|-------------------------|---------------------------|-------------------------|
| <b>Budget 2021 - OPERATING</b>  |                    |                  |                |                                    |                         |                           |                         |
| <b>Expenses:</b>  |                    |                  |                |                                    |                         |                           |                         |
| Salary and Benefits   | 1,163,000          | 590,000          | -              | 1,753,000                          | 66,500                  | 3,995,000                 |                         |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 159,600            | 74,500           | -              | 234,100                            | -                       | 216,000                   |                         |
| Insurance   | 157,300            | 24,000           | -              | 181,300                            | -                       | -                         |                         |
| Property Taxes  | -                  | 88,000           | -              | 88,000                             | -                       | 68,000                    |                         |
| Other Operating Expenses (consulting etc)                             | 576,000            | 601,700          | 70,000         | 1,247,700                          | 25,500                  | 2,721,000                 |                         |
| Amount set aside to Reserves  | -                  | -                | -              | -                                  | 105,000                 | -                         |                         |
| <b>TOTAL EXPENSE</b>  | <b>2,055,900</b>   | <b>1,378,200</b> | <b>70,000</b>  | <b>3,504,100</b>                   | <b>197,000</b>          | <b>7,000,000</b>          | <b>10,701,100</b>       |
| <b>Funding</b>  |                    |                  |                |                                    |                         |                           |                         |
| Donations   | -                  | -                | -              | -                                  | -                       | -                         |                         |
| Self Generated  | 86,000             | 2,898,000        | 148,000        | 3,132,000                          | 515,000                 | 7,000,000                 |                         |
| Funds taken from Reserves   | 1,000              | -                | -              | 1,000                              | -                       | -                         |                         |
| <b>TOTAL FUNDING</b>  | <b>87,000</b>      | <b>2,898,000</b> | <b>148,000</b> | <b>3,133,000</b>                   | <b>515,000</b>          | <b>7,000,000</b>          | <b>10,648,000</b>       |
| <b>NET Surplus/(Deficit) for programs not funded by general levy</b>  | <b>(1,968,900)</b> | <b>1,519,800</b> | <b>78,000</b>  | <b>(371,100)</b>                   | <b>318,000</b>          | <b>-</b>                  | <b>(53,100)</b>         |
| <b>Budget 2020 - OPERATING</b>  |                    |                  |                |                                    |                         |                           |                         |
| <b>Expenses:</b>  |                    |                  |                |                                    |                         |                           |                         |
| Salary and Benefits   | 1,129,000          | 573,000          | -              | 1,702,000                          | 64,500                  | 4,480,000                 |                         |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 159,600            | 74,500           | -              | 234,100                            | -                       | 216,000                   |                         |
| Insurance   | 147,300            | 18,000           | -              | 165,300                            | -                       | -                         |                         |
| Property Taxes  | -                  | 88,000           | -              | 88,000                             | -                       | 68,000                    |                         |
| Other Operating Expenses (consulting etc)                             | 576,000            | 809,700          | 70,000         | 1,455,700                          | 25,500                  | 3,221,000                 |                         |
| Amount set aside to Reserves  | -                  | -                | -              | -                                  | 105,000                 | 300,000                   |                         |
| <b>TOTAL EXPENSE</b>  | <b>2,011,900</b>   | <b>1,563,200</b> | <b>70,000</b>  | <b>3,645,100</b>                   | <b>195,000</b>          | <b>8,285,000</b>          | <b>12,125,100</b>       |
| <b>Funding</b>  |                    |                  |                |                                    |                         |                           |                         |
| Provincial Funding  | -                  | -                | -              | -                                  | -                       | -                         |                         |
| Donations   | 50,000             | -                | -              | 50,000                             | -                       | -                         |                         |
| Self Generated  | 86,000             | 2,873,000        | 148,000        | 3,107,000                          | 515,000                 | 8,285,000                 |                         |
| Funds taken from Reserves   | 1,000              | 150,000          | -              | 151,000                            | -                       | -                         |                         |
| Municipal General Levy Funding  | -                  | -                | -              | -                                  | -                       | -                         |                         |
| <b>TOTAL FUNDING</b>  | <b>137,000</b>     | <b>3,023,000</b> | <b>148,000</b> | <b>3,308,000</b>                   | <b>515,000</b>          | <b>8,285,000</b>          | <b>12,108,000</b>       |
| <b>NET Surplus/(Deficit) for programs not funded by general levy</b>  | <b>(1,874,900)</b> | <b>1,459,800</b> | <b>78,000</b>  | <b>(337,100)</b>                   | <b>320,000</b>          | <b>-</b>                  | <b>(17,100)</b>         |
| <b>Actual 2019 - OPERATING</b>  |                    |                  |                |                                    |                         |                           |                         |
| <b>Expenses:</b>  |                    |                  |                |                                    |                         |                           |                         |
| Salary and Benefits   | 1,156,641          | 536,530          | -              | 1,693,171                          | 50,363                  | 4,337,734                 |                         |
| Travel, Motor Pool, Expenses, Telephone, Training and Development, IT | 110,343            | 72,337           | -              | 182,680                            | -                       | 231,797                   |                         |
| Insurance   | 131,963            | 16,796           | -              | 148,759                            | -                       | -                         |                         |
| Property Taxes  | -                  | 89,535           | -              | 89,535                             | -                       | 54,307                    |                         |
| Other Expenses  | 413,177            | 876,336          | 68,658         | 1,358,171                          | 110,716                 | 3,072,795                 |                         |
| Amount set aside to Reserves  | 232,324            | 193,000          | -              | 425,324                            | 135,000                 | 977,000                   |                         |
| <b>TOTAL EXPENSE</b>  | <b>2,044,448</b>   | <b>1,784,534</b> | <b>68,658</b>  | <b>3,897,640</b>                   | <b>296,079</b>          | <b>8,673,633</b>          | <b>12,867,352</b>       |
| <b>Funding</b>  |                    |                  |                |                                    |                         |                           |                         |
| Donations   | 90,463             | -                | 500            | 90,963                             | -                       | 6,413                     |                         |
| Self Generated  | 176,633            | 2,898,664        | 200,717        | 3,276,014                          | 566,791                 | 8,667,896                 |                         |
| Funds taken from Reserves   | -                  | 281,914          | -              | 281,914                            | -                       | -                         |                         |
| <b>TOTAL FUNDING</b>  | <b>267,096</b>     | <b>3,180,578</b> | <b>201,217</b> | <b>3,648,891</b>                   | <b>566,791</b>          | <b>8,674,309</b>          | <b>12,889,991</b>       |
| <b>NET Surplus/(Deficit) for programs not funded by general levy</b>  | <b>(1,777,352)</b> | <b>1,396,044</b> | <b>132,559</b> | <b>(248,749)</b>                   | <b>270,712</b>          | <b>676</b>                | <b>22,639</b>           |

## OTHER INFORMATION

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

The work of the IS&T Group including wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

#### *Specific Activities:*

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

## **2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES**

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

### *Specific Activities:*

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

# **SECTION B**

## **BASE PROGRAMS – CAPITAL**

## **SECTION B – CAPITAL BUDGET**

Capital maintenance spending in 2020 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas
- Corporate Services

Water Resources Planning expenditures will be for water quality monitoring equipment.

Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures major maintenance expenditures on dams and dikes.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2021, major capital projects within the Conservation Areas will include:

- Expansion of the north side gate house at the Elora Gorge CA
- New fencing at the Elora Gorge CA
- New workshop at the Brant CA
- Water service upgrades at Shade's Mill CA
- Bridge replacement and Harris Mill masonry repairs a Rockwood CA

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See "Other Information" above for spending descriptions for IT and MP.

**SECTION B - Capital Budget**

GRAND RIVER CONSERVATION AUTHORITY

**Budget 2021**

|   | Water Resources<br>Planning &<br>Environment | FFW            | Flood Control<br>Expenses | Conservation<br>Land Management<br>(Sch 4) | Conservation<br>Areas | Corporate<br>Services | BUDGET<br>TOTAL  |
|---|--|----------------|---------------------------|--|-----------------------|-----------------------|------------------|
| <b>Expenses:</b>  |  |                |                           |  |                       |                       |                  |
| WQ Monitoring Equipment & Instruments                   | 110,000                                      |                |                           |  |                       |                       | 110,000          |
| Flood Forecasting Warning Hardware and Gauges           |  | 190,000        |                           |  |                       |                       | 190,000          |
| Flood Control Structures-Major Maintenance              |  |                | 1,500,000                 |  |                       |                       | 1,500,000        |
| Conservation Areas Capital Projects                     |  |                |                           |  | 1,500,000             |                       | 1,500,000        |
| Net IT/MP Capital Spending not allocated to Departments |  |                |                           |  |                       | 394,000               | 394,000          |
| <b>TOTAL EXPENSE</b>                                    | <b>110,000</b>                               | <b>190,000</b> | <b>1,500,000</b>          | <b>-</b>                                   | <b>1,500,000</b>      | <b>394,000</b>        | <b>3,694,000</b> |
| <b>Funding</b>  |  |                |                           |  |                       |                       |                  |
| Prov & Federal Govt                                     |  |                | 700,000                   |  |                       |                       | 700,000          |
| Self Generated  |  |                |                           |  |                       |                       | -                |
| Funding from Reserves                                   | 75,000                                       | 25,000         | 50,000                    |  | 1,500,000             | 394,000               | 2,044,000        |
| <b>TOTAL FUNDING</b>                                    | <b>75,000</b>                                | <b>25,000</b>  | <b>750,000</b>            | <b>-</b>                                   | <b>1,500,000</b>      | <b>394,000</b>        | <b>2,744,000</b> |
| <b>Net Funded by General CAPITAL Levy</b>               | <b>35,000</b>                                | <b>165,000</b> | <b>750,000</b>            | <b>-</b>                                   | <b>-</b>              | <b>-</b>              | <b>950,000</b>   |

**Budget 2020**

|   | Water Resources<br>Planning &<br>Environment | FFW            | Flood Control<br>Expenses | Conservation<br>Land Management<br>(Sch 4) | Conservation<br>Areas | Corporate<br>Services | BUDGET<br>TOTAL  |
|---|--|----------------|---------------------------|--|-----------------------|-----------------------|------------------|
| <b>Expenses:</b>  |  |                |                           |  |                       |                       |                  |
| WQ Monitoring Equipment & Instruments                   | 110,000                                      |                |                           |  |                       |                       | 110,000          |
| Flood Forecasting Warning Hardware and Gauges           |  | 190,000        |                           |  |                       |                       | 190,000          |
| Flood Control Structures-Major Maintenance              |  |                | 2,700,000                 |  |                       |                       | 2,700,000        |
| Conservation Areas Capital Projects                     |  |                |                           |  | 2,150,000             |                       | 2,150,000        |
| PSAB Project  |  |                |                           |  |                       |                       | -                |
| Building Major Maintenance                              |  |                |                           |  |                       |                       | -                |
| Net IT/MP Capital Spending not allocated to Departments |  |                |                           |  |                       | 505,000               | 505,000          |
| <b>TOTAL EXPENSE</b>                                    | <b>110,000</b>                               | <b>190,000</b> | <b>2,700,000</b>          | <b>-</b>                                   | <b>2,150,000</b>      | <b>505,000</b>        | <b>5,655,000</b> |
| <b>Funding</b>  |  |                |                           |  |                       |                       |                  |
| Municipal Special Levy                                  |  |                |                           |  |                       |                       | -                |
| Prov & Federal Govt                                     |  |                | 1,180,000                 |  |                       |                       | 1,180,000        |
| Self Generated  |  |                |                           |  | 825,000               |                       | 825,000          |
| Funding from Reserves                                   | 75,000                                       | 25,000         | 770,000                   |  | 1,325,000             | 505,000               | 2,700,000        |
| <b>TOTAL FUNDING</b>                                    | <b>75,000</b>                                | <b>25,000</b>  | <b>1,950,000</b>          | <b>-</b>                                   | <b>2,150,000</b>      | <b>505,000</b>        | <b>4,705,000</b> |
| <b>Net Funded by General CAPITAL Levy</b>               | <b>35,000</b>                                | <b>165,000</b> | <b>750,000</b>            | <b>-</b>                                   | <b>-</b>              | <b>-</b>              | <b>950,000</b>   |

**ACTUAL 2019 - CAPITAL**

|   | Water Resources<br>Planning &<br>Environment | FFW            | Flood Control<br>Expenses | Conservation<br>Land Management<br>(Sch 4) | Conservation<br>Areas | Corporate<br>Services | ACTUAL<br>TOTAL  |
|---|--|----------------|---------------------------|--|-----------------------|-----------------------|------------------|
| <b>Expenses:</b>                              |  |                |                           |  |                       |                       |                  |
| WQ Monitoring Equipment & Instruments         | 91,334                                       |                |                           |  |                       |                       | 91,334           |
| Flood Forecasting Warning Hardware and Gauges |  | 132,046        |                           |  |                       |                       | 132,046          |
| Flood Control Structures-Major Maintenance    |  |                | 2,468,201                 |  |                       |                       | 2,468,201        |
| Conservation Areas Capital Projects           |  |                |                           |  | 3,095,027             |                       | 3,095,027        |
| Funding to Reserves                           |  | 112,000        |                           |  |                       |                       | 112,000          |
| Net IT/MP Expenses in excess of chargebacks   |  |                |                           |  |                       | (25,171)              | (25,171)         |
| <b>TOTAL EXPENSE</b>                          | <b>91,334</b>                                | <b>244,046</b> | <b>2,468,201</b>          | <b>-</b>                                   | <b>3,095,027</b>      | <b>(25,171)</b>       | <b>5,873,437</b> |
| <b>Funding</b>                                |  |                |                           |  |                       |                       |                  |
| Prov & Federal Govt                           |  |                | 1,028,240                 |  |                       | 4,090                 | 1,032,330        |
| Self Generated                                |  | 54,170         |                           |  | 895,027               |                       | 949,197          |
| Funding from Reserves                         |  |                | 637,000                   |  | 2,200,000             | (29,261)              | 2,807,739        |
| <b>TOTAL FUNDING</b>                          | <b>-</b>                                     | <b>54,170</b>  | <b>1,665,240</b>          | <b>-</b>                                   | <b>3,095,027</b>      | <b>(25,171)</b>       | <b>4,789,266</b> |
| <b>Net Funded by General CAPITAL Levy</b>     | <b>91,334</b>                                | <b>189,876</b> | <b>802,961</b>            | <b>-</b>                                   | <b>-</b>              | <b>-</b>              | <b>1,084,171</b> |

**SECTION C**  
**SPECIAL PROJECTS**

## SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as Source Protection Planning. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2021 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, Emerald Ash borer infestation management, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, trail development, the Mill Creek Ranger stream restoration project and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.



## SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2021

| EXPENDITURES                                    | ACTUAL 2019      | BUDGET 2020      | BUDGET 2021      |
|---|------------------|------------------|------------------|
| Grand River Management Plan                     | 21,986           | -                | -                |
| Subwatershed Plans - City of Kitchener          | 80,097           | 100,000          | -                |
| Dunnville Fishway Study                         | 18,632           | -                | -                |
| Waste Water Optimization Program                | 106,192          | 140,000          | 140,000          |
| Floodplain Mapping                              | 486,193          | 516,000          | -                |
| RWQP - Capital Grants                           | 853,294          | 800,000          | 800,000          |
| Brant/Brantford Children's Water Festival       | 31,117           | 26,000           | 0                |
| Haldimand Children's Water Festival             | 15,721           | 20,000           | -                |
| Species at Risk                                 | 72,688           | 40,000           | 40,000           |
| Ecological Restoration                          | 149,638          | 100,000          | 100,000          |
| AGGP-UofG Research Buffers                      | 24,908           | 30,000           | 30,000           |
| Great Lakes Agricultural Stewardship Initiative | 3,077            | -                | -                |
| Precision Agriculture-OMFRA                     | -                | -                | 90,000           |
| Great Lakes Protection Initiative               | -                | -                | 100,000          |
| Trails Capital Maintenance                      | 20,725           | 150,000          | 258,000          |
| Emerald Ash Borer                               | 398,748          | 600,000          | 400,000          |
| Lands Mgmt - Land Purchases/Land Sale Expenses  | 858,302          | -                | -                |
| Lands Mgmt - Development Costs                  | -                | -                | -                |
| Guelph Lake Nature Centre                       | -                | 50,000           | -                |
| Mill Creek Rangers                              | 32,213           | 35,000           | 35,000           |
| <b>Total SPECIAL Projects 'Other'</b>           | <b>3,173,531</b> | <b>2,607,000</b> | <b>1,993,000</b> |
| <b>Source Protection Program</b>                | <b>1,083,095</b> | <b>720,000</b>   | <b>640,000</b>   |
| <b>Total SPECIAL Projects Expenditures</b>      | <b>4,256,626</b> | <b>3,327,000</b> | <b>2,633,000</b> |
| <b>SOURCES OF FUNDING</b>                       |                  |                  |                  |
| Provincial Grants for Source Protection Program | 1,083,095        | 720,000          | 640,000          |
| OTHER GOVT FUNDING                              | 1,440,094        | 1,518,000        | 1,200,000        |
| SELF-GENERATED                                  | 227,532          | 381,000          | 393,000          |
| FUNDING FROM/(TO) RESERVES                      | 1,505,905        | 708,000          | 400,000          |
| <b>Total SPECIAL Funding</b>                    | <b>4,256,626</b> | <b>3,327,000</b> | <b>2,633,000</b> |

**Grand River Conservation Authority  
Summary of Municipal Levy - 2021 Budget**

*DRAFT - January 22, 2021*

|                       | % CVA in Watershed | 2020 CVA (Modified)    | CVA in Watershed       | CVA-Based Apportionment | CVA-Based Matching & Maintenance Levy | CVA-Based Admin & Maintenance Levy | CVA-Based Non Matching Admin & Maintenance Levy | CVA-Based Capital Maintenance* | 2021 Budget Total Levy | Actual 2020 Levy | % Change |
|-----------------------|--------------------|------------------------|------------------------|-------------------------|---------------------------------------|------------------------------------|---|--------------------------------|------------------------|------------------|----------|
| Brant County          | 82.9%              | 6,936,721,473          | 5,750,542,101          | 2.84%                   | 12,763                                | 307,240                            | 26,963  | 346,966                        | 333,521                | 4.0%             |          |
| Brantford C           | 100.0%             | 14,928,515,157         | 14,928,515,157         | 7.37%                   | 33,133                                | 797,600                            | 69,995  | 900,728                        | 879,747                | 2.4%             |          |
| Amaranth Twp          | 82.0%              | 795,979,920            | 652,703,535            | 0.32%                   | 1,449                                 | 34,873                             | 3,060   | 39,382                         | 37,935                 | 3.8%             |          |
| East Garafraxa Twp    | 80.0%              | 626,126,773            | 500,901,419            | 0.25%                   | 1,112                                 | 26,762                             | 2,349   | 30,223                         | 28,338                 | 6.7%             |          |
| Town of Grand Valley  | 100.0%             | 553,512,121            | 553,512,121            | 0.27%                   | 1,228                                 | 29,573                             | 2,595   | 33,396                         | 31,711                 | 5.3%             |          |
| Melancthon Twp        | 56.0%              | 586,577,630            | 328,483,473            | 0.16%                   | 729                                   | 17,550                             | 1,540   | 19,819                         | 19,173                 | 3.4%             |          |
| Southgate Twp         | 6.0%               | 1,033,512,023          | 62,010,721             | 0.03%                   | 138                                   | 3,313                              | 291   | 3,742                          | 3,523                  | 6.2%             |          |
| Haldimand County      | 41.0%              | 7,079,860,556          | 2,902,742,828          | 1.43%                   | 6,442                                 | 155,088                            | 13,610  | 175,140                        | 170,458                | 2.7%             |          |
| Norfolk County        | 5.0%               | 9,584,167,114          | 479,208,356            | 0.24%                   | 1,064                                 | 25,603                             | 2,247   | 28,914                         | 28,513                 | 1.4%             |          |
| Halton Region         | 10.4%              | 46,451,977,776         | 4,837,575,302          | 2.39%                   | 10,737                                | 258,462                            | 22,682  | 291,881                        | 280,040                | 4.2%             |          |
| Hamilton City         | 26.8%              | 94,145,899,309         | 25,184,028,065         | 12.43%                  | 55,894                                | 1,345,531                          | 118,080   | 1,519,505                      | 1,471,642              | 3.3%             |          |
| Oxford County         | 36.7%              | 4,427,004,857          | 1,622,932,789          | 0.80%                   | 3,602                                 | 86,710                             | 7,609   | 97,921                         | 95,948                 | 2.1%             |          |
| North Perth T         | 2.0%               | 2,225,735,943          | 44,514,719             | 0.02%                   | 99                                    | 2,378                              | 209   | 2,686                          | 2,561                  | 4.9%             |          |
| Perth East Twp        | 40.0%              | 2,040,630,574          | 816,252,229            | 0.40%                   | 1,812                                 | 43,611                             | 3,827   | 49,250                         | 47,534                 | 3.6%             |          |
| Waterloo Region       | 100.0%             | 102,472,672,048        | 102,472,672,048        | 50.58%                  | 227,428                               | 5,474,902                          | 480,462   | 6,182,792                      | 6,064,723              | 1.9%             |          |
| Centre Wellington Twp | 100.0%             | 5,114,418,180          | 5,114,418,180          | 2.52%                   | 11,351                                | 273,253                            | 23,980  | 308,584                        | 301,160                | 2.5%             |          |
| Erin T                | 49.0%              | 2,555,239,625          | 1,252,067,416          | 0.62%                   | 2,779                                 | 66,895                             | 5,871   | 75,545                         | 74,455                 | 1.5%             |          |
| Guelph C              | 100.0%             | 27,653,093,969         | 27,653,093,969         | 13.65%                  | 61,374                                | 1,477,448                          | 129,657   | 1,668,479                      | 1,622,233              | 2.9%             |          |
| Guelph Eramosa Twp    | 100.0%             | 2,845,103,563          | 2,845,103,563          | 1.40%                   | 6,314                                 | 152,008                            | 13,340  | 171,662                        | 167,139                | 2.7%             |          |
| Mapleton Twp          | 95.0%              | 1,799,102,595          | 1,709,147,466          | 0.84%                   | 3,793                                 | 91,316                             | 8,014   | 103,123                        | 97,762                 | 5.5%             |          |
| Wellington North Twp  | 51.0%              | 1,746,561,794          | 890,746,515            | 0.44%                   | 1,977                                 | 47,591                             | 4,176   | 53,744                         | 51,442                 | 4.5%             |          |
| Puslinch Twp          | 75.0%              | 2,685,361,769          | 2,014,021,326          | 0.99%                   | 4,470                                 | 107,605                            | 9,443   | 121,518                        | 117,442                | 3.5%             |          |
| <b>Total</b>          |                    | <b>338,287,774,768</b> | <b>202,615,193,299</b> | <b>100.00%</b>          | <b>449,688</b>                        | <b>10,825,312</b>                  | <b>950,000</b>                                  | <b>12,225,000</b>              | <b>11,927,000</b>      | <b>2.5%</b>      |          |

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**PUBLIC MEETING MINUTES – JANUARY 25, 2021 AT 7:00 P.M.**  
**VIA WEB CONFERENCING - <https://www.youtube.com/watch?v=DxtKBSeqnyM>**

**Members Present:**

**Mayor:** Andrew Lennox  
**Councillors:** Sherry Burke  
 Lisa Hern  
 Steve McCabe  
 Dan Yake

**Staff Present:**

**Chief Administrative Officer:** Michael Givens  
**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Director of Finance:** Adam McNabb  
**Economic Development Officer:** Dale Small  
**Human Resources Manager:** Chanda Riggi  
**Director of Fire Services:** Chris Harrow  
**Director of Operations:** Matthew Aston  
**Community Recreation Coordinator:** Mandy Jones  
**Chief Building Official:** Darren Jones  
**Manager of Recreation Services:** Tom Bowden  
**Senior Planner:** Michelle Innocente

**CALLING TO ORDER - Mayor Lennox**

Mayor Lennox called the meeting to order.

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**OWNERS/APPLICANT**

John Welton Custom Homebuilding Ltd.

**LOCATION OF THE SUBJECT LAND**

The lands subject to the proposed Draft Plan of Subdivision (File No. 23T 20203) and the proposed zoning amendment are legally described as Part of Park Lots 10, 11 and 12, South of Princess Street Geographic Town of Mount Forest and Part of Park Lots I, K and L, MacDonald's Survey and Part of Division 1 of Lot 2, Concession WOSR Arthur, Geographic Town of Mount Forest, Township of Wellington North. The subject property has a total area of 9.793 ha (24.20 ac).

**PURPOSE AND EFFECT OF THE APPLICATION**

The proposed Zoning By-law amendment will rezone the lands from Future Development (FD) Zone to Site Specific Residential (R2-xx) Zone to permit detached and semi-detached dwellings; to Site Specific Residential (R3-xx) Zone to permit street townhouse dwellings; to Residential (R3) Zone to permit cluster townhouses; to Open Space (OS) Zone for a walkway; and to Natural Environment (NE) Zone for the land containing the watercourse. The amendment is required in order to facilitate the proposed Draft Plan of Subdivision (23T-20203).

The applications for Draft Plan of Subdivision and Zone Amendment will result in the creation of a mixed density residential development. Specifically, the overall proposal will create 58 single detached units, 30 semi-detached units, 36 street townhouse units and a 15-unit cluster townhouse development block. An open space area and walkway are also proposed as part of the overall plan. The details of the proposed Draft Plan of Subdivision (23T-20203) is as follows:

| Land Use                     | Lots/Blocks         | Units | Area (ha)       |
|------------------------------|---------------------|-------|-----------------|
| Detached Residential         | Lots 1-44 & 111-124 | 58    | 3.653           |
| Semi-detached Residential    | Lots 45-60 & 97-110 | 30    | 1.028           |
| Street Townhouse Residential | Lots 61-96          | 36    | 1.117           |
| Cluster Townhouse Block      | Block 125           | 15    | 0.897           |
| Open Space                   | Block 126           |       | 0.805           |
| Walkway                      | Block 127           |       | 0.010           |
| Municipal Street (A to E)    |                     |       | 2.286           |
| <b>TOTAL AREA</b>            |                     | 139   | <b>9.793 ha</b> |

## NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on January 4, 2021.

## PRESENTATIONS

- Michelle Innocente, Senior Planner, County of Wellington
  - Planning Report dated January 20, 2021

### Location

The land subject to the proposed draft plan of subdivision is situated in the Urban Centre of Mount Forest (Wellington North). The property is located along the west side of Cork Street. The size of the subject property is 9.793 hectares (24.2 acres).

### Proposal

The application for a Draft Plan of Subdivision will result in the creation of a mixed density residential development on lands that are currently vacant. Specifically, the overall proposal will create 58 single detached residential lots, 30 semi-detached residential lots, 36 street townhouse and a block for additional townhouse units in the future. Also included in the proposal is a 0.805 hectare open space block as well as a 0.010 hectare walkway. The proposed Zoning By-law amendment will rezone the lands from Future Development to Residential to facilitate the proposed subdivision. The details of the proposed Draft Plan of Subdivision (23T-20203) are as follows:

Table 1: Land Use Schedule

| Land Use                 | Lots/Blocks                  | Lots       | Area (Ha.)   |
|--------------------------|------------------------------|------------|--------------|
| Single Family Detached   | <b>Lots</b> 1-44 and 111-124 | 58         | 3.653        |
| Semi-Detached Dwellings  | <b>Lots</b> 45-60 and 97-110 | 30         | 1.028        |
| Street Townhouses        | <b>Lots</b> 61-96            | 36         | 1.117        |
| Future Townhouse Cluster | <b>Block</b> 125             | 17         | 0.894        |
| Open Space               | <b>Block</b> 126             |            | 0.805        |
| Walkway                  | <b>Block</b> 127             |            | 0.010        |
| Roads (Streets A to E)   |                              |            | 2.286        |
| <b>TOTAL LOTS/AREA</b>   |                              | <b>141</b> | <b>9.793</b> |

### Provincial Policy Statement (PPS)

The subject property is located within the settlement area of Mount Forest. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

Section 1.4.1 seeks to provide a range and mix of housing types and densities to meet the needs of current and future residents of the area.

#### A Place to Grow

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

Under section 2.2.7 of the Growth Plan, new development taking place in designated greenfield areas will be planned, designated, zoned and designed in a manner that supports the achievement of complete communities.

#### Wellington County Official Plan Policy Framework

The lands subject to the amendment are designated RESIDENTIAL in the Urban Centre of Mount Forest. The property is located outside of the defined “built boundary” and therefore is considered a Greenfield area.

#### Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to encourage more efficient use of land through increased densities in designated Greenfield areas of urban centres.

Section 3.3.1 identifies targets and states “the designated greenfield area of the County will be planned to achieve an overall minimum density of not less than 40 residents and jobs per hectare”. This application is located within a greenfield area of Mount Forest and will contribute to and support this target.

Section 3.5 of the Plan allocates growth to the local municipalities. Wellington North is anticipated to grow from 12,490 persons in 2016 up to 17,085 persons in 2036. An additional 1695 households are predicted.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection a) that the plan supports increased densities in newly developing greenfield areas with a broad mix of housing types.

Section 4.4 of the Plan outlines Housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of 16 residential units per gross hectare. The development as proposed has 15.7 units per gross hectare.

Section 4.4.5, Affordable Housing, requires a minimum of 25% of new housing units in the County to be affordable. This is to be accomplished mainly through accessory apartments, semi-detached, duplex, townhouse and apartment units. This proposal will exceed this target as 59% of the housing unit types fall into this category.

#### Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, and e) to ensure that an adequate level of municipal services will be available to all residential areas”.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

#### Wellington North Community Growth Plan

The following relevant Growth Management Goals have been identified:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To plan and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.

- Intensification Goals – To encourage intensification generally to achieve the desired urban structure.

#### Wellington North Zoning By-law 66-01

The subject lands are currently zoned Future Development (FD). An application to amend the Zoning By-law to implement the proposed Draft Plan of Subdivision has been submitted to the Township. The amendment would permit the development of 58 single detached lots, 30 semi-detached lots, 36 street townhouses and a 17-unit cluster townhouse development. The proposed zoning is as follows:

| Lot/Block             | Proposed Land Use         | Proposed Zone    |
|-----------------------|---------------------------|------------------|
| Lots 1-44 and 111-124 | Single detached dwellings | R2-site specific |
| Lots 45-60 and 97-110 | Semi-detached dwellings   | R2-site specific |
| Lots 61-96            | Street Townhouses         | R3-site specific |
| Block 125             | Cluster Townhouses        | R3-site specific |
| Block 126             | Open Space                | NE               |
| Block 127             | Walkway                   | OS               |

The following exceptions to the Residential (R2) Zone are being requested for the lands to be occupied by detached dwellings and semi-detached dwellings:

| R2 Zoning Provisions  | Required        | Proposed         |
|---|-----------------|------------------|
| <b>FRONT YARD, Minimum:</b>   |                 |                  |
| Dwelling  | 6 m (19.7 ft)   | 4.5 m (14.8 ft)  |
| Garage  |                 | 5.5 m (16.4 ft)  |
| <b>EXTERIOR SIDE YARD, Minimum</b>  | 6 m (19.7 ft)   | 4.5 m (14.8 ft)* |
| <b>REAR YARD, Minimum</b>   | 7.6 m (24.9 ft) | 6 m (19.7 ft)    |
| <b>LOT COVERAGE, Maximum</b>  | 40%             | 45%              |
| <i>* provided the yard encroachment allowed under Section 6.37b does not result in any portion of the building to be situated closer than 3.0 metres from the exterior side lots line</i> |                 |                  |

The following exceptions to the Residential (R3) Zone are being requested for the lands to be occupied by street townhouse dwellings:

| R3 Zoning Provisions – Street Townhouse   | Required  | Proposed                                   |
|---|---|--|
| <b>LOT AREA, Minimum</b>  | 232.0 m <sup>2</sup> (2,497.3 ft <sup>2</sup> ) | 165 m <sup>2</sup> (1776 ft <sup>2</sup> ) |
| <b>FRONT YARD, Minimum</b>  |   |  |
| • Dwelling  | 6 m (19.7 ft)                                   | 4.5 m (14.8 ft)                            |
| • Garage  |   | 5.5 m (19.7 ft)                            |
| <b>EXTERIOR SIDE YARD, Minimum</b>  | 6 m (19.7 ft)                                   | 4.5 m (14.8 ft)*                           |
| <b>REAR YARD, Minimum</b>   | 7.6 m (24.9 ft)                                 | 6 m (19.7 ft)                              |
| <i>* provided the yard encroachment allowed under Section 6.37b does not result in any portion of the building to be situated closer than 3.0 metres from the exterior side lots line</i> |   |  |

The following exception to the Residential (R3) Zone is being requested for the lands to be occupied by the cluster townhouse dwellings:

- Relief from the minimum lot area per dwelling unit requirement as needed to allow for 17 units.

The pedestrian walkway is proposed to be rezoned to Open Space (OS). The lands containing the watercourse are proposed to be rezoned to Natural Environment (NE).

### Technical Study Review

The following technical reports have been prepared in support of the application:

- Environmental Impact Study (Dec 2017), AWS Environmental Consulting Inc.
- Environmental Impact Study Addendum (Aug 2019), AWS Environmental Consulting Inc.
- Stage1-2 Archaeological Assessment (July 2020), Detritus Consulting Ltd.
- Ministry of the Environment, Conservation and Parks D-4 Study (Mar 2017), Wilson Associates Consulting Hydrogeologists
- Functional Servicing Report (Sept 2020), Cobide Engineering Inc.
- Stormwater Management Report (Sept 2020), Cobide Engineering Inc.
- Phase I Environmental Site Assessment (Jun 2017), Chung & Vander Doelen Engineering Ltd.
- Phase II Environmental Site Assessment (Sept 2017), Chung & Vander Doelen Engineering Ltd.
- Traffic Impact Study (July 2020), Paradigm Transportation Solutions Limited

### Agency Review

To date we have received the following comments from circulated agencies:

| Agency                                    | Position  | Comments   |
|---|---|--|
| Bell Canada                               | <b>No objection<br/>Subject to<br/>Conditions</b> | In comments of December 2020, Bell Canada indicated that conditions of draft approval include that the owner grant any easements that may be required for communication/telecommunication infrastructure.  |
| County of Wellington Solid Waste Services | <b>No objection<br/>Subject to<br/>Conditions</b> | In comments of January 13, 2021 the County of Wellington Solid Waste Services Department requested the following condition:<br>THAT the Owner commit to following through on the methane mitigation recommendations to the satisfaction of the County, or that the Owner submit an updated Guideline D-4 Study prepared by a qualified professional to the satisfaction of the County of Wellington Solid Waste Services Division which demonstrates why these measures are not warranted. |
| Upper Grand District School Board (UGDSB) | <b>No objection<br/>Subject to<br/>Conditions</b> | In comments of January 8, 2021 the UGDSB indicated that development charges are applicable, and that adequate sidewalks, lighting and snow removal is provided.  |

Comments from the Conservation Authority, Wellington North Power, Hydro One, Enbridge Gas, Wellington Source Water Protection, and the Township's consulting engineer had not been received at the time of the writing of these comments. We understand the plans are currently under review. Issues may arise in these reviews that need to be addressed.

No comments have been received from members of the public to date.

### Preliminary Planning Comments

#### Density/Development Concept

The proposed residential development is anticipated and encouraged by Provincial and County planning policy. The subject property is located outside of the built boundary of Mount Forest and is considered a greenfield area. This large, vacant parcel of land abuts existing residential lands and is located immediately south of the Township's major recreational complex which includes the area, ball diamonds, soccer fields and a skateboard park. Section 4.4 of the Official Plan outlines housing policies. The main applicable policy, Section

4.4.4, deals with Greenfield Housing, and requires a gross density of 6.5 residential units per acre. The development as proposed meets this density requirement.

#### Parkland Dedication

A park block has not been proposed as part of the residential development. The Township will have to advise of their preference regarding parkland and whether or not land for a park will be included in the draft plan of subdivision or if cash-in-lieu of parkland dedication will be provided.

#### Storm Water Management

We have not been provided with comments from the Township Consulting Engineer on the Functional Servicing Report. We understand the plans are currently under review.

#### Availability of Municipal Services

In terms of servicing, the proposed development is to be provided with municipal sewage and water supply services. Sufficient capacity is available to date, however this will form a condition of draft approval.

#### Environmental Impact Study

An Environmental Impact Study (EIS) was submitted with the draft plan of subdivision with recommendations for setbacks to protect natural features. These lands are captured in Open Space Block 126.

#### Traffic Impact Study

A Traffic Impact Study was submitted with the draft plan of subdivision to determine if any improvements were required to the existing roads outside of the proposed development. The study did not recommend any improvements. The study is currently under review.

#### Proximity to Closed Landfill

A D-4 Study was submitted with the draft plan of subdivision. The study was conducted to determine potential impacts of the adjacent, closed landfill (Martin Street Closed Landfill) on the proposed development. Solid Waste Services have reviewed the study and have provided a condition of draft plan approval in relation to the Martin Street Closed Landfill property.

#### Wellington North Zoning By-law

The subject land is currently zoned Future Development (FD), as a result, the applicant is proposing to amend the Zoning By-law to implement the proposed Draft Plan of Subdivision for 58 single detached residential lots, 30 semi-detached residential lots, 36 street townhouse and a block for additional townhouse units in the future, a 0.805 hectare open space block as well as a 0.010 hectare walkway.

#### Conclusion

Following the Public Meeting, staff will finalize the technical review of the draft plan of subdivision and application to amend the Zoning By-law. Staff will then report back to Council for local consideration of the draft plan of subdivision (including draft conditions). Following the approval of the draft approval of the subdivision by the County, an amending zoning by-law will be provided for Council consideration.

### **CORRESPONDENCE FOR COUNCIL'S REVIEW**

- Adam Laranjeiro, Planning Technician, Upper Grand District School Board
  - Letter dated January 8, 2021 (No Objection)
- Jessica McFarlane
  - Email dated January 21, 2021 (inquiry regarding sidewalk on Martin Street)
- Brandi Walter, Environmental Planning Coordinator, Saugeen Conservation
  - Correspondence dated January 22, 2021 (Recommendations for conditions)
- Brandi Walter, Environmental Planning Coordinator, Saugeen Conservation
  - Correspondence dated September 25, 2019 to Cobide Engineering Inc., cc to Township of Wellington North (proposed development acceptable, subject to



## REQUEST FOR NOTICE OF DECISION

If you wish to be notified of the decision of the **Corporation of the County of Wellington** in respect of the proposed Draft Plan of Subdivision (23T-20203), you must make a written request to the Director, Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, Ontario N1H 3T9.

The by-law for the Zoning Amendment will be considered at a future Council meeting. If you wish to be notified of the decision in respect of the proposed **Township of Wellington North Zoning By-law Amendment (ZBA 11-20)**, you must submit a written request to the Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario N0G 2E0 or [tpringle@wellington-north.com](mailto:tpringle@wellington-north.com).

## MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

John Welton, Developer, Ron Davidson, Planning Consultant and Travis Burnside, Consulting Engineer, were present to answer questions regarding the application.

Travis Burnside, Consulting Engineer, commented that they will address the concerns outlined in the SVCA correspondence and bring forward at a later meeting.

Ron Davidson, Planning Consultant, explained that the proposal has been in the works for quite a while. There are a series of reports filed in support of the proposal. The proposal conforms with the Official Plan and is consistent with the Growth Plan. It will provide a series of housing and will represent something good for the municipality.

Travis Burnside, Consulting Engineer, stated that the proposed subdivision is on full municipal services. They have been in discussions with staff and BM Ross regarding capacity. There will not be an impact on existing municipal storm sewers.

## COMMENTS/QUESTIONS FROM COUNCIL

Councillor McCabe inquired if sidewalks on Cork Street and Martin Street will be considered. Matthew Aston, Director of Operations, stated that sidewalks on Cork Street would be considered; however, Martin Street is outside of the project.

Councillor Yake asked if the storm water going directly into the Saugeen River is an issue with the SVCA. Mr. Burnside explained that the SVCA concern is with existing storm outlet from Cork Street, Melissa Street and Princess Street. The storm water passes through the development site. There are some concerns with where the zoning limits are with respect to the creek. There will be a small pond to collect the overland flow and put it into a storm sewer. The SVCA allows storm water discharge into the river when it is this close in proximity and have direct access. You can discharge the water without having a pond for quantity control. They will still be providing quality control.

Councillor McCabe inquired about the phase in timeline. Mr. Welton stated that they would like to move as quickly as possible. They hope to move earth this year and will likely service the whole site.

Mayor Lennox commented that the proposed subdivision meets the target density that the County is looking for. Michelle Innocente, Senior Planner, confirmed that the proposal meets the 16 units per hectare. Mayor Lennox expressed concern with snow storage and would like the proposal to demonstrate proper snow storage area. Mr. Davidson and Mr. Burnside explained that the proposed house setback is reduced, not the garage and that people are wanting homes with larger square footage on smaller lots.

Councillor Yake asked for clarification regarding parkland dedication for the proposed subdivision. Mike Givens, CAO, explained that an agreement waiving the parkland requirement for the subdivision lands was entered into with the Town of Mount Forest in 1998, prior to amalgamation, and remained in place with the change of ownership. Councillor Yake

suggested that parkland in a project this size should be encouraged. Mr. Davidson stated that it was well known at the time of purchase that there would not be an additional requirement for parkland.

**ADJOURNMENT**

RESOLUTION: 001-2021

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Public Meeting of January 25, 2021 be adjourned at 7:47 pm.*

CARRIED

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CLERK

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MAYOR



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY (michellei@wellington.ca)

January 22, 2021

County of Wellington  
Planning and Development Department  
74 Woolwich Street  
Guelph, ON N1H 3T9

ATTENTION: Michelle Innocente, Senior Planner

And;

Township of Wellington North  
PO Box 125  
7490 sideroad 7 W.  
Kenilworth, ON N0G 2E0

ATTENTION: Karren Wallace, Clerk

Dear Ms. Innocente & Ms. Wallace;

RE: Application for Plan of Subdivision – 23T-20203  
Application for Zoning By-law Amendment: ZBA 11-20  
Roll No. 234900000400175  
Part Park Lots 10, 11, 12 S/S Princess Survey; McDonald Park Lots L & K WOSR; Part Lot 2  
Division 1 & 2; RP 61R-7789 Parts 2, 3, 9, 10 Part 5  
Geographic Town Mount Forest  
Township of Wellington North [Welton c/o Davidson]

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted applications as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the County of Wellington representing natural hazards, natural heritage, and water resources; and the application has also been reviewed through our role as a public body under the *Planning Act* as per our CA Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

The purpose of these applications is to facilitate a 124 Unit residential development. The proposed Zoning By-law Amendment (ZBA) will rezone the lands from Future Development (FD) Zone to Site Specific Residential (R2-xx) Zone to permit detached and semi-detached dwellings; to Site Specific Residential (R3-xx) Zone to permit street townhouse dwellings; to Residential (R3) Zone to permit cluster townhouses; to Open Space (OS)



Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,  
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,  
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,  
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

Zone for a walkway; and to natural Environment (NE) Zone for the land containing the watercourse. The amendment is required in order to facilitate the proposed Draft Plan of Subdivision.

Staff have received and reviewed the following documents submitted with this application:

- 1) Planning Report, Ron Davidson land Use Planning consultant Inc., September 2020,
- 2) Functional Servicing Report, Cobide Engineering Inc., September 2020,
- 3) Stormwater Management Report, Cobide Engineering Inc. September 2020,
- 4) Environmental Impact Study, AWS Environmental Consulting Inc., December 2017; and,
- 5) Environmental Impact Study – Addendum, AWS Environmental Consulting Inc., August 12, 2019.

SVCA staff was provided an opportunity to meet on-site with applicant's engineer, Travis Burnside (Cobide Engineering) on September 25, 2019 to review the proposed development. Based on our review of site conditions for both the subject property, adjacent lands, and proposed stormwater outlet location, we provided Mr. Burnside with the attached pre-submission consultation information regarding SVCA's areas of interest for the development and in accordance with our MOA with the County of Wellington. This letter was copied to the County, both the Township of Wellington North's CBO and Engineer, and to the applicant John Welton. However, SVCA staff was not provided an opportunity to consult with AWS regarding the Terms of Reference for the Environmental Impact Study as it appears the study was undertaken prior to consultation with the SVCA. Additionally, based on the findings of the EIS, SVCA has made comments regarding water resources not included in the pre-submission letter.

### **RECOMMENDATION**

In principal, SVCA staff finds the proposed development acceptable. However, we recommend the decision for zoning by-law amendment be deferred; and we also recommend several conditions of approval for the draft plan of subdivision to ensure the natural heritage, natural hazard, and water resource policies of the PPS and the County OP have been addressed.

### **SITE CHARACTERISTICS**

The subject lands are currently vacant and are located southwest of Town of Mount Forest. The Property fronts Cork Street to the east and Martin Street to the south. The South Saugeen River Valley is located within 50 metres to the southeast of the property opposite Martin Street. There are woodlands west of the property and within the river valley, and there are two woodlots on the subject lands along the east property line that are fragmented with open field. There is a watercourse that flows within and adjacent to southeast woodlot. The woodlands to the west of the property feature wetlands and a watercourse, both of which are within 50 metres to 80 metres of the west property line. The subject property features urban development to the north and east.

### **DELEGATED RESPONSIBILITY AND ADVISORY COMMENTS**

**SVCA staff has reviewed the application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020). We have also reviewed the application through our responsibilities as a service provider to the County of Wellington in that we provide expert advice and technical clearance on *Planning Act* applications with regards to natural hazards, natural heritage, and water resources as set out in the PPS 2020, County Official Plan and/or local official plans. Comments below only include features/technical requirements affecting the property.**

### **Natural Hazards**

In the opinion of SVCA staff, the subject property does not appear to be directly affected by natural hazards as defined in the Provincial Policy Statement (PPS, 2020). Furthermore, in the opinion of SVCA staff, the property does not appear to be designated 'Core Greenlands' in the County of Wellington Official Plan (OP) nor is it zoned 'Natural Environment (NE)' in the Township of Wellington North's Zoning By-law. Both the above designation and zoning are used to identify natural hazard features (in addition to natural heritage features) on affected properties and are in accordance with SVCA's hazard land mapping for the property.

Notwithstanding the above, SVCA staff note a watercourse traverses the south-east corner of the property, which will experience increased water levels during storm events. SVCA staff recommended in pre-consultation that the Hurricane Hazel Flood Event (HHFE) floodplain be modelled for this watercourse. The purpose of this exercise would be to ensure proposed new development is not impacted by the HHFE floodplain for this watercourse. However, SVCA staff note this recommendation was not implemented to date.

Furthermore, we note the proposed storm outlet works will be located within the Saugeen River Valley, which is designated 'Core Greenlands' and features erosion and flooding hazards. It was SVCA staff's observation during our site meeting that the proposed outlet infrastructure route will traverse an area of moderate slopes and the outlet headwall is proposed to be located outside the regional floodplain of the Saugeen River. However, the SWM report did not provide detailed drawings to confirm the above. SVCA staff provides further comment regarding proposed SWM infrastructure in the appropriate section of this report.

#### Provincial Policy Statement – Section 3.1

Section 3.1.1 of the PPS, 2020 states, in general, that development shall be directed to areas outside of hazardous lands (flooding hazards, erosion hazards, dynamic beach hazards), and hazardous sites (organic soils, leda clay, unstable bedrock.).

#### County of Wellington Official Plan (OP) Policies

In general, the following sections of the County of Wellington OP do not support new development within hazardous lands (flooding hazards, erosion hazards, and hazardous sites); Sections 5.4.3 (Core Greenlands, Hazardous Lands), 8.9 (Urban Centres – Hazardous Lands & Flood Plain Lands), and 10.2 (Greenlands – New Lot Creation).

Based on the above-noted hazard lands policies and lack of detail regarding the regional floodplain limits for the watercourse on site, SVCA are of the opinion the proposed development is not in conformance with the above-noted policies. As such, SVCA staff offer the following recommendations;

1. That the decision for zoning by-law amendment be deferred until the HHFE floodplain limits for the southeast watercourse have been defined; and that, all new development be located outside the HHFE floodplain; and further that, the zoning for the watercourse and its floodplain be appropriately zoned Natural Environment/Floodway (NE).
2. That a condition of draft plan approval include, "The Saugeen Valley Conservation Authority (SVCA) must be satisfied a Floodplain Study and Lot Grading and Drainage Plan shows all new development is located outside the Hurricane Hazel Flood Event floodplain."

### **Natural Heritage**

In the opinion of SVCA staff and based on our review of the aforementioned EIS, the subject property features adjacent lands to significant woodlands and significant valleylands, and fish habitat.

Please be advised, SVCA staff find the 2017 EIS and 2019 addendum to the EIS acceptable.

### **Significant Woodlands**

It is SVCA staff's interpretation that section 5.5.4 of the County OP defines woodlands in the rural system over 4 hectares and plantations over 10 hectares are considered to be, and are included in the Greenlands system. In the Urban System, woodlands over 1 hectare are considered to be significant by the County and are included in the Greenlands System. SVCA review of mapping indicates the proposed development lands are adjacent to significant woodlands located along the west property boundary and south within the river valley.

#### **Provincial Policy Statement – Section 2.1**

Section 2.1.5 b) of the PPS states that development and site alteration shall not be permitted in significant woodlands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions; and further that, section 2.1.8 states development and site alteration shall not be permitted on adjacent lands to significant woodlands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

#### **County of Wellington Official Plan (OP) Policies**

In the opinion of SVCA staff, section 5.5.4 of the County OP states that significant woodlands will be protected from development or site alterations which would negatively impact the woodlands or their ecological functions. Good forestry practices will be encouraged and tree removal shall be subject to the Wellington County Forest Conservation By-law. Smaller woodlands may also have local significance and, where practical, these smaller woodlands should be protected.

### **Significant Valleylands**

It is the opinion of SVCA staff that the river valley of the South Saugeen River is considered significant and is identified as such in the 'Greenlands System' of the County's OP. The proposed development is located on adjacent lands to the significant valleyland and the proposed stormwater outlet infrastructure is within the significant valleylands.

#### **Provincial Policy Statement – Section 2.1**

Section 2.1.5 b) of the PPS states that development and site alteration shall not be permitted in significant valleylands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions; and further that, section 2.1.8 states development and site alteration shall not be permitted on adjacent lands to significant valleylands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

### County of Wellington Official Plan (OP) Policies

It is SVCA staff's interpretation that section 5.5.3 of the County OP includes streams and valleylands in the Greenlands system; and that, all streams and valleylands will be protected from development or site alterations which would negatively impact on the stream or valleyland or their ecological functions.

### Fish Habitat

SVCA staff review of fish habitat is provided in consideration of the PPS and local policies but does not provide clearance on the required statutes or legislation from either the MNRF or the DFO.

It is the opinion of SVCA staff the watercourse that intersects the southeast corner of the property is considered fish habitat; and that, portions of the proposed works (i.e. storm outlet infrastructure) is located within adjacent lands to the South Saugeen River, which is also fish habitat. There is also a watercourse/fish habitat within 80 metres west of the proposed development that outlets to a wetland within the Significant Woodland. Furthermore, a seep approximately 40 metres west of the watercourse on the property has been identified, which outlets to the watercourse on the property and is considered indirect fish habitat by SVCA staff.

### Provincial Policy Statement – Section 2.1

Section 2.1.6 of the PPS states that development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements; and further that, s. 2.1.8 states development and site alteration shall not be permitted on adjacent lands to fish habitat unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the fish habitat or on their ecological functions.

### County of Wellington Official Plan (OP) Policies

Section 5.4 of the County's OP, in SVCA's opinion, designates fish habitat as 'Core Greenlands'; and that section 5.4.2 does not permit development and site alteration in fish habitat except in accordance with provincial and federal requirements.

### Environmental Impact Study

In accordance with section 5.6.2 of the County of Wellington's OP, in SVCA staff's opinion, where development is proposed in the Greenland system or on adjacent lands, the County or local municipality shall require the developer to: a) identify the nature of the features potentially impacted by the development; b) prepare, where required, an environmental impact assessment to ensure that the requirements of this Plan will be met, and consider enhancement of the natural area where appropriate and reasonable. c) address any other relevant requirements set out in Section 4.6.3 Environmental Impact Assessment.

As noted previously, an EIS was undertaken in 2017 with an addendum to the EIS in August 2019. SVCA staff finds the EIS and addendum acceptable, in general, regarding the above-noted natural heritage features. However, as discussed in the section below for "Water Resources", SVCA requires further information regarding the impacts to the groundwater seep identified on the property and on the watercourse located on adjacent lands to the development.

Provided the mitigation measures outlined in the EIS are implemented, the proposed development will be in accordance with the aforementioned natural heritage policies of both the PPS and the County of Wellington. In order to ensure implementation of the mitigation measures, SVCA staff recommends the following;

3. That a Planting Plan be developed for the lands adjacent to the watercourse/fish habitat, seep and stormwater pond, for the purpose of enhancing the natural heritage features; and that,
4. A condition of approval for the draft plan of subdivision require that SVCA staff must be satisfied with the final EIS, Site Plan, Landscaping/Planting Plan; and that, SVCA be satisfied with wording in the Subdivision agreement that provides for the implementation of EIS, Section 15, Mitigation measures, Site Plan, and Landscape/Planning Plan.
5. Being that the watercourse and seep are fish habitat, these features should be zoned NE and designated as “Core Greenlands” in accordance with the Greenlands system policies of the County’s OP. There is a proposed NE zone that encompasses the seep and a portion of the watercourse. However, the north half of the watercourse is proposed to be zoned R3-Z, which in SVCA’s opinion, does not conform to the Core Greenlands policies (also see recommendation 1 above); and,
6. That the decision for zoning amendment be deferred until the watercourse on the subject property is appropriately zone NE as indicated above.

### **Water Resources**

SVCA’s mapping indicates the subject property is sited on a significant groundwater recharge area. SVCA staff is of the opinion, the site may be subject to a shallow groundwater table, which may be a source of water to the above-noted seep on the property and to the adjacent watercourse west of the property boundary. SVCA staff have concern the proposed development may disrupt the source flow to these features as a result of the development.

#### **Provincial Policy Statement (PPS, 2020)- Section 2.2**

Section 2.2.1 of the PPS states planning authorities shall protect, improve or restore the quality and quantity of water by maintaining linkages and related functions among ground water features, hydrologic functions, natural heritage features and areas, and surface water features including shoreline areas; and to implement necessary restrictions on development and site alteration to protect, improve or restore vulnerable surface and ground water, sensitive surface water features and sensitive ground water features, and their hydrologic functions.

#### **County of Wellington Official Plan (OP) Policies**

It is SVCA staff’s interpretation that section 4.9.3 of the County’s OP states that groundwater needs to be protected to promote public health, and as an essential resource for urban and rural water supplies, agricultural production and the maintenance of the Greenland system. Specifically, it is the County’s intent that the development of public and private uses will not negatively impact groundwater recharge or discharge or impair groundwater or surface water quality. Section 4.9.4 of the OP provides for further policy direction to achieve this objective, including but not limited to ensuring the base flow needed to protect streams, fisheries and wetlands are maintained (s. 4.9.4 i).

As such, given the above policy direction of both the PPS and County OP, it is SVCA staff’s opinion that it has not been demonstrated the proposed development would not negatively impact the source flow and as a result, the ecology, to the seeps and watercourses on and adjacent to the property. Therefore, SVCA staff recommends the following;



7. That a hydrogeologist provide SVCA staff with a letter/study advising the proposed development will not impact the hydrologic / hydrogeologic source flow to these features; and that,
8. A condition of draft plan approval be that SVCA must be satisfied with a hydrogeologic report or letter advising the proposed development will not impact source flow to the seep and to both watercourses on site and on adjacent lands.

SVCA staff has reviewed these applications regarding the impacts to surface and groundwater resources from an ecological and hydrological perspective. SVCA staff have not reviewed the impacts to municipal drinking water supplies and designated vulnerable areas.

### **Stormwater Management (SWM)**

SVCA staff has reviewed the above-noted SWM report and find the report, in principal, acceptable. However, SVCA staff has concerns regarding erosion control for the proposed outlet, lack of modelling for the HHFE floodplain as noted previously, and source water balance as noted in the “Water Resources” section of this letter. As such, SVCA staff recommends the following;

9. That a geotechnical engineer provides recommendations for mitigating the impact to the control of erosion and slope stability for the stormwater outlet infrastructure, including the path for the proposed pipe through the river valley and for outlet controls. It is SVCA staff’s opinion, without quantity control for stormwater outlet, as proposed, and given the slope angle, the velocities at the receiving end could cause severe erosion, particularly during heavy rain event. Additionally, the impact to erosion within the river valley from construction of the storm sewer must be assessed by the geotechnical engineer.
10. That a condition of draft plan approval require that SVCA must be satisfied with the final SWM report and engineering drawings; and aforementioned geotechnical report.

SVCA staff has reviewed the stormwater management plan and facilities to ensure no impact on the control of flooding, erosion, pollution or the conservation of land in accordance with our mandate under the *Conservation Authorities Act* and as per our MOA with the County of Wellington regarding water resources. This includes a general review of lot grading and erosion control, water quantity and quality, and impacts to receiving natural heritage features. SVCA staff’s review does not include a detailed technical clearance of engineering methodology or modelling.

### **STATUTORY COMMENTS**

**SVCA staff has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 169/06 (SVCA’s Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). This regulation, made under Section 28 of the *Conservation Authorities Act*, enables SVCA to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Subject to the CA Act, development taking place on or adjacent to these lands may require permission from SVCA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. SVCA also regulates the alteration to or interference in any way with a watercourse or wetland.**

Portions of the subject property and proposed development are affected by SVCA’s regulated area associated with Ontario Regulation 169/06. As such, development and/or site alteration within this area requires the permission from SVCA, prior to carrying out the work.

“Development” as defined under the *Conservation Authorities Act* means:

- a) *the construction, reconstruction, erection or placing of a building or structure of any kind;*
- b) *any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure;*
- c) *site grading; or,*
- d) *the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.*

And;

“Alteration” as per Section 5 of Ontario Regulation 169/06 generally includes the straightening, diverting or interference in any way with a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

SVCA’s Approximate Regulated Area on the property, please refer to the SVCA’s online mapping program, available via the SVCA’s website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly. The areas of interest to the Authority include the watercourse on the property and the South Saugeen River, plus 15 metres, the river valley plus 15 metres from stable top of bank; and the floodplains associated with both watercourses plus 15 metres.

#### **SVCA Permission for Development or Alteration**

Prior to any construction or site alteration within the aforementioned SVCA regulated areas, permission from SVCA must be obtained via application. Submitted plans and reports (construction drawings, stormwater management report, EIS, hydrogeological review, geotechnical report) must demonstrate the proposed to will not have an impact on the control of flooding, erosion, pollution or the conservation of land.

#### **Right to Hearing**

Please be advised that the owner(s) of a property may submit an application for a development or alteration proposal to the SVCA at any time. However, it is SVCA staff’s recommendation that all planning approvals be in place prior to SVCA application, as staff’s review under the *Planning Act* parallels SVCA’s regulatory interest.

An Application must be complete as determined by the SVCA for it to be considered. The completeness of an Application is determined by SVCA staff, or an administrative review can be requested by the applicant to the SVCA's General Manager/Secretary Treasurer. In the event that the administrative review by the SVCA's General Manager/Secretary Treasurer determines an Application is not complete, the applicant can request an administrative review by the Authority. Applications to recognize works that have already occurred are not eligible for administrative reviews.

In accordance with Section 28 (12) of the Conservation Authorities Act, permission required under Ontario Regulation 169/06, as amended, shall not be refused or granted subject to conditions unless the person requesting the permission has been given the opportunity for a hearing (by request) before the Authority or, in the case of the SVCA, before the Authority’s Executive Committee. Should you receive a SVCA permit, approved by staff, with conditions of approval and object to one or more of the conditions, you will have the

option to attend a hearing before the SVCA Executive Committee. Should you submit a complete Application for which staff is not prepared to issue a permit, you will have the option to attend a hearing scheduled before the SVCA Executive Committee.

After holding a hearing under Section 28 (12), the SVCA Executive Committee shall,

- (a) refuse the permission; or
- (b) grant the permission, with or without conditions

After the hearing, if the Executive Committee refuses permission, or grants permission subject to conditions, the person who requested permission shall be given written reasons for the decision. If the person is refused permission or objects to conditions imposed on the permission, the person may appeal to the Mining and Lands Tribunal within 30 days of receiving the reasons for the refusal.

### **SUMMARY**

SVCA staff has reviewed this application in accordance with our MOA with the County Wellington, and as per our mandated responsibilities for natural hazard management, including our regulatory role under the *Conservation Authorities Act*.

In principal, SVCA staff find the proposed development acceptable. However, given the above- noted concerns including but not limited to floodplain delineation, source water balance to natural heritage features, and erosion control we make the following recommendations.

#### **Zoning By-Law Amendment**

Given the above, it is SVCA staff's opinion that:

- 1) Consistency with Section 3.1, Natural Hazard policies of the PPS has not been demonstrated.
- 2) Consistency with Section 2.1, Natural Heritage policies of the PPS has not been demonstrated.
- 3) Consistency with Section 2.2, Water policies regarding hydrological and ecological impacts of the PPS has not been demonstrated.
- 4) Consistency with local planning policies for natural hazards and natural heritage has not been demonstrated.
- 5) SVCA staff recommend the decision for ZBA should be deferred until SVCA is satisfied with the above-noted floodplain study and hydrogeological assessment. Should it be demonstrated development is not affected by the floodplain hazard and that source water to the watercourses and seep will not be impacted, then it will be demonstrated the development will not be impacted by hazardous lands and there will be no impact to the ecology of the watercourses/fish habitat.

#### **Application for Plan of Subdivision**

Given the above comments regarding the proposed development, it is SVCA staff's opinion that provided our recommendations for conditions for draft plan approval are implemented:

- 6) Consistency with Section 3.1, Natural Hazard policies of the PPS will be demonstrated.
- 7) Consistency with Section 2.1, Natural Heritage policies of the PPS will be demonstrated.
- 8) Consistency with Section 2.2, Water policies regarding hydrological and ecological impacts of the PPS will be demonstrated.
- 9) Consistency with local planning policies for natural hazards and natural heritage will be demonstrated.

In accordance with the approved SVCA 2021 fee schedule SVCA will invoice the applicant for our review of this application and associated technical reports.

Please inform this office of any decision made by County and Township with regard to this application. We respectfully request to receive a copy of the decisions and notice of any appeals filed.

Should you have any questions, please contact the undersigned [*provide direct contact information*].

Sincerely,

A handwritten signature in cursive script that reads "Brandi Walter". The signature is written in black ink on a light-colored background.

Brandi Walter  
Environmental Planning Coordinator  
Saugeen Conservation

BW/

Encl: SVCA Pre-submission letter, September 25, 2019

cc: Travis Burnside, Cobide Engineering (via email)  
Ron Davidson, Applicant's Agent (via email)  
John Welton, Applicant (via email)  
Frank Vanderloo, P. Eng., BM Ross (via email)  
Steve McCabe, SVCA Member (via email)



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Tel 519-367-3040, Fax 519-367-3041, [publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca), [www.svca.on.ca](http://www.svca.on.ca)

SENT ELECTRONICALLY ONLY ([tburnside@cobideeng.com](mailto:tburnside@cobideeng.com))

September 25, 2019

Cobide Engineering Inc.  
517 10<sup>th</sup> Street  
Hanover, ON N4N 1R4

Attention: Travis Burnside, P. Eng.

Dear Mr. Burnside;

RE: Proposed Subdivision – Sunvale Homes – Pre-Submission Consultation  
Part Park Lot 10, S of Princess Street; Part Park Lot I MacDonald’s Survey,  
Part of Division 1 of Lot 2 WOSR  
Geographic Town of Mount Forest  
Township of Wellington North

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You have requested Saugeen Valley Conservation Authority (SVCA) staff provide pre-submission comments for a proposed subdivision at the above-noted property. The regulatory comments provided in this correspondence are in accordance with the SVCA’s mandate, the SVCA Environmental Planning and Regulations Policies Manual, amended October 16, 2018; and the pre-submission consultation comments regarding *Planning Act* matters, are in accordance with the Memorandum of Agreement between the Authority and the County of Wellington relating to Plan Review. Based on staff’s review of mapping, site inspection (August 8, 2019) observations, and related planning schedules and documents, we offer the following comments.

It is the understanding of SVCA staff the proposed development is a multi-lot residential subdivision. Stormwater is proposed to outlet to the south, off-site into the Saugeen River Valley adjacent to an existing storm headwall. The proposed stormwater infrastructure route is through a previously disturbed area/path through the valley as reviewed on-site during staff’s meeting with you, August 8, 2019. SVCA staff find the proposed development acceptable, subject to conditions as outlined in below.

#### **Planning Act Application Pre-Submission Consultation**

The following pre-submission consultation comments are offered by SVCA staff in advance of any submission of a formal *Planning Act* Application (i.e. Draft Plan of Subdivision, Zoning By-law Amendment) to the County of Wellington and/or the Township of Wellington North. Please note, SVCA staff provide advice and recommendations to the Municipality / County regarding natural hazard and natural heritage matters; however, the SVCA is not the Approval Authority for *Planning Act* Applications. We recommend you contact the Municipality and/or County for information pertaining to the *Planning Act* process.



#### **Watershed Member Municipalities**

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

## **Zoning and Official Plan**

Administration and final interpretation of the Zoning By-law and Official Plan are the responsibility of the Municipality and/or County. We recommend you contact the Municipality of West Grey and/or the County of Grey to confirm the zoning status and/or designation of the property, and for all other items relating to the Zoning By-law and Official Plan.

## **Natural Hazards**

In the opinion of SVCA staff, the subject property does not appear to be directly affected by natural hazards as defined in the Provincial Policy Statement (PPS, 2014). Furthermore, in the opinion of SVCA staff, the property does not appear to be designated 'Core Greenlands' in the County of Wellington Official Plan (OP) nor is it zoned 'Natural Environment (NE)' in the Township of Wellington North's Zoning By-law. Both the above designation and zoning are used to identify natural hazard features (in addition to natural heritage features) on affected properties.

Notwithstanding the above, SVCA staff note a watercourse traverses the south-east corner of the property, which will experience increased water levels during storm events. As such, SVCA staff recommend that storm flows for this watercourse be modelled to ensure adjacent development is not affected by flooding.

Furthermore, we note the proposed storm outlet works will be located within the Saugeen River Valley, which is designated 'Core Greenlands' and features erosion and flooding hazards. It is SVCA staff's observation that the proposed outlet infrastructure route will traverse an area of moderate slopes and the outlet headwall will be located outside the regional floodplain of the Saugeen River. SVCA staff provide further comment on mitigating impacts to erosion and flooding within the river valley under 'SVCA Permission for Development'.

## **Natural Heritage**

In the opinion of SVCA staff, the significant natural heritage features that could be affected by the proposed development include significant woodlands, fish habitat, valleylands, potentially significant wildlife habitat, and potential habitat of endangered species and threatened species.

### Significant Woodlands – Adjacent Lands

Significant woodlands are located on adjacent lands to the subject property as shown on Schedule A6-1 as 'Greenlands' designation in the County of Wellington OP; and as further defined in Section 5.5.4 of the OP. It is SVCA staff's opinion the 'Woodlands' policies of the OP require that an Environmental Impact Study (EIS) be undertaken for development proposed within adjacent lands to significant woodlands to demonstrate the proposed will not have an impact on the feature or its ecological functions.

### Fish Habitat

Located on the SE portion of the property is a small watercourse, which SVCA staff consider to be "fish habitat". Additionally, portions of the proposed works (i.e. storm outlet infrastructure) is located within adjacent lands to the Saugeen River, which is also fish habitat. It is SVCA's staff's opinion, Section 5.51 of the County's OP does not permit development and site alteration (including construction of storm outlet infrastructure) in fish habitat

unless in accordance with provincial and federal requirements. For lands adjacent to fish habitat, the County's 'Greenlands' policies, in the opinion of SVCA staff, do not support development in adjacent lands to fish habitat unless it can be demonstrated through an EIS the works will not affect fish habitat.

#### Valleylands

The proposed subdivision is located adjacent to the Saugeen River Valley; and the storm outlet for the development is proposed to traverse the river valley and outlet to an area adjacent to the Saugeen River. As such, it is SVCA staff's opinion, Sections 4.6.3 and 5.5.3 of the County OP apply, which require that all streams and valleylands will be protected from development or site alterations which would negatively impact on the stream or valleyland or their ecological functions; and that an EIS should be undertaken to demonstrate the works will not have a negative impact on the feature or its ecological function.

#### Significant Wildlife Habitat

In the opinion of SVCA staff, the property and/or storm outlet route may feature significant wildlife habitat. Section 5.5.1 of the County OP, in SVCA's opinion, states that "development and site alteration shall not be allowed in significant wildlife habitat unless it has been demonstrated that there will be no negative impacts on the habitat or its ecological functions.". As per section 4.6.3 of the OP, an EIS should be undertaken to demonstrate the proposed will not have an impact on significant wildlife habitat.

#### Habitat of Endangered or Threatened Species

In the opinion of SVCA staff, the property and/or storm outlet route may be affected by habitat of endangered or threatened species. It is our interpretation that section 5.4.2 of the OP does not permit development and site alteration within habitat of endangered or threatened species except in accordance with provincial and federal requirements; and further that, development or site alteration adjacent to significant habitat of endangered or threatened species shall require a satisfactory EIS that demonstrates there will be no negative impact on the significant habitat of endangered or threatened species or its ecological function.

Section 2.1.7 of the Provincial Policy Statement (PPS 2014) indicates that development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. It is the responsibility of the applicant to ensure the endangered species and threatened species policy referred to in the PPS has been appropriately addressed. Please contact the Ministry of Environment, Conservation and Parks (MECP) for information on how to address this policy.

#### Environmental Impact Study (EIS)

It is the opinion of SVCA staff that an EIS should be undertaken to address the above-noted natural heritage features in accordance with Section 4.6.3 of the County OP. SVCA staff would be pleased to review a draft of the EIS prior to submission with your *Planning Act* application to ensure the above-noted concerns are addressed.

#### **SVCA Regulation**

Portions of the property are subject to the SVCA's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (*Ontario Regulation 169/06*, as amended). This Regulation is in

accordance with Section 28 of the *Conservation Authorities Act R.S.O, 1990, Chap. C. 27*, and requires that a person obtain the written permission of the SVCA prior to any “development” within a Regulated Area or alteration to a wetland or watercourse.

#### “Development” and Alteration

Subsection 28(25) of the *Conservation Authorities Act* defines “development” as:

- a) the construction, reconstruction, erection or placing of a building or structure of any kind,
- b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- c) site grading, or
- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

And further that;

According to Section 5 of *Ontario Regulation 169/06*, as amended, alteration generally includes the straightening, diverting, or interference in any way with the existing channel of a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

Subject to *Ontario Regulation 169/06*, the Regulated Areas on the property and on the proposed storm outlet route are the river valley plus stable top of bank, watercourse (Saugeen River) and its floodplain, and the small watercourse on the SE corner of the property, plus an allowance adjacent to these features as prescribed in the Regulation.

#### SVCA Permission for Development

Prior to any construction or site alteration within the aforementioned SVCA regulated areas, permission from SVCA must be obtained via application. Submitted plans and or reports (construction drawings, stormwater management report, EIS) must demonstrate the proposed to will not have an impact on the control of flooding, erosion, pollution or the conservation of land.

During our site meeting, August 8, 2019 it was discussed the stormwater outlet route is proposed to traverse the Saugeen River Valley and outlet to an area outside the Saugeen River adjacent to an existing storm headwall. SVCA finds the proposed acceptable, in principal, provided the following:

1. Construction of storm infrastructure and total disturbed area is located within the existing cleared path within the river valley. Existing vegetation should not be disturbed to maintain slope stability and conservation of land.
2. That the outlet headwall is elevated above the Hurricane Hazel Floodplain elevation, which is 401.20 mASI (North American Datum, 1927) at this location.
3. That topographic information along the outlet route in the river valley is provided to SVCA staff so we can review the impact of the works on slope stability. SVCA understands that a geotechnical review will be undertaken for the development lands. As such, we ask that the geotechnical engineer provide a



statement to SVCA advising the proposed outlet works/constructions will not impact slope stability and to provide recommendations for mitigating impacts, if any.

Regarding proposed works within or adjacent to the watercourse on the SE corner of the property – SVCA staff cannot provide comment without review of a preliminary site plan and proposed works. However, SVCA permission is required prior to proposed interference with a watercourse or for works within 15 metres to the top of bank of the watercourse. SVCA staff may request a floodplain analysis be undertaken if structures are proposed within 15 metres to the top of bank of the watercourse.

#### Right to Hearing

Please be advised that the owner(s) of a property may submit an application for a development or alteration proposal to the SVCA at any time. An Application must be complete as determined by the SVCA for it to be considered. The completeness of an Application is determined by SVCA staff, or an administrative review can be requested by the applicant to the SVCA's General Manager/Secretary Treasurer. In the event that the administrative review by the SVCA's General Manager/Secretary Treasurer determines an Application is not complete, the applicant can request an administrative review by the Authority.

In accordance with Section 28 (12) of the Conservation Authorities Act, permission required under Ontario Regulation 169/06, as amended, shall not be refused or granted subject to conditions unless the person requesting the permission has been given the opportunity for a hearing (by request) before the Authority or, in the case of the SVCA, before the Authority's Executive Committee. Should you receive a SVCA permit, approved by staff, with conditions of approval and object to one or more of the conditions, you will have the option to attend a hearing before the SVCA Executive Committee. Should you submit a complete Application for which staff is not prepared to issue a permit, you will have the option to attend a hearing scheduled before the SVCA Executive Committee.

After holding a hearing under Section 28 (12), the SVCA Executive Committee shall,

- (a) refuse the permission; or
- (b) grant the permission, with or without conditions

After the hearing, if the Executive Committee refuses permission, or grants permission subject to conditions, the person who requested permission shall be given written reasons for the decision. If the person is refused permission or objects to conditions imposed on the permission, the person may appeal to the Minister of Natural Resources and Forestry within 30 days of receiving the reasons for the refusal.

#### Stormwater Management

It is the understanding of SVCA staff that stormwater from the proposed development will outlet directly into the river valley adjacent to the Saugeen River. The infrastructure route will traverse a portion of the river valley via an existing cleared path and the outlet headwall will be located adjacent to an existing storm headwall. As previously discussed, SVCA staff find the proposed acceptable provided the EIS shows no impact to the aforementioned natural heritage features and that it is demonstrated the work will not impact slope stability or the control of flooding. Also, as advised in SVCA's email to you March 12, 2019, SVCA does not require quantity control for stormwater for the current proposed outlet location. However, this outlet will likely require more intensive erosion control works to absorb the velocities that may be experienced during a major storm.

Pre-Submission Consultation  
Proposed Subdivision – Sunvale Homes  
Mount Forest – Cork St  
September 25, 2019  
Page 6 of 6

Attached is a copy of SVCA'S stormwater management guidelines for your reference. We ask that the stormwater design have consideration to these guidelines.

### Conclusion

In principal, SVCA staff the proposed development acceptable, subject to the findings of an EIS and SVCA's conditions for development under *Ontario Regulation 169/06*. Preliminary SVCA comments regarding Zoning and Official Plan matters have been included within this correspondence but should not be considered all-encompassing for formal SVCA *Planning Act* application comments and you should contact the Municipality of West Grey to confirm your zoning status and the *Planning Act* application process.

SVCA staff has provided comments for the proposed based on the information that is currently available, and there is no guarantee these comments will remain unchanged indefinitely.

Thank you for the opportunity to comment at this time. Should you have any questions, please do not hesitate to contact our office.

Sincerely,



Brandi Walter  
Environmental Planning Coordinator  
Saugeen Conservation

BW\

Enclosure

cc: Linda Redmond, Manager of Planning and Environment, Wellington Cty. (via email)  
Darren Jones, CBO, Twp. of Wellington North (via email)  
Frank Vanderloo, P. Eng., B.M. Ross (via email)  
John Welton, Sunvale Homes (via email)  
Steve McCabe, Authority Member, SVCA (via email)

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – JANUARY 25, 2021 AT 7:00 P.M.  
VIA WEB CONFERENCING - <https://www.youtube.com/watch?v=DxtKBSegnyM>**

**Members Present:**

**Mayor:** Andrew Lennox  
**Councillors:** Sherry Burke  
Lisa Hern  
Steve McCabe  
Dan Yake

**Staff Present:**

|  |                           |
|--|---------------------------|
| <b>Chief Administrative Officer:</b>           | <b>Michael Givens</b>     |
| <b>Director of Legislative Services/Clerk:</b> | <b>Karren Wallace</b>     |
| <b>Deputy Clerk:</b>                           | <b>Catherine Conrad</b>   |
| <b>Director of Finance:</b>                    | <b>Adam McNabb</b>        |
| <b>Economic Development Officer:</b>           | <b>Dale Small</b>         |
| <b>Human Resources Manager:</b>                | <b>Chanda Riggi</b>       |
| <b>Director of Fire Services:</b>              | <b>Chris Harrow</b>       |
| <b>Director of Operations:</b>                 | <b>Matthew Aston</b>      |
| <b>Community Recreation Coordinator:</b>       | <b>Mandy Jones</b>        |
| <b>Chief Building Official:</b>                | <b>Darren Jones</b>       |
| <b>Manager of Recreation Services:</b>         | <b>Tom Bowden</b>         |
| <b>Senior Planner:</b>                         | <b>Michelle Innocente</b> |

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2021-014

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Agenda for the January 25, 2020 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**COUNTY COUNCIL UPDATE**

Andy Lennox, Mayor

The County of Wellington is embarking on a Roads Master Plan, intending to look at needs for traffic requirements, intersection improvements, traffic volume, and places where speed or other safety issues are of concern. Now is the time, during the public engagement portion of the process, to encourage people to have their comments included in that Master Plan. The more participation we get the better the result will be when the plan is complete.

The Environmental Assessment process for the four bridges east of Arthur is ongoing. Anyone who has comments should get those put into the process. It is anticipated if staff have concerns they will comment to the County.

The Draft County Budget proposed a 2.5% increase. Recognizing the challenging times tax payers, residents and businesses are experiencing, Council asked staff to look for ways to bring the increase down to 1.25% or lower.

The proposed budget includes the shared works facility in Arthur. Once the budget is passed discussion will continue. The County is anticipating providing all the Capital for that project and then space would be leased to the Township of Wellington North. The expectation is that land acquisition will be completed in 2021 and construction completed in 2022.

#### **RECESS TO MOVE INTO PUBLIC MEETING**

RESOLUTION: 2021-015

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North recess the January 25, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:*

- *Keith Brubacher, Minor Variance*
- *John Welton Custom Homebuilding Ltd. o/a Sunvale Homes, Draft Plan of Subdivision and Zoning By-law Amendment*

CARRIED

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2021-016

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North resume the January 25, 2021 Regular Meeting of Council at 7:47p.m.*

CARRIED

#### **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

1. Regular Meeting of Council, January 11, 2021

RESOLUTION: 2021-017

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the minutes of the Regular Meeting of Council held on January 11, 2021 be adopted as circulated.*

CARRIED

#### **BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

No business arising from previous meetings of Council.

#### **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

6a, 7b, 7c,

#### **ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

RESOLUTION: 2021-018

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT all items listed under Items for Consideration on the January 25, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce Directors Meeting held on December 8, 2020 and the December 31, 2020 Financials.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Connects meeting held on January 13, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table Meeting held on November 18, 2020.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-01 being the Building Permit Review for the period ending December 31, 2020.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021- 003 being a report on the Memorandum of Understanding with the Arthur and Mount Forest Chamber of Commerce.*

*AND FURTHER THAT the Mayor and Clerk are authorized to sign the by-laws to enter the Memorandum of Understandings.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated January 20, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service, Quarter Four Update 2020.*

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2021-002 being a report on Clerk's Department 2020 year end review.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Township of Larder Lake, resolution #6 dated January 12, 2021, support for the resolution of the Municipality of Charlton and Dack requesting that the Province of Ontario address municipal insurance cost.*

*THAT the Council of the Corporation of the Township of Wellington North receive the media release dated January 18, 2021 from PIN - The People and Information Network, Do. Give. Share. PIN Celebrates 20th Anniversary All Year Long! Celebrating the past and embracing the future.*

CARRIED

#### **CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

RESOLUTION: 2021-019

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-003 being a report on the award of the design and replacement of the OptiMrs Playground in Arthur;*

*AND FURTHER THAT Council award the request for proposal (RFP 2020-010) to Park N Play Design at a cost of \$120,000 plus applicable taxes.*

CARRIED

RESOLUTION: 2021-020

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-003 being a report on Restricted Parking on Mount Forest Drive;*

*AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law to restrict parking on Mount Forest Drive.*

CARRIED

RESOLUTION: 2021-021

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North direct staff to bring a by-law to the February 8, 2021 Regular Council Meeting implementing a tow away zone on Mount Forest Drive.*

CARRIED

Council directed staff to give notice of the changes regarding no parking on Mount Forest Drive to adjacent businesses.

RESOLUTION: 2021-022

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information CLK 2021-004 being a report on Council Committee Appointments.*

CARRIED

It was noted that Councillor Yake was not shown as a member of the Wellington North Power Board and this will be amended.

## **NOTICE OF MOTION**

Councillor Burke requested that the following motion be brought to the February 8, 2021 Regular Council Meeting.

“Be it resolved that the Council of the Township of Wellington North request that staff include the “High, Healthy, Happy” motto, the altitude above sea level, along with the community name “MOUNT FOREST” in any painting or repainting of the Water Tower here in Mount Forest.”

## **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Yake (Ward 1):

- A Physician Recruitment Committee meeting was held last week. They continue to bring in new recruits. A couple are finishing their schooling. Recruitment needs to continue as doctors plan retirement.

Councillor Hern (Ward 3):

- The Arthur BIA met last week with B.M. Ross to review the sidewalk extension plans. They will meet again next week for another review.
- The Arthur Chamber of Commerce and the Arthur BIA is planning a joint meeting.
- The Mount Forest Chamber of Commerce has a largely new board. A strategic planning session and a team building exercise are planned.

Councillor McCabe (Ward 4):

- There are currently four recruits working at Louise Marshall Hospital. Two are fairly local to Wellington North and hopefully they will stay after their schooling.
- The doctor's office in Arthur continues to be busy. One of the doctors assisting Dr. Jones may stay on.
- Congratulations to the Fire Department for the recruitment of eight new firefighters.
- The SVCA Annual Meeting was held last week. Councillor McCabe was elected as Second Vice Chair for a one-year term.

#### **BY-LAWS**

- a. By-law Number 006-21 being a by-law to authorize the execution of a Memorandum of Understanding with the Mount Forest and District Chamber of Commerce
- b. By-law Number 007-21 being a by-law to authorize the execution of a Memorandum of Understanding with the Arthur and District Chamber of Commerce
- c. By-law Number 008-21 being a by-law to amend By-law 5000-05 being a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Township of Wellington North

RESOLUTION: 2021-023

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT By-law Number 006-21, 007-21 and 008-21 be read a First, Second and Third time and enacted.*

CARRIED

#### **CONFIRMING BY-LAW 009-21**

RESOLUTION: 2021-024

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 009-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on January 25, 2021 be read a First, Second and Third time and enacted.*

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2021-025

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Regular Council meeting of January 25, 2021 be adjourned at 8:34 p.m.*

CARRIED

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CLERK

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MAYOR



## Grand River Conservation Authority

Summary of the General Membership Meeting – January 22, 2021

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

### Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-01-21-05 - Budget 2021 Draft #2
- GM-01-21-C02 - Granting of Easement - Township of Centre Wellington (Closed agenda)

### Information Items

The Board received the following reports as information:

- GM-01-21-07 - Chief Administrative Officer's Report
- GM-01-21-03 - Cash and Investment Status
- GM-01-21-06 - Conservation Area Closures Due to Capacity
- GM-01-21-01 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-01-21-02 - Grand River Watershed Natural Heritage System Framework - Subwatershed Characterization Reports
- GM-01-21-04 - Update on Water Quality in the Grand River
- GM-01-21-09 - Proposed Implementation of Updates to Ontario's Water Quantity Management Framework (ERO #019-2017)
- GM-01-21-08 - Current Watershed Conditions

### Correspondence

The Board received the following correspondence:

- Jim Carroll, Commodore re: Belwood Lake Sailing Club
- Dufferin County re: Bill 229 Amendments under Schedule 6

### Committee Appointments

The Board appointed members and officers to the following committees:

- Audit Committee – To replace Member that is leaving the Board
- Ad Hoc Committee – To help provide input and direction on adapting to changes to the CA Act

### Election of Officers

The board elects a chair and vice-chair each January to serve for the coming year.

- Chris White was acclaimed as Chair of the Grand River Conservation Authority for a one year term
- Susan Foxton was acclaimed as Vice-Chair of the Grand River Conservation Authority for a one year term

For full information, please refer to the [January 22 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on February 26, 2021.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



**MINUTES**  
**ARTHUR BUSINESS IMPROVEMENT ASSOCIATION MEETING**  
**JANUARY 20TH, 2021 @ 7:30 PM**  
**VIA ZOOM VIDEO CONFERENCE**

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**BOARD MEMBER ATTENDEES:**

Gord Blyth,  
Sheila Faulkner

Keith Harris, Chair  
Paula Coffey,  
Mitch Keirstead

Angela Alaimo,  
Jim Coffey,

**BOARD MEMBERS ABSENT:**

Tom Gorecki,  
Councilor Lisa Hern

**OTHER ATTENDEES:**

Matt Aston; WN Director of Operations  
Dale Small; WN Economic Development Officer  
Tammy Stevenson; BMRoss & Associates  
Frank Vanderloo: BMRoss & Associates

**REVIEW AND ADOPTION OF THE AGENDA**

Chair Keith called the meeting to order at 7:31PM, and the agenda was reviewed and approved.  
Moved by Mitch Keirstead and seconded by Paula Coffey. **Carried**

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

The minutes from the October 7<sup>th</sup>, 2020, Arthur Business Improvement Association meeting were reviewed and approved. Moved by Keith Harris, seconded by Angela Alaimo **Carried**

**UPDATE FROM THE CHAIR**

Chair Keith provided an update on the November 18<sup>th</sup> Annual General Meeting and thanked everyone for attending. The BIA workplan, 2021 Budget, as well as the Tax Levy that had been recommended at the AGM, along with the request for a \$102,000 loan to cover the BIA share of the Streetscape improvements, was approved by Wellington North council on December 14<sup>th</sup>.

Storage requirements for the Christmas decorations that will be coming down soon has been arranged at Armstrong Trucking. BIA will connect with Andy at the WN Roads Department to coordinate takedown.

A letter has been distributed to all BIA property owners ahead of the tax bills to make them aware of the 2021 Ax Levy. Hopefully providing this information upfront will help to reduce questions.

Chair Keith also indicated he was completing the paperwork to register with the OBIAA as approved at the AGM.

## **DISCUSSION LED BY BMROSS RE CONNECTING LINK ENHANCEMENTS**

Of the seven projects the BIA approved as part of the 2021 workplan four of them will be actioned during the Connecting Link upgrades this summer.

- curb extension
- decorative lighting
- community art location/alleyway upgrades
- accessibility enhancements/sidewalk texturing

BMRoss is the Township Engineer for this project and they shared draft drawings with the BIA and discussed the concept. (copy attached to the minutes) Main discussion was around the curb extension where due to the requirement to be at least 100 meters from any traffic lights there is very little wiggle room to move the curb extension from the location identified by BMRoss which goes from the Post Office across to Foodland.

It was unfortunate that Tom from Foodland was unable to attend however Chair Keith will review with Tom to ensure the curb extension does not cause Foodland any concerns. Additionally, as this was the first time the BIA so the proposed design the BIA has a little bit of time to review and approve the changes. The intent is to finalize the design by early February and go to tender by end of month. As a result, decisions around the following items, need to be completed by February 12<sup>th</sup>:

- Any suggested changes to curb extension location and/or design
- Finalize decorative lighting and bollard requirements around curb extension.
- Ensure signed agreement with the three building owners impacted by the Community Art Location
- Finalize the 15-accessibility enhancement locations.

After this discussion BMRoss left the meeting around 8:10pm

The remaining three BIA projects not included in the Connecting Link upgrades were then briefly discussed with the following comments:

- Wellington North Fire Services are currently discussing design options with a couple of vendors and are taking the lead on the LED sign for the Fire Hall. This will be brought to a future meeting.
- The Outdoor Gym installation will take place at the same time the playground upgrades are made at the Opti-Mrs. Park. We have received a copy of the installation manual from ActiveFit and we will need to order the equipment for an early May delivery.
- Other streetscape enhancements such as benches/chairs/garbage cans/flowerpots/etc. were not discussed in detail and will be reviewed at a future meeting.

## **UPDATE FROM THE TREASURER**

Treasurer Tom was unable to attend the meeting, so there was no financial update provided.

## **BUSINESS ARISING/OUTSTANDING ITEMS:**

The Memorandum of Understanding for the BIA loan had not yet been received by the BIA. Dale to follow-up and have it sent for signature.

Final decision on the BIA logo is still outstanding. BIA logo's/samples discussed:



## **NEXT MEETING**

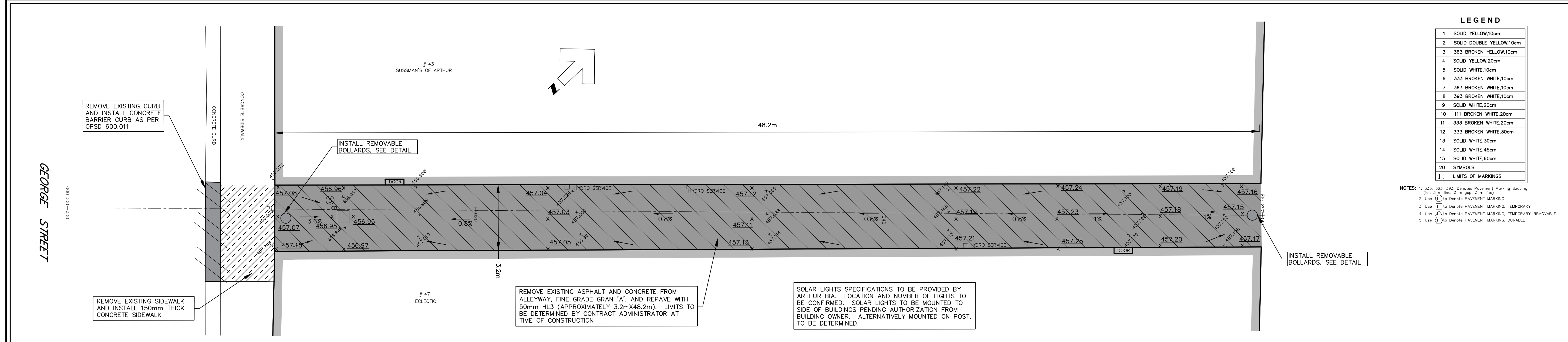
The Arthur Chamber has reached out to see if the BIA would be receptive to a joint meeting in February. There was general agreement to this and while the BIA were okay with moving the date of the meeting to the second Tuesday of the month (February 10<sup>th</sup>) to align with the monthly Chamber meeting the proposed start time was too early for some.

After the meeting BIA Chair Keith and Arthur Chamber President Ton agreed that the joint meeting would take place on February 10<sup>th</sup> starting at 7:00pm. A ZOOM link will be sent out to everyone.

## **ADJOURNMENT**

Moved by Gord Blyth that the meeting be adjourned at 8:30PM

**Carried**



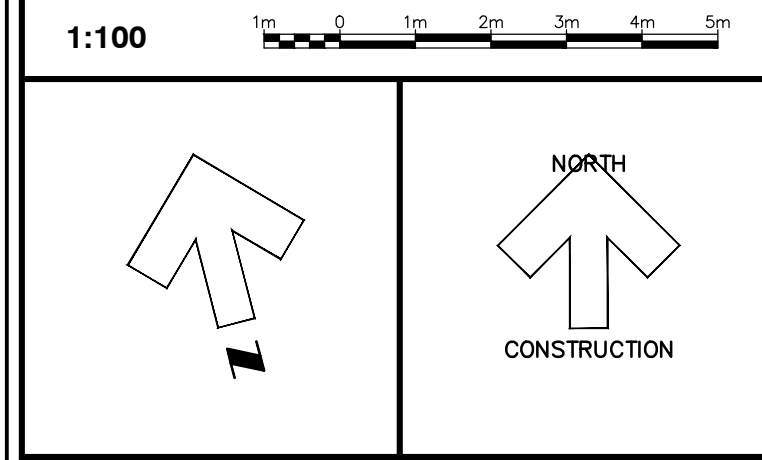
**LEGEND**

- SOLID YELLOW, 10cm
- SOLID DOUBLE YELLOW, 10cm
- 363 BROKEN YELLOW, 10cm
- SOLID YELLOW, 20cm
- SOLID WHITE, 10cm
- 333 BROKEN WHITE, 10cm
- 363 BROKEN WHITE, 10cm
- 333 BROKEN WHITE, 10cm
- SOLID WHITE, 20cm
- 111 BROKEN WHITE, 20cm
- 333 BROKEN WHITE, 30cm
- 333 BROKEN WHITE, 30cm
- SOLID WHITE, 30cm
- SOLID WHITE, 45cm
- SOLID WHITE, 60cm
- SYMBOLS
- LIMITS OF MARKINGS

NOTES:  
 1. 333, 363, 383, Denotes Pavement Marking Spacing (W: 3.0m, Y: 3.0m, G: 3.0m, R: 3.0m)  
 2. Use (S) to Denote PAVEMENT MARKING, TEMPORARY  
 3. Use (T) to Denote PAVEMENT MARKING, TEMPORARY-REMOVABLE  
 4. Use (A) to Denote PAVEMENT MARKING, DURABLE  
 5. Use (D) to Denote PAVEMENT MARKING, DURABLE

**LEGEND**

- SAN or STM: EXISTING SEWERS, SANITARY or STORM
- MANHOLE and CATCHBASIN
- WATERMAIN
- GASMAIN
- UNDERGROUND TELEPHONE
- UNDERGROUND HYDRO
- UNDERGROUND T.V. CABLE
- UTILITY POLES
- GRUBBING
- REMOVE EXISTING CONC. SIDEWALK AND DRIVES
- REMOVE AND PLACE CONC. SIDEWALK AND DRIVES
- PLACE CONC. SIDEWALK AND DRIVES
- REMOVE EXISTING ASPHALT PAVT
- PLACE HOT MIX ASPHALT (50mm HL3 HOT MIX MISC. UNLESS NOTED OTHERWISE)
- REMOVE EXISTING CONC. CURB
- DETECTIBLE PEDESTRIAN WARNING SURFACE PLATES
- REMOVABLE BOLLARD
- NO PARKING SIGN
- WC-7: PEDESTRIAN AHEAD SIGN
- WC-28: PEDESTRIAN YIELD TO TRAFFIC SIGN
- EXISTING PARKING STALL
- EXISTING ELEVATION
- PROPOSED ELEVATION



**NOTE**  
 The locations of existing underground utilities are shown in an approximate way only and have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work and agrees to be fully responsible for any damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

**BENCHMARK INFORMATION**

Design By: TLR      Checked By: FCV

**PRELIMINARY**

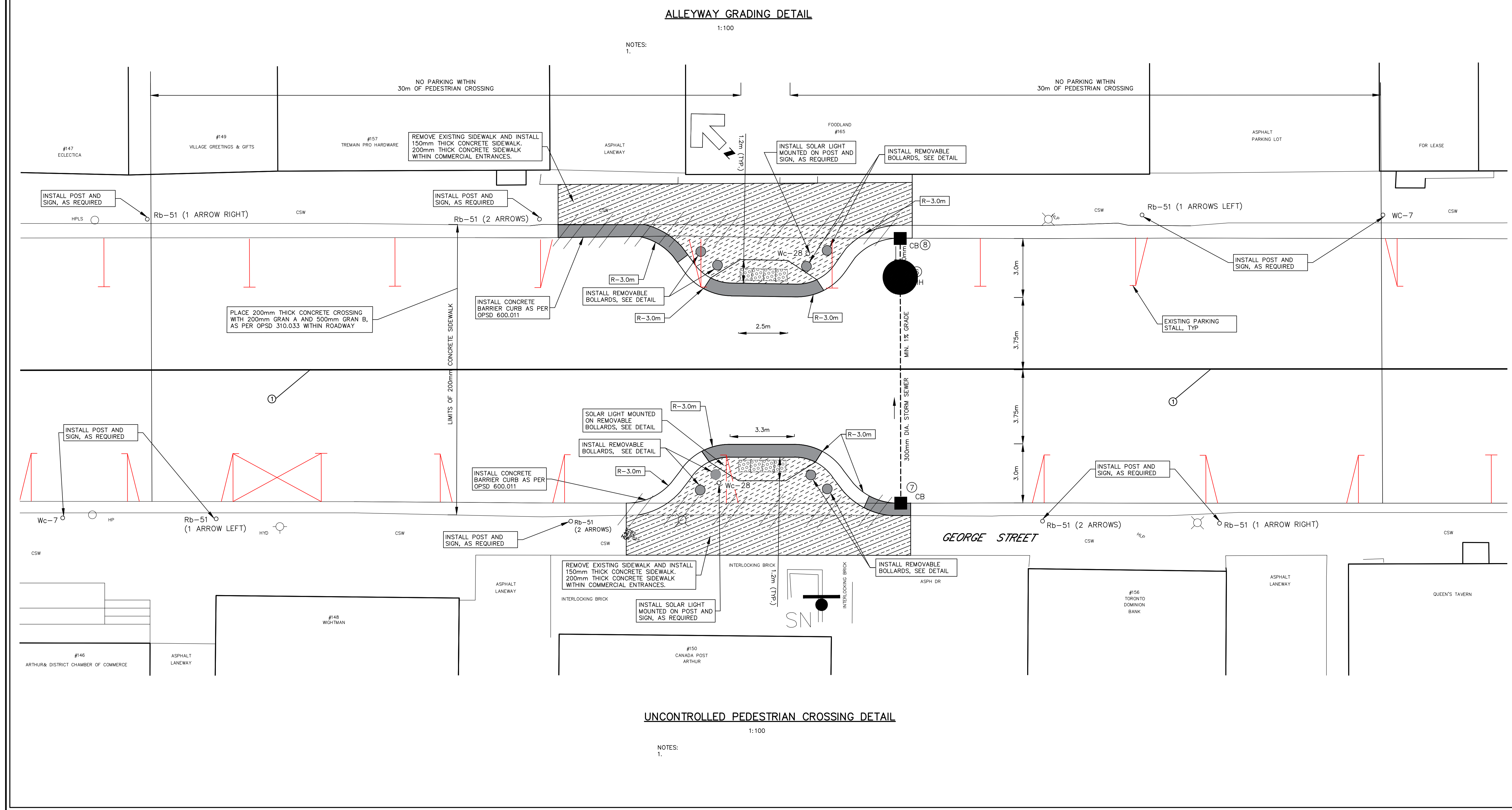
| No. | DATE          | REVISION   |
|-----|---------------|--|
| 1   | Jan. 18, 2021 | Issued to Township for discussion                |
| 2   | Jan. 19, 2021 | Issued to Township and Arthur BIA for discussion |



**Township of Wellington North (Arthur)**  
**Alleyway Grading and Uncontrolled Pedestrian Crossing Details**

Contract No. 19112

Scale (24x36) 1:500      Drawing No. 3 of \_



NOTES:  
 1.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY FEBRUARY 2, 2021 @ 8:30 A.M.  
VIA WEB CONFERENCING**

**Committee Members Present:**

- Steve McCabe, Councillor, Chair
- Brian Milne, Deputy Mayor, Township of Southgate

**Committee Members Absent:**

- Dan Yake, Councillor

**Staff Members Present:**

- Mike Givens, CAO
- Matthew Aston, Director of Operations
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Tasha Grafos, Administrative Support

|  |
|--|
| <b>Calling to Order</b>  |
| Chair McCabe called meeting to order at 8:30 a.m.  |
| <b>Adoption of Agenda</b>  |
| RESOLUTION RPL 2021-001<br>Moved by Member Milne<br>Seconded by Chair McCabe<br><i>THAT the agenda for the February 2, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i><br><br><i>CARRIED</i> |
| <b>Disclosure of Pecuniary Interest</b>  |
| None   |
| <b>Minutes of Previous Meeting – December 8, 2020<br/>(approved by Council on December 14, 2020)</b>   |
| Received.  |
| <b>Business Arising From Minutes</b>   |
| RESOLUTION RPL 2021-002<br>Moved by Chair McCabe<br>Seconded by Member Milne<br><br><i>THAT the Recreation, Parks and Leisure Committee receive a verbal report by the Director of Operations regarding ice in the facilities;</i>                         |

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North on February 8, 2021 to direct staff to begin to remove the ice as soon as February 9, 2021.*

*CARRIED*

### **Deputation**

Jim Donald, Optimist Diamond, Mount Forest

Jim Donald and family would like to donate the funds required for upgrades to the Optimist Diamond in Mount Forest. These upgrades include removing the stonedust and replacing it with red clay, fixing the fence along the first base line and ensuring access to the diamond with the addition of a gate. The cost of upgrades would be completely funded by Jim Donald and Family with the upkeep and maintenance the responsibility of the municipality.

Direction to Staff:

Prepare a report for discussion at the next Recreation, Parks and Leisure Committee meeting on March 2, 2021 regarding the operational costs and maintenance required for a clay infield.

### **Ad Hoc Committee Updates**

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting Minutes

RESOLUTION RPL 2021-003

Moved by Member Milne

Seconded by Chair McCabe

*THAT the Recreation, Parks and Leisure Committee receive the minutes of January 26, 2021 Mount Forest Aquatics Ad-Hoc Advisory Committee.*

*CARRIED*

### **Reports**

RESOLUTION RPL 2021-004

Moved by Chair McCabe

Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-001 being a report on the Arthur OptiMrs Playground Design;*

*AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North approve design concept Option 3 Motor Skill Mastery which includes design changes discussed at Committee and noted in the minutes;*

*AND FURTHER THAT a final design be brought back to the Committee for approval;*

*AND FURTHER THAT once a final design has been approved by the Committee that it be forwarded to Council for adoption by resolution.*

*CARRIED*



Stephen Van Meer, Park N Play Design

Mr. Van Meer discussed Park N Play Design's "Option 3" that was approved by Council on January 25, 2021. This design offers a fully accessible and multigenerational use of the playground. The six key elements of play that are intrinsic to the healthy development of the child have been incorporated into the design. Further discussion regarding the specifics of each piece of the equipment and the use of the playground and the benefits of play within the community.

Shawna Lougheed, Arthur OptiMrs

Ms. Lougheed expressed that the design of the playground was well received by the Arthur OptiMrs Club with the only concern being the colour palette for the equipment. If possible, the Arthur OptiMrs Club would prefer the colours reflect the Club colours of purple, yellow and white. Ms. Lougheed also informed Committee that the OptiMrs Pavilion will receive some freshening up with the install of a new sign in April 2021, new picnic tables and the possible addition of an accessible ramp.

Mr. Van Meer ensured the Committee that there are many colour options available and there would be no upcharge for alternate colour choices.

## 2. RESOLUTION RPL 2021-005

Moved by Member Milne

Seconded by Chair McCabe

*THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-002 being a report on the 2022 Recreation Rates & Fees;*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of Wellington North approve the 2022 Recreation Rates & Fees.*

**CARRIED**

Direction to staff to bring the 2022 Recreation Rate & Fees By-law to the February 22, 2021 meeting of Council.

Staff raised concerns regarding the advertising fees due to COVID-19 restrictions and facility closures. A discussion regarding the use of Safe Restart Funds to recover the financial impact of the advertising program was had.

CAO Mike Givens stated that that Safe Restart funds are for operational losses during the 2020 year and that currently there is no clarification on the use of the funds for losses incurred in 2021.

Direction to Staff:

To conduct research on the availability of Safe Restart Funds for the purpose of recouping loss of advertising sales budgeted in 2021.

3. Damascus Community Hall & Arthur Seniors Centre Correspondence  
Correspondence was sent to the Damascus Community Hall and Arthurs Seniors Centre recommending that all bookings and programming is cancelled until April 30, 2021.

#### 4. 2021 Budget (Ice)

Staff are seeking the support of an engineering firm to assist in the replacement of the Arthur Arena floor. Discussions will continue with the Arthur Minor Lacrosse Association. If there is no lacrosse this spring, it would be the ideal timing to complete the project. Council has endorsed this project.

### Items for Consideration

### New Business/Roundtable

#### Cachet Developments Donation

Two donations were received from Cachet Developments. \$500 has been given to the Arthur Lions BMX and Skateboard park. The second donation of \$1500 is intended for capital expenses or programming.

CAO had a meeting with Dr. Mercer, Medical Officer of Health for Wellington Dufferin Guelph, on February 1, 2020. It was revealed that when the Provincial Stay at Home Order is lifted, regions will go back to the status they were in before the order. For Wellington Dufferin Guelph, this would mean Red Zone, where we would remain for at least two weeks. This would indicate that the best-case scenario puts the earliest of returning to lessened restrictions is the end of February.

Director of Operations indicated that the date for Grand Opening of the Splash Pad in Mount Forest is subject to change, depending on the status of COVID-19 restrictions. Staff are working with Park N Play Design for the installation of the Arthur BIA Outdoor Gym.

### Adjournment

RESOLUTION RPL 2021-006

Moved by Member Milne

Seconded Chair McCabe

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of February 2, 2021 be adjourned at 9:59 a.m.*

**CARRIED**

Next meeting will be March 2, 2021 at 8:30 a.m.



091

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
JANUARY 26, 2021 AT 7:00 PM  
VIA ELECTRONIC MEETING

Committee Members Present:

Sherry Burke, Councillor, Chairperson  
Jayme Hewson, Public Member  
Laurie Doney, Public Member  
Larissa Lamont, Public Member

Committee Members Absent:

Marty Young, Lions Member  
Jim Andress, Lions Member  
Ray Tout, Lions Member

Staff Present:

Matthew Aston, Director of Operations  
Tom Bowden, Recreation Services Manager  
Mandy Jones, Community Recreation Coordinator

**CALLING THE MEETING TO ORDER**

Chair Burke called the meeting to order at 7:00PM.

Chair Burke welcomed Larissa Lamont to the Committee and expressed enthusiasm in gaining her perspective. A review of decorum for zoom meetings was reviewed.

**ADOPTION OF THE AGENDA**

RESOLUTION: MFA 2021-001

Moved: Laurie Doney

Seconded: Larissa Lamont

THAT the agenda for the January 26, 2021 Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

**DISLCOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING**

Committee reviewed the minutes of the October 27, 2020, approved at Council November 9, 2020.

**BUSINESS ARISING**

Chair Burke informed the Committee that an additional \$5,000 donation was received.

**ITEMS FOR CONSIDERATION**

RPL 2021-003 SPONSORSHIP SIGNAGE DESIGN OPTIONS

RESOLUTION: MFA 2021-002

Moved: Larissa Lamont

Seconded: Laurie Doney

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee receive for information Report

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
JANUARY 26, 2021 AT 7:00 PM  
VIA ELECTRONIC MEETING

RPL 2021-003 being a report on Sponsorship Signage Design Options;

AND FURTHER THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee recommend the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve design option 4 for the Splash Pad Sponsorship Signage.  
**DEFEATED**

The Committee directed staff to bring the report back to the next committee meeting to ensure there is representation from the Mount Forest Lions Club in the decision-making process.



**CHARITABLE DONATIONS**

The Committee directed Staff to circulate the Township of Wellington North Grants and Donations information via email to Committee members. Committee members would like to have a brainstorming session at the next meeting to discussing fundraising ideas.

**OPS 2021-004 MOUNT FOREST AQUATICS AD-HOC COMMITTEE – POOL FUNDRAISING RESOLUTION: MFA 2021-003**

Moved: Jayme Hewson

Seconded: Laurie Doney

THAT Mount Forest Aquatics Ad Hoc Advisory Committee receive for information Report OPS 2021-004 being a report on the Mount Forest Aquatics Ad Hoc Committee – Pool Fundraising;  
**CARRIED**

**OTHER BUSINESS**

No other business discussed.

**ADJOURNMENT**

RESOLUTION: MFA 2021-004

Moved: Larissa Lamont

Seconded: Jayme Hewson

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
JANUARY 26, 2021 AT 7:00 PM  
VIA ELECTRONIC MEETING

093

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of January 26, 2021 be adjourned at 7:50 PM.

CARRIED

**NEXT MEETING**

TBD.



## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021  
**From:** Tammy Pringle, Development Clerk  
**Subject:** DC2021-001, Consent Application B114-20 Ruitenhof Farms Ltd. c/o John Hof

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2021-001 being a report on Consent Application (Lot Line Adjustment) B114-20 known as Part Lots 2 & 3, Concession 3 in the former Township of West Luther.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B114-20 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and
- **THAT** the owner enter into an agreement apportioning future maintenance costs on any Municipal Drain that impacts the property; and the owner shall provide a \$500.00 deposit, per Municipal Drain impacted, to cover the cost of the re-apportionment of any such drain.

**AND FURTHER THAT** Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject property is located in the South East quadrant of the Township and is geographically known as 8136 Line 2, former Township of West Luther.

Proposed lot line adjustment is 28.4 hectares with 111m frontage, existing agricultural land to be added to abutting agricultural parcel – Henry & Roelof Hof.

Retained parcel is 30.7 hectares with 523m frontage, existing and proposed agricultural and residential use with existing dwelling & shed.

**FINANCIAL CONSIDERATIONS**

The municipality will realize \$130.00 in clearance fees.

**ATTACHMENTS**

- APPENDIX A:
  - Severance Sketch No. 29058-20 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated December 10, 2020.
- APPENDIX B:
  - Matthieu Daoust, Planner  
Planning and Development Department, County of Wellington: Report

**STRATEGIC PLAN 2019 – 2022**

Do the report’s recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                               Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Tammy Pringle, Development Clerk             | <i>Tammy Pringle</i>  |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer | <i>Michael Givens</i> |

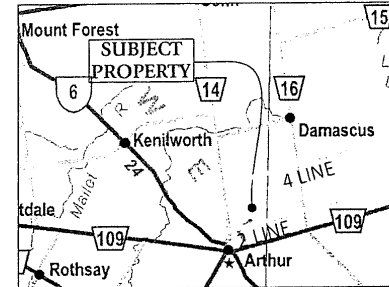
**SEVERANCE SKETCH**  
**PART OF LOTS 2 & 3, CONCESSION 3 096**  
**GEOGRAPHIC TOWNSHIP OF WEST LUTHER**  
**TOWNSHIP OF WELLINGTON NORTH**  
**COUNTY OF WELLINGTON**

SCALE 1 : 6000



VAN HARTEN SURVEYING INC.

KEYMAP



NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL & NATURAL ENVIRONMENT.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL & CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.
6. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.

O.P. : CORE GREENLANDS  
 ZONING: NATURAL ENVIRONMENT

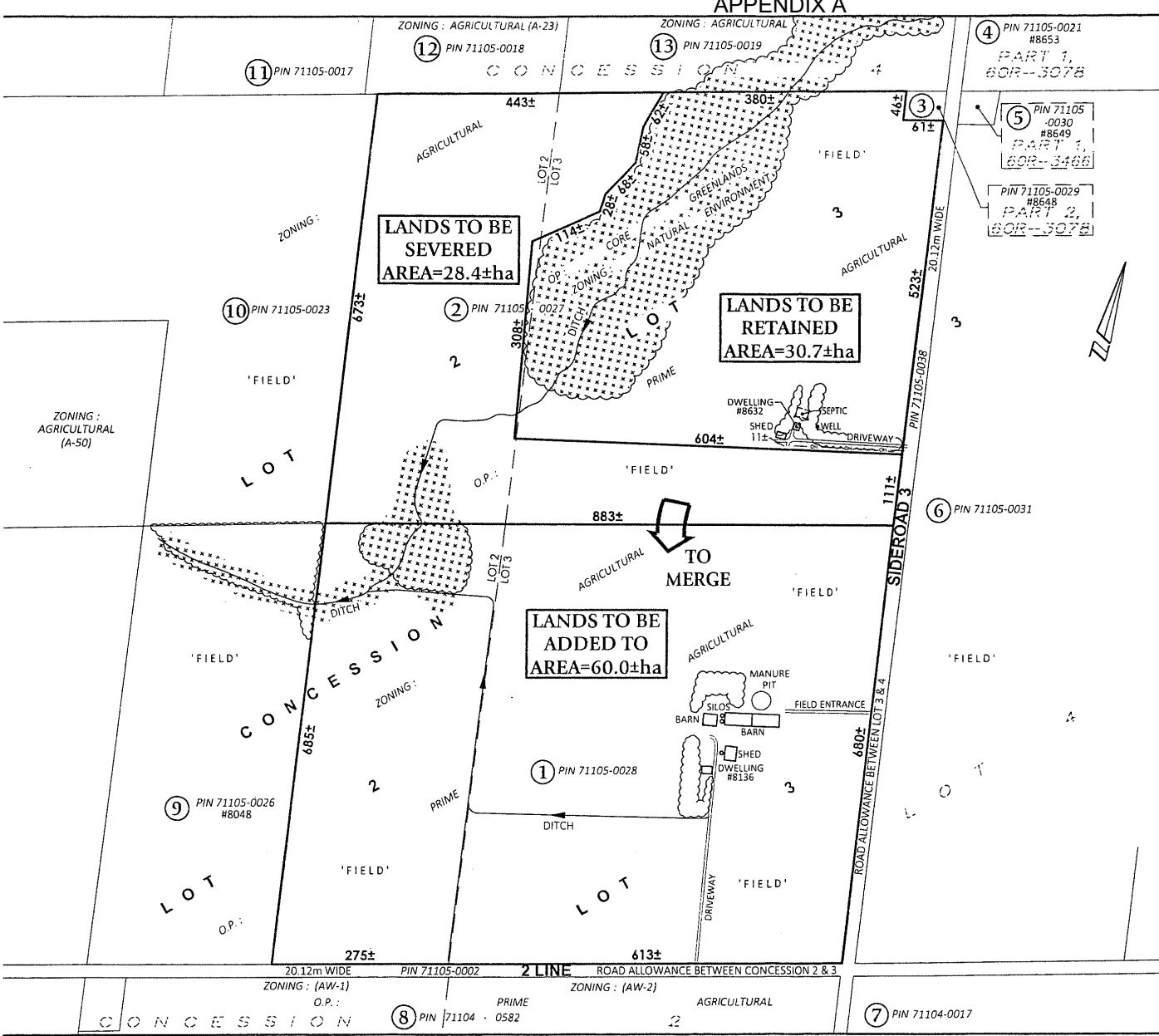
THIS SKETCH WAS PREPARED ON THE 10th DAY OF DECEMBER 2020

*Jeffrey E. Buisman*  
**JEFFREY E. BUISMAN**  
 ONTARIO LAND SURVEYOR



**Van Harten**  
 SURVEYING INC.  
 LAND SURVEYORS and ENGINEERS

|  |                            |                                 |
|--|----------------------------|---------------------------------|
| Elmira<br>Ph: 519-669-5070                               | Guelph<br>Ph: 519-821-2763 | Orangeville<br>Ph: 519-940-4110 |
| www.vanharten.com  |                            | info@vanharten.com              |
| DRAWN BY: ARN  | CHECKED BY: JEB            | PROJECT No. 29058-20            |
| Dec 10, 2020 3:32pm                                      |                            |                                 |
| G:\WEST LUTHER\CON 3\ACAD\SEV PT LT 3 (ATKINSON) UTM.dwg |                            |                                 |



**LANDS TO BE SEVERED**  
**AREA=28.4±ha**

**LANDS TO BE RETAINED**  
**AREA=30.7±ha**

**LANDS TO BE ADDED TO**  
**AREA=60.0±ha**

**TO MERGE**

ZONING : AGRICULTURAL (A-23)  
 PIN 71105-0018

ZONING : AGRICULTURAL  
 PIN 71105-0019

PIN 71105-0021  
 #8653  
 PART 1,  
 60R--307B

PIN 71105-0030  
 #8649  
 PART 1,  
 60R--346B

PIN 71105-0029  
 #8648  
 PART 2,  
 60R--307B

PIN 71105-0031

PIN 71105-0026  
 #8048

PIN 71105-0028

ZONING : (AW-1)  
 O.P. :

PIN 71104-0582

ZONING : (AW-2)  
 AGRICULTURAL

PIN 71104-0017



|                        |   |
|------------------------|---|
| <b>Application</b>     | B114/20   |
| <b>Location</b>        | Part Lots 2 & 3, Concession 3<br>WELLINGTON NORTH |
| <b>Applicant/Owner</b> | Ruitenhof Farms Ltd                               |

**PRELIMINARY PLANNING OPINION:** This application for lot line adjustment would sever a vacant 28.4 ha (70.2 ac) agricultural parcel to be merged with the abutting agricultural parcel (Hof Roelof) for continued agricultural use. An approximate 30.7 ha (75.8 ac) parcel would be retained with an existing dwelling and shed.

Staff recommend the severed parcel be reduced to approximately 24.1 ha (59.5 ac), which would allow the retained parcel to meet the required 35 ha (86.5 ac) which would be in line with Provincial Policies and generally conform to the Official Plan. In addition, this would ensure that the new lot configurations are an appropriate size for the type of agricultural uses common in the area and sufficiently large to maintain the future flexibility of agricultural operations.

This application is not consistent with Provincial Policy and to the Official Plan. Should this application be approved, the following matters should be addressed as conditions of approval:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting lands;
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent; and
- c) That any concerns of the Conservation Authority can be adequately addressed.

**A PLACE TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. All planning decisions are required to conform with the Growth Plan.

**PROVINCIAL POLICY STATEMENT (PPS):** Under Section 2.3.4.2 lot line adjustments are permitted in prime agricultural areas for legal or technical reasons. We have no Minimum Distance Separation 1 (MDS 1) concerns.

Per Section 2.3.4.1a, lot creation in prime agricultural areas is discouraged and may be permitted provided that the lots are of size appropriate for the type of agricultural uses common in the area and sufficiently large to maintain the future flexibility of agricultural operations.

**WELLINGTON COUNTY OFFICIAL PLAN** The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLANDS. The Core Greenlands designation protects a GRCA regulated wetlands and the Greenlands designation protects a significant wooded area.

Per Section 10.3.2, new agricultural lots will normally be a minimum of 35 hectares in size.

According to Section 10.3.5 lot line adjustments may be permitted for legal or technical reasons, such as easements, correction of deeds, quit claims, and minor boundary adjustments in the Prime Agricultural Area. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- Two abutting farms are merged and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- More viable agricultural operations will result;
- An undersized lot is made useable given the requirement for appropriate sewer and water systems.

Lot line adjustments are deemed not to create new lots for the purpose of this plan.

The matters under Section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a WHPA.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) and Natural Environment (NE) zone. It would appear that the severed and retained lands can meet the minimum lot area and frontage requirements of the zoning by-law.

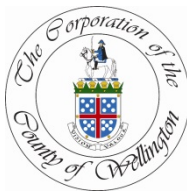


**SITE VISIT INFORMATION:** The subject property was visited and photographed on January 29, 2021. Notice Cards were posted, and the survey sketch appears to meet the application requirements.

---

Matthieu Daoust, MCIP RPP  
Planner  
January 25, 2021





## PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

**DATE:** February 1, 2021  
**TO:** Mike Givens, C.A.O.  
 Township of Wellington North  
**FROM:** Michelle Innocente, Senior Planner  
 County of Wellington  
**SUBJECT:** **All-Treat Farms (Walker Environmental Group Inc.)**  
**7963 Wellington Road 109, Arthur**  
**Zoning By-law Amendment**

### PLANNING OPINION

The purpose of this zoning amendment is to rezone the subject lands to allow for the expansion of the existing composting facility which includes a new compost facility, a new leaf processing facility, a new carbon processing facility, new employee facility with associated parking and the relocation of the truck staging area. Specifically, the amendment will rezone the existing site-specific Agricultural Commercial (AC-57) zone to Rural Industrial (RIN-57) and will rezone the existing Agricultural (A-1) area of the subject property to Rural Industrial (RIN-57). The existing Rural Industrial (RIN-56) zone at the north end of the site is to remain unchanged.

We have no objections to the proposed amendment and are satisfied that the proposal is consistent with the PPS and will be in general conformity with the County of Wellington Official Plan. Planning Staff have prepared a draft Zoning By-law amendment for Council's consideration which is attached to this report.

Official Plan Amendment No. 114 proposes to redesignate a portion of the subject lands in the County of Wellington Official Plan from Prime Agricultural to Rural Employment Area for the expansion of the existing composting facility use. The proposed Official Plan Amendment will be heard by the County of Wellington Planning Committee on February 11, 2021 and if supported will be forwarded to County of Wellington Council for adoption on February 25, 2021. At this time, we can now move forward and consider the rezoning. If the amending zoning by-law is approved, it will only come into force once the appeal period for Official Plan Amendment No. 114 has passed.

The amending by-law is attached for Council's consideration. I trust that these comments will be of assistance to Council in their consideration of this matter.

Respectfully submitted  
 County of Wellington Planning and Development Department

A handwritten signature in blue ink, appearing to read 'Michelle Innocente'.

Michelle Innocente, Senior Planner

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER \_\_\_\_\_.

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

- 1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part of the East Half of Lot 8 and Part of Lot 9, Concession 19, Township of Wellington North in the County of Wellington, as shown on Schedule "A" attached to and forming part of this By-law from:
  - **Agricultural (A-1) and Agricultural Commercial (AC-57) to Rural Industrial Exception (RIN-57)**
- 2. THAT Section 33, Exception Zone 3 – Rural Area, be deleted and replaced with the following:

|   |               |  |
|---|---------------|--|
| <b>33.57</b><br>Part of the East Half of Lot 8 and Part of Lot 9, Concession 19 | <b>RIN-57</b> | Notwithstanding any other provisions to the contrary, the land zoned RIN-57 may be used for the processing/composting of agricultural/horticultural products for the production and manufacture of potting soil and fertilizer subject to the following regulations: <ul style="list-style-type: none"> <li>a) The additional buildings shall have a setback of 45 m (148 ft) from the lot line of Wellington Rd 12; and a setback of 37 m (121 ft) from the southerly property line in Lot 9, Concession 19.</li> <li>b) The total ground floor area of all buildings and structures erected in conjunction with the additional uses shall be 10,500 m<sup>2</sup> (113,021 ft<sup>2</sup>).</li> </ul> |
|---|---------------|--|

- 3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
- 4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

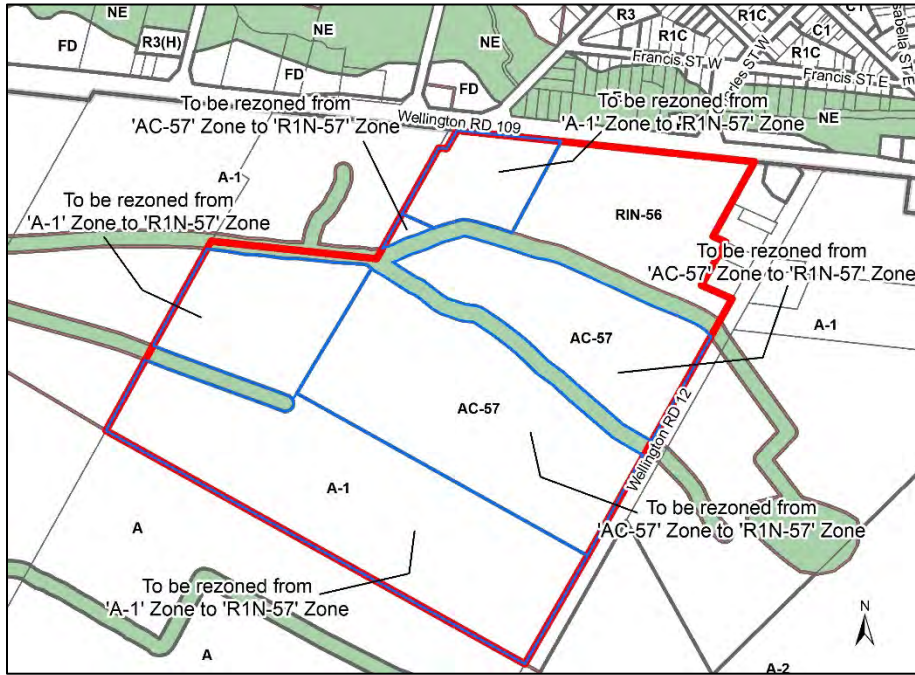
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO \_\_\_\_\_.

Schedule "A"



**Agricultural (A-1) and Agricultural Commercial (AC-57) to Rural Industrial Exception (RIN-57)**

Passed this \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_.

MAYOR

\_\_\_\_\_.

CLERK

**EXPLANATORY NOTE****BY-LAW NUMBER \_\_\_\_\_.****LOCATION OF SUBJECT LANDS**

The land subject to the proposed amendment is located adjacent to the Urban Centre of Arthur (Wellington North) and has existing frontage along Wellington Road 109 and Wellington Road 12. The subject property has a total area of 67 ha (165 ac).

**THE PURPOSE AND EFFECT** of the proposed amendment is to change the zoning on the subject lands from Agricultural Commercial (AC-57) and Agricultural (A-1) to Rural Industrial exception (RIN-57) to permit the expansion of the existing composting facility which includes a new compost facility, a new leaf processing facility, and a new carbon processing facility.



## PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

**DATE:** December 8, 2020  
**TO:** Mike Givens, CAO  
 Township of Wellington North  
**FROM:** Michelle Innocente, Senior Planner  
 County of Wellington  
**SUBJECT:** **Proposed Official Plan Amendment and Zoning By-law Amendment  
 All-Treat Farms (Walker Environmental Group Inc.)  
 7963 Wellington Road 109, Arthur  
 Public Meeting**

The purpose of this report is to provide the Township with an overview of the above referenced proposed official plan amendment and zoning by-law amendment applications and to provide the comments received to date. This meeting will provide an opportunity for the community and area residents to ask questions and seek more information from the proponent and their consultants regarding the applications.

### Location

The land subject to the proposed official plan and zoning by-law amendments is located adjacent to the Urban Centre of Arthur (Wellington North). The property has existing frontage along Wellington Road 109 and Wellington Road 12 as shown in Figure 1. The subject property has a total area of 67 ha (165 ac).

### Proposal

The proposed planning applications will result in the expansion of the existing composting facility which includes a new compost facility, a new leaf processing facility, and a new carbon processing facility. In addition, the truck staging area will be relocated (including the relocation of the entrance off of Wellington Road 12). A new employee facility with staff parking area will also be constructed near the site entrance. A 30-metre berm is proposed around the new operational area (Figure 2).





Figure 2 below shows the proposed expansion of the existing facility.



Figure 2: Proposed Compost Operation Expansion (Source: MHBC,2020)

## Provincial Policy Statement (PPS)

The subject property is located within the rural area of the Township of Wellington North. The PPS states that:

*Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy.*

Further Section 1.1.4.1 identifies a number of ways that healthy, integrated and viable rural areas should be supported including:

- promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources; and,
- providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.

Section 2.3.6 provides for non-agricultural uses in Prime Agricultural Areas:

2.3.6.1 Planning authorities may only permit non-agricultural uses in prime agricultural areas for:

- a) extraction of minerals, petroleum resources and mineral aggregate resources; or
- b) limited non-residential uses, provided that all of the following are demonstrated:
  1. the land does not comprise a specialty crop area;
  2. the proposed use complies with the minimum distance separation formulae;
  3. there is an identified need within the planning horizon provided for in policy for additional land to accommodate the proposed use; and
  4. alternative locations have been evaluated, and
    - i. there are no reasonable alternative locations which avoid prime agricultural areas; and
    - ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.

Section 2.3.6.2 states that, “impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible”.

The proposed expansion to the existing composting facility is consistent with the PPS direction related to non-agricultural uses within prime agricultural areas.

## A Place to Grow

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019, Amendment 1 (2020) took effect on August 28, 2020.

A Place to Grow provides direction for development outside of settlement area. Specifically, Section 2.2.9.3 states the following: “Subject to the policies of Section 4, development outside of settlement areas may be permitted on rural lands for:

- a) the management or use of resources;
- b) resource-based recreational uses; and
- c) other rural land uses that are not appropriate in settlement areas provided they:
  - i. are compatible with the rural landscape and surrounding local land uses;
  - ii. will be sustain by rural services levels; and
  - iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.

Further, Section 2.2.9.5 provides for expansions to existing employment areas, “Existing employment areas outside of settlement areas on rural lands that were designated for employment uses in an official plan that was approved and in effect as of June 16, 2006 may continue to be permitted. Expansions to these existing employment areas may be permitted only if necessary to support the immediate needs of existing businesses and if compatible with the surrounding uses.”

Section 4.2.6 provides additional detail on the Agricultural System and how the system is to be protected. Specifically, 4.2.6.3 provides the following:

Where agricultural uses and non-agricultural uses interfaced outside of settlement areas, land use compatibility will be achieved by avoiding or where avoidance is not possible, minimizing and mitigating adverse impacts on the Agricultural System. Where mitigation is required, measures should be incorporated as part of the non-agricultural uses, as appropriate, within the area being developed. Where appropriate, this should be based on an agricultural impact assessment.

## **Wellington County Official Plan Policy Framework**

The lands subject to the proposed official plan and zoning by-law amendments are designated PRIME AGRICULTURAL and RURAL EMPLOYMENT AREA. According to Section 6.2 of the County Official Plan, “the Rural System, for the most part, is a relatively stable part of the County landscape devoted to economic activities based on natural resources”. Further, “the Rural System is a large and diverse area. Opportunities exist for a variety of resource, employment and community uses which need to be accommodated.”

### **Prime Agricultural Designation**

Prime Agricultural Areas are defined as, “Class 1, 2 and 3 agricultural soils, associated Class 4 to 7 soils and additional areas where there is a local concentration of farms which exhibit the characteristics of ongoing agriculture, and speciality crop land will be designated as prime agriculture”.

Permitted uses and activities in the Prime Agricultural Areas may include:



- a) agricultural uses
- b) secondary uses including home businesses and farm businesses
- c) agriculture-related uses
- d) existing uses
- e) single detached homes
- f) second units subject to Section 4.4.6
- g) garden suites subject to Section 4.4.7
- h) accessory residence
- i) forestry uses
- j) wayside pits and quarries, portable asphalt plants and portable concrete plants used on public authority contracts
- k) licensed aggregate operations
- l) community service facilities
- m) group homes on existing lots of records
- n) kennels on existing lots of records

All uses permitted by this section must be compatible with and not hinder surrounding agricultural uses.

The proposed official plan amendment would extend the Rural Employment Area designation to include all of the subject property.

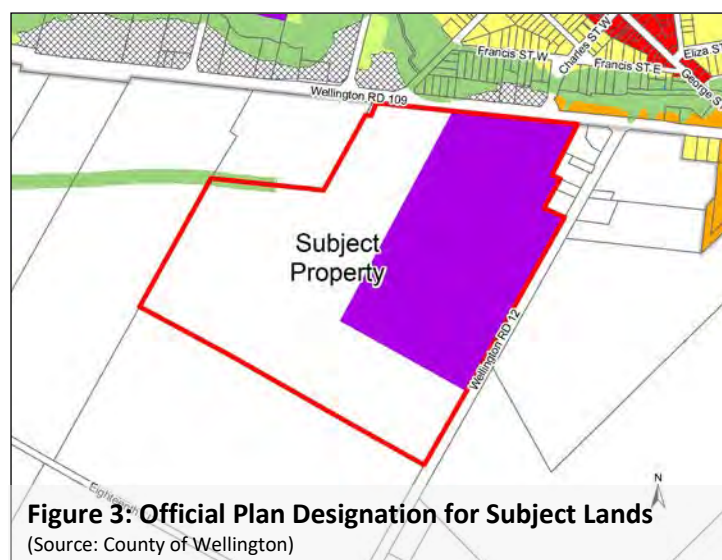
### Rural Employment Area Designation

Rural Employment Areas are defined as: Lands set aside for industrial and limited commercial uses which would benefit from a rural location due to:

- the need for a relatively large site; or
- the need for access to major transportation routes; or
- the need to be close to rural resources

In all cases, rural employment areas will be used by “dry” industrial and limited commercial uses which do not use significant amounts of water in their operation and which do not produce significant amounts of effluent, consistent with rural servicing levels which rely on private water and sewage systems.

Rural Employment Areas are expected to provide diversity to Wellington’s land supply for business.



Section 6.8.2 outlines the uses permitted within the Rural Employment Area designation which includes dry industrial and commercial uses requiring large lots, major road access or proximity to rural resources.

Section 6.8.3 outlines land use compatibility and states that, “establishing specific areas for detailed land use regulations is normally left to the Zoning By-law. In establishing zoned and considering rezoning applications, Councils shall ensure that existing and proposed uses are compatible, and that sensitive uses are adequately separated from industrial uses”.

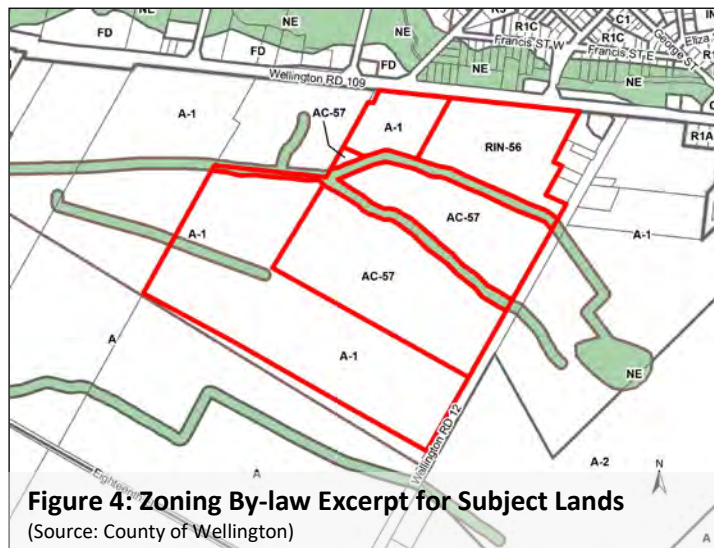
Section 6.8.4 New Locations outlines policy for establishing new rural employment land via an official plan amendment. In establishing new rural employment land consideration shall be given to the following:

- a) the proposed use is necessary for development related to the management or use of resources, resource-based recreational activities or rural land uses that cannot be located in urban centres or hamlets;
- b) the amount of rural employment land in any part of Wellington shall be limited in size and based on reasonable estimates of need;
- c) no new rural employment areas shall be established within 1 km of urban centre or hamlet boundaries;
- d) the impacts of agricultural operations shall be kept to a minimum and the loss of prime agricultural land shall be avoided wherever practical, as set out in Section 4.3.3 c);
- e) the Greenland System will be protected from negative impact in accordance with the policies of this Plan;
- f) adequate separation or buffering from incompatible uses can be provided;
- g) adverse impacts on any nearby land use will be avoided;
- h) mineral aggregate resources will be protected;
- i) existing and potential municipal water supply resources are protected in accordance with Section 4.9.5 of this Plan and the application Source Project Plan.
- j) Adequate infrastructure is, or will be, established to serve the anticipate development in an order manner.

### Wellington North Zoning By-law 66-01

The subject lands are currently zoned Agricultural Commercial (AC-57), Rural Industrial (RIN-56), Agricultural (A-1) and Natural Environment (NE). An application to amend the Zoning By-law to implement the proposed expansion of the existing compost facility has been submitted to the Township. The proposed zoning by-law amendment seeks to:

Rezone the existing site-specific Agricultural Commercial (AC-57) zone to Rural Industrial (RIN-57); and,  
Rezone the existing Agricultural (A-1) area of the subject property to Rural Industrial (RIN-57).



The existing Rural Industrial (RIN-56) zone at the north end of the site is to remain unchanged.

### Technical Study Review

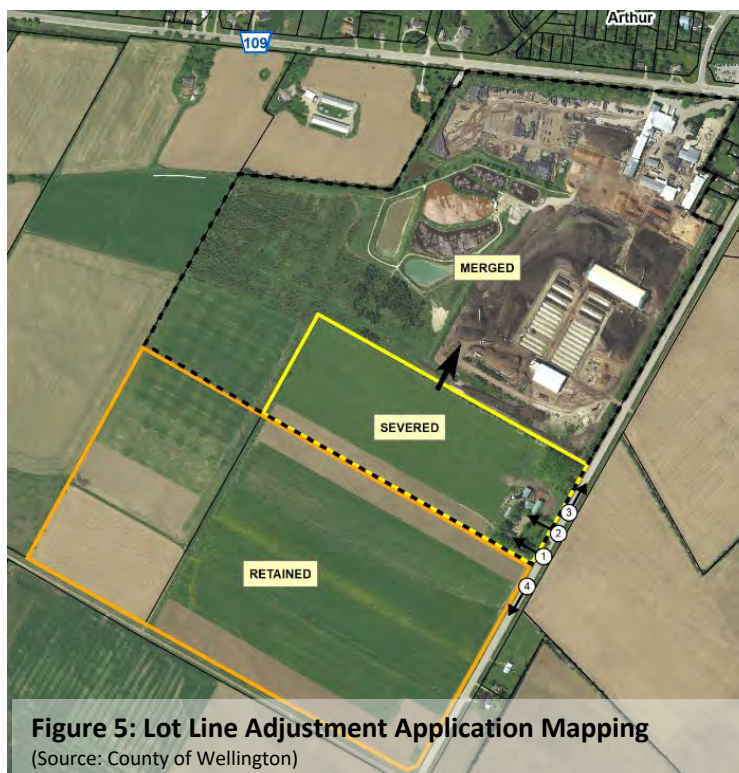
The following technical reports have been prepared in support of the application:

- Planning Justification Report including Agricultural Impact Study (MHBC, June 2020)
- Transportation Impact Study (Paradigm Transportation Solutions Limited, 2020)

### Other Planning Applications

#### Lot Line Adjustment Applications

Consent applications B100/19 and B101/19 were given provisional approval by the County of Wellington Land Division Committee at the March 12, 2019 meeting. The purpose of the lot line adjustment applications are to convey an equal amount of land (approximately 13.5 ha (33.4 ac)) with the abutting property owners (an equal land swap) to form a more regular parcel layout. Conditions are currently being fulfilled by the applicant.



### Site Plan Application

A site plan application has been submitted to the Township for the proposed development. It is currently being reviewed by Township staff.

### Agency Review

To date we have received the following comments from circulated agencies:

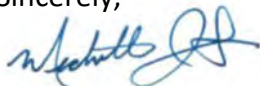
| Agency                                    | Position            | Comments  |
|---|---------------------|---|
| Grand River Conservation Authority (GRCA) | <b>No objection</b> | In comments of November 5, 2020 the GRCA indicated no objection. Advised that a portion of the subject lands are regulated by the GRCA and development or site alteration within the regulated area will require a permit.  |
| Wellington Source Water Protection        | <b>No objection</b> | In comments of November 19, 2020 the Wellington Source Water Protection advised that the subject lands are located within a Wellhead Protection Area D (WHPA-D) and have a vulnerability score of 4 for the Arthur municipal well. A section 59 Notice is not required. |

### Next Steps

Following the Public Meeting, staff will finalize the technical review of the applications to amend the Official Plan and Zoning By-law. Staff will then report back to Council for local consideration of the official plan amendment for Council endorsement. Following the approval of the Official Plan amendment by the County, an amending zoning by-law will be provided for Council consideration.

I trust that the above comments will assist Council in this matter.

Sincerely,



Michelle Innocente, Senior Planner



## Staff Report

**To:** Mayor and Members of Council Meeting of February 8<sup>th</sup>, 2021

**From:** Dale Small,  
Economic Development Officer

**Subject:** EDO 2021-004 Business Retention & Expansion Program

### RECOMMENDATION

**THAT** The Council of the Corporation of the Township of Wellington North receive for information the Economic Development Officer report EDO 2021-004 being an update on the recently completed Business Recovery Survey conducted as part of our Business Retention & Expansion Program.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

There have been numerous updates provided to council on our Business Retention & Expansion Program (BR+E) but none that are pertinent to this report.

### BACKGROUND

On November 16<sup>th</sup>, 2020 Wellington North, in-partnership with Wellington County and all member municipalities, participated in a countywide BR+E effort. As part of the initiative, we utilized a survey tool that had been designed by OMAFRA, to help support local municipalities with Business Recovery efforts. The goal was for each municipality to survey a minimum of 50 businesses/350 in total across Wellington County by December 18<sup>th</sup>, 2020.

In Wellington North BR+E has been a priority of the Economic Development Office for many years. The first formal initiative dates back to 2005 when a review was completed of the manufacturing sector. Since then, BR+E has continued to be a major area of focus with some of the more formal programs identified below:

- 2010 – 2011 Manufacturing and Construction sector BR+E review
- 2011 – 2012 Retail, Main Street and Home-Based sectors
- 2014 – 2015 Countywide BR+E Review of the Manufacturing, Health Care, Creative and Agriculture Sectors
- 2017 – 2018 Retail & Downtown Sectors
- 2018 – 2019 Mayors Roundtable – Manufacturing Sector (six large employers)
- 2020 – 2021 Countywide BR+E Business Recovery Survey

With any BR+E program it is important to clearly define the survey goals:

- Demonstrate the community's concern for the business,

- Offer information and direct assistance if feasible,
- Gather data to assess and inform the community economic situation,
- Commitment to act based on the results of the survey.

With our Business Recovery initiative, the intent is to use the results to help guide business recovery efforts as we begin charting our paths to economic recovery. The questions were designed to help gauge the impact of the COVID-19 pandemic on business activities and provide detailed information to inform strategic action planning and recovery efforts. The survey consisted of fifteen questions and an overview of some of the results follows. Council is reminded that this survey was undertaken prior to the recent provincial lockdown.

| <b>1) Where is your business located?</b> | <b># of Responses</b> | <b>Percentage</b> |
|---|-----------------------|-------------------|
| Centre Wellington                         | 56                    | 12.87%            |
| Erin                                      | 80                    | 18.39%            |
| Guelph Eramosa                            | 29                    | 6.67%             |
| Mapleton                                  | 53                    | 12.18%            |
| Minto                                     | 114                   | 26.21%            |
| Puslinch                                  | 37                    | 8.51%             |
| <b>Wellington North</b>                   | <b>66</b>             | <b>15.17%</b>     |
| County of Wellington                      | 435                   | 100%              |

| <b>2) What is the current operating status of your business</b>   | <b>Countywide Responses</b> | <b>Percentage</b> | <b>Wellington North</b> |
|---|-----------------------------|-------------------|-------------------------|
| Open (never closed or remained open under alternative operating model - e.g., restaurant takeout only ) | 288                         | 68.09%            | <b>43 @ 67.2%</b>       |
| Reopened (after temporary closure)  | 130                         | 30.73%            | <b>21 @ 32.8%</b>       |
| Permanently closed  | 5                           | 1.18%             | Nil                     |
| <b>Total</b>  | <b>423</b>                  | <b>100%</b>       | <b>64</b>               |

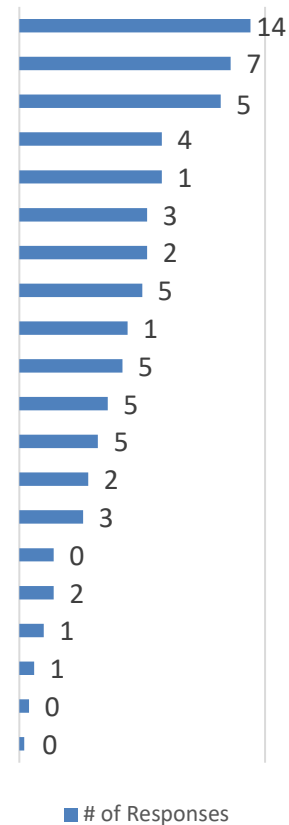
| <b>3) What is your current operating level as a % of your maximum capacity?</b> | <b># of Responses</b> | <b>Percentage of Total</b> | <b>Wellington North</b> |
|---|-----------------------|----------------------------|-------------------------|
| 0 to 24   | 53                    | 13.84%                     | <b>3 @ 5.7%</b>         |
| 25 to 49  | 40                    | 10.44%                     | <b>3 @ 5.7%</b>         |
| 50 to 74  | 67                    | 17.49%                     | <b>12 @ 20.1%</b>       |
| 75 to 99  | 112                   | 29.24%                     | <b>23 @ 37.7%</b>       |
| 100 +   | 111                   | 28.98%                     | <b>22 @ 35.8%</b>       |
| <b>Total</b>  | <b>383</b>            | <b>100%</b>                | <b>63</b>               |



#### 4) Primary Industry County



#### Wellington North



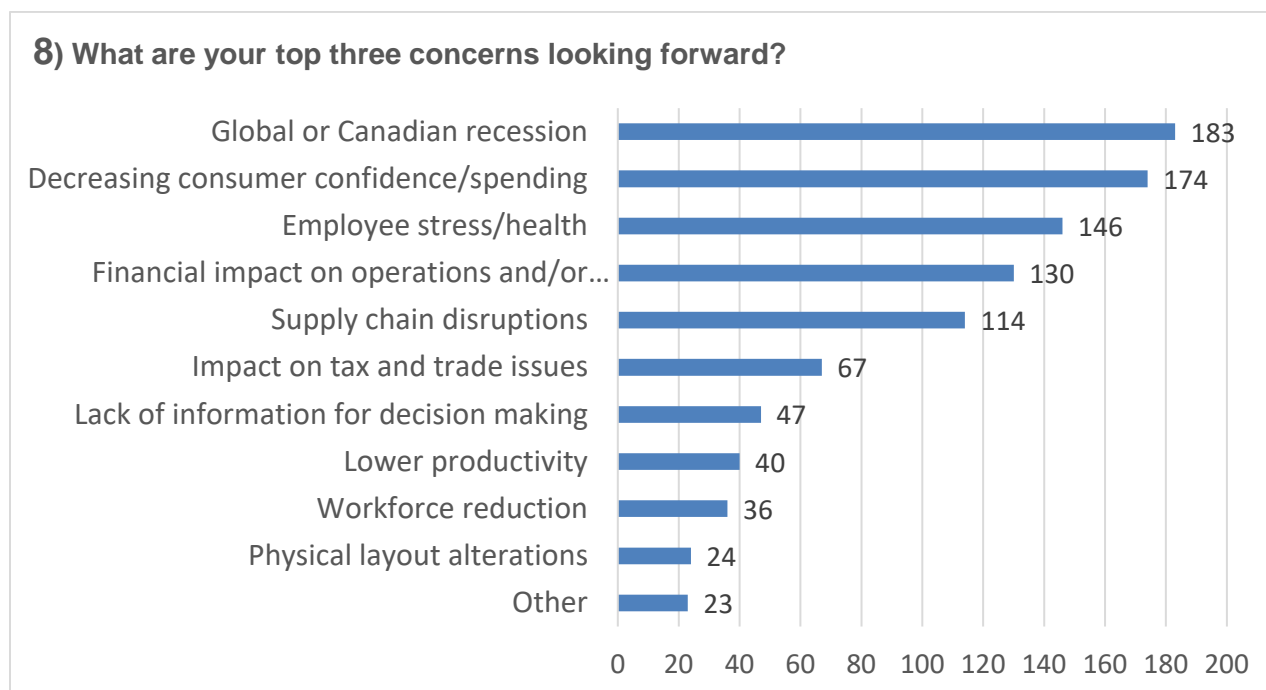
#### COUNTYWIDE

#### WELLINGTON NORTH

| 5) Have you used any of the following business supports? | <u>COUNTYWIDE</u> |     | <u>WELLINGTON NORTH</u> |    |
|--|-------------------|-----|-------------------------|----|
|  | Yes               | No  | Yes                     | No |
| Canada Emergency Wage Subsidy (CEWS)                     | 106               | 183 | 14                      | 24 |
| Canada Emergency Commercial Rent Assistance (CECRA)      | 18                | 255 | 3                       | 35 |
| Canada Emergency Response Benefit (CERB)                 | 93                | 211 | 12                      | 28 |
| The Canada Emergency Business Account (CEBA)             | 131               | 177 | 15                      | 27 |
| Industrial Research Assistance Program (IRAP)            | 3                 | 272 | 1                       | 35 |
| Strategic Innovation Fund                                | 1                 | 277 | 0                       | 36 |
| Municipal Tax Relief                                     | 8                 | 277 | 1                       | 37 |
| Keep Well, Emergency Business Sustainability Fund        | 8                 | 283 | 1                       | 38 |
| Support Local Centre Wellington Recovery Grant Program   | 9                 | 282 | 2                       | 36 |

| 6) Which business support/resource do you most require currently? | # of Responses | Percentage of Total | Wellington North |
|---|----------------|---------------------|------------------|
| Nothing   | 122            | 34.37%              | 25 @ 42.6%       |
| Financial grants/cash flow/emergency funds                        | 94             | 26.48%              | 6 @ 10.6%        |
| Promotion/marketing assistance                                    | 32             | 9.01%               | 4 @ 6.4%         |
| Information (updates on business support initiatives)             | 25             | 7.04%               | 10 @ 17%         |
| Break on municipal charges and utilities                          | 24             | 6.76%               | 5 @ 8.5%         |
| Property tax assistance   | 26             | 7.32%               | 4 @ 6.4%         |
| Childcare   | 4              | 1.13%               | 1 @ 2.1%         |
| Other   | 25             | 7.04%               | 3 @ 4.3%         |
| Removing interest payments on late fees                           | 3              | 0.85%               | 1 @ 2.1%         |
| <b>Total</b>  | <b>355</b>     | <b>100%</b>         | <b>59</b>        |

| 7) Do you anticipate hiring or laying off staff within the next 3 months? | # of Responses | Percentage of Total | Wellington North |
|---|----------------|---------------------|------------------|
| No change   | 201            | 63.21%              | 44 @ 72.7%       |
| Yes, hiring   | 88             | 27.67%              | 15 @ 25%         |
| Yes, laying off   | 29             | 9.12%               | 1 @ 2.3%         |
| <b>Total</b>  | <b>318</b>     | <b>100%</b>         | <b>60</b>        |





| 9) What do you see as the biggest economic opportunity for the community's recovery from COVID-19? | # of Responses |
|--|----------------|
| Buying/Shopping Local  | 51             |
| Social Capital in Communities  | 29             |
| Going Digital/Using Tech   | 19             |
| Increased Customer Spending  | 16             |
| Back to Normalcy   | 12             |
| Remote Work  | 11             |
| Change/Reimagining   | 10             |
| Not Sure   | 9              |
| New businesses   | 7              |
| Marketing  | 7              |
| Tourism  | 7              |
| Events   | 5              |
| Manufacturing  | 5              |
| De-urbanization  | 5              |
| Housing  | 5              |
| Avoid Lockdowns  | 4              |
| Communication  | 2              |
| Supply Chain   | 2              |

### NEXT STEPS

In general, I would suggest the results indicate that Wellington North businesses are more optimistic than the average for the County and most believe they are in a relatively good position to recover. Some of our larger sectors such as manufacturing, construction, agriculture etc. have been able to stay open and fully operational during the pandemic while others, like the Retail sector, have been much harder hit and most impacted by the pandemic and recent lockdown.

The initial survey results were reviewed by the Wellington County Economic Development Committee on January 19<sup>th</sup> and by the Wellington County Municipal Economic Development group on January 22<sup>nd</sup>. Discussions continue and our goal is to finalize the Countywide and local recovery programs at our February 2<sup>nd</sup> Municipal Group meeting for presentation and approval at the County Economic Development Committee Meeting on February 16<sup>th</sup>, 2021.

At this point in time the majority of the programs being considered are focused in support of the Retail sector. As these programs are refined and then formally approved, we will move quickly to implementation. A brief overview of what is being considered follows:

- Launch a **COVID-19 Recovery Grant/Fund**, to assist Retail businesses with recovery efforts, purchase of PPE, marketing, and promotion, etc. 27% of businesses countywide and 11% in WN indicated that financial grants/emergency funds continues to be a high priority.

- Continued promotion and emphasis on **Shop Local** with a suggestion to develop an app. that could be used to reward those who do shop local. The number one opportunity identified to ensure economic recovery from COVID 19 was a continued focus on shoplocal.
- **Expand the Digital Main Street** program to include all Retail businesses. Today this program which is administered by the OBIAA is restricted to Main Street businesses. Moving forward and working with the SEDC we hope to expand the program to more businesses.
- Continued **Partnerships** required with Health Care and Mental Health agencies to provide mental health services to employees of small business and those without employee plans.
- **Business Services and Supports** was also identified as a need. Providing businesses with consulting type support to help them navigate the many grant programs and funding opportunities available to them was identified as a need.
- **Workforce Attraction** continues to be an area where our businesses are looking for support. 63% countywide; 73% in WN, expect no change to staffing levels while 28% countywide; 25% in WN expect to hire with many noting the difficulty they are having in recruiting staff at this time.

### FINANCIAL CONSIDERATIONS

As part of the 2021 budget process Wellington County Council recently approved a \$200,000 COVID 19 Business Recovery fund to assist businesses with their recovery efforts and to support the recommendations coming out of the Business Recovery Survey.

Plans to submit a Countywide RED grant to OMAFRA, have been put on hold until the next round, as the application deadline of February 1<sup>st</sup> was deemed to be unachievable.

The BR+E Municipal Implementation Fund provides \$25,000 annually to support projects that are based on priorities identified out of our municipal BR+E reports. This funding is also available to WN in 2021 and can be used to support our local BR+E Recovery efforts.

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

**Prepared By:** Dale Small, Economic Development Officer *Dale Small*

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*

2021-02-02

**Township of Wellington North**  
**VENDOR CHEQUE REGISTER REPORT**  
**Payables Management**

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| Cheque Number | Vendor Cheque Name             | Cheque Date | Amount      |
|---------------|--------------------------------|-------------|-------------|
| 76749         | Abell Pest Control Inc         | 2021-01-22  | \$66.92     |
| 76750         | Arthur Foodland                | 2021-01-22  | \$6.99      |
| 76751         | Arthurs Fuel                   | 2021-01-22  | \$1,138.06  |
| 76752         |                                | 2021-01-22  | \$1,900.00  |
| 76753         | Bell Canada                    | 2021-01-22  | \$763.08    |
| 76754         | Bell Canada                    | 2021-01-22  | \$43.54     |
| 76755         | Bell Mobility                  | 2021-01-22  | \$1,548.74  |
| 76756         | Bluewater Chapter OBOA         | 2021-01-22  | \$100.00    |
| 76757         |                                | 2021-01-22  | \$127.13    |
| 76758         | Broadline Equipment Rental Ltd | 2021-01-22  | \$138.99    |
| 76759         | CDW Canada Corp                | 2021-01-22  | \$317.91    |
| 76760         | Chalmers Fuels Inc             | 2021-01-22  | \$2,241.81  |
| 76761         | Corporate Express Canada Inc.  | 2021-01-22  | \$541.17    |
| 76762         |                                | 2021-01-22  | \$127.13    |
| 76763         | Farm & Construction Equipment  | 2021-01-22  | \$319.23    |
| 76764         | Hydro One Networks Inc.        | 2021-01-22  | \$918.67    |
| 76765         | Jim's Auto Service             | 2021-01-22  | \$623.65    |
| 76766         |                                | 2021-01-22  | \$2,203.00  |
| 76767         | Landmark Municipal Services UL | 2021-01-22  | \$3,333.50  |
| 76768         | Manulife Financial             | 2021-01-22  | \$30,351.49 |
| 76769         |                                | 2021-01-22  | \$1,900.00  |
| 76770         | Minister of Finance            | 2021-01-22  | \$5,434.72  |
| 76771         | Orkin Canada Corporation       | 2021-01-22  | \$50.85     |
| 76772         |                                | 2021-01-22  | \$1,900.00  |
| 76773         | Premier Equipment Ltd.         | 2021-01-22  | \$1,746.35  |
| 76774         | Royal Bank Visa                | 2021-01-22  | \$370.78    |
| 76775         |                                | 2021-01-22  | \$475.00    |
| 76776         | Suncor Energy Inc.             | 2021-01-22  | \$19,253.48 |
| 76777         | Telizon Inc.                   | 2021-01-22  | \$777.62    |
| 76778         |                                | 2021-01-22  | \$50.01     |
| 76779         | Turris Sites Development Corp. | 2021-01-22  | \$66.09     |
| 76780         | Waste Management               | 2021-01-22  | \$1,237.35  |
| 76781         |                                | 2021-01-22  | \$275.00    |
| 76782         | Wightman Telecom Ltd.          | 2021-01-22  | \$880.10    |
| 76783         | Young's Home Hardware Bldg Cen | 2021-01-22  | \$152.05    |
| EFT0001490    | AMI Attachments                | 2021-01-22  | \$1,186.50  |
| EFT0001491    | Assoc of Mun of Ontario        | 2021-01-22  | \$4,616.88  |
| EFT0001492    | Arthur Home Hardware Building  | 2021-01-22  | \$185.11    |
| EFT0001493    | Artic Clear 1993 Inc.          | 2021-01-22  | \$2.80      |
| EFT0001494    | B & I Complete Truck Centre    | 2021-01-22  | \$266.97    |
| EFT0001495    | Canadian Safety Equipment      | 2021-01-22  | \$619.18    |

| Cheque Number | Vendor Cheque Name              | Cheque Date | Amount      |
|---------------|---------------------------------|-------------|-------------|
| EFT0001496    | CARQUEST Arthur Inc.            | 2021-01-22  | \$821.69    |
| EFT0001497    | Carson Supply                   | 2021-01-22  | \$246.10    |
| EFT0001498    | CMT Engineering Inc.            | 2021-01-22  | \$8,015.09  |
| EFT0001499    | DeBoer's Farm Equipment Ltd.    | 2021-01-22  | \$409.04    |
| EFT0001500    | Delta Elevator Co. Ltd.         | 2021-01-22  | \$6,039.98  |
| EFT0001501    | Dewar Services                  | 2021-01-22  | \$1,282.83  |
| EFT0001502    | Eric Cox Sanitation             | 2021-01-22  | \$616.08    |
| EFT0001503    | Frey Communications             | 2021-01-22  | \$8,978.06  |
| EFT0001504    | Hort Manufacturing (1986) Ltd.  | 2021-01-22  | \$27.12     |
| EFT0001505    | Ideal Supply Inc.               | 2021-01-22  | \$1,818.82  |
| EFT0001506    | International Trade Specialist  | 2021-01-22  | \$518.09    |
| EFT0001507    | J J McLellan & Son              | 2021-01-22  | \$262.27    |
| EFT0001508    | KORE Mechanical Inc.            | 2021-01-22  | \$3,366.35  |
| EFT0001509    | M & L Supply, Fire & Safety     | 2021-01-22  | \$248.60    |
| EFT0001510    | Maple Lane Farm Service Inc.    | 2021-01-22  | \$1,167.26  |
| EFT0001511    | Marcc Apparel Company           | 2021-01-22  | \$275.72    |
| EFT0001512    | Martin Drainage                 | 2021-01-22  | \$3,051.00  |
| EFT0001513    | Municipal Employer Pension Cen  | 2021-01-22  | \$231.37    |
| EFT0001514    | Mike Lucas                      | 2021-01-22  | \$697.16    |
| EFT0001515    | Minto Truck Centre              | 2021-01-22  | \$87.85     |
| EFT0001516    | Mississauga Bus Coach & Truck R | 2021-01-22  | \$963.10    |
| EFT0001517    | MRC Systems Inc                 | 2021-01-22  | \$549.35    |
| EFT0001518    | North Wellington Co-op Service  | 2021-01-22  | \$210.10    |
| EFT0001519    | OSIM Inc.                       | 2021-01-22  | \$1,762.80  |
| EFT0001520    | PACKET WORKS                    | 2021-01-22  | \$169.50    |
| EFT0001521    | Print One                       | 2021-01-22  | \$1,615.90  |
| EFT0001522    | The Public Sector Digest Inc.   | 2021-01-22  | \$4,068.24  |
| EFT0001523    | Purolator Inc.                  | 2021-01-22  | \$15.23     |
| EFT0001524    | ROBERTS FARM EQUIPMENT          | 2021-01-22  | \$506.03    |
| EFT0001525    | Sanigear                        | 2021-01-22  | \$661.85    |
| EFT0001526    | Teviotdale Truck Service & Rep  | 2021-01-22  | \$1,631.06  |
| EFT0001527    | Peavey Industries LP            | 2021-01-22  | \$143.46    |
| EFT0001528    | Viking Cives Ltd                | 2021-01-22  | \$916.59    |
| EFT0001529    | Walco Equipment Ltd.            | 2021-01-22  | \$1,739.97  |
| EFT0001530    | Wellington North Power          | 2021-01-22  | \$56,089.05 |
| EFT0001531    |                                 | 2021-01-22  | \$275.00    |
| 76784         | Canadian Rink Services          | 2021-01-27  | \$9,556.42  |
| 76785         | Canadian Safety Equipment Inc.  | 2021-01-27  | \$508.17    |
| 76786         |                                 | 2021-01-27  | \$100.00    |
| 76787         | Duncan, Linton LLP, Lawyers     | 2021-01-27  | \$1,753.31  |
| 76788         | Evoqua Water Technologies       | 2021-01-27  | \$877.91    |
| 76789         | Ivan Ireland Backhoe            | 2021-01-27  | \$1,276.90  |
| 76790         | Darlene McIntosh                | 2021-01-27  | \$520.00    |
| 76791         | R. J. Burnside & Assoc. Ltd.    | 2021-01-27  | \$4,666.03  |
| 76792         | TD Wealth                       | 2021-01-27  | \$2,026.12  |
| 76793         | Wachs Canada Ltd.               | 2021-01-27  | \$1,014.28  |

| Cheque Number | Vendor Cheque Name             | Cheque Date | Amount      |
|---------------|--------------------------------|-------------|-------------|
| 76794         | Wellington Catholic Dist Sch B | 2021-01-27  | \$3,714.00  |
| EFT0001532    | B M Ross and Associates        | 2021-01-27  | \$4,821.37  |
| EFT0001533    | CMT Engineering Inc.           | 2021-01-27  | \$643.55    |
| EFT0001534    | Coffey Plumbing, Div. of KTS P | 2021-01-27  | \$744.12    |
| EFT0001535    | County of Wellington           | 2021-01-27  | \$7,337.00  |
| EFT0001536    | Canadian Union of Public Emplo | 2021-01-27  | \$2,507.47  |
| EFT0001537    | H Bye Construction Limited     | 2021-01-27  | \$1,412.51  |
| EFT0001538    | Huronia Welding                | 2021-01-27  | \$1,263.34  |
| EFT0001539    | Ideal Supply Inc.              | 2021-01-27  | \$28.80     |
| EFT0001540    |                                | 2021-01-27  | \$572.50    |
| EFT0001541    | K Smart Associates Limited     | 2021-01-27  | \$6,440.86  |
| EFT0001542    | Martin Drainage                | 2021-01-27  | \$2,034.00  |
| EFT0001543    | North Wellington Co-op Service | 2021-01-27  | \$67.74     |
| EFT0001544    | Ont Mun Employee Retirement    | 2021-01-27  | \$62,276.08 |
| EFT0001545    | Pryde Truck Service Ltd.       | 2021-01-27  | \$3,825.80  |
| EFT0001546    | R&R Pet Paradise               | 2021-01-27  | \$2,263.72  |
| EFT0001547    | SGS Canada Inc.                | 2021-01-27  | \$1,005.70  |
| EFT0001548    | Terryberry                     | 2021-01-27  | \$972.26    |
| EFT0001549    | Triton Engineering Services    | 2021-01-27  | \$35,528.42 |
| EFT0001550    | Upper Grand Dist School Board  | 2021-01-27  | \$13,002.00 |
| 76795         | 2542149 ON Ltd                 | 2021-02-02  | \$1,247.97  |
| 76796         | 911 Market Ltd.                | 2021-02-02  | \$154.41    |
| 76797         | Arthurs Fuel                   | 2021-02-02  | \$1,062.91  |
| 76798         | Canadian Tire #066             | 2021-02-02  | \$45.19     |
| 76799         | Chalmers Fuels Inc             | 2021-02-02  | \$660.95    |
| 76800         | DataFix                        | 2021-02-02  | \$1,751.50  |
| 76801         | Golden Triangle Human Resource | 2021-02-02  | \$60.00     |
| 76802         | Grey County Fire Chiefs Associ | 2021-02-02  | \$698.25    |
| 76803         | Horrigan Overhead Doors 2019   | 2021-02-02  | \$490.96    |
| 76804         | Hydro One Networks Inc.        | 2021-02-02  | \$3,311.56  |
| 76805         | Jim's Auto Service             | 2021-02-02  | \$50.85     |
| 76806         | Letco Limited                  | 2021-02-02  | \$266.94    |
| 76807         | Manulife Financial             | 2021-02-02  | \$30,351.49 |
| 76808         |                                | 2021-02-02  | \$4,000.00  |
| 76809         | OMTRA                          | 2021-02-02  | \$508.50    |
| 76810         | Jim Robinson                   | 2021-02-02  | \$2,825.00  |
| 76811         | Suncor Energy Inc.             | 2021-02-02  | \$4,277.97  |
| 76812         | Turris Sites Development Corp. | 2021-02-02  | \$66.09     |
| 76813         | Enbridge Gas Inc.              | 2021-02-02  | \$5,917.35  |
| 76814         | Wellington County Roads Superv | 2021-02-02  | \$1,250.00  |
| 76815         |                                | 2021-02-02  | \$275.00    |
| 76816         | Young's Home Hardware Bldg Cen | 2021-02-02  | \$66.50     |
| 76817         | C&K Williams Excavating Inc.   | 2021-02-02  | \$5,155.63  |
| 76818         | Duncan, Linton LLP, Lawyers    | 2021-02-02  | \$638.46    |
| 76819         | Ivan Ireland Backhoe           | 2021-02-02  | \$508.50    |
| 76820         | Premier Equipment Ltd.         | 2021-02-02  | \$37.93     |

| <b>Cheque Number</b> | <b>Vendor Cheque Name</b>      | <b>Cheque Date</b> | <b>Amount</b> |
|----------------------|--------------------------------|--------------------|---------------|
| 76821                | The Ontario Aggregate Resource | 2021-02-02         | \$1,076.00    |
| 76822                | Enbridge Gas Inc.              | 2021-02-02         | \$67.09       |
| EFT0001551           | Agrisan SC Pharma              | 2021-02-02         | \$3,205.88    |
| EFT0001552           | Arthur Home Hardware Building  | 2021-02-02         | \$368.59      |
| EFT0001553           | B & I Complete Truck Centre    | 2021-02-02         | \$326.32      |
| EFT0001554           | Brandt Cambridge               | 2021-02-02         | \$2,244.34    |
| EFT0001555           | CARQUEST Arthur Inc.           | 2021-02-02         | \$25.59       |
| EFT0001556           | The Canadian Payroll Associati | 2021-02-02         | \$316.40      |
| EFT0001557           | Cedar Signs                    | 2021-02-02         | \$506.42      |
| EFT0001558           | CIMA Canada Inc.               | 2021-02-02         | \$11,983.65   |
| EFT0001559           | Cimco Refrigeration            | 2021-02-02         | \$3,338.36    |
| EFT0001560           | Coffey Plumbing, Div. of KTS P | 2021-02-02         | \$192.10      |
| EFT0001561           | County of Wellington           | 2021-02-02         | \$20.00       |
| EFT0001562           | Eric Cox Sanitation            | 2021-02-02         | \$904.00      |
| EFT0001563           | Ideal Supply Inc.              | 2021-02-02         | \$411.15      |
| EFT0001564           | International Trade Specialist | 2021-02-02         | \$327.47      |
| EFT0001565           | Kraemer LLP                    | 2021-02-02         | \$2,242.28    |
| EFT0001566           | Maple Lane Farm Service Inc.   | 2021-02-02         | \$766.99      |
| EFT0001567           | Marcc Apparel Company          | 2021-02-02         | \$123.17      |
| EFT0001568           | North Wellington Co-op Service | 2021-02-02         | \$38.63       |
| EFT0001569           | Rural Routes Pest Control Inc. | 2021-02-02         | \$84.75       |
| EFT0001570           | Peavey Industries LP           | 2021-02-02         | \$45.92       |
| EFT0001571           | Viking Cives Ltd               | 2021-02-02         | \$1,281.29    |
| EFT0001572           | Wilson-Ford Surveying & Engine | 2021-02-02         | \$3,336.42    |
| EFT0001573           | Clark Bros Contracting         | 2021-02-02         | \$2,429.50    |
| EFT0001574           | County of Wellington           | 2021-02-02         | \$4,099.90    |
| EFT0001575           | Ideal Supply Inc.              | 2021-02-02         | \$276.39      |
|                      | Total Amount of Cheques:       |                    | \$476,214.45  |

|                                    | 2020<br>Actuals<br>YTD | 2020<br>Budget<br>Dec 31 | Actual vs<br>Budget YTD<br>(over)/under | Variance<br>% | 2019<br>Actuals<br>YTD | 2020 vs<br>2019 YTD<br>Variance |      |
|------------------------------------|------------------------|--------------------------|---|---------------|------------------------|---------------------------------|------|
| <b>REVENUE</b>                     |                        |                          |   |               |                        |                                 |      |
| Net Taxation                       | (8,241,623)            | (8,081,161)              | (160,462)                               | 2.0%          | (7,923,181)            | (318,442)                       |      |
| Fees and Service Charges           | (5,443,837)            | (5,772,587)              | 328,750                                 | -5.7%         | (5,488,050)            | 44,213                          | [2]  |
| Grants and Subsidies               | (1,438,849)            | (1,469,300)              | 30,451                                  | -2.1%         | (1,492,040)            | 53,191                          |      |
| Trsf from Reserves & Res Funds     | (1,241,100)            | (1,244,100)              | 3,000                                   | -0.2%         | (1,146,177)            | (94,923)                        |      |
| Other Income                       |                        |                          |   |               |                        |                                 |      |
| Penalties and Interest on Taxation | (158,264)              | (175,000)                | 16,736                                  | -9.6%         | (155,439)              | (2,825)                         | [3]  |
| Miscellaneous                      | (216,912)              | (128,600)                | (88,312)                                | 68.7%         | (215,487)              | (1,425)                         | [4]  |
| Investment Income                  | (185,969)              | (269,000)                | 83,031                                  | -30.9%        | (380,251)              | 194,282                         | [5]  |
| Rents, Concessions and Franchises  | (463,874)              | (739,890)                | 276,016                                 | -37.3%        | (722,945)              | 259,071                         | [6]  |
| Donations                          | (13,250)               | (15,600)                 | 2,350                                   | -15.1%        | (28,682)               | 15,432                          |      |
|                                    | <u>(17,403,678)</u>    | <u>(17,895,238)</u>      | <u>491,560</u>                          | <u>-2.7%</u>  | <u>(17,552,252)</u>    | <u>148,574</u>                  |      |
| <b>EXPENSES</b>                    |                        |                          |   |               |                        |                                 |      |
| Council                            | 238,059                | 262,089                  | 24,030                                  | 9.2%          | 119,513                | (118,546)                       | [7]  |
| Administration                     | 842,726                | 969,332                  | 126,606                                 | 13.1%         | 1,310,272              | 467,546                         | [8]  |
| Property                           | 102,442                | 147,436                  | 44,994                                  | 30.5%         | 134,265                | 31,823                          |      |
| Fire Services                      | 696,133                | 851,201                  | 155,068                                 | 18.2%         | 839,000                | 142,867                         | [9]  |
| Policing & Crossing Guard Services | 39,302                 | 53,032                   | 13,730                                  | 25.9%         | 47,327                 | 8,025                           |      |
| Conservation Authority             | 160,170                | 161,454                  | 1,284                                   | 0.8%          | 153,610                | (6,560)                         |      |
| Protective Inspections & Control   | 319,067                | 330,056                  | 10,989                                  | 3.3%          | 336,350                | 17,283                          |      |
| Animal Control                     | 25,494                 | 37,350                   | 11,856                                  | 31.7%         | 26,036                 | 542                             |      |
| Property Standards                 | 39,586                 | 63,722                   | 24,136                                  | 37.9%         | 17,338                 | (22,248)                        |      |
| Roadways                           | 3,004,202              | 3,306,623                | 302,421                                 | 9.1%          | 2,966,975              | (37,227)                        | [10] |
| Street Lighting                    | 94,807                 | 138,930                  | 44,123                                  | 31.8%         | 159,983                | 65,176                          | [11] |
| Cemetery                           | 137,418                | 134,776                  | (2,642)                                 | -2.0%         | 50,408                 | (87,010)                        |      |
| Recreation                         | 1,510,923              | 1,974,115                | 463,192                                 | 23.5%         | 2,636,380              | 1,125,457                       | [12] |
| Planning                           | 220,047                | 382,736                  | 162,689                                 | 42.5%         | 50,422                 | (169,625)                       | [13] |
| Economic Development               | 341,664                | 282,080                  | (59,584)                                | -21.1%        | 279,895                | (61,769)                        | [14] |
| WNP Holding                        | 1,615                  | 53,100                   | 51,485                                  | 97.0%         | -                      | (1,615)                         | [15] |
| Municipal Drains                   | 53,470                 | 62,515                   | 9,045                                   | 14.5%         | 92,916                 | 39,446                          | [16] |
| Rural Water                        | 6,388                  | 7,898                    | 1,510                                   | 19.1%         | 5,263                  | (1,125)                         |      |
| Sanitary Sewers                    | 2,295,456              | 2,533,394                | 237,938                                 | 9.4%          | 1,697,661              | (597,795)                       | [17] |
| Water Works                        | 1,247,656              | 1,391,472                | 143,816                                 | 10.3%         | 1,063,771              | (183,885)                       | [18] |
| Transfers to Reserves/Res Funds    | 1,070,880              | 1,070,880                | -                                       | 0.0%          | 1,191,083              | 120,203                         |      |
| Transfers to capital fund          | 3,681,047              | 3,681,047                | -                                       | 0.0%          | 3,683,657              | 2,610                           |      |
|                                    | <u>16,128,552</u>      | <u>17,895,238</u>        | <u>1,766,686</u>                        | <u>9.9%</u>   | <u>16,862,125</u>      | <u>733,573</u>                  |      |
| <b>(SURPLUS)/DEFICIT</b>           | <u>(1,275,126)</u>     | <u>-</u>                 |   |               |                        |                                 |      |

## Township of Wellington North

### General Fund Financial Summary

Budget vs Year to Date – Ending December 31, 2020

1. The financial statement for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to financial summary were to: accrue revenue for water and sewer user fees to correspond with expenses incurred. It should be noted that these results are intended to provide Council with preliminary estimates of full year results; however, there are several year-end closing entries yet to be completed, thus results are still subject to change.

#### REVENUES

2. Fees and Service Charges: User fees and service charges include manual accrual adjustment for Sewer and Water revenue in both 2019 and 2020, due to significance of amount. To date, planning fees are trailing budget by ~\$90K, recreation fees and program revenues are trailing budget by ~\$120K, building & demo permit fees are trailing budget by ~\$130K.
3. Penalties and Interest on Taxation: Revenue on past due accounts is down in 2020 (and trailing budget) due to reduction in outstanding receivables early in the year, and Council decision to defer penalty and interest on the April 24<sup>th</sup> instalment until Jun 30<sup>th</sup> to give reprieve to property owners struggling during the early stages of the COVID-19 global pandemic.
4. Miscellaneous: revenues are ahead of budget, and prior year – favourable in-year variances being realized in CBO, and gravel pit rehabilitation segments.
5. Investment Income - revenues are behind currently trailing budget and prior year. Current and PY trailing due to market conditions born by the COVID-19 global pandemic.
6. Rents, Concessions & Franchises: In-year and year-over-year variances driven by sharp decline in revenues associated with inability to host events, and cancellation of many organized sporting events and league play – these are directly attributable to the COVID-19 global pandemic. Impacts/duration of COVID-19, while unknown at this time, are anticipated to continue to have a negative impact on this business segment.

#### EXPENSES

7. Council: Actual below budget and are up significantly year over year. In-year variance largely driven by significant reduction in conference and related travel costs in-year. Year over year variance being driven by transfers to reserves not previously conducted and have been implemented to adhere to the reserve and reserve fund policy approved in 2019.
8. Administration: Actuals are currently under budget and prior year; however, expectation is that they will fall in line with budget as year progresses. Current year variance largely attributable to lower than anticipated consulting, training, minor equipment, and audit costs (not yet accrued) which have been marginally offset by unanticipated costs associated with the COVID-19 global pandemic (~\$54K), and year-over-year changes largely attributable to interfunctional transfer changes implemented in 2020.
9. Fire Services: Mount Forest and Arthur fire halls are trailing budget, and prior year – largest drivers appear to be contract expenditures / timing of standby wages, conference / training, minor equipment, salary, and consulting expenses.



10. Roads: Current year trailing budget expectations. In-year variance appears to be evenly spread amongst expense accounts, with minor outliers in maintenance, fuel costs, and materials expense costs.
11. Street Lighting: Current, and prior year currently showing favourable variances – Current year variance is driven by less than anticipated maintenance and hydro costs. Year-over-year variance is largely attributable reduced hydro costs being realized because of the LED conversion completed in 2019.
12. Recreation: Current year expenditures are trailing budget and down significantly over prior year. Current year expenditure variance driven by less than anticipated wage, benefit, and maintenance and hydro costs (cyclicality, and COVID-19) and less than anticipated consulting costs. Year-over-year variance is driven by decline in debt servicing, and wage and benefit costs offset by increased insurance costs, and interfunctional transfers implemented in 2020.
13. Planning: Actuals trailing budget but up year-over-year – In year, and prior year variance being driven by consulting costs (County), and the in-year change to interfunctional transfers.
14. Economic Development: Current year expenses are currently over budget and prior year however this variance is offset by an overage in Revenues of a similar amount. Current year variance largely attributable to expenses paid in the first half of the year for downtown revitalization (and is offset by transfer from Reserve funds), business retention and expansion, and community improvement grant initiatives. Year-over-year variance driven by increased downtown revitalization, business retention and expansion, interfunctional transfers, and community improvement grant activity when compared to a year ago over a similar timeframe.
15. WNP Holding: Current year actuals trailing budget, but up year-over-year. Efforts to expand the suite of services offered by WNP via acquisition have been unsuccessful to date.
16. Municipal Drains: Year-over-year variance is driven by reduction in amount of works that have a Municipal benefit.
17. Sanitary Sewers: Debt servicing costs currently driving year-over-year variance. Favourable in-year variance largely attributable to timing of expenses for maintenance, consulting, and OCWA fees.
18. Water Works: Overall, expenditures are trailing budget; however, are up sharply year-over-year. Year-over-year variance is predominately driven by wages and benefits (addition of operator), consulting, maintenance, supplies, and debt servicing costs; whereas, in-year budget to actual variance is driven by source water protection, conference / training, and supplies and maintenance costs trailing budget.

**Township of Wellington North  
2020 Reserves and Reserve Funds**

124

31-Dec-20

| Reserves  | Balance           |          |                  |                    | Subtotal          | Interfund Loans | Unbooked Additions | Unbooked Commitments | Balance           |
|---|-------------------|----------|------------------|--------------------|-------------------|-----------------|--------------------|----------------------|-------------------|
|   | 31-Dec-19         | Interest | Additions        | Reductions         |                   |                 |                    |                      | 31-Dec-20         |
| <b><u>Taxation Reserves</u></b>                           |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Tax Rate Stabilization Reserve                            | 1,574,824         | -        | 313,676          | (232,995)          | 1,655,505         | -               | -                  | (5,440)              | 1,650,065         |
| Municipal Election Reserve                                | 40,000            | -        | 20,000           | -                  | 60,000            | -               | -                  | -                    | 60,000            |
| Facilities Maintenance Reserve                            | 313,926           | -        | 48,000           | -                  | 361,926           | -               | -                  | -                    | 361,926           |
| Council Community & Contingency Reserve                   | 22,640            | -        | 5,000            | -                  | 27,640            | -               | -                  | (25,000)             | 2,640             |
|   | <b>1,951,390</b>  | -        | <b>386,676</b>   | <b>(232,995)</b>   | <b>2,105,071</b>  | -               | -                  | <b>(30,440)</b>      | <b>2,074,631</b>  |
| <b><u>Taxation Reserve Funds</u></b>                      |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Wellington North Power Debt Repayment                     | 518,423           | -        | 40,275           | -                  | 558,698           | -               | -                  | -                    | 558,698           |
| Wellington North Fire Res. Fund                           | 589,173           | -        | 161,424          | (99,200)           | 651,397           | -               | -                  | -                    | 651,397           |
| Building Permit Reserve Fund                              | 289,767           | -        | 27,944           | -                  | 317,711           | -               | -                  | -                    | 317,711           |
| Capital Infrastructure Reinvestment Reserve Fund          | 907,452           | -        | 136,282          | (406,760)          | 636,974           | -               | -                  | -                    | 636,974           |
| Streetlight Reserve Fund                                  | 63,299            | -        | 5,000            | -                  | 68,299            | -               | -                  | -                    | 68,299            |
| Cemetery Perpetual Care Res. Fund                         | 51,456            | -        | 5,000            | -                  | 56,456            | -               | -                  | -                    | 56,456            |
| Industrial Commercial Property Res. Fund                  | 1,863,106         | -        | 75,000           | (25,325)           | 1,912,781         | -               | -                  | -                    | 1,912,781         |
| Capital Equipment Reserve Fund                            | 994,078           | -        | 156,800          | (450,000)          | 700,878           | -               | -                  | (15,206)             | 685,671           |
|   | <b>5,276,754</b>  | -        | <b>607,725</b>   | <b>(981,285)</b>   | <b>4,903,194</b>  | -               | -                  | <b>(15,206)</b>      | <b>4,887,987</b>  |
| <b><u>Total Taxation Reserves &amp; Reserve Funds</u></b> | <b>7,228,144</b>  | -        | <b>994,400</b>   | <b>(1,214,280)</b> | <b>7,008,264</b>  | -               | -                  | <b>(45,646)</b>      | <b>6,962,618</b>  |
| <b><u>User Fee Reserve Funds</u></b>                      |                   |          |                  |                    |                   |                 |                    |                      |                   |
| SS - Reserve Fund   | 1,092,387         | -        | 396,028          | (487,022)          | 1,001,393         | -               | -                  | -                    | 1,001,393         |
| Waterworks Reserve Fund                                   | 5,218,369         | -        | 236,426          | (139,699)          | 5,315,096         | -               | -                  | -                    | 5,315,096         |
|   | <b>6,310,756</b>  | -        | <b>632,454</b>   | <b>(626,721)</b>   | <b>6,316,489</b>  | -               | -                  | -                    | <b>6,316,489</b>  |
| <b><u>Total User Fee Reserves &amp; Reserve Funds</u></b> | <b>6,310,756</b>  | -        | <b>632,454</b>   | <b>(626,721)</b>   | <b>6,316,489</b>  | -               | -                  | -                    | <b>6,316,489</b>  |
| <b><u>Development Charges</u></b>                         |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Wellington North Sewer D.C.s                              | 290,012           | -        | -                | (383,944)          | (93,932)          | -               | -                  | -                    | (93,932)          |
| Wellington North Water D.C.s                              | 118,966           | -        | -                | -                  | 118,966           | -               | -                  | -                    | 118,966           |
| Wellington North Roads D.C.s                              | 435,197           | -        | -                | -                  | 435,197           | -               | -                  | -                    | 435,197           |
| Wellington North Fire D.C.s                               | 175,177           | -        | -                | -                  | 175,177           | -               | -                  | -                    | 175,177           |
| Wellington North Outdoor Rec D.C.s                        | 63,157            | -        | -                | (50,000)           | 13,157            | -               | -                  | -                    | 13,157            |
| Wellington North Indoor Rec D.C.s                         | 58,193            | -        | -                | -                  | 58,193            | -               | -                  | -                    | 58,193            |
| Wellington North Admin D.C.s                              | 20,798            | -        | -                | -                  | 20,798            | -               | -                  | (20,000)             | 798               |
| <b><u>Total DC Reserve Funds</u></b>                      | <b>1,161,500</b>  | -        | -                | <b>(433,944)</b>   | <b>727,556</b>    | -               | -                  | <b>(20,000)</b>      | <b>707,556</b>    |
| <b><u>Other Obligatory Reserve Funds</u></b>              |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Parkland: Cash in Lieu                                    | 201,351           | -        | -                | -                  | 201,351           | -               | -                  | -                    | 201,351           |
| Federal Gas Tax Funding                                   | 423,723           | -        | 361,426          | (566,000)          | 219,149           | -               | -                  | -                    | 219,149           |
| Ontario - Main St. Revitalization                         | 25,688            | -        | -                | (25,688)           | 0                 | -               | -                  | -                    | (0)               |
|   | <b>650,762</b>    | -        | <b>361,426</b>   | <b>(591,688)</b>   | <b>420,500</b>    | -               | -                  | -                    | <b>420,500</b>    |
| <b><u>Total Reserves &amp; Reserve Funds</u></b>          | <b>15,351,162</b> | -        | <b>1,988,280</b> | <b>(2,866,633)</b> | <b>14,472,809</b> | -               | -                  | <b>(65,646)</b>      | <b>14,407,163</b> |



# Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021

**From:** Matthew Aston, Director of Operations

**Subject:** Report OPS 2021-001 being a report on the water meters

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive Report OPS 2021-001 being a report on the water meters;

**AND FURTHER THAT** Council direct staff to bring a 2022 capital budget project, for Council’s consideration, for a water meter study for Wellington North;

**PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS**

From the October 26, 2020, Minutes of the meeting of Council:

*Staff were directed to bring a report regarding the installation of water meters.*

**BACKGROUND**

Here are some of the pros and cons staff have been able to source regarding water meters:

| PROS   |
|--|
| - Water meters promote conservation of water. Conservation of water has the added benefit of reducing flows into the wastewater treatment plant.   |
| - Water meters make users more aware of their individual use.  |
| - For smaller families, seniors and singles water meters may result in lower cost bills.   |
| - Water meters would provide a volume (or usage) component to the pricing paid by customers – residential, commercial, industrial and institution. Currently, industrial, commercial and institutional properties that have water meters pay a \$17.34/mo for meter maintenance fee. |
| - Water meters would provide the benefit of better understanding where our supply water is being consumed, ie. water loss.   |
| - Water meters create a rate system that is equitable (usage).   |

| CONS   |
|--|
| - Arthur has iron and manganese in the supply water and often while troubleshooting water operators ask customers to run water until clear. This is a more difficult customer service conversation with water meters.  |
| - Water meters are a part of internal plumbing and would add complexity to the water team's portfolio: entering people's homes and working on internal plumbing.   |
| - The installation of water meter has an estimate project cost of ~\$1.825 million (2027 dollars) that would need to be funded from water and wastewater rates.  |
| - Operating costs associated with running the water and sewer department would increase with the addition of water meters - significant capital expenditure, more licensing for staff (or out-sourcing to plumbers).   |
| - For larger families, water meters will result in higher cost bills.  |
| - Water meters create a need for monthly, or periodic, data to be reviewed, which would make the billing system requirements for a system with water meters more complex (Wellington North Power service) including a meter reader staff member or communication system. |
| - Water meters would be Township owned and installed on the private plumbing of residents.   |
| - Customers may still dispute the water consumption seen by their meter. This will result in increased customer service calls, especially when first implemented.  |
| - Reduction of water usage may result in loss of revenue.  |

### FINANCIAL CONSIDERATIONS

DFA would continue to suggest Wellington North water and wastewater financial position is excellent and has included a water meter project estimated at ~\$1.825 million in 2027.

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes       No       N/A

Which priority does this report support?

Modernization and Efficiency       Partnerships  
 Municipal Infrastructure       Alignment and Integration

**Prepared By:** Matthew Aston, Director of Operations *Matthew Aston*

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*





# Staff Report

**To:** Mayor and Members of Council Meeting of January 25, 2021  
**From:** Matthew Aston, Director of Operations  
Corey Schmidt, Environmental Services Manager  
**Subject:** OPS 2021-005 being a report on the water and wastewater technical update(s)

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive Report OPS 2021-005 being a report on the water and wastewater technical update(s);

**AND FURTHER THAT** Council direct staff to post these reports on the Township website.

**PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS**

2020 Capital Budget

**BACKGROUND**

As a part of the 2020 capital budget, technical updates to the existing Master Plans for drinking water and wastewater, in Arthur and Mount Forest, was approved. The attached are the resulting reports.

Township staff feel these reports should be added to the Township website.

Township staff feel the following are the priority projects, excluding existing linear infrastructure rehabilitation:

- Consideration for improvements to the Arthur drinking water infrastructure including storage, treatment and well supply (well exploration in Arthur was included as part of the 2021 capital budget);
- Consideration for when Phase 2 of the Arthur Wastewater Treatment Plant (WWTP) upgrades happen; and
- Continuing to work through the re-rating of the Mount Forest WWTP.

Some considerations:

- Arthur drinking water system would benefit from redundancy;
- Phase 2 of Arthur WWTP is designed and ready for construction; and
- Tons of risk related to re-rating of Mount Forest WWTP.

I think in the rear-view mirror, we need to keep in focus:

- Mount Forest will require new water storage within the next 5-10 years (update evaluates three alternatives, final selection of preferred alternative is likely subject to Schedule B Class Environmental Assessment);
- Mount Forest stand-pipe project (approved in 2021 Capital Budget) is required to buy Wellington North 5-10 years;
- Drinking water treatment in Arthur is challenge because of the lack of sanitary sewers local to our drinking water wells (Well Street, Jones Baseline) to address; and
- Dollars need to continue to be put forward re-rate the Mount Forest WWTP.

### FINANCIAL CONSIDERATIONS

\$100,000 in 2021 Capital Budget for new Arthur water supply  
 \$75,000 in 2020 Capital Budget for Mount Forest Water Tower Design  
 \$950,000 in 2021 Capital Budget for Mount Forest Stand-Pipe Rehabilitation

Both technical studies identify significant Future Capital Project Estimates

### ATTACHMENTS

Water and Sanitary Systems Technical Study-Arthur September 2020 Triton Engineering Services Limited

Mount Forest Sanitary and Water Servicing Technical Update January 2021 B.M. Ross and Associates Limited

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

**Prepared By:** Matthew Aston, Director of Operations  
 Corey Schmidt, Environmental Services  
 Manager

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021  
**From:** Dale Clark, Manager, Transportation Services  
**Subject:** OPS 2021-006 being a report on the purchase of a new plow truck

### RECOMMENDATION

**THAT** Report OPS 2021-006 being a report on the purchase of a new plow truck be received;

**AND FURTHER THAT** the Township of Wellington North award the supply of the 2021 plow truck to Viking Cives Ltd. at a cost of \$287,725.00 plus applicable taxes, waiving the requirement for a competitive process.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2021 Capital Budget

### BACKGROUND

Plow truck purchase is needed to replace an aged truck within the fleet. A plow truck is used in the summer months as dump truck for hauling and in the winter as a snow plow. The new plow truck will ensure that the road operations service-level is maintained while reducing the annual operating costs associated with aged equipment.

The existing Roads Truck #32 is a 2008 Volvo dump truck with 379,700 km and 11,380 hours of operation on it as of January 22<sup>nd</sup>, 2021.

Township staff have worked with Viking Cives Ltd. to evaluate three chassis alternatives which each chassis is to include the same \$139,975.00 plus applicable taxes of Viking Cives Ltd. snow plow and sanding equipment.

The following truck (chassis) quotes were evaluated and are listed below:

| Manufacturer       | Chassis Cost (plus tax) | Total Cost (plus tax) |
|--------------------|-------------------------|-----------------------|
| 2022 Western Star  | \$147,750.00            | \$287,725.00          |
| 2022 Freightliner  | \$149,750.00            | \$289,725.00          |
| 2022 International | \$147,750.00            | \$287,725.00          |

As all three chassis meet the specifications as set out by the Roads Department and have similar warranties, staff recommend proceeding with 2022 Western Star supplied by B & I



Truck Centre with Viking Cives Ltd. equipment as it provides the best financial benefit to the Township.

Township staff prefer the 2022 supplied by B & I Truck Centre because the engine specifications are greater on the 2022 Western over 2022 International. Also, Western Star truck has the same engine we are running in a majority of the Township fleet which creates "economies of scale".

### FINANCIAL CONSIDERATIONS

Plow Truck was allocated at \$300,000 within the approved 2021 capital budget.

| <b>Township of Wellington North</b> |                     |
|-------------------------------------|---------------------|
| <b>2021 Plow Truck</b>              |                     |
| <b>January 2021</b>                 |                     |
|                                     |                     |
| 2022 Western Star Chassis           | \$147,750.00        |
| Viking Cives Ltd. Equipment         | \$ 139,975.00       |
| Plow Truck Sub-Total                | \$287,725.00        |
| Gross HST                           | 37,404.25           |
| Total Purchase Price                | \$ 325,129.25       |
| HST Rebate                          | \$ 32,340.29        |
| <b>Net Cost</b>                     | <b>\$292,788.96</b> |

Township expects to generate \$20,000 when selling existing plow (#32 – 2008 Volvo) as surplus on delivery of new plow truck.

### ATTACHMENTS

NA

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
  No
  N/A

Which priority does this report support?

Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

**Prepared By:** Dale Clark, Manager, Transportation  
Services

*Dale Clark*

**Recommended By:** Matt Aston, Director of Operations

*Matt Aston*



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021

**From:** Dale Clark, Manager, Transportation Services

**Subject:** OPS 2021-007 being a report on structure 2061 on Sideroad 7 West

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-007 being a report on structure 2061 on Sideroad 7 West;

**AND FURTHER THAT** Council award the quote for structure 2061 replacement project to Reeves Construction Limited, at a cost of \$115,000.00 plus applicable taxes;

**AND FURTHER THAT** Council award engineering design for structure 2061 replacement project to BM Ross, at a cost of \$15,000 plus applicable taxes;

**AND FURTHER THAT** Council authorize the Director of Operations to execute the completion of structure 2061 replacement project with Reeves Construction Limited;

**AND FURTHER THAT** Council waive the requirement for a competitive process detailed within the Purchasing and Procurement Policy (Policy #003-18) for this project.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

Structure 2061 on Sideroad 7 West was identified by BM Ross and Township Staff as a structure replacement.

Township staff have identified Sideroad 7 West between Concession 11 and Wellington County Road 6 as a resurfacing project for 2021 and the replacement of this structure will ensure this road continues to provide expected service levels well into the future.

### FINANCIAL CONSIDERATIONS

2021 budget provided \$189,000 for the replacement of this structure which includes contractor work as well as engineering inspection and review.

Budget-\$189,000.00  
 Engineering-\$15,000.00  
 Quote-\$115,000.00  
 Project Sub Total-\$130,000.00  
 Net HST(1.76%)-\$2,288.00  
 Project Total-\$132,288.00

A decision to sole source and award this project to Reeves Construction Limited (Reeves) is inconsistent with the Township’s current procurement policy, however, the following would be offered in support of the recommendation contained within this report:

- Quotation provided by Reeves is under budget;
- Township is familiar with Reeves workmanship; and
- Reeves is a local contractor.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

NA

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report’s recommendations align with our Strategic Areas of Focus?

- Yes
  No
  N/A

Which priority does this report support?

- Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

|                        |  |                   |
|------------------------|--|-------------------|
| <b>Prepared By:</b>    | Dale Clark, Manager, Transportation Services | <i>Dale Clark</i> |
| <b>Recommended By:</b> | Matt Aston, Director of Operations           | <i>Matt Aston</i> |



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021

**From:** Corey Schmidt, Manager, Environmental & Development Services  
Sara McDougall, Process Compliance Analyst  
Kyle Davis, Risk Management Official

**Subject:** OPS 2021-008 being a report on the Township's 2020 Drinking Water Systems Annual and Summary Report

### RECOMMENDATION

**THAT** Report OPS 2021-008 being a consolidated report on the Township's 2020 drinking water systems annual and summary report be received, accepted and approved;

**AND FURTHER THAT** the Council directs staff to submit the approved report to the applicable agencies and make the report available to the public.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None

### BACKGROUND

The Township of Wellington North has a requirement under Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002, to complete an annual report (Section 11) and a summary report (Schedule 22) on the municipal drinking water system it operates. Both reports must be available to the public and the summary report must be submitted to the drinking water system owner.

For 2020, the water and sewer department has consolidated these report requirements into one comprehensive report that covers the requirements of Section 11 and Schedule 22 for both municipal water systems. Section 11 is to be made available to the public by February 28<sup>th</sup> and Schedule 22 is to be approved by Council and made available to the public upon approval and no later than March 31<sup>st</sup>.

A copy of the consolidated report is attached as schedule A.

### FINANCIAL CONSIDERATIONS

None

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

Schedule A – 2020 Drinking Water Systems Annual & Summary Report – dated Feb. 1, 2021

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
                 
  No
                 
  N/A

Which priority does this report support?

Modernization and Efficiency       Partnerships  
 Municipal Infrastructure             Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Sara McDougall, Process Compliance Analyst   | <i>Sara McDougall</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer | <i>Michael Givens</i> |



# Annual and Summary Report

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For the Period of Jan. 1, 2020 to Dec. 31, 2020

**For Arthur and Mount Forest Drinking Water Systems**

Prepared By:

Sara McDougall, Process and Compliance Analyst  
Water and Sewer Department

Revision Date: February 1, 2021

## Table of Contents

|  |    |
|--|----|
| Introduction.....  | 1  |
| Systems Overview.....  | 2  |
| Arthur Drinking Water System.....                            | 2  |
| Mount Forest Drinking Water System.....                      | 3  |
| Summary Report.....  | 4  |
| a) Incidents of Regulatory Non-Compliance.....               | 4  |
| b) Adverse Water Quality Incidents.....                      | 4  |
| c) Summaries of Flow Rates and Water Supply Capacities ..... | 5  |
| d) Raw and Treated Water Quality.....                        | 9  |
| e) Significant Expenses Incurred.....                        | 23 |
| f) Source Water Protection.....                              | 23 |



## List of Tables

|  |    |
|--|----|
| Table 1: Summary of Adverse Drinking Water Quality Incidents .....                             | 5  |
| Table 2: Arthur Well 7b Flows .....  | 5  |
| Table 3: Arthur Well 8a Flows.....   | 6  |
| Table 4: Arthur Well 8b Flows.....   | 6  |
| Table 5: Mount Forest Well 3 Flows.....  | 7  |
| Table 6: Mount Forest Well 4 Flows .....   | 7  |
| Table 7: Mount Forest Well 5 Flows.....  | 8  |
| Table 8: Mount Forest Well 6 Flows .....   | 8  |
| Table 9: O.Regulation 170 Schedule 7-2, Distribution Free Chlorine Residual Summary.....       | 9  |
| Table 10: O.Regulation 170/03 Schedule 10-4, Raw Bacteriological Sampling Summary .....        | 9  |
| Table 11: O. Regulation 170/03 Schedule 10-3, Treated Bacteriological Sampling Summary .....   | 9  |
| Table 12: O.Regulation 170/03 Schedule 10-2, Distribution Sample Summary.....                  | 10 |
| Table 13: O.Regulation 170/03 Schedule 13-7, Nitrite and Nitrate Sampling Results Summary..... | 11 |
| Table 14: O.Regulation 170/03 Schedule 23 Results Arthur Well #7b .....                        | 11 |
| Table 15: O.Regulation 170/03 Schedule 23 Results Arthur Well #8 .....                         | 12 |
| Table 16: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #3 .....                   | 12 |
| Table 17: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #4.....                    | 12 |
| Table 18: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #5 .....                   | 13 |
| Table 19: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #6 .....                   | 13 |
| Table 20: O.Regulation 170/03 Schedule 24 Results for Arthur Well #7b .....                    | 13 |
| Table 21: O.Regulation 170/03 Schedule 24 Results for Arthur Well #8 .....                     | 15 |
| Table 22: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #3 .....               | 16 |
| Table 23: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #4 .....               | 17 |
| Table 24: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #5 .....               | 18 |
| Table 25: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #6 .....               | 19 |
| Table 26: O.Regulation 170/03 Schedule 13-8 and 13-9, Fluoride and Sodium Results .....        | 21 |
| Table 27: O.Regulation 170/03 Schedule 15.1, Lead, Alkalinity and pH Results.....              | 22 |

## Introduction

### Purpose

The purpose of this report is to provide information to several stakeholders and to satisfy the regulatory requirements of the Safe Drinking Water Act (SDWA), reporting required under Ontario Regulation 170/03 (Section 11 and Schedule 22). The report is a compilation of information that helps to demonstrate the ongoing provision of safe, consistent supply of high-quality drinking water to customers located within the Township of Wellington North (Arthur and Mount Forest).

### Scope

This Annual and Summary report includes information from both Mount Forest and Arthur Drinking Water Systems for the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2020 (unless otherwise noted). The report is a collection of information that was previously found in two separate reports (Annual Report and Summary 22 Report to Council). The information is required to be reported to the following:

- the Drinking Water System Owners (Township of Wellington North Council);
- the public and customers

This report satisfies the requirements of both the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03:

-Section 11, Annual Reports which includes:

- a brief description of the drinking water systems;
- a list of water treatment chemicals used;
- a summary of the most recent water tests results required under O. Reg.170/03 or an approval, Municipal Drinking Water License (MDWL) or order;
- a summary of adverse test results and other issues reported to the Ministry including corrective action taken;
- a description of major expenses incurred to install, repair or replace required equipment;
- the location where this report is available for inspection/review.

And;

-Schedule 22, Summary Report which includes:

- list the requirements of the Safe Drinking Water Act, the Regulations, Drinking Water Works Permits (DWWP), Municipal Drinking Water License (MDWL), and any orders applicable to the system that were not met at any time during the period covered by the report;
- for each requirement that was not met, the duration of the failure and measures that were taken to correct the failure;
- a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows; and

- a comparison of this information to the rated capacity and flow rates approved in the system's approval, DWWP and/or MDWL.

This report satisfies applicable requirements for both the Arthur and Mount Forest Drinking Water Systems.

A copy of this report is available for viewing online at [www.wellington-north.com](http://www.wellington-north.com)

Inquiries can be made by emailing [smcdougall@wellington-north.com](mailto:smcdougall@wellington-north.com) or by calling 519-848-3620 x 4006

#### Notice

Please note that every reasonable effort is made to ensure the accuracy of this report. This report is published with the best available information at the time of the publication. In the events that errors or omissions occur, the online report will be updated. Please refer to the online version of the report for the most current version.

#### Systems Overview

The role of the water department is to provide customers and the community with safe, consistent supply of high-quality drinking water while meeting, exceeding, and continually improving on legal, operational, and quality management system requirements.

The Arthur and Mount Forest drinking water systems are Class II Water and Distribution Supply Subsystems, composed of groundwater wells and water distribution system. From January 1<sup>st</sup> to December 31<sup>st</sup>, 2020, certified staff of three Operators, one Lead Hand, one Manager and one Process Compliance Analyst operated and maintained the systems.

The water department received full scope reaccreditation to the Drinking Water Quality Management Standard after a successful off-site audit on September 24 - 25<sup>th</sup>, 2020 conducted by a third-party accreditation body. This full accreditation satisfies part of the requirements under the Municipal Drinking Water Licensing Program.

#### Arthur Drinking Water System

Arthur's municipal drinking water system provides water for a permanent population of approximately 2,333, comprised of approximately 996 residential connections and 109 Industrial/Commercial/Institutional (ICI). ICI customers are fully metered and residential units are on a flat rate system. Arthur has approximately 19.5 km of water main.

The Arthur water system is comprised of three drilled wells, two pump houses, two elevated storage tanks and a water distribution system. The township uses 12% sodium hypochlorite for disinfection. Sodium silicate is used for iron sequestering at Well #7 and Waterworx is used at Well #8 for manganese sequestering. Each well is equipped with one well pump, discharge piping, and disinfection equipment. Well #8 is equipped with a back-up diesel generator. The system's supply for fire protection, peak

demands and emergencies, is stored within two elevated storage tanks, one with a capacity of 1137 m<sup>3</sup> and one with a capacity of 227m<sup>3</sup>.

The well pumps and associated metering pumps are started and stopped based on the water level in elevated tank number one. Once the low water level in the tank has been reached, the pump stations are called upon to supply the distribution system with the excess filling the elevated storage tanks to the normal top water level. This system is a demand/storage system. When the level drops below the lead pump start level, the lead well pump will start. If the level continues to drop, the next duty pump in sequence will start. All pumps stop at the normal top water level until the water level drops in elevated tank number one and the pumps are required again. Whenever all pumps have stopped; the pump sequence changes. Pumps removed from service are automatically skipped.

From January 1<sup>st</sup> to December 31<sup>st</sup>, 2020, a total of 377,093.63 cubic meters of water was treated and pumped to the system. The average daily water demand was 1,030.15 cubic meters. The highest daily use of water occurred on September 20, 2020 when 1,800.50 cubic meters of water was pumped.

### **Mount Forest Drinking Water System**

Mount Forest's municipal drinking water system provides water for a permanent population of approximately 4,643, comprised of approximately 2,066 residential connections and 239 ICI connections. ICI customers are fully metered and residential units are on a flat rate system. Mount Forest distribution system is approximately 37 km of water main.

The Mount Forest water system is comprised of four groundwater wells, four pump houses, a standpipe, and a water distribution system. The township uses 12% sodium hypochlorite for disinfection. Each well is equipped with one well pump, discharge piping, and disinfection equipment. Well #3 is equipped with a back-up diesel generator and a booster pump. The system's supply for fire protection, peak demands and emergencies, is stored within a 2083 m<sup>3</sup> standpipe.

The well pumps and sodium hypochlorite metering pumps are started and stopped based on the standpipe water level. Once the low water level in the tank has been reached, the pump stations are called upon to supply the distribution system with the excess filling the standpipe to the normal top water level. This system is a demand/storage system. When the level drops below the lead pump start level, the lead well pump will start. If the level continues to drop, the first, second and third lag well pumps will be started, respectively. All pumps stop at the normal top water level until the water levels drops in the standpipe and the pumps are required again. Whenever all pumps have stopped; the pump sequence changes. Pumps removed from service are automatically skipped.

From January 1<sup>st</sup> to December 31<sup>st</sup>, 2020, a total of 503,981.89 cubic meters of water was treated and pumped to the system. The average daily water demand was 1,376.26 cubic meters. The highest daily use of water occurred on July 5, 2020 when 2,321.50 cubic meters of water was pumped.

## Sampling and Testing

The Township of Wellington North's certified operators regularly test the water within the overall system including the raw water at the well source(s), after treatment, and within the distribution system. From January 1<sup>st</sup> to December 31<sup>st</sup>, 2020, all regulatory microbiological and chemical quality samples were taken by certified operators and tests performed by accredited, licensed laboratories on water samples collected throughout the drinking water system. These tests include regulatory testing, and those results are included in this report.

Arthur and Mount Forest drinking water systems are defined as large residential systems operated under the regulatory requirements of the Safe Drinking Water Act and the Ontario Water Resources Act (accessed at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)). The Arthur Drinking Water System is operated under Municipal Drinking Water License (MDWL) 113-101 and the Drinking Water Works Permit (DWWP) 113-201. The Mount Forest Drinking Water System is operated under MDWL 113-102 and DWWP 113-202.

The MDWL and the DWWP describe system-specific requirements that are supplementary to provincial regulations and act as a license for water supply and distribution operations. These documents outline specific conditions and requirements regarding operation, maintenance and upgrades that are required by the system and are considered regulatory in nature. These documents are available by request for viewing at 160 Preston Street, Arthur.

## Summary Report

### a) Incidents of Regulatory Non-Compliance

This section describes all incidents of non-compliance (excluding those defined as "Adverse Water Quality Incidents" (AWQI) reported in Section B of this report). AWQI's are required to be reported to the Ministry of Environment, Conservation & Parks (MECP) with respect to the following Acts and related regulations: Ontario Water Resources Act (OWRA), Safe Drinking Water Act (SDWA), the Environmental Protection Act (EPA), and Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP).

The most recent assessment of compliance for Arthur and Mount Forest Drinking Water Systems as determined by the MECP during the 2020 Annual Inspections resulted in a final inspection rating of 100% for each facility.

There was no non-compliance for either Arthur or Mount Forest Drinking Water Systems during the MECP inspections in 2020.

### b) Adverse Water Quality Incidents

This section describes all "Adverse Water Quality Incidents" (AWQI). This term refers to any unusual test results from treated water that does not meet a provincial water quality standard, or situation where disinfection of the water may be compromised. An adverse water quality incident indicates that on at least one occasion, a water quality standard was not met.

There was zero AWQI in Mount Forest and one AWQI in Arthur in 2020.

On November 16, 2020, a treated sample from Well # 8 was tested for sodium and the result was 22.4 mg/L. The Aesthetic Objective for sodium is 200 mg/L but must be reported to Ministry of Health (MOH) if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets. In this case the sodium result at Well # 8 did not require notifications as a sodium adverse report was made at Well # 7b in 2018. Adverse reporting for sodium is based on the system and not on the entry points and are only required to report a sodium exceedance once every 57 months.

**Table 1: Summary of Adverse Drinking Water Quality Incidents**

| # | Date   | AWQI | Location | Description       | Corrective Action   |
|---|--------|------|----------|-------------------|---|
| 1 | Nov 16 | N/A  | Well # 8 | Sodium Exceedance | The sodium sample result was 22.4 mg/L. No notification required and no corrective action required. |

### c) Summaries of Flow Rates and Water Supply Capacities

The Safe Drinking Water Act (SDWA) and the Ontario Water Resources Act (OWRA) each require that operating authority's record and report water takings as governed by the Permits to Take Water (PTTW). The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

**Table 2: Arthur Well #7b Flows**

**Approved Volume (m<sup>3</sup>/day): 1961**

**Approved Flow Rate (L/sec): 22.7**

|                  | Avg Daily Volume (m <sup>3</sup> ) | % of Approved Volume | Max Daily Volume (m <sup>3</sup> ) | % of Approved Volume | Peak Flow Rate (L/sec) | % of Approved Flow Rate |
|------------------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------|-------------------------|
| <b>January</b>   | 343.03                             | 17.5                 | 790.18                             | 40.3                 | 19.98                  | 88.0                    |
| <b>February</b>  | 361.01                             | 18.4                 | 881.59                             | 45.0                 | 19.70                  | 86.8                    |
| <b>March</b>     | 340.88                             | 17.4                 | 928.07                             | 47.3                 | 19.61                  | 86.4                    |
| <b>April</b>     | 284.82                             | 14.5                 | 769.25                             | 39.2                 | 19.75                  | 87.0                    |
| <b>May</b>       | 364.53                             | 18.6                 | 857.95                             | 43.8                 | 20.08                  | 88.5                    |
| <b>June</b>      | 410.00                             | 20.9                 | 885.02                             | 45.1                 | 19.49                  | 85.9                    |
| <b>July</b>      | 448.65                             | 22.9                 | 965.01                             | 49.2                 | 19.37                  | 85.3                    |
| <b>August</b>    | 381.51                             | 19.5                 | 730.41                             | 37.2                 | 18.76                  | 82.6                    |
| <b>September</b> | 344.31                             | 17.6                 | 808.86                             | 41.2                 | 19.23                  | 84.7                    |
| <b>October</b>   | 310.38                             | 15.8                 | 542.09                             | 27.6                 | 19.59                  | 86.3                    |
| <b>November</b>  | 318.21                             | 16.2                 | 815.63                             | 41.6                 | 19.73                  | 86.9                    |
| <b>December</b>  | 222.39                             | 11.3                 | 558.68                             | 28.5                 | 19.63                  | 86.5                    |

**Table 3: Arthur Well #8a Flows****Approved Volume (m<sup>3</sup>/day): 2255****Approved Flow Rate (L/sec): 26.1**

|                  | <b>Avg Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Max Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Peak Flow Rate (L/sec)</b> | <b>% of Approved Flow Rate</b> |
|------------------|---|-----------------------------|---|-----------------------------|-------------------------------|--------------------------------|
| <b>January</b>   | 341.90                                  | 15.2                        | 656.60                                  | 29.1                        | 22.10                         | 84.7                           |
| <b>February</b>  | 336.38                                  | 14.9                        | 524.76                                  | 23.3                        | 23.02                         | 88.2                           |
| <b>March</b>     | 324.43                                  | 14.4                        | 689.91                                  | 30.6                        | 22.48                         | 86.1                           |
| <b>April</b>     | 298.40                                  | 13.2                        | 549.31                                  | 24.4                        | 22.48                         | 86.1                           |
| <b>May</b>       | 326.01                                  | 14.5                        | 676.14                                  | 30.0                        | 22.68                         | 86.9                           |
| <b>June</b>      | 349.67                                  | 15.5                        | 542.52                                  | 24.1                        | 21.99                         | 84.3                           |
| <b>July</b>      | 377.88                                  | 16.8                        | 606.16                                  | 26.9                        | 22.22                         | 85.1                           |
| <b>August</b>    | 358.08                                  | 15.9                        | 569.43                                  | 25.3                        | 22.13                         | 84.8                           |
| <b>September</b> | 392.73                                  | 17.4                        | 1047.87                                 | 46.5                        | 22.13                         | 84.8                           |
| <b>October</b>   | 336.36                                  | 14.9                        | 619.95                                  | 27.5                        | 21.98                         | 84.2                           |
| <b>November</b>  | 278.58                                  | 12.4                        | 660.65                                  | 29.3                        | 21.71                         | 83.2                           |
| <b>December</b>  | 297.85                                  | 13.2                        | 612.43                                  | 27.2                        | 22.06                         | 84.5                           |

**Table 4: Arthur Well #8b Flows****Approved Volume (m<sup>3</sup>/day): 2255****Approved Flow Rate (L/sec): 26.1**

|                  | <b>Avg Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Max Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Peak Flow Rate (L/sec)</b> | <b>% of Approved Flow Rate</b> |
|------------------|---|-----------------------------|---|-----------------------------|-------------------------------|--------------------------------|
| <b>January</b>   | 343.93                                  | 15.3                        | 685.74                                  | 30.4                        | 22.56                         | 86.4                           |
| <b>February</b>  | 313.50                                  | 13.9                        | 564.33                                  | 25.0                        | 21.84                         | 83.7                           |
| <b>March</b>     | 342.21                                  | 15.2                        | 666.66                                  | 29.6                        | 25.55                         | 97.9                           |
| <b>April</b>     | 307.64                                  | 13.6                        | 543.93                                  | 24.1                        | 21.87                         | 83.8                           |
| <b>May</b>       | 330.53                                  | 14.7                        | 703.37                                  | 31.2                        | 21.77                         | 83.4                           |
| <b>June</b>      | 396.44                                  | 17.6                        | 690.25                                  | 30.6                        | 21.52                         | 82.5                           |
| <b>July</b>      | 417.86                                  | 18.5                        | 901.28                                  | 40.0                        | 21.60                         | 82.8                           |
| <b>August</b>    | 364.50                                  | 16.2                        | 569.61                                  | 25.3                        | 21.62                         | 82.8                           |
| <b>September</b> | 357.67                                  | 15.9                        | 589.63                                  | 26.1                        | 21.59                         | 82.7                           |
| <b>October</b>   | 365.25                                  | 16.2                        | 628.76                                  | 27.9                        | 21.09                         | 80.8                           |
| <b>November</b>  | 361.93                                  | 16.1                        | 637.16                                  | 28.3                        | 20.71                         | 79.3                           |
| <b>December</b>  | 312.34                                  | 13.9                        | 509.95                                  | 22.6                        | 21.39                         | 82.0                           |

**There was 377,093.63 m<sup>3</sup> of water processed in Arthur for 2020 (Jan. 01 to Dec. 31).** This represents 4.4 % decrease compared to the same time period in 2019 and 0.6 % decrease from 2018.

Table 5: Mount Forest Well #3 Flows

Approved Volume (m<sup>3</sup>/day): 1637

Approved Flow Rate (L/sec):22.7

|           | Avg Daily Volume (m <sup>3</sup> ) | % of Approved Volume | Max Daily Volume (m <sup>3</sup> ) | % of Approved Volume | Peak Flow Rate (L/sec) | % of Approved Flow Rate |
|-----------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------|-------------------------|
| January   | 261.63                             | 16.0                 | 472.82                             | 28.9                 | 18.46                  | 81.3                    |
| February  | 264.66                             | 16.2                 | 507.91                             | 31.0                 | 18.70                  | 82.4                    |
| March     | 381.93                             | 23.3                 | 544.55                             | 33.3                 | 18.59                  | 81.9                    |
| April     | 353.22                             | 21.6                 | 523.46                             | 32.0                 | 18.72                  | 82.5                    |
| May       | 346.56                             | 21.2                 | 641.72                             | 39.2                 | 18.71                  | 82.4                    |
| June      | 257.23                             | 15.7                 | 633.31                             | 38.7                 | 18.57                  | 81.8                    |
| July      | 300.43                             | 18.4                 | 671.38                             | 41.0                 | 18.35                  | 80.8                    |
| August    | 301.16                             | 18.4                 | 518.58                             | 31.7                 | 18.63                  | 82.1                    |
| September | 280.69                             | 17.1                 | 570.62                             | 34.9                 | 18.48                  | 81.4                    |
| October   | 262.71                             | 16.0                 | 739.49                             | 45.2                 | 18.27                  | 80.5                    |
| November  | 252.78                             | 15.4                 | 493.88                             | 30.2                 | 18.15                  | 80.0                    |
| December  | 260.18                             | 15.9                 | 609.72                             | 37.2                 | 18.42                  | 81.1                    |

Table 6: Mount Forest Well #4 Flows

Approved Volume (m<sup>3</sup>/day): 1964

Approved Flow Rate (L/sec): 22.7

|           | Avg Daily Volume (m <sup>3</sup> ) | % of Approved Volume | Max Daily Volume (m <sup>3</sup> ) | % of Approved Volume | Peak Flow Rate (L/sec) | % of Approved Flow Rate |
|-----------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------|-------------------------|
| January   | 300.99                             | 15.3                 | 603.45                             | 30.7                 | 19.59                  | 86.3                    |
| February  | 240.17                             | 12.2                 | 734.31                             | 37.4                 | 19.90                  | 87.7                    |
| March     | 0                                  | 0                    | 0                                  | 0                    | 0                      | 0                       |
| April     | 0                                  | 0                    | 0                                  | 0                    | 0                      | 0                       |
| May       | 52.33                              | 2.7                  | 360.60                             | 18.4                 | 22.09                  | 97.3                    |
| June      | 279.33                             | 14.2                 | 611.55                             | 31.1                 | 19.11                  | 84.2                    |
| July      | 379.07                             | 19.3                 | 764.79                             | 38.9                 | 19.15                  | 84.4                    |
| August    | 330.24                             | 16.8                 | 661.79                             | 33.7                 | 19.04                  | 83.9                    |
| September | 344.15                             | 17.5                 | 698.82                             | 35.6                 | 18.93                  | 83.4                    |
| October   | 345.87                             | 17.6                 | 753.58                             | 38.4                 | 18.91                  | 83.3                    |
| November  | 334.73                             | 17.0                 | 670.55                             | 34.1                 | 19.13                  | 84.3                    |
| December  | 344.71                             | 17.6                 | 639.74                             | 32.6                 | 19.07                  | 84.0                    |



**Table 7: Mount Forest Well #5 Flows****Approved Volume (m<sup>3</sup>/day): 3928****Approved Flow Rate (L/sec): 45.5**

|                  | <b>Avg Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Max Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Peak Flow Rate (L/sec)</b> | <b>% of Approved Flow Rate</b> |
|------------------|---|-----------------------------|---|-----------------------------|-------------------------------|--------------------------------|
| <b>January</b>   | 364.09                                  | 9.3                         | 578.45                                  | 14.7                        | 35.82                         | 78.7                           |
| <b>February</b>  | 430.85                                  | 11.0                        | 804.07                                  | 20.5                        | 35.34                         | 77.7                           |
| <b>March</b>     | 525.10                                  | 13.3                        | 715.38                                  | 18.2                        | 36.39                         | 80.0                           |
| <b>April</b>     | 431.24                                  | 11.0                        | 721.39                                  | 18.4                        | 35.35                         | 77.7                           |
| <b>May</b>       | 516.41                                  | 13.1                        | 747.84                                  | 19.0                        | 35.32                         | 77.6                           |
| <b>June</b>      | 512.07                                  | 13.0                        | 1036.80                                 | 26.4                        | 34.86                         | 76.6                           |
| <b>July</b>      | 568.83                                  | 14.5                        | 1031.47                                 | 26.3                        | 34.83                         | 76.5                           |
| <b>August</b>    | 476.22                                  | 12.1                        | 976.79                                  | 24.9                        | 35.28                         | 77.5                           |
| <b>September</b> | 421.20                                  | 10.7                        | 826.00                                  | 21.0                        | 35.22                         | 77.4                           |
| <b>October</b>   | 362.61                                  | 9.2                         | 836.21                                  | 21.3                        | 35.08                         | 77.1                           |
| <b>November</b>  | 297.75                                  | 7.6                         | 515.03                                  | 13.1                        | 35.31                         | 77.6                           |
| <b>December</b>  | 406.03                                  | 10.3                        | 590.57                                  | 15.0                        | 34.84                         | 76.6                           |

**Table 8: Mount Forest Well #6 Flows****Approved Volume (m<sup>3</sup>/day): 3928****Approved Flow Rate (L/sec): 45.5**

|                  | <b>Avg Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Max Daily Volume (m<sup>3</sup>)</b> | <b>% of Approved Volume</b> | <b>Peak Flow Rate (L/sec)</b> | <b>% of Approved Flow Rate</b> |
|------------------|---|-----------------------------|---|-----------------------------|-------------------------------|--------------------------------|
| <b>January</b>   | 324.31                                  | 8.3                         | 706.41                                  | 18.0                        | 34.89                         | 76.7                           |
| <b>February</b>  | 321.98                                  | 8.2                         | 649.34                                  | 16.5                        | 35.13                         | 77.2                           |
| <b>March</b>     | 408.77                                  | 10.4                        | 623.11                                  | 15.9                        | 36.29                         | 79.8                           |
| <b>April</b>     | 475.05                                  | 12.1                        | 652.05                                  | 16.6                        | 37.30                         | 82.0                           |
| <b>May</b>       | 461.28                                  | 11.7                        | 916.33                                  | 23.3                        | 37.37                         | 82.1                           |
| <b>June</b>      | 525.06                                  | 13.4                        | 980.90                                  | 25.0                        | 35.35                         | 77.7                           |
| <b>July</b>      | 503.04                                  | 12.8                        | 1170.05                                 | 29.8                        | 36.72                         | 80.7                           |
| <b>August</b>    | 413.86                                  | 10.5                        | 993.94                                  | 25.3                        | 33.92                         | 74.5                           |
| <b>September</b> | 310.51                                  | 7.9                         | 507.95                                  | 12.9                        | 35.10                         | 77.1                           |
| <b>October</b>   | 343.55                                  | 8.7                         | 695.53                                  | 17.7                        | 35.69                         | 78.4                           |
| <b>November</b>  | 395.82                                  | 10.1                        | 806.86                                  | 20.5                        | 36.82                         | 80.9                           |
| <b>December</b>  | 244.72                                  | 6.2                         | 831.67                                  | 21.2                        | 41.98                         | 92.3                           |

**There was 503,981.89 m<sup>3</sup> of water processed in Mount Forest for 2020 (Jan. 01 to Dec. 31).** This represents 2.8% decrease compared to the same time period in 2019 and 1.3% decrease from 2018.

#### d) Raw and Treated Water Quality

This section describes the water quality monitoring, both regulatory and operational, that has been completed in 2020.

##### Water Quality Review

Under the SDWA, municipalities are required to monitor both the raw and treated quality of the source water supplied. This monitoring is performed for both regulatory compliance and due diligence and is expected to identify any changes within the treated water as well as in raw source waters.

**Table 9: O. Regulation 170/03 Schedule 7-2, Distribution Manual Free Chlorine Residual Summary**

| Parameter                           | ODWQS      | Total Analyzed | Total Outside ODWQS Criteria | Range        | Units |
|-------------------------------------|------------|----------------|------------------------------|--------------|-------|
| Arthur Free Chlorine Residual       | 0.05 - 4.0 | 471            | 0                            | 0.67 to 2.20 | mg/L  |
| Mount Forest Free Chlorine Residual | 0.05 - 4.0 | 510            | 0                            | 0.59 to 1.86 | mg/L  |

**Table 10: O. Regulation 170/03 Schedule 10-4- Raw Bacteriological Sampling Summary**

| Parameter                 | ODWQS | Total Analyzed | Total Outside ODWQS Criteria | Range | Units     |
|---------------------------|-------|----------------|------------------------------|-------|-----------|
| Arthur Raw - T.coli       | n/a   | 156            | n/a                          | 0-1   | cfu/100mL |
| Arthur Raw - E.coli       | n/a   | 156            | n/a                          | 0     | cfu/100mL |
| Mount Forest Raw - T.coli | n/a   | 195            | n/a                          | 0     | cfu/100mL |
| Mount Forest Raw - E.coli | n/a   | 195            | n/a                          | 0     | cfu/100mL |

**Table 11: O. Regulation 170/03 Schedule 10-3, Treated Bacteriological Sampling Summary**

| Parameter                     | ODWQS | Total Analyzed | Total Outside ODWQS Criteria | Range | Units     |
|-------------------------------|-------|----------------|------------------------------|-------|-----------|
| Arthur Treated - T.coli       | 0     | 104            | 0                            | 0     | cfu/100mL |
| Arthur Treated - E.coli       | 0     | 104            | 0                            | 0     | cfu/100mL |
| Mount Forest Treated - T.coli | 0     | 195            | 0                            | 0     | cfu/100mL |
| Mount Forest Treated - E.coli | 0     | 195            | 0                            | 0     | cfu/100mL |

**Table 12: O. Regulation 170/03 Schedule 10-2, Distribution Samples Summary**

| Parameter                          | ODWQS | Total Analyzed | Total Outside ODWQS Criteria | Range       | Units     |
|------------------------------------|-------|----------------|------------------------------|-------------|-----------|
| Arthur Distribution - T.coli       | 0     | 156            | 0                            | 0           | cfu/100mL |
| Arthur Distribution - E.coli       | 0     | 156            | 0                            | 0           | cfu/100mL |
| Arthur Distribution - HPC          | n/a   | 156            | n/a                          | <10 – 50    | cfu/mL    |
| Mount Forest Distribution - T.coli | 0     | 208            | 0                            | 0           | cfu/100mL |
| Mount Forest Distribution - E.coli | 0     | 208            | 0                            | 0           | cfu/100mL |
| Mount Forest Distribution - HPC    | n/a   | 208            | n/a                          | <10 – 1660* | cfu/mL    |

\* Note: On June 29, 2020, a Mount Forest Distribution sample resulted in an HPC of NDOGHPC (No Data: Overgrown with HPC). The following week on July 6, 2020 the same sample location result was zero.

\* Note: On September 8, 2020, a Mount Forest Treated Well # 6 sample resulted in an HPC of NDOGHPC. The following week on September 14, 2020 the same sample location result was zero.

### **Treated Water Quality- O. Regulation 170/03 Schedule 13-6, 13-6.1 and 13-7, “Three Month” Sampling Results Summary**

In 2020, all operational Treated sources were sampled and analyzed for Schedule 13-6, 13-6.1 and 13-7 parameters as per O.Reg. 170-03.

Regulation 170/03, Schedule 13-6 requires a minimum of one distribution sample taken from the Distribution System where THM’s (trihalomethanes) are most likely to develop (locations with high retention times). The Maximum Allowable Concentration (MAC) for THM’s is 100 ug/L. However, for this parameter the MAC uses a running annual average of quarterly samples.

The results of the running average value for THM’s for all related Distribution System samples in 2020 are below the ½ MAC (half of the maximum allowable concentration). Mount Forest had an annual running average of 17.5 ug/L of Total THM’s and Arthur had an annual running average of 18 ug/L of Total THM’s.

Regulation 170/03, Schedule 13-6.1 requires a minimum of one distribution sample taken from the Distribution System where HAA’s (haloacetic acids) are most likely to develop. On January 1, 2020, the Maximum Allowable Concentration (MAC) for HAA’s of 80 ug/L came into effect. For this parameter, the MAC uses a running annual average of quarterly samples.

The results of HAA’s for all related Distribution System samples in 2020 are below the ½ MAC (half of the maximum allowable concentration). Mount Forest had an annual running average of <5.3 ug/L of HAA’s and Arthur had an annual running average of <5.3 ug/L of HAA’s.

All operational Treated Sources were sampled and analyzed for Nitrates and Nitrites as per Regulation 170/03, Schedule 13-7. There was no instance of any adverse results in 2020.

Table 13: O. Regulation 170/03 Schedule 13-7, Nitrite and Nitrate Sampling Results Summary

| Arthur                | Date     | ODWQS MAC | Well #7b  | Well #8a/b |
|-----------------------|----------|-----------|-----------|------------|
| <b>Nitrite (mg/L)</b> | Feb 2020 | 1         | 0.003<MDL | 0.003<MDL  |
|                       | Jun 2020 | 1         | 0.003<MDL | 0.003<MDL  |
|                       | Aug 2020 | 1         | 0.003<MDL | 0.003<MDL  |
|                       | Nov 2020 | 1         | 0.003<MDL | 0.003<MDL  |
|                       |          |           |           |            |
| <b>Nitrate (mg/L)</b> | Feb 2020 | 10        | 0.010     | 0.019      |
|                       | Jun 2020 | 10        | 0.009     | 0.006<MDL  |
|                       | Aug 2020 | 10        | 0.006<MDL | 0.006<MDL  |
|                       | Nov 2020 | 10        | 0.008     | 0.006<MDL  |

\*MDL- method detection limit

| Mount Forest          | Date     | ODWQS MAC | Well #3   | Well #4   | Well #5   | Well #6   |
|-----------------------|----------|-----------|-----------|-----------|-----------|-----------|
| <b>Nitrite (mg/L)</b> | Feb 2020 | 1         | 0.003<MDL | 0.003<MDL | 0.003<MDL | 0.003<MDL |
|                       | Jun 2020 | 1         | 0.003<MDL | 0.003<MDL | 0.003     | 0.003<MDL |
|                       | Aug 2020 | 1         | 0.003<MDL | 0.003<MDL | 0.003<MDL | 0.003<MDL |
|                       | Nov 2020 | 1         | 0.003<MDL | 0.003<MDL | 0.003<MDL | 0.003<MDL |
|                       |          |           |           |           |           |           |
| <b>Nitrate (mg/L)</b> | Feb 2020 | 10        | 0.066     | 0.006<MDL | 2.25      | 0.006<MDL |
|                       | Jun 2020 | 10        | 0.073     | 0.006<MDL | 2.53      | 0.006<MDL |
|                       | Aug 2020 | 10        | 0.072     | 0.006<MDL | 2.54      | 0.006<MDL |
|                       | Nov 2020 | 10        | 0.070     | 0.006<MDL | 2.43      | 0.006<MDL |

\*MDL- method detection limit

### Treated Water Quality Statistics- O. Regulation 170/03 Schedule 23 Results Summary

If sampling for a particular schedule's parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Table 14: O. Regulation 170/03 Schedule 23 Results Arthur Well #7b

| Parameter       | Sample Date | Result Value | MAC         | Unit of Measure | Exceedance |
|-----------------|-------------|--------------|-------------|-----------------|------------|
| <b>Antimony</b> | Aug. 8/18   | 0.12         | <b>6</b>    | ug/L            | No         |
| <b>Arsenic</b>  | Aug. 8/18   | 3.3          | <b>10</b>   | ug/L            | No         |
| <b>Barium</b>   | Aug. 8/18   | 58.2         | <b>1000</b> | ug/L            | No         |
| <b>Boron</b>    | Aug. 8/18   | 83           | <b>5000</b> | ug/L            | No         |
| <b>Cadmium</b>  | Aug. 8/18   | 0.008        | <b>5</b>    | ug/L            | No         |
| <b>Chromium</b> | Aug. 8/18   | 0.62         | <b>50</b>   | ug/L            | No         |
| <b>Mercury</b>  | Aug. 8/18   | 0.02         | <b>1</b>    | ug/L            | No         |
| <b>Selenium</b> | Aug. 8/18   | 0.05         | <b>50</b>   | ug/L            | No         |
| <b>Uranium</b>  | Aug. 8/18   | 0.211        | <b>20</b>   | ug/L            | No         |

Table 15: O. Regulation 170/03 Schedule 23 Results Arthur Well #8

| Parameter | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|-----------|-------------|--------------|------|-----------------|------------|
| Antimony  | Nov. 16/20  | 0.9<MDL      | 6    | ug/L            | No         |
| Arsenic   | Nov. 16/20  | 0.2<MDL      | 10   | ug/L            | No         |
| Barium    | Nov. 16/20  | 64.1         | 1000 | ug/L            | No         |
| Boron     | Nov. 16/20  | 97           | 5000 | ug/L            | No         |
| Cadmium   | Nov. 16/20  | 0.003<MDL    | 5    | ug/L            | No         |
| Chromium  | Nov. 16/20  | 0.08<MDL     | 50   | ug/L            | No         |
| Mercury   | Nov. 16/20  | 0.01<MDL     | 1    | ug/L            | No         |
| Selenium  | Nov. 16/20  | 0.04<MDL     | 50   | ug/L            | No         |
| Uranium   | Nov. 16/20  | 0.415        | 20   | ug/L            | No         |

Table 16: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #3

| Parameter | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|-----------|-------------|--------------|------|-----------------|------------|
| Antimony  | Jan. 14/19  | 0.06         | 6    | ug/L            | No         |
| Arsenic   | Jan. 14/19  | 1.2          | 10   | ug/L            | No         |
| Barium    | Jan. 14/19  | 117          | 1000 | ug/L            | No         |
| Boron     | Jan. 14/19  | 32           | 5000 | ug/L            | No         |
| Cadmium   | Jan. 14/19  | 0.003<MDL    | 5    | ug/L            | No         |
| Chromium  | Jan. 14/19  | 0.11         | 50   | ug/L            | No         |
| Mercury   | Jan. 14/19  | 0.01<MDL     | 1    | ug/L            | No         |
| Selenium  | Jan. 14/19  | 0.04<MDL     | 50   | ug/L            | No         |
| Uranium   | Jan. 14/19  | 0.287        | 20   | ug/L            | No         |

Table 17: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #4

| Parameter | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|-----------|-------------|--------------|------|-----------------|------------|
| Antimony  | Jan. 14/19  | 0.04         | 6    | ug/L            | No         |
| Arsenic   | Jan. 14/19  | 0.9          | 10   | ug/L            | No         |
| Barium    | Jan. 14/19  | 179          | 1000 | ug/L            | No         |
| Boron     | Jan. 14/19  | 32           | 5000 | ug/L            | No         |
| Cadmium   | Jan. 14/19  | 0.003<MDL    | 5    | ug/L            | No         |
| Chromium  | Jan. 14/19  | 0.12         | 50   | ug/L            | No         |
| Mercury   | Jan. 14/19  | 0.01<MDL     | 1    | ug/L            | No         |
| Selenium  | Jan. 14/19  | 0.04<MDL     | 50   | ug/L            | No         |
| Uranium   | Jan. 14/19  | 0.191        | 20   | ug/L            | No         |

**Table 18: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #5**

| Parameter       | Sample Date | Result Value | MAC         | Unit of Measure | Exceedance |
|-----------------|-------------|--------------|-------------|-----------------|------------|
| <b>Antimony</b> | Jan. 14/19  | 0.06         | <b>6</b>    | ug/L            | No         |
| <b>Arsenic</b>  | Jan. 14/19  | 0.2 <MDL     | <b>10</b>   | ug/L            | No         |
| <b>Barium</b>   | Jan. 14/19  | 142          | <b>1000</b> | ug/L            | No         |
| <b>Boron</b>    | Jan. 14/19  | 32           | <b>5000</b> | ug/L            | No         |
| <b>Cadmium</b>  | Jan. 14/19  | 0.009        | <b>5</b>    | ug/L            | No         |
| <b>Chromium</b> | Jan. 14/19  | 0.14         | <b>50</b>   | ug/L            | No         |
| <b>Mercury</b>  | Jan. 14/19  | 0.01 <MDL    | <b>1</b>    | ug/L            | No         |
| <b>Selenium</b> | Jan. 14/19  | 0.57         | <b>50</b>   | ug/L            | No         |
| <b>Uranium</b>  | Jan. 14/19  | 0.66         | <b>20</b>   | ug/L            | No         |

**Table 19: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #6**

| Parameter       | Sample Date | Result Value | MAC         | Unit of Measure | Exceedance |
|-----------------|-------------|--------------|-------------|-----------------|------------|
| <b>Antimony</b> | Jan. 14/19  | 0.09         | <b>6</b>    | ug/L            | No         |
| <b>Arsenic</b>  | Jan. 14/19  | 0.6          | <b>10</b>   | ug/L            | No         |
| <b>Barium</b>   | Jan. 14/19  | 124          | <b>1000</b> | ug/L            | No         |
| <b>Boron</b>    | Jan. 14/19  | 30           | <b>5000</b> | ug/L            | No         |
| <b>Cadmium</b>  | Jan. 14/19  | 0.003<MDL    | <b>5</b>    | ug/L            | No         |
| <b>Chromium</b> | Jan. 14/19  | 0.09         | <b>50</b>   | ug/L            | No         |
| <b>Mercury</b>  | Jan. 14/19  | 0.01<MDL     | <b>1</b>    | ug/L            | No         |
| <b>Selenium</b> | Jan. 14/19  | 0.04<MDL     | <b>50</b>   | ug/L            | No         |
| <b>Uranium</b>  | Jan. 14/19  | 0.276        | <b>20</b>   | ug/L            | No         |

**Treated Water Quality Statistics- O. Regulation 170/03 Schedule 24 Results Summary**

If sampling for a particular schedule's parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

**Table 20: O. Regulation 170/03 Schedule 24 Results for Arthur Well #7b**

| Parameter                                   | Sample Date | Result Value | MAC       | Unit of Measure | Exceedance |
|---|-------------|--------------|-----------|-----------------|------------|
| <b>Alachlor</b>                             | Aug. 8/18   | 0.02<MDL     | <b>5</b>  | ug/L            | No         |
| <b>Atrazine + N-dealkylated metabolites</b> | Aug. 8/18   | 0.01<MDL     | <b>5</b>  | ug/L            | No         |
| <b>Azinphos-methyl</b>                      | Aug. 8/18   | 0.05<MDL     | <b>20</b> | ug/L            | No         |

| Parameter                                     | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|---|-------------|--------------|------|-----------------|------------|
| Benzene                                       | Aug. 8/18   | 0.32<MDL     | 1    | ug/L            | No         |
| Benzo(a)pyrene                                | Aug. 8/18   | 0.004<MDL    | 0.01 | ug/L            | No         |
| Bromoxynil                                    | Aug. 8/18   | 0.33<MDL     | 5    | ug/L            | No         |
| Carbaryl                                      | Aug. 8/18   | 0.05<MDL     | 90   | ug/L            | No         |
| Carbofuran                                    | Aug. 8/18   | 0.01<MDL     | 90   | ug/L            | No         |
| Carbon Tetrachloride                          | Aug. 8/18   | 0.16<MDL     | 2    | ug/L            | No         |
| Chlorpyrifos                                  | Aug. 8/18   | 0.02<MDL     | 90   | ug/L            | No         |
| Diazinon                                      | Aug. 8/18   | 0.02<MDL     | 20   | ug/L            | No         |
| Dicamba                                       | Aug. 8/18   | 0.20<MDL     | 120  | ug/L            | No         |
| 1,2-Dichlorobenzene                           | Aug. 8/18   | 0.41<MDL     | 200  | ug/L            | No         |
| 1,4-Dichlorobenzene                           | Aug. 8/18   | 0.36<MDL     | 5    | ug/L            | No         |
| 1,2-Dichloroethane                            | Aug. 8/18   | 0.35<MDL     | 5    | ug/L            | No         |
| 1,1-Dichloroethylene<br>(vinylidene chloride) | Aug. 8/18   | 0.33<MDL     | 14   | ug/L            | No         |
| Dichloromethane                               | Aug. 8/18   | 0.35<MDL     | 50   | ug/L            | No         |
| 2-4 Dichlorophenol                            | Aug. 8/18   | 0.15<MDL     | 900  | ug/L            | No         |
| 2,4-Dichlorophenoxy acetic acid<br>(2,4-D)    | Aug. 8/18   | 0.19<MDL     | 100  | ug/L            | No         |
| Diclofop-methyl                               | Aug. 8/18   | 0.40<MDL     | 9    | ug/L            | No         |
| Dimethoate                                    | Aug. 8/18   | 0.03<MDL     | 20   | ug/L            | No         |
| Diquat  | Aug. 8/18   | 1.0<MDL      | 70   | ug/L            | No         |
| Diuron  | Aug. 8/18   | 0.03<MDL     | 150  | ug/L            | No         |
| Glyphosate                                    | Aug. 8/18   | 1<MDL        | 280  | ug/L            | No         |
| Malathion                                     | Aug. 8/18   | 0.02<MDL     | 190  | ug/L            | No         |
| MCPA  | Aug. 8/18   | 0.00012<MDL  | 0.1  | mg/L            | No         |
| Metolachlor                                   | Aug. 8/18   | 0.01<MDL     | 50   | ug/L            | No         |
| Metribuzin                                    | Aug. 8/18   | 0.02<MDL     | 80   | ug/L            | No         |
| Monochlorobenzene                             | Aug. 8/18   | 0.3<MDL      | 80   | ug/L            | No         |
| Paraquat                                      | Aug. 8/18   | 1<MDL        | 10   | ug/L            | No         |
| Pentachlorophenol                             | Aug. 8/18   | 0.15<MDL     | 60   | ug/L            | No         |
| Phorate                                       | Aug. 8/18   | 0.01<MDL     | 2    | ug/L            | No         |
| Picloram                                      | Aug. 8/18   | 1<MDL        | 190  | ug/L            | No         |
| Polychlorinated Biphenyls(PCB)                | Aug. 8/18   | 0.04<MDL     | 3    | ug/L            | No         |
| Prometryne                                    | Aug. 8/18   | 0.03<MDL     | 1    | ug/L            | No         |
| Simazine                                      | Aug. 8/18   | 0.01<MDL     | 10   | ug/L            | No         |
| Terbufos                                      | Aug. 8/18   | 0.01<MDL     | 1    | ug/L            | No         |
| Tetrachloroethylene                           | Aug. 8/18   | 0.35<MDL     | 10   | ug/L            | No         |
| 2,3,4,6-Tetrachlorophenol                     | Aug. 8/18   | 0.20<MDL     | 100  | ug/L            | No         |
| Triallate                                     | Aug. 8/18   | 0.01<MDL     | 230  | ug/L            | No         |
| Trichloroethylene                             | Aug. 8/18   | 0.44<MDL     | 5    | ug/L            | No         |
| 2,4,6-Trichlorophenol                         | Aug. 8/18   | 0.25<MDL     | 5    | ug/L            | No         |
| Trifluralin                                   | Aug. 8/18   | 0.02<MDL     | 45   | ug/L            | No         |
| Vinyl Chloride                                | Aug. 8/18   | 0.17<MDL     | 1    | ug/L            | No         |

Table 21: O. Regulation 170/03 Schedule 24 Results for Arthur Well #8

| Parameter                                  | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|--|-------------|--------------|------|-----------------|------------|
| Alachlor                                   | Nov. 16/20  | 0.02<MDL     | 5    | ug/L            | No         |
| Atrazine + N-dealkylated metabolites       | Nov. 16/20  | 0.01<MDL     | 5    | ug/L            | No         |
| Azinphos-methyl                            | Nov. 16/20  | 0.05<MDL     | 20   | ug/L            | No         |
| Benzene                                    | Nov. 16/20  | 0.32<MDL     | 1    | ug/L            | No         |
| Benzo(a)pyrene                             | Nov. 16/20  | 0.004<MDL    | 0.01 | ug/L            | No         |
| Bromoxynil                                 | Nov. 16/20  | 0.33<MDL     | 5    | ug/L            | No         |
| Carbaryl                                   | Nov. 16/20  | 0.05<MDL     | 90   | ug/L            | No         |
| Carbofuran                                 | Nov. 16/20  | 0.01<MDL     | 90   | ug/L            | No         |
| Carbon Tetrachloride                       | Nov. 16/20  | 0.17<MDL     | 2    | ug/L            | No         |
| Chlorpyrifos                               | Nov. 16/20  | 0.02<MDL     | 90   | ug/L            | No         |
| Diazinon                                   | Nov. 16/20  | 0.02<MDL     | 20   | ug/L            | No         |
| Dicamba                                    | Nov. 16/20  | 0.20<MDL     | 120  | ug/L            | No         |
| 1,2-Dichlorobenzene                        | Nov. 16/20  | 0.41<MDL     | 200  | ug/L            | No         |
| 1,4-Dichlorobenzene                        | Nov. 16/20  | 0.36<MDL     | 5    | ug/L            | No         |
| 1,2-Dichloroethane                         | Nov. 16/20  | 0.35<MDL     | 5    | ug/L            | No         |
| 1,1-Dichloroethylene (vinylidene chloride) | Nov. 16/20  | 0.33<MDL     | 14   | ug/L            | No         |
| Dichloromethane                            | Nov. 16/20  | 0.35<MDL     | 50   | ug/L            | No         |
| 2-4 Dichlorophenol                         | Nov. 16/20  | 0.15<MDL     | 900  | ug/L            | No         |
| 2,4-Dichlorophenoxy acetic acid (2,4-D)    | Nov. 16/20  | 0.19<MDL     | 100  | ug/L            | No         |
| Diclofop-methyl                            | Nov. 16/20  | 0.40<MDL     | 9    | ug/L            | No         |
| Dimethoate                                 | Nov. 16/20  | 0.06<MDL     | 20   | ug/L            | No         |
| Diquat                                     | Nov. 16/20  | 1.0<MDL      | 70   | ug/L            | No         |
| Diuron                                     | Nov. 16/20  | 0.03<MDL     | 150  | ug/L            | No         |
| Glyphosate                                 | Nov. 16/20  | 1<MDL        | 280  | ug/L            | No         |
| Malathion                                  | Nov. 16/20  | 0.02<MDL     | 190  | ug/L            | No         |
| MCPA                                       | Nov. 16/20  | 0.00012<MDL  | 0.1  | mg/L            | No         |
| Metolachlor                                | Nov. 16/20  | 0.01<MDL     | 50   | ug/L            | No         |
| Metribuzin                                 | Nov. 16/20  | 0.02<MDL     | 80   | ug/L            | No         |
| Monochlorobenzene                          | Nov. 16/20  | 0.3<MDL      | 80   | ug/L            | No         |
| Paraquat                                   | Nov. 16/20  | 1<MDL        | 10   | ug/L            | No         |
| Pentachlorophenol                          | Nov. 16/20  | 0.15<MDL     | 60   | ug/L            | No         |
| Phorate                                    | Nov. 16/20  | 0.01<MDL     | 2    | ug/L            | No         |
| Picloram                                   | Nov. 16/20  | 1<MDL        | 190  | ug/L            | No         |
| Polychlorinated Biphenyls(PCB)             | Nov. 16/20  | 0.04<MDL     | 3    | ug/L            | No         |
| Prometryne                                 | Nov. 16/20  | 0.03<MDL     | 1    | ug/L            | No         |
| Simazine                                   | Nov. 16/20  | 0.01<MDL     | 10   | ug/L            | No         |
| Terbufos                                   | Nov. 16/20  | 0.01<MDL     | 1    | ug/L            | No         |
| Tetrachloroethylene                        | Nov. 16/20  | 0.35<MDL     | 10   | ug/L            | No         |



| Parameter                        | Sample Date | Result Value | MAC        | Unit of Measure | Exceedance |
|----------------------------------|-------------|--------------|------------|-----------------|------------|
| <b>2,3,4,6-Tetrachlorophenol</b> | Nov. 16/20  | 0.20<MDL     | <b>100</b> | ug/L            | No         |
| <b>Triallate</b>                 | Nov. 16/20  | 0.01<MDL     | <b>230</b> | ug/L            | No         |
| <b>Trichloroethylene</b>         | Nov. 16/20  | 0.44<MDL     | <b>5</b>   | ug/L            | No         |
| <b>2,4,6-Trichlorophenol</b>     | Nov. 16/20  | 0.25<MDL     | <b>5</b>   | ug/L            | No         |
| <b>Trifluralin</b>               | Nov. 16/20  | 0.02<MDL     | <b>45</b>  | ug/L            | No         |
| <b>Vinyl Chloride</b>            | Nov. 16/20  | 0.17<MDL     | <b>1</b>   | ug/L            | No         |

Table 22: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #3

| Parameter   | Sample Date | Result Value | MAC         | Unit of Measure | Exceedance |
|---|-------------|--------------|-------------|-----------------|------------|
| <b>Alachlor</b>                                   | Jan. 14/19  | 0.02<MDL     | <b>5</b>    | ug/L            | No         |
| <b>Atrazine + N-dealkylated metabolites</b>       | Jan. 14/19  | 0.01<MDL     | <b>5</b>    | ug/L            | No         |
| <b>Azinphos-methyl</b>                            | Jan. 14/19  | 0.05<MDL     | <b>20</b>   | ug/L            | No         |
| <b>Benzene</b>                                    | Jan. 14/19  | 0.32<MDL     | <b>1</b>    | ug/L            | No         |
| <b>Benzo(a)pyrene</b>                             | Jan. 14/19  | 0.004<MDL    | <b>0.01</b> | ug/L            | No         |
| <b>Bromoxynil</b>                                 | Jan. 14/19  | 0.33<MDL     | <b>5</b>    | ug/L            | No         |
| <b>Carbaryl</b>                                   | Jan. 14/19  | 0.05<MDL     | <b>90</b>   | ug/L            | No         |
| <b>Carbofuran</b>                                 | Jan. 14/19  | 0.01<MDL     | <b>90</b>   | ug/L            | No         |
| <b>Carbon Tetrachloride</b>                       | Jan. 14/19  | 0.16<MDL     | <b>2</b>    | ug/L            | No         |
| <b>Chlorpyrifos</b>                               | Jan. 14/19  | 0.02<MDL     | <b>90</b>   | ug/L            | No         |
| <b>Diazinon</b>                                   | Jan. 14/19  | 0.02<MDL     | <b>20</b>   | ug/L            | No         |
| <b>Dicamba</b>                                    | Jan. 14/19  | 0.20<MDL     | <b>120</b>  | ug/L            | No         |
| <b>1,2-Dichlorobenzene</b>                        | Jan. 14/19  | 0.41<MDL     | <b>200</b>  | ug/L            | No         |
| <b>1,4-Dichlorobenzene</b>                        | Jan. 14/19  | 0.36<MDL     | <b>5</b>    | ug/L            | No         |
| <b>1,2-Dichloroethane</b>                         | Jan. 14/19  | 0.35<MDL     | <b>5</b>    | ug/L            | No         |
| <b>1,1-Dichloroethylene (vinylidene chloride)</b> | Jan. 14/19  | 0.33<MDL     | <b>14</b>   | ug/L            | No         |
| <b>Dichloromethane</b>                            | Jan. 14/19  | 0.35<MDL     | <b>50</b>   | ug/L            | No         |
| <b>2-4 Dichlorophenol</b>                         | Jan. 14/19  | 0.15<MDL     | <b>900</b>  | ug/L            | No         |
| <b>2,4-Dichlorophenoxy acetic acid (2,4-D)</b>    | Jan. 14/19  | 0.19<MDL     | <b>100</b>  | ug/L            | No         |
| <b>Diclofop-methyl</b>                            | Jan. 14/19  | 0.40<MDL     | <b>9</b>    | ug/L            | No         |
| <b>Dimethoate</b>                                 | Jan. 14/19  | 0.06<MDL     | <b>20</b>   | ug/L            | No         |
| <b>Diquat</b>                                     | Jan. 14/19  | 1.0<MDL      | <b>70</b>   | ug/L            | No         |
| <b>Diuron</b>                                     | Jan. 14/19  | 0.03<MDL     | <b>150</b>  | ug/L            | No         |
| <b>Glyphosate</b>                                 | Jan. 14/19  | 1<MDL        | <b>280</b>  | ug/L            | No         |
| <b>Malathion</b>                                  | Jan. 14/19  | 0.02<MDL     | <b>190</b>  | ug/L            | No         |
| <b>MCPA</b>                                       | Jan. 14/19  | 0.00012<MDL  | <b>0.1</b>  | mg/L            | No         |
| <b>Metolachlor</b>                                | Jan. 14/19  | 0.01<MDL     | <b>50</b>   | ug/L            | No         |
| <b>Metribuzin</b>                                 | Jan. 14/19  | 0.02<MDL     | <b>80</b>   | ug/L            | No         |
| <b>Monochlorobenzene</b>                          | Jan. 14/19  | 0.3<MDL      | <b>80</b>   | ug/L            | No         |
| <b>Paraquat</b>                                   | Jan. 14/19  | 1<MDL        | <b>10</b>   | ug/L            | No         |

| Parameter                      | Sample Date | Result Value | MAC | Unit of Measure | Exceedance |
|--------------------------------|-------------|--------------|-----|-----------------|------------|
| Pentachlorophenol              | Jan. 14/19  | 0.15<MDL     | 60  | ug/L            | No         |
| Phorate                        | Jan. 14/19  | 0.01<MDL     | 2   | ug/L            | No         |
| Picloram                       | Jan. 14/19  | 1<MDL        | 190 | ug/L            | No         |
| Polychlorinated Biphenyls(PCB) | Jan. 14/19  | 0.04<MDL     | 3   | ug/L            | No         |
| Prometryne                     | Jan. 14/19  | 0.03<MDL     | 1   | ug/L            | No         |
| Simazine                       | Jan. 14/19  | 0.01<MDL     | 10  | ug/L            | No         |
| Terbufos                       | Jan. 14/19  | 0.01<MDL     | 1   | ug/L            | No         |
| Tetrachloroethylene            | Jan. 14/19  | 0.35<MDL     | 10  | ug/L            | No         |
| 2,3,4,6-Tetrachlorophenol      | Jan. 14/19  | 0.20<MDL     | 100 | ug/L            | No         |
| Triallate                      | Jan. 14/19  | 0.01<MDL     | 230 | ug/L            | No         |
| Trichloroethylene              | Jan. 14/19  | 0.44<MDL     | 5   | ug/L            | No         |
| 2,4,6-Trichlorophenol          | Jan. 14/19  | 0.25<MDL     | 5   | ug/L            | No         |
| Trifluralin                    | Jan. 14/19  | 0.02<MDL     | 45  | ug/L            | No         |
| Vinyl Chloride                 | Jan. 14/19  | 0.17<MDL     | 1   | ug/L            | No         |

Table 23: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #4

| Parameter                                  | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|--|-------------|--------------|------|-----------------|------------|
| Alachlor                                   | Jan. 14/19  | 0.02<MDL     | 5    | ug/L            | No         |
| Atrazine + N-dealkylated metabolites       | Jan. 14/19  | 0.01<MDL     | 5    | ug/L            | No         |
| Azinphos-methyl                            | Jan. 14/19  | 0.05<MDL     | 20   | ug/L            | No         |
| Benzene                                    | Jan. 14/19  | 0.32<MDL     | 1    | ug/L            | No         |
| Benzo(a)pyrene                             | Jan. 14/19  | 0.004<MDL    | 0.01 | ug/L            | No         |
| Bromoxynil                                 | Jan. 14/19  | 0.33<MDL     | 5    | ug/L            | No         |
| Carbaryl                                   | Jan. 14/19  | 0.05<MDL     | 90   | ug/L            | No         |
| Carbofuran                                 | Jan. 14/19  | 0.01<MDL     | 90   | ug/L            | No         |
| Carbon Tetrachloride                       | Jan. 14/19  | 0.16<MDL     | 2    | ug/L            | No         |
| Chlorpyrifos                               | Jan. 14/19  | 0.02<MDL     | 90   | ug/L            | No         |
| Diazinon                                   | Jan. 14/19  | 0.02<MDL     | 20   | ug/L            | No         |
| Dicamba                                    | Jan. 14/19  | 0.20<MDL     | 120  | ug/L            | No         |
| 1,2-Dichlorobenzene                        | Jan. 14/19  | 0.41<MDL     | 200  | ug/L            | No         |
| 1,4-Dichlorobenzene                        | Jan. 14/19  | 0.36<MDL     | 5    | ug/L            | No         |
| 1,2-Dichloroethane                         | Jan. 14/19  | 0.35<MDL     | 5    | ug/L            | No         |
| 1,1-Dichloroethylene (vinylidene chloride) | Jan. 14/19  | 0.33<MDL     | 14   | ug/L            | No         |
| Dichloromethane                            | Jan. 14/19  | 0.35<MDL     | 50   | ug/L            | No         |
| 2-4 Dichlorophenol                         | Jan. 14/19  | 0.15<MDL     | 900  | ug/L            | No         |
| 2,4-Dichlorophenoxy acetic acid (2,4-D)    | Jan. 14/19  | 0.19<MDL     | 100  | ug/L            | No         |
| Diclofop-methyl                            | Jan. 14/19  | 0.40<MDL     | 9    | ug/L            | No         |
| Dimethoate                                 | Jan. 14/19  | 0.06<MDL     | 20   | ug/L            | No         |

| Parameter                      | Sample Date | Result Value | MAC | Unit of Measure | Exceedance |
|--------------------------------|-------------|--------------|-----|-----------------|------------|
| Diquat                         | Jan. 14/19  | 1.0<MDL      | 70  | ug/L            | No         |
| Diuron                         | Jan. 14/19  | 0.03<MDL     | 150 | ug/L            | No         |
| Glyphosate                     | Jan. 14/19  | 1<MDL        | 280 | ug/L            | No         |
| Malathion                      | Jan. 14/19  | 0.02<MDL     | 190 | ug/L            | No         |
| MCPA                           | Jan. 14/19  | 0.00012<MDL  | 0.1 | mg/L            | No         |
| Metolachlor                    | Jan. 14/19  | 0.01<MDL     | 50  | ug/L            | No         |
| Metribuzin                     | Jan. 14/19  | 0.02<MDL     | 80  | ug/L            | No         |
| Monochlorobenzene              | Jan. 14/19  | 0.3<MDL      | 80  | ug/L            | No         |
| Paraquat                       | Jan. 14/19  | 1<MDL        | 10  | ug/L            | No         |
| Pentachlorophenol              | Jan. 14/19  | 0.15<MDL     | 60  | ug/L            | No         |
| Phorate                        | Jan. 14/19  | 0.01<MDL     | 2   | ug/L            | No         |
| Picloram                       | Jan. 14/19  | 1<MDL        | 190 | ug/L            | No         |
| Polychlorinated Biphenyls(PCB) | Jan. 14/19  | 0.04<MDL     | 3   | ug/L            | No         |
| Prometryne                     | Jan. 14/19  | 0.03<MDL     | 1   | ug/L            | No         |
| Simazine                       | Jan. 14/19  | 0.01<MDL     | 10  | ug/L            | No         |
| Terbufos                       | Jan. 14/19  | 0.01<MDL     | 1   | ug/L            | No         |
| Tetrachloroethylene            | Jan. 14/19  | 0.35<MDL     | 10  | ug/L            | No         |
| 2,3,4,6-Tetrachlorophenol      | Jan. 14/19  | 0.20<MDL     | 100 | ug/L            | No         |
| Triallate                      | Jan. 14/19  | 0.01<MDL     | 230 | ug/L            | No         |
| Trichloroethylene              | Jan. 14/19  | 0.44<MDL     | 5   | ug/L            | No         |
| 2,4,6-Trichlorophenol          | Jan. 14/19  | 0.25<MDL     | 5   | ug/L            | No         |
| Trifluralin                    | Jan. 14/19  | 0.02<MDL     | 45  | ug/L            | No         |
| Vinyl Chloride                 | Jan. 14/19  | 0.17<MDL     | 1   | ug/L            | No         |

Table 24: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #5

| Parameter                            | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|--------------------------------------|-------------|--------------|------|-----------------|------------|
| Alachlor                             | Jan. 14/19  | 0.02<MDL     | 5    | ug/L            | No         |
| Atrazine + N-dealkylated metabolites | Jan. 14/19  | 0.01<MDL     | 5    | ug/L            | No         |
| Azinphos-methyl                      | Jan. 14/19  | 0.05<MDL     | 20   | ug/L            | No         |
| Benzene                              | Jan. 14/19  | 0.32<MDL     | 1    | ug/L            | No         |
| Benzo(a)pyrene                       | Jan. 14/19  | 0.004<MDL    | 0.01 | ug/L            | No         |
| Bromoxynil                           | Jan. 14/19  | 0.33<MDL     | 5    | ug/L            | No         |
| Carbaryl                             | Jan. 14/19  | 0.05<MDL     | 90   | ug/L            | No         |
| Carbofuran                           | Jan. 14/19  | 0.01<MDL     | 90   | ug/L            | No         |
| Carbon Tetrachloride                 | Jan. 14/19  | 0.16<MDL     | 2    | ug/L            | No         |
| Chlorpyrifos                         | Jan. 14/19  | 0.02<MDL     | 90   | ug/L            | No         |
| Diazinon                             | Jan. 14/19  | 0.02<MDL     | 20   | ug/L            | No         |
| Dicamba                              | Jan. 14/19  | 0.20<MDL     | 120  | ug/L            | No         |
| 1,2-Dichlorobenzene                  | Jan. 14/19  | 0.41<MDL     | 200  | ug/L            | No         |
| 1,4-Dichlorobenzene                  | Jan. 14/19  | 0.36<MDL     | 5    | ug/L            | No         |
| 1,2-Dichloroethane                   | Jan. 14/19  | 0.35<MDL     | 5    | ug/L            | No         |

| Parameter                                  | Sample Date | Result Value | MAC | Unit of Measure | Exceedance |
|--|-------------|--------------|-----|-----------------|------------|
| 1,1-Dichloroethylene (vinylidene chloride) | Jan. 14/19  | 0.33<MDL     | 14  | ug/L            | No         |
| Dichloromethane                            | Jan. 14/19  | 0.35<MDL     | 50  | ug/L            | No         |
| 2-4 Dichlorophenol                         | Jan. 14/19  | 0.15<MDL     | 900 | ug/L            | No         |
| 2,4-Dichlorophenoxy acetic acid (2,4-D)    | Jan. 14/19  | 0.19<MDL     | 100 | ug/L            | No         |
| Diclofop-methyl                            | Jan. 14/19  | 0.40<MDL     | 9   | ug/L            | No         |
| Dimethoate                                 | Jan. 14/19  | 0.06<MDL     | 20  | ug/L            | No         |
| Diquat                                     | Jan. 14/19  | 1.0<MDL      | 70  | ug/L            | No         |
| Diuron                                     | Jan. 14/19  | 0.03<MDL     | 150 | ug/L            | No         |
| Glyphosate                                 | Jan. 14/19  | 1<MDL        | 280 | ug/L            | No         |
| Malathion                                  | Jan. 14/19  | 0.02<MDL     | 190 | ug/L            | No         |
| MCPA                                       | Jan. 14/19  | 0.00012<MDL  | 0.1 | mg/L            | No         |
| Metolachlor                                | Jan. 14/19  | 0.01<MDL     | 50  | ug/L            | No         |
| Metribuzin                                 | Jan. 14/19  | 0.02<MDL     | 80  | ug/L            | No         |
| Monochlorobenzene                          | Jan. 14/19  | 0.3<MDL      | 80  | ug/L            | No         |
| Paraquat                                   | Jan. 14/19  | 1<MDL        | 10  | ug/L            | No         |
| Pentachlorophenol                          | Jan. 14/19  | 0.15<MDL     | 60  | ug/L            | No         |
| Phorate                                    | Jan. 14/19  | 0.01<MDL     | 2   | ug/L            | No         |
| Picloram                                   | Jan. 14/19  | 1<MDL        | 190 | ug/L            | No         |
| Polychlorinated Biphenyls(PCB)             | Jan. 14/19  | 0.04<MDL     | 3   | ug/L            | No         |
| Prometryne                                 | Jan. 14/19  | 0.03<MDL     | 1   | ug/L            | No         |
| Simazine                                   | Jan. 14/19  | 0.01<MDL     | 10  | ug/L            | No         |
| Terbufos                                   | Jan. 14/19  | 0.01<MDL     | 1   | ug/L            | No         |
| Tetrachloroethylene                        | Jan. 14/19  | 0.65         | 10  | ug/L            | No         |
| 2,3,4,6-Tetrachlorophenol                  | Jan. 14/19  | 0.20<MDL     | 100 | ug/L            | No         |
| Triallate                                  | Jan. 14/19  | 0.01<MDL     | 230 | ug/L            | No         |
| Trichloroethylene                          | Jan. 14/19  | 0.44<MDL     | 5   | ug/L            | No         |
| 2,4,6-Trichlorophenol                      | Jan. 14/19  | 0.25<MDL     | 5   | ug/L            | No         |
| Trifluralin                                | Jan. 14/19  | 0.02<MDL     | 45  | ug/L            | No         |
| Vinyl Chloride                             | Jan. 14/19  | 0.17<MDL     | 1   | ug/L            | No         |

Table 25: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #6

| Parameter                            | Sample Date | Result Value | MAC  | Unit of Measure | Exceedance |
|--------------------------------------|-------------|--------------|------|-----------------|------------|
| Alachlor                             | Jan. 14/19  | 0.02<MDL     | 5    | ug/L            | No         |
| Atrazine + N-dealkylated metabolites | Jan. 14/19  | 0.01<MDL     | 5    | ug/L            | No         |
| Azinphos-methyl                      | Jan. 14/19  | 0.05<MDL     | 20   | ug/L            | No         |
| Benzene                              | Jan. 14/19  | 0.32<MDL     | 1    | ug/L            | No         |
| Benzo(a)pyrene                       | Jan. 14/19  | 0.004<MDL    | 0.01 | ug/L            | No         |
| Bromoxynil                           | Jan. 14/19  | 0.33<MDL     | 5    | ug/L            | No         |
| Carbaryl                             | Jan. 14/19  | 0.05<MDL     | 90   | ug/L            | No         |

| Parameter                                     | Sample Date | Result Value | MAC | Unit of Measure | Exceedance |
|---|-------------|--------------|-----|-----------------|------------|
| Carbofuran                                    | Jan. 14/19  | 0.01<MDL     | 90  | ug/L            | No         |
| Carbon Tetrachloride                          | Jan. 14/19  | 0.16<MDL     | 2   | ug/L            | No         |
| Chlorpyrifos                                  | Jan. 14/19  | 0.02<MDL     | 90  | ug/L            | No         |
| Diazinon                                      | Jan. 14/19  | 0.02<MDL     | 20  | ug/L            | No         |
| Dicamba                                       | Jan. 14/19  | 0.20<MDL     | 120 | ug/L            | No         |
| 1,2-Dichlorobenzene                           | Jan. 14/19  | 0.41<MDL     | 200 | ug/L            | No         |
| 1,4-Dichlorobenzene                           | Jan. 14/19  | 0.36<MDL     | 5   | ug/L            | No         |
| 1,2-Dichloroethane                            | Jan. 14/19  | 0.35<MDL     | 5   | ug/L            | No         |
| 1,1-Dichloroethylene<br>(vinylidene chloride) | Jan. 14/19  | 0.33<MDL     | 14  | ug/L            | No         |
| Dichloromethane                               | Jan. 14/19  | 0.35<MDL     | 50  | ug/L            | No         |
| 2-4 Dichlorophenol                            | Jan. 14/19  | 0.15<MDL     | 900 | ug/L            | No         |
| 2,4-Dichlorophenoxy acetic acid<br>(2,4-D)    | Jan. 14/19  | 0.19<MDL     | 100 | ug/L            | No         |
| Diclofop-methyl                               | Jan. 14/19  | 0.40<MDL     | 9   | ug/L            | No         |
| Dimethoate                                    | Jan. 14/19  | 0.06<MDL     | 20  | ug/L            | No         |
| Diquat  | Jan. 14/19  | 1.0<MDL      | 70  | ug/L            | No         |
| Diuron  | Jan. 14/19  | 0.03<MDL     | 150 | ug/L            | No         |
| Glyphosate                                    | Jan. 14/19  | 1<MDL        | 280 | ug/L            | No         |
| Malathion                                     | Jan. 14/19  | 0.02<MDL     | 190 | ug/L            | No         |
| MCPA  | Jan. 14/19  | 0.00012<MDL  | 0.1 | mg/L            | No         |
| Metolachlor                                   | Jan. 14/19  | 0.01<MDL     | 50  | ug/L            | No         |
| Metribuzin                                    | Jan. 14/19  | 0.02<MDL     | 80  | ug/L            | No         |
| Monochlorobenzene                             | Jan. 14/19  | 0.3<MDL      | 80  | ug/L            | No         |
| Paraquat                                      | Jan. 14/19  | 1<MDL        | 10  | ug/L            | No         |
| Pentachlorophenol                             | Jan. 14/19  | 0.15<MDL     | 60  | ug/L            | No         |
| Phorate                                       | Jan. 14/19  | 0.01<MDL     | 2   | ug/L            | No         |
| Picloram                                      | Jan. 14/19  | 1<MDL        | 190 | ug/L            | No         |
| Polychlorinated Biphenyls(PCB)                | Jan. 14/19  | 0.04<MDL     | 3   | ug/L            | No         |
| Prometryne                                    | Jan. 14/19  | 0.03<MDL     | 1   | ug/L            | No         |
| Simazine                                      | Jan. 14/19  | 0.01<MDL     | 10  | ug/L            | No         |
| Terbufos                                      | Jan. 14/19  | 0.01<MDL     | 1   | ug/L            | No         |
| Tetrachloroethylene                           | Jan. 14/19  | 0.35<MDL     | 10  | ug/L            | No         |
| 2,3,4,6-Tetrachlorophenol                     | Jan. 14/19  | 0.20<MDL     | 100 | ug/L            | No         |
| Triallate                                     | Jan. 14/19  | 0.01<MDL     | 230 | ug/L            | No         |
| Trichloroethylene                             | Jan. 14/19  | 0.44<MDL     | 5   | ug/L            | No         |
| 2,4,6-Trichlorophenol                         | Jan. 14/19  | 0.25<MDL     | 5   | ug/L            | No         |
| Trifluralin                                   | Jan. 14/19  | 0.02<MDL     | 45  | ug/L            | No         |
| Vinyl Chloride                                | Jan. 14/19  | 0.17<MDL     | 1   | ug/L            | No         |

### Treated Water Quality Statistics- O. Regulations 170/03 Schedule 13-8 and 13-9, “60 Months” Sampling Results Summary

If sampling for a particular schedule’s parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Fluoride and Sodium are sampled on the “60 Months” sampling schedule. Results for most recent tests can be found in Table 26.

**Table 26: O. Regulation 170/03 Schedule 13-8 and 13-9, Fluoride and Sodium Results**

| Parameter/Location            | Sample Date | Result Value | Unit of Measure | Exceedance       |
|-------------------------------|-------------|--------------|-----------------|------------------|
| Sodium- Arthur Well #7b       | Sep. 10/18  | 36.6         | mg/L            | Yes <sup>1</sup> |
| Sodium- Arthur Well #8        | Nov. 16/20  | 22.4         | mg/L            | Yes <sup>1</sup> |
| Sodium- Mount Forest Well #3  | Sep. 10/18  | 21.3         | mg/L            | Yes <sup>1</sup> |
| Sodium- Mount Forest Well #4  | Sep. 10/18  | 12.3         | mg/L            | No               |
| Sodium- Mount Forest Well #5  | Sep. 10/18  | 61.2         | mg/L            | Yes <sup>1</sup> |
| Sodium- Mount Forest Well #6  | Sep. 10/18  | 11.7         | mg/L            | No               |
| Fluoride- Arthur Well #7b     | Sep. 10/18  | 1.30         | mg/L            | No               |
| Fluoride-Arthur Well #8       | Nov. 16/20  | 0.35         | mg/L            | No               |
| Fluoride-Mount Forest Well #3 | Sep. 10/18  | 1.05         | mg/L            | No               |
| Fluoride-Mount Forest Well #4 | Sep. 10/18  | 0.80         | mg/L            | No               |
| Fluoride-Mount Forest Well #5 | Sep. 10/18  | 0.14         | mg/L            | No               |
| Fluoride-Mount Forest Well #6 | Sep. 10/18  | 1.34         | mg/L            | No               |

<sup>1</sup> The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

### Treated Water Quality Statistics- O. Regulations 170/03 Schedule 15.1 Sampling Results Summary

If sampling for a particular schedule’s parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

The Mount Forest and Arthur Drinking Water Systems are under reduced sampling under Schedule 15.1 which means we are not required to sample plumbing but are still required to sample in the distribution system. Results for most recent tests can be found in Table 27.

Table 27: O. Regulation 170/03 Schedule 15.1, Lead, Alkalinity and pH Results

| Parameter/Location                         | Sample Date | Result Value | MAC    | Unit of Measure | Exceedance |
|--|-------------|--------------|--------|-----------------|------------|
| Lead – Hydrant # 125 James St.             | Jan 22/18   | 1.34         | 10     | ug/L            | No         |
| Lead – Hydrant # 32 Queen St. West         | Jan 22/18   | 0.03         | 10     | ug/L            | No         |
| Lead – Hydrant # 24 Elgin St. South        | Jan 22/18   | 0.11         | 10     | ug/L            | No         |
| Lead – Hydrant # 95 Francis St. West       | Jan 22/18   | 8.53         | 10     | ug/L            | No         |
| Lead – Yard Hydrant (B/O) Eliza St.        | Jan 22/18   | 0.66         | 10     | ug/L            | No         |
| Alkalinity – Hydrant # 125 James St.       | Jan 27/20   | 258          | 30-500 | mg/L            | No         |
| Alkalinity – Hydrant # 32 Queen St. West   | Jan 27/20   | 230          | 30-500 | mg/L            | No         |
| Alkalinity – Hydrant # 24 Elgin St. South  | Jan 27/20   | 263          | 30-500 | mg/L            | No         |
| Alkalinity – Hydrant # 95 Francis St. West | Jan 27/20   | 202          | 30-500 | mg/L            | No         |
| Alkalinity – Tucker/Eliza St. Blow Off     | Jan 27/20   | 204          | 30-500 | mg/L            | No         |
| Field pH – Hydrant # 125 James St.         | Jan 27/20   | 8.30         | -      | -               | No         |
| Field pH – Hydrant # 32 Queen St West      | Jan 27/20   | 8.31         | -      | -               | No         |
| Field pH – Hydrant # 24 Elgin St. South    | Jan 27/20   | 8.13         | -      | -               | No         |
| Field pH – Hydrant # 95 Francis St. West   | Jan 27/20   | 8.12         | -      | -               | No         |
| Field pH – Tucker/Eliza St. Blow Off       | Jan 27/20   | 8.45         | -      | -               | No         |
| Lead – Hydrant # 125 James St.             | Jul 09/18   | 0.07         | 10     | ug/L            | No         |
| Lead – Hydrant # 32 Queen St. West         | Jul 09/18   | 0.04         | 10     | ug/L            | No         |
| Lead – Hydrant # 24 Elgin St. South        | Jul 09/18   | 0.37         | 10     | ug/L            | No         |
| Lead – Hydrant # 95 Francis St West        | Jul 09/18   | 0.43         | 10     | ug/L            | No         |
| Lead – Yard Hydrant (B/O) on Eliza St.     | Jul 09/18   | 0.09         | 10     | ug/L            | No         |
| Alkalinity – Hydrant # 125 James St.       | Jul 6/20    | 261          | 30-500 | mg/L            | No         |
| Alkalinity – Hydrant # 32 Queen St. West   | Jul 6/20    | 229          | 30-500 | mg/L            | No         |
| Alkalinity – Hydrant # 24 Elgin St. South  | Jul 6/20    | 247          | 30-500 | mg/L            | No         |
| Alkalinity – Hydrant # 95 Francis St. West | Jul 6/20    | 206          | 30-500 | mg/L            | No         |
| Alkalinity – Eliza St. Blow Off            | Jul 6/20    | 204          | 30-500 | mg/L            | No         |
| Field pH – Hydrant # 125 James St.         | Jul 6/20    | 7.97         | -      | -               | No         |
| Field pH – Hydrant # 32 Queen St. West     | Jul 6/20    | 7.54         | -      | -               | No         |
| Field pH – Hydrant # 32 24 Elgin St. South | Jul 6/20    | 7.81         | -      | -               | No         |
| Field pH – Hydrant # 95 Francis St. West   | Jul 6/20    | 7.78         | -      | -               | No         |
| Field pH – Eliza St. Blow Off              | Jul 6/20    | 7.42         | -      | -               | No         |

### e) Significant Expenses Incurred

The table below outlines a brief description and breakdown for significant monetary expenses occurred in 2020.

| Location     | Maintenance Item   | Cost         |
|--------------|--|--------------|
| Arthur       | Georgina St. (Frederick St. E to Charles St. E) watermain replacement                  | \$119,450.65 |
| Mount Forest | Fergus St. S (King St. E to Wellington St. E) watermain replacement                    | \$164,934.73 |
| Arthur       | Domville Street (Tucker St. to Clarke St.) watermain replacement                       | \$210,157.78 |
| Arthur       | Spheroid Tower inspection and maintenance (expansion joint & spool piece installation) | \$12,363.84  |
| Arthur       | Multi Leg Water Tower maintenance  | \$3,333.50   |
| Arthur & MF  | SCADA Upgrade to Windows 10 and Ignition operating system                              | \$60,283.60  |
| Arthur       | Well # 7B Chlorine pump flow pacing upgrade  | \$4,682.18   |
| Mount Forest | Well # 6 Chlorine pump flow pacing upgrade   | \$4,682.18   |
| Arthur       | Leak detection   | \$3,297.02   |
| Mount Forest | New flow meter installed at Well # 4   | \$5,794.21   |
| Mount Forest | New piping in Well # 4   | \$9,953.12   |
| Arthur       | Fire hydrant replacement on Frederick St. W  | \$7,428.48   |
| Mount Forest | Fire hydrant replacement on Perth St.  | \$10,440.58  |
| Mount Forest | Valve replacement on Durham St. E  | \$4,038.57   |
| Arthur & MF  | Master Plan Technical Update   | \$15,914.04  |
| Arthur & MF  | Water rate study/financial plan  | \$24,162.41  |
| Arthur       | Replace Well # 7b pressure transmitter   | \$3,714.24   |

### f) Source Water Protection

For reporting purposes, the Township of Wellington North is subject to two Source Protection Plans (based on watershed or Conservation Authority boundaries): Grand River Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Plan (Saugeen Valley). Although the Ausable Bayfield Maitland Valley (ABMV – Maitland Valley) Plan also encompasses part of the municipality, there are no reporting requirements associated with that Plan for the Township. In 2020, all Source Protection Plans were in effect.

Under Section 81 of the Clean Water Act and Section 65 of O. Reg. 287/07, an annual report must be prepared by a Risk Management Official and submitted to the appropriate Source Protection Authority (Conservation Authority) by February 1<sup>st</sup> of each year. Under Section 45 of the *Clean Water Act*, a public body, including a municipality, must comply with monitoring and reporting policies designated by a Source Protection Plan. The Township of Wellington North 2020 Risk Management Official and Municipal Annual Reports were prepared and submitted to the appropriate authorities by February 1, 2021.



## Summary of Key Aspects

The Wellington County municipalities continue to implement source protection under the Wellington Source Water Protection partnership, [www.wellingtonwater.ca](http://www.wellingtonwater.ca). In 2020, progress continued in the implementation of source protection in the municipality.

A summary of key aspects of the Risk Management Official Report and Municipal Report are provided below.

In 2019, there were 5 development review notices issued per Section 59 of the Clean Water Act within the municipality. Additionally, Risk Management staff comments were provided on an additional 22 applications that did not require development review notices, for a total of 27 development applications (notices and comments) reviewed in the municipality. There were 32 Section 59 notices issued County wide and Risk Management staff comments on 257 additional development applications, County wide, for a total of 289 development applications (notices and comments) reviewed County wide in 2020. This represents an increase in the total number of development applications (notices and comments) reviewed County wide from 2019 (244) and an increase compared to the five year average of 258 development applications (notices and comments).

For the municipality, 2020 also represents an increase in the number of development notices issued and in comments from the previous year (15 in 2019) and the five year average of 17 development applications (notices and comments). In addition to the notices and comments provided, other applications were screened out by building or planning staff following Risk Management Official Written Direction provided by Wellington Source Water Protection.

In 2020, the source protection staffing complement was 2.0 full time equivalents, one co-op student for one term and with administrative support provided by the Township of Centre Wellington. All municipalities have, at a minimum, two staff members appointed as Risk Management Officials and Inspectors. These staff are well supported by the internal Wellington Source Protection Working Group which is comprised of other departmental staff from all eight Wellington municipalities including building officials, planners, water compliance staff, public works staff and Chief Administrative Officers. In 2020, the staffing complement was to increase to 3.0 full time equivalents with the approval of a Source Protection Coordinator position by the County of Wellington. Due to the COVID-19 pandemic, this position has been on hold since March 2020 and it is anticipated that this position will be filled in the first half of 2021. This position will take over some duties currently being conducted by our Risk Management Inspector and will assist the Risk Management Official in program administration.

Analysis continued on the threat verification data collected in previous years on residential, agricultural, industrial, commercial and institutional activities identified as potential significant drinking water threats in the approved Assessment Reports. Staff complete a variety of tasks to remove or confirm and then mitigate activities identified as potential significant drinking water threats in the approved Assessment Reports. These threat activities are existing and the analysis can involve desk top interpretation of air photos or GIS data, phone calls, review of municipal records, windshield surveys, site inspections by Risk

Management staff and if confirmed, then mitigation through septic inspection, prohibition and / or negotiation of risk management plans. As a result of this analysis, staff currently estimate approximately 17% of threat activities in the municipality still require action to either remove or confirm / mitigate the threat activities while 83% have been either removed or confirmed and mitigated. Note that the percentages are weighted equally between Source Protection Authorities to provide an overall municipal percentage. Please note that the % of threat activities increased in 2020 due to the start of the second round of septic inspections.

To support this threats analysis and to determine compliance, 21 inspections were conducted in the Township in 2020 all for compliance purposes (prohibition) with no contraventions found. County wide, 185 inspections were conducted in 2020 with 92% of inspections (170) being prohibition compliance inspections and 8% (15) of inspections conducted for threat activity verification or risk management plan negotiation purposes. Due to the COVID-19 pandemic and associated restrictions, health and safety protocols were implemented to ensure the safety of our inspectors and the regulated community. These protocols included a focus on outside and contactless inspections in 2020, mostly through the use of inspections from vehicles. The majority of the inspections (92%) were to ensure compliance with manure application and storage prohibitions and these types of inspections are well suited for contactless inspections. The remaining inspections were either mostly conducted prior to the pandemic restrictions beginning in March 2020 or were completed with strict protocols in place. During the first lockdown, one virtual inspection was also completed in the County.

Two Risk Management Plans were agreed to in 2020 and 25 are in the process of negotiation for the municipality. Cumulatively, there are 4 Risk Management Plans complete in the Township and 25 Risk Management Plans complete County wide. County wide, the number of Risk Management Plans in progress is 94. In 2020, COVID-19 was a major implementation challenge to the completion of RMPs since the state of emergency was declared in Ontario in March 2020. Since the declaration of emergency, the in-person work was immediately halted and our source protection staff have been working remotely with limited in-person negotiation of RMPs. Over the summer of 2020 County wide, some additional threat verification inspections / RMP negotiations were completed, however, overall this work was halted due to safety concerns for staff and in respect of the economic situation many of our businesses find themselves under. It is anticipated that COVID-19 impacts will continue in the first half of 2021 impacted RMP negotiation. As a result, a request to extend the deadline for RMPs has been submitted to the Source Protection Authority.

The following is a summary of the E and O results, County wide, for 2020.

One virtual training session was run for municipal staff. Four newspaper ads were run during the year on topics related to water conservation, salt and changes to the Source Protection Plans. Staff also attended 4 public meetings on Source Protection Plan updates and the Centre Wellington Tier 3 Community Liaison Group. Development reviews and limited inspections were conducted in 2020 that included educational material being provided directly to the proponents generally regarding the threats present, the process (development review, RMP, prohibition etc.) and property specific mapping. This was mostly related to development reviews and provided electronically where possible. In person

inspections were limited in 2020 where educational material was provided directly to proponents. Direct mailing to proponents related to negotiation of RMPs was halted in 2020. Both the limitation of inspections and the RMP mailings were due to the pandemic restrictions. Wellington Source Water Protection continues to maintain and update a website ([www.wellingtonwater.ca](http://www.wellingtonwater.ca)), ten fact sheets on specific topics and other print media (i.e. post cards to direct applicants to mapping). Social media posts on a variety of topics were either posted or re-shared by our municipalities' corporate channels. Often the content of these posts was from the Conservation Ontario social media calendar. Although work was started, in 2020, on delivering the communications products identified in the 2019 Wellington Source Water Protection communications plan, this work was put on hold starting in March 2020 due to the COVID-19 pandemic. This included drafting of three additional fact sheets. It is hoped, that this work will re-start sometime in 2021. Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. In 2020, due to the COVID-19 pandemic, the in-person Festival was cancelled. Staff continued to participate on the organizing committee, serving as co-chair and assisting with a number of difficult operational, financial and human resource related decisions due to the pandemic. In 2020, the Festival pivoted to the creation and delivery of a series of online videos showcasing the in person activity centres. These videos are grade specific and focus on one particular topic per video (ie water cycle) and are available at [www.wwcgf.com](http://www.wwcgf.com). Planning also began in 2020 for the 2021 Festival as it will also be in a virtual format.

In 2020, staff were involved in reviewing, authoring and/or participating in a significant number of Source Protection Plan amendments for the Grand River Source Protection Plan in the County. The amendments were primarily focused on policy updates and / or technical updates including a large update for the Grand River – Wellington County chapter as was reported previously to Council. The Grand River – Wellington County update included changes to the Assessment Report and Source Protection Plan and is anticipated to be in legal effect in 2021.

Tier 3 (water quantity) technical studies continue for Centre Wellington. Staff and consultants continued to participate in meetings and review for these studies in 2019. This project is led by the Grand River Source Protection Authority (GRCA) and funded by the Ontario Ministry of the Environment and Climate Change. The Township Risk Management Official participates on the project team along with the Source Protection Authority staff and the Province. The study area includes the Township of Centre Wellington, as well as parts of the Townships of Guelph/Eramosa, Wellington North, Mapleton and the Town of Erin. The Arthur water system is within the study area. In 2020, the technical work was completed and it was determined that the Arthur system and the Township is outside of the wellhead protection area – quantity and therefore, no policy requirements will apply.

The septic inspection program occurs on a five year cycle. The second round of inspections was scheduled to start in 2020, however, was postponed due to the COVID pandemic. Therefore, all septic inspections are currently outstanding and must be completed by 2025. If a septic system is present within well head protection area with a vulnerability score of 10 or within an issues contributing area for nitrates, a septic inspection is required every 5 years.

Staff provided comments on four regulatory proposals related to Ontario's water quantity framework, host municipality resolutions related to bottled water operations, changes regarding pumping tests and changes to the Clean Water Act's Director's Technical Rules. The Provincial Water Quantity Working Group also met twice in 2020 to discuss the three water quantity regulatory proposals.

Attached for your reference is summary table of source protection implementation for all municipalities in Wellington County (the County and seven, local municipalities). For further information, please contact Kyle Davis, Risk Management Official, 519-846-9691 ext 362 or [kdavis@centrewellington.ca](mailto:kdavis@centrewellington.ca)

*Note: The Source Water Protection information in this report was provided by Kyle Davis, Risk Management Official.*

Source Protection Annual Reporting Summary 2020 - Wellington County municipalities

| Reportables  | Centre Wellington  | Guelph/Eramosa | Mapleton | Puslinch | Wellington North | Erin | Minto | County of Wellington | Total |
|--|--|----------------|----------|----------|------------------|------|-------|----------------------|-------|
| Septic Inspection Program (Cumulative)   | Completed  | 0              | N/A      | 0        | 0                | 0    | 0     | N/A                  | 0     |
|  | Outstanding  | 24             | N/A      | 61       | 9                | 131  | 6     | N/A                  | 657   |
| Major Remedial Action  | Note that the septic inspection program occurs on a five year cycle. The second round of inspections was scheduled to start in 2020, however, was postponed due to the COVID pandemic. Therefore, all septic inspections are currently outstanding and must be completed by 2025. Also please note that in 2021, the number of septic inspections in Puslinch, Centre Wellington and Septic Socials  |                |          |          |                  |      |       |                      |       |
| Septic Socials   | Guelph / Eramosa will change due to updates to their wellhead protection areas.  |                |          |          |                  |      |       |                      |       |
| S59 Notices issued for Reporting Year  | 8  | 10             | 2        | 4        | 5                | 2    | 1     | N/A                  | 32    |
| Comments on Development reviews (in addition to notices) for Reporting Year        | 54   | 26             | 28       | 72       | 22               | 44   | 11    | N/A                  | 257   |
| Total Development Reviews and S59 Notices for the Reporting Year                   | 62   | 36             | 30       | 76       | 27               | 46   | 12    | N/A                  | 289   |
| Total Inspections for the Reporting Year (Section 62)                              | 35   | 46             | 21       | 1        | 21               | 49   | 12    | N/A                  | 185   |
| Inspections for Section 57 Prohibition for Reporting Year                          | 31   | 46             | 20       | 0        | 21               | 42   | 10    | N/A                  | 170   |
| Inspections for Section 58 Risk Management Plans for Reporting Year                | 4  | 0              | 1        | 1        | 0                | 7    | 2     | N/A                  | 15    |
| Contraventions during Inspections for Reporting Year                               | 1  | 0              | 0        | 0        | 0                | 0    | 0     | N/A                  | 1     |
| Inspection Summary   | County wide, 185 inspections were conducted in 2020 with 92% of inspections (170) being prohibition compliance inspections and 8% (15) of inspections conducted for threat activity verification or risk management plan negotiation purposes. Due to the COVID-19 pandemic and associated restrictions, health and safety protocols were implemented to ensure the safety of our inspectors and the regulated community. These protocols included a focus on outside and contactless inspections in 2020, mostly through the use of inspections from vehicles. The majority of the inspections (92%) were to ensure compliance with manure application and storage prohibitions and these types of inspections are well suited for contactless inspections. The remaining inspections were either mostly conducted prior to the pandemic restrictions beginning in March 2020 or were completed with strict protocols in place. During the first lockdown, one virtual inspection was also completed in the County. |                |          |          |                  |      |       |                      |       |
| Transport Pathway Notices  | 0  | 0              | 0        | 0        | 0                | 0    | 0     | N/A                  | 0     |
| % Threat Activities Removed or Managed since Source Protection Plan effective date | 77%  | 21%            | 60%      | 54%      | 83%              | 81%  | 81%   | N/A                  | 65%   |
| RMPs   | Cumulative Completed since SPP Effective Date  | 8              | 4        | 0        | 0                | 1    | 8     | N/A                  | 25    |
|  | Completed in Reporting Year  | 2              | 1        | 0        | 0                | 0    | 1     | N/A                  | 6     |
|  | In Progress  | 22             | 18       | 3        | 1                | 13   | 12    | N/A                  | 94    |
| Chemical Management Plan (Official Plan Section 4.9.5)                             | 0  | 4              | 1        | 0        | 1                | 1    | 1     | N/A                  | 8     |
| Completed in Reporting Year  | 0  | 1              | 1        | 0        | 0                | 0    | 0     | N/A                  | 2     |



Source Protection Annual Reporting Summary 2020 - Wellington County municipalities

| Reportables   | Centre Wellington   | Guelph/Eramosa | Mapleton | Puslinch | Wellington North | Erin                                   | Minto    | County of Wellington | Total |
|---|---|----------------|----------|----------|------------------|--|----------|----------------------|-------|
| Comments on Prescribed Instruments (Provincial Approval such as Permits to Take Water) or Provincial Projects | 6   | 1              | 0        | 2        | 1                | 2                                      | 0        | N/A                  | 12    |
| Education and Outreach  | <p>The following is a summary of the E and O results, County wide, for 2020.</p> <p>One virtual training session was run for municipal staff. Four newspaper ads were run during the year on topics related to water conservation, salt and changes to the Source Protection Plans. Staff also attended 4 public meetings on Source Protection Plan updates and the Centre Wellington Tier 3 Community Liaison Group. Development reviews and limited inspections were conducted in 2020 that included educational material being provided directly to the proponents generally regarding the threats present, the process (development review, RMP, prohibition etc.) and property specific mapping. This was mostly related to development reviews and provided electronically where possible. In person inspections were limited in 2020 where educational material was provided directly to proponents. Direct mailing to proponents related to negotiation of RMPs was halted in 2020. Both the limitation of inspections and the RMP mailings were due to the pandemic restrictions. Wellington Source Water Protection continues to maintain and update a website (<a href="http://www.wellingtonwater.ca">www.wellingtonwater.ca</a>), ten fact sheets on specific topics and other print media (i.e. post cards to direct applicants to mapping). Social media posts on a variety of topics were either posted or re-shared by our municipalities' corporate channels. Often the content of these posts was from the Conservation Ontario social media calendar. Although work was started in 2020, on delivering the communications products identified in the 2019 Wellington Source Water Protection communications plan, this work was put on hold starting in March 2020 due to the COVID-19 pandemic. This included drafting of three additional fact sheets. It is hoped, that this work will re-start sometime in 2021. Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. In 2020, due to the COVID-19 pandemic, the in-person Festival was cancelled. Staff continued to participate on the organizing committee, serving as co-chair and assisting with a number of difficult operational, financial and human resource related decisions due to the pandemic. In 2020, the Festival pivoted to the creation and delivery of a series of online videos showcasing the in person activity centres. These videos are grade specific and focus on one particular topic per video (ie water cycle) and are available at <a href="http://www.wvcgf.com">www.wvcgf.com</a>. Planning also began in 2020 for the 2021 Festival as it will also be in a virtual format.</p> |                |          |          |                  |  |          |                      |       |
| Road Signs (not including provincially installed signs)   | 0   | 0              | 0        | 0        | 11               | 0                                      | 15       | N/A                  | 26    |
| Emergency Management Plan   | Complete  | Complete       | Complete | Complete | Complete         | Complete                               | Complete | Complete             | 1     |
| Official Plan Update  | County Complete, Local not required   | Complete       | Complete | Complete | Complete         | County Complete, Local to be completed | Complete | Complete             | 1     |
| ZBL Update  | Complete  | Complete       | Complete | Complete | Complete         | Ongoing                                | Complete | N/A                  | 6     |
| Municipal By-laws Required (Sewer Use, Connection)  | N/A   | N/A            | N/A      | N/A      | Complete         | N/A                                    | Complete | N/A                  | 3     |

Source Protection Annual Reporting Summary 2020 - Wellington County municipalities

| Reportables                          | Centre Wellington  | Guelph/Eramosa   | Mapleton   | Puslinch   | Wellington North | Erin   | Minto | County of Wellington                    | Total |
|--------------------------------------|--|--|--|--|------------------|--|-------|---|-------|
| Tier 3 - Water Quantity Studies      | Centre Wellington Study: Risk Assessment report complete, Threats Management Strategy complete, Policy approaches and policy text consultation through Community Liaison Group and with stakeholders, Council resolutions complete   | GGET Study: Policy approaches final, Policy text drafted and Discussion and collaboration with project team (including City of Guelph, Provincial Ministries, adjacent municipalities) on draft policy text. | Centre Wellington Study: Risk Assessment report complete, Threats Management Strategy complete, Policy approaches and policy text complete, consultation through Community Liaison Group and with stakeholders, Council resolutions complete | GGET Study: Policy approaches final, Policy text drafted and Discussion and collaboration with project team (including City of Guelph, Provincial Ministries, adjacent municipalities) on draft policy text. | N/A              | GGET Study: Policy approaches final, Policy text drafted and Discussion and collaboration with project team (including City of Guelph, Provincial Ministries, adjacent municipalities) on draft policy text. | N/A   | See summaries for local municipalities. | 2     |
| Provincial Working Groups / Comments | Staff provided comments on four regulatory proposals related to Ontario's water quantity framework, host municipality resolutions related to bottled water operations, changes regarding pumping tests and changes to the Clean Water Act's Director's Technical Rules. The Provincial Water Quantity Working Group also met twice in 2020 to discuss the three water quantity regulatory proposals. |  |  |  |                  |  |       |   |       |

Source Protection Annual Reporting Summary 2020 - Wellington County municipalities

| Reportables  | Centre Wellington  | Guelph/Eramosa  | Mapleton   | Puslinch   | Wellington North   | Erin   | Minto  | County of Wellington                    | Total |
|--|--|---|--|--|--|--|--|---|-------|
| Source Protection Plan Amendments and Technical Projects (not including Tier 3 projects) | Grand River Section 34 update for new WHPAs and Issue Contributing Areas, policy and technical work including public consultation, Council resolutions and submission to Province. Technical support for Water Supply Master Plan and continued chloride sampling program. | Grand River Section 34 update for new WHPAs, policy and technical work including public consultation, Council resolutions and submission to Province. | Grand River Section 34 update for policy and technical work including public consultation, Council resolutions and submission to Province. | Region of Waterloo new WHPAs for quality delineated including separate Grand River Section 34 update that came into effect October 1. Grand River Section 34 update for policy and technical work including public consultation, Council resolutions and submission to Province. | Grand River Section 34 update for new WHPAs, policy and technical work including public consultation, Council resolutions and submission to Province. Consultation with and support on Section 36 updates for Saugeen. | Grand River Section 34 update for new WHPAs, policy and technical work including public consultation, Council resolutions and submission to Province. Technical support for Town Class EA on new Water Supply Wells. | Consultation with and support on policy amendments in Maitland. Consultation with and support on Section 36 updates for Saugeen. | See summaries for local municipalities. | 5     |
| Public Meetings in the Reporting Year  | Total number provided County wide, public meetings included public consultation for Source Protection Plan changes and Centre Wellington Tier 3 Community Liaison Group.   |   |  |  |  |  |  |   |       |
| Provincial Reporting (Annual Reports)  | 2  | 2   | 2  | 4  | 4  | 4  | 4  | 4                                       | 27    |

**Note:**

a) Please note due to COVID-19 restrictions, RMP work was paused for a large part of 2020.

b) Section 34 and Section 36 of the Clean Water Act outline amendment processes for the Source Protection Plans. Section 34 updates, generally, are focused updates related to updated technical work (i.e. new WHPAs) or updates to policies where there have been implementation challenges. Section 36 updates, generally, are broader updates related to changed provincial guidance, policy updates, updated technical work not already covered by a Section 34 updates. Timelines for Section 36 updates vary, however, are generally every 5 years and are preceded by development of a work plan outlining the tasks. Section 34 updates are completed as required.





## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021

**From:** Karren Wallace, Director of Legislative Services/Clerk

**Subject:** Report CLK 2021-005 BEING A REPORT ON ALTERNATE VOTING METHODS FOR THE 2022 MUNICIPAL ELECTION

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report CLK 2021-005 being a report on the use of alternate voting methods in the 2022 municipal election be received;

**AND FURTHER THAT** Council authorizes a vote by mail method for casting ballots in the 2022 municipal election;

**AND FURTHER THAT** Council authorizes the use of tabulators for counting ballots in the 2022 municipal election;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the by-law to authorize a vote by mail method of casting ballots in the 2022 municipal election;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the by-law to authorize the use of tabulators for counting ballots in the 2022 municipal election;

**AND FURTHER THAT** the Clerk shall, by December 31, 2021 prepare procedures and rules for the vote by mail method of casting ballots in the 2022 municipal election and provide these procedures and rules to the public by posting them on the municipal website.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2017-008 being a report on the use of alternate voting methods

### BACKGROUND

The 2022 municipal election will be held on Monday October 24.

There are numerous voting methods available with respect to conducting municipal elections including the traditional method of paper ballots and polls, internet voting, vote by mail, manual count or the use of tabulators, or a combination of any methods. Staff are recommending a vote by mail method of casting ballots in the 2022 election using tabulators to count the ballots. This method was used in 2018.

In 2018, all Ward Councillors were acclaimed. In the race for Mayor, there were 3,437 ballots cast (42.73%) using vote by mail with tabulators. In the 2015 Ward 3 by-election there were 517 votes cast (48.27%) using vote by mail with a manual count. In 2014, there were 3,400 ballots cast (38.24%) using a traditional paper ballot method with tabulators.

The benefits of a vote by mail method of casting ballots and using tabulators to count ballots includes:

- Weather would not play a role in voter turn out
- no need for proxy voting or advance polls
- no outside election staff would need to be hired as municipal employees would be able to do the count with the tabulators
- all accessibility requirements would be met
- with uncertainty of COVID this would be a proactive measure
- a tabulator count is much faster than a manual count
- training on the use of the tabulators is minimal

### Methods of voting for Wellington County municipalities in 2018

|                   | VOTE BY MAIL | TABULATORS | PAPER BALLOT | MANUAL COUNT | INTERNET |
|-------------------|--------------|------------|--------------|--------------|----------|
| Mapleton          | X            | X          |              |              |          |
| Erin              | X            | X          |              |              |          |
| Guelph Eramosa    | X            | X          |              |              |          |
| Minto             | X            |            |              | X            |          |
| Puslinch          |              | X          | X            |              |          |
| Centre Wellington |              |            |              |              | X        |

### Voter Fraud

It is important to note that Section 89 of the *Municipal Elections Act* provides that individuals have certain responsibilities and can face penalties if they:

- vote without being entitled to do so;
- vote more times than this allowed;
- induces or procures a person to vote when that person is not entitled to do so,
- without authority, supplies a ballot to anyone;
- delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- takes a ballot away from the voting place;

Voter fraud is a serious crime and the general penalties as set out in Section 94.1(1) of the *Municipal Election Act* are as follows:

- for any offence, a fine of not more than \$25,000.
- for any offence other than a corrupt practice, the penalties described in subsection 80 (2) as it applies directly to candidates
  - the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
  - until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies
- for an offence under section 90, imprisonment for a term of not more than six months.
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

Additionally it is an offence under the Criminal Code of Canada to steal mail or open mail that does not belong to the individual who opens it.

Voter impersonation, coercion and fraud are concerns which are mitigated through the design of any voting system.

### FINANCIAL CONSIDERATIONS

The cost of the 2018 municipal election was \$45,620.95 (\$5.64 per elector)

It is anticipated the cost of the 2022 election would be \$47,000.00

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Karren Wallace, Director of Legislative Services/Clerk | <i>Karren Wallace</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer           | <i>Michael Givens</i> |



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021  
**From:** Karren Wallace, Director of Legislative Services/Clerk  
**Subject:** Report CLK 2021-007 Restricted Parking on Mount Forest Drive

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report CLK 2021-007 being a report on Restricted Parking on Mount Forest Drive;

**AND FURTHER THAT** Council rescinds resolution 2021-021 as follows:

THAT the Council of the Corporation of the Township of Wellington North direct staff to bring a by-law to the February 8, 2021 Regular Council Meeting implementing a tow away zone on Mount Forest Drive.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2021-003 being a report on Restricted Parking on Mount Forest Drive

### BACKGROUND

At the January 25, 2021 meeting, in response to concerns about parking on Mount Forest Drive, Council passed the following resolutions:

#### RESOLUTION 2021-020

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-003 being a report on Restricted Parking on Mount Forest Drive;*  
*AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law to restrict parking on Mount Forest Drive.*

#### RESOLUTION: 2021-021

Moved: Councillor Yake  
 Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North direct staff to bring a by-law to the February 8, 2021 Regular Council Meeting implementing a tow away zone on Mount Forest Drive.*

In discussions with the Wellington County OPP and the County of Wellington subsequent to the January 25, 2021 meeting, we were advised that it would be their preference to keep the street as a designated no parking zone and let the police use their discretion as to whether towing would be appropriate.

The parking by-law as it is written does contain a towing provision:

7. Where a vehicle is found parked in contravention of any of the parking provisions of this by-law, a police officer may in addition to attaching a parking infractions notice to

the vehicle, cause the vehicle to be taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, shall be a lien upon the vehicle which may be enforced in the manner provided in Part III of the Repair and Storage Liens Act.

No parking signs have been ordered and will be installed once we have them after which the OPP can start enforcement.

### FINANCIAL CONSIDERATIONS

There is no financial implication in receiving this report.

### ATTACHMENTS

N/A

### STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Karren Wallace, Director of Legislative Services/Clerk | <i>Karren Wallace</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer           | <i>Michael Givens</i> |



## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021

**From:** Karren Wallace, Director of Legislative Services/Clerk  
Mandy Jones, Community Recreation Coordinator  
Chanda Riggi, Manager of Human Resources  
Dale Small, Economic Development Officer

**Subject:** Report CLK 2021-008 Volunteer Engagement

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive report CLK 2021-008 being a report on Volunteer Engagement;

**AND FURTHER THAT** Council support the recommendations outlined in this report as follows:

- Enhance the Volunteer webpage on the Township of Wellington North website.
- Link PINnetwork.ca as an option for individuals seeking opportunities.
- Showcase stories on the website of volunteer appreciation in the community.
- Create a campaign with community storytelling, describing volunteer opportunities and celebrating local volunteers.
- Develop ongoing outreach: via zoom, in-person presentations, training, and events to engage with community.
- A National Volunteer Week proclamation, messages from Mayor and Council, volunteer appreciation certificate from Township.
- Place a thank you in the local newspapers during volunteer week.
- Host a Volunteer Appreciation event in conjunction with Culture Days
- Host a Mayors Breakfast/Lunch, attended by volunteers.

**AND FURTHER THAT** council support a \$10,000.00 financial contribution for implementation from the Council Special Projects

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

PIN presentation to Council September 28, 2020

CLK 2019-033 being a report on Wellington North Volunteer Strategy working with PIN

CLK 2019-028 being a report on Wellington North Volunteer Strategy

## BACKGROUND

During the Council Open Forum July 8, 2019 staff were directed to give consideration to a volunteer recognition program and report to council with costing and ideas as to how the Township could support a recruiting process. On August 12, 2019 a staff report was presented to Council where staff received direction to connect with the People and Information Network (PIN) of Guelph. On November 4<sup>th</sup>, 2019 Council entered into an agreement with the People and Information Network for the purpose of completing a volunteer engagement project.

This project would provide a better understanding of the volunteer dynamic in our community and determine the level of support our service clubs and organizations required. The three main pillars of the project were:

1. Volunteer Engagement, Recruitment and Retention
2. Volunteer Management and Succession Planning Initiatives
3. Volunteer Recognition Program

The results of that work were shared with Council on September 28, 2020 via a presentation from the People Information Network (originally scheduled for April 6, 2020). Due to COVID, the follow-up community dialogue event was moved online on November 24, 2020, where stakeholders from various volunteer organizations were engaged virtually. This virtual event shared the results of the research for the purpose of soliciting more concrete and specific feedback, which was used in the compilation of recommendations to Council, the results of which are included in the final report. A final report from the People Information Network was Received on January 15, 2021 that included recommendations under each pillar.

When reviewing the recommendations PIN included in the Final Report, staff took into consideration financial constraints and internal capacity. The Project team felt the following recommendations can be implemented over the next year with existing staff. Once implemented, the recommendations would require continual funding to ensure the programs success.

### Recommendations

- Online repository of Volunteer Opportunities
    - Enhance the Volunteer webpage on the Township of Wellington North website.
    - Link PINnetwork.ca as an option for individuals seeking opportunities. PIN is a membership-based charity, however, does have roles that cover the entire county.
    - Showcase stories on the website of volunteer appreciation in the community.
  - Create a campaign with community storytelling, describing volunteer opportunities and celebrating local volunteers. Through a partnership with 88.7 The River.
  - Develop ongoing outreach: via zoom, in-person presentations, training, and events to engage with community. Through a partnership with PIN as a series of volunteer engagement training sessions.
-

- Offer a National Volunteer Week proclamation, messages from Mayor and Council, volunteer appreciation certificate from Township.
- Place a thank you in the local newspapers during volunteer week.
- Host a Volunteer Appreciation event in conjunction with Culture Days
- Host a Mayors Breakfast/Lunch, attended by volunteers

### FINANCIAL CONSIDERATIONS

The project team feels that the Volunteer Program will require an annual financial commitment of \$10,000. The approximate break-down of costs is as follows:

\$2,500 Webpage Upgrades and PIN membership  
 \$1,200 Community Storytelling (12 radio sponsorships)  
 \$2,000 PIN Volunteer Engagement Training Sessions (4 per year)  
 \$1,000 Newspaper  
 \$1,300 Volunteer Appreciation event during Culture Days 2021  
 \$2,000 Mayors Volunteer Breakfast/Lunch (4 per year)

### ATTACHMENTS

- Township of Wellington North Volunteer Engagement Consultation Final Report and Recommendations by PIN – The People and Information Network

### STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

|                     |   |   |
|---------------------|---|---|
| <b>Prepared By:</b> | Karren Wallace, Director of Legislative Services/Clerk<br>Mandy Jones, Community Recreation Coordinator<br>Chanda Riggi, Manager of Human Resources<br>Dale Small, Economic Development Officer | <i>Karren Wallace</i><br><i>Mandy Jones</i><br><i>Chanda Riggi</i><br><i>Dale Small</i> |
|---------------------|---|---|

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer | <i>Michael Givens</i> |
|------------------------|--|-----------------------|





**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021  
**From:** Karren Wallace, Director of Legislative Services/Clerk  
**Subject:** Report CLK 2021-009 Closed Meeting Investigation Policy

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive CLK Report 2021-009 being a report the Closed Meeting Investigation Policy;

**AND FURTHER THAT** Council approves the amended Closed Meeting Investigation Policy

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2020-019 being a report on the appointment of a Closed Meeting Investigator  
 Report CLK 2018-056 being a report on the Closed Meeting Investigator  
 Report CLK 2017-045 being a report on the Closed Meeting Investigator  
 Report CLK 2016-079 being a report on the Closed Meeting Investigator  
 Report CLK 002-2015 being a report on the Closed Meeting Investigator

### BACKGROUND

At the October 26, 2020 meeting of Council Resolution 2020-325 was adopted approving the Ontario Ombudsman as the Closed Meeting Investigator for the Township of Wellington North.

As such the Closed Meeting Investigation Policy needed to be updated.

### FINANCIAL CONSIDERATIONS

There are no financial implications in receiving the report or approving the recommendation. The Ombudsman's investigations are conducted at no cost to those who complain or to municipalities or local boards.

### ATTACHMENTS

- Policy 4.15 amended Closed Meeting Investigation Policy

**STRATEGIC PLAN 2019 - 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

**Prepared By:**

Karren Wallace, Director of Legislative  
Services/Clerk

*Karren Wallace*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*



# TOWNSHIP OF WELLINGTON NORTH

## CLOSED MEETING INVESTIGATION POLICY

|                       |   |                              |   |
|-----------------------|---|------------------------------|---|
| <b>DEPARTMENT</b>     | CLERK   | <b>POLICY NUMBER</b>         | 4.15                                    |
| <b>EFFECTIVE DATE</b> | January 27, 2015  | <b>LEGISLATIVE AUTHORITY</b> | <i>Municipal Act, 2001, Section 239</i> |
| <b>APPROVED BY:</b>   | Blanket Resolution 2015-345, August 10, 2015<br>(Original Resolution 2015-32) |                              |   |

### **POLICY**

The Township of Wellington North is committed to ensuring that a request for an investigation under Section 239 of the Municipal Act, 2001 as amended is dealt with in a fair, open and expeditious matter.

The Township commits to full co-operation including the provision of all information requested by the Investigator, either written or through interviews, to assist the Ombudsman in his investigations.

The Township commits to including any report received from the Ombudsman related to an investigation under the Act, on a public agenda and to review such report in an open public meeting of Council or a Committee of Council.

This policy shall be posted on the Township's website [www.wellington-north.com](http://www.wellington-north.com) and available from the Clerk's Office 7490 Sideroad 7 West, P. O. Box 125, KENILWORTH, ON N0G 2E0 or by contacting the Clerk at 519-848-3620, ext. 4227 or email: [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

This policy applies to all Boards and committees of Council as defined in the Municipal Act.

### **COMPLAINTS PROCEDURE:**

Members of the public, including corporations, may submit complaints to the Ontario Ombudsman relating to compliance with the Act or the Municipal Procedural By-law for meetings or part of meetings that are closed to the public.

All complaints will be treated as confidential, unless authorization is given by the complainant to release his or her identity.

For more information on the procedure: <https://www.ombudsman.on.ca/have-a-complaint/who-we-oversee>

Complaints may be submitted here: [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca)

or otherwise in writing by mail directly to:  
Office of the Ombudsman of Ontario 483 Bay St.  
10th floor, South Tower Toronto ON M5G 2C9

Inquiries only may be submitted by email to: [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca)  
or by telephone at 1-800-263-1830 during regular office hours.



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of February 8, 2021

**From:** Michael Givens, CAO

**Subject:** CAO 2021-001 Pre-Servicing Policy, Application and Agreement

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive report CAO 2021-001 being a report on Pre-Servicing Policy, Application and Agreement;

**AND FURTHER THAT** Council approves the Pre-Servicing Policy in substantially the same form as the attached Appendix 1;

**AND FURTHER THAT** Council direct staff to amend the Fees and Charges By-Law to include the \$7,000.00 Pre-servicing Application fee.

### PREVIOUS PERTINENT REPORTS

N/A

### BACKGROUND

As the township continues to grow and developers submit plans of subdivision or other development proposals, some developers request authorization to proceed at their own cost with pre-servicing works on their lands in advance of Plan of Subdivision or other required planning approvals.

Draft Plan of Subdivision Approval assigns several conditions to the developer. In some instances, it can take the developer months or even years to clear all the conditions. With limited construction seasons and sometimes limited access to specialty construction firms capable of completing servicing works (earth, roads, drainage, stormwater, water, wastewater), developers will approach the Township about proceeding with these works before all final planning approvals are in place. Historically township staff have dealt with this as one offs. We have tried to balance the developers want to move ahead, while protecting the interests of the township.

To create a level of consistency, transparency, and mitigate risk, township staff have worked with the township solicitor to prepare a pre-servicing policy, application, and agreement to clarify and streamline the process for both the developer and the township.

Council will still have the final approval on pre-servicing agreements and the draft agreement makes it clear to the developer they are proceeding at their own risk.

Township Notice policy provides that when passing or amending the fees and charges by-law we are required to give notice 14 days in advance of the passing.

### FINANCIAL CONSIDERATIONS

**Application fee- \$7000.00**

**Township will need to add this to the Fees and Charges By-law.**

Fee is used to cover administrative and professional costs related to the processing and review of the applications.

Developer will also be required to provide appropriate securities reflecting the cost of the proposed works to protect the interests of the township.

### ATTACHMENTS

Appendix 1 – Wellington North Pre-Servicing Policy

Appendix 2 – Wellington North Pre-Servicing Application

Appendix 3 – Wellington North Pre-Servicing Agreement (draft)

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

**Prepared By:** Michael Givens, CAO

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



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1.866.848.3620 FAX 519.848.3228

Plan to  
Simply Explore.  
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## PRE-SERVICING AGREEMENT POLICY

|                |   |                       |  |
|----------------|---|-----------------------|--|
| DEPARTMENT     |   | POLICY NUMBER         |  |
| EFFECTIVE DATE |   | LEGISLATIVE AUTHORITY |  |
| APPROVED BY:   | BY-LAW OR RESOLUTION OR DEPARTMENT HEAD |                       |  |

### Policy Statement and Rationale:

It is the purpose of this policy to establish the requirements for pre-servicing of vacant lands prior to the execution of a subdivision agreement throughout the Township of Wellington North.

### Scope:

This policy shall apply to all requests for pre-servicing of vacant lands which have been granted draft plan approval.

### Definitions:

In reading and interpreting the Pre-Servicing of Subdivision Lands policy, the following definitions apply:

- a) "Township" means The Corporation of the Township of Wellington North
- b) "Owner" means the party who wishes to install services as a requirement of draft plan approval.

### Policy:

#### 1.0 Request for Pre-Servicing Agreement

- 1.01 Staff of the Operations Department shall review in consultation with the Building Department the requests for pre-servicing submitted by Owners.
- 1.02 The Owner shall acknowledge in writing in the request for pre-servicing that:
  - a) the pre-servicing work will be completed solely at owners' risk and peril;

- b) the Township will assume no responsibility for any work that has commenced;
- c) the Owner is willing to indemnify the Township with respect to all matters pertaining to the pre-servicing;
- d) nothing contained within the Pre-Servicing application; Pre-Servicing Policy or Pre-Servicing Agreement shall constitute a planning approval pertaining to the property and that all documents are without prejudice to the public planning process and staff approval process;

1.03 The Owner shall acknowledge in writing in the request for pre-servicing that the pre-servicing agreement will not permit any connections to any existing sewers or water services. In addition, the Owner shall acknowledge that there will be no installations of any services within the Township's right-of-ways.

## **2.0 Requirements**

2.01 The following items must be submitted with the pre-servicing request:

- A draft copy of the pre-servicing agreement prepared by the Owner and the Owner's Consulting Engineer;
- A written acknowledgement from the Owner's Consulting Engineer addressed to the Township stating that the Consulting Engineer understands the obligations to the Township of the pre-servicing agreement;
- If applicable, a letter of indemnification to the Township identifying that the other Utility Plan(s) and Landscaping Plans are still outstanding from the engineering submission and that the Owner is proceeding at his or her sole risk on that basis;
- An irrevocable letter of credit or banker's draft for the securities (details noted in 2.03 below);
- A certificate of public liability insurance in an amount not less than \$5,000,000 to protect the Owner and the Township jointly against loss, damage, or injury to persons or property caused directly or indirectly by reason of the Owner undertaking development of the lands (details noted in 2.04 below);
- A Construction Management Plan addressing the erosion and sediment controls, the construction traffic routing plan, and the detailed construction schedule, including the coordination of the preconstruction meeting with the Township staff, Township Engineer, Owner's Consulting Engineer, and the Contractor;
- A copy of the Ministry of the Environment, Conservation and Parks approval for municipal services;
- A copy of the Conservation Authority written confirmation of clearance; and
- Four hard copies and one electronic copy of the complete "issued for pre-servicing" sets of engineering drawings.

- 2.02 The Township Engineer and Operations Department must approve the pre-servicing proposal prior to the execution of the pre-servicing agreement.
- 2.03 The Owner will submit security in the amount of 100 percent of the total estimated cost of the works along with an executed Pre-Servicing Agreement. If, in the sole opinion of the Township, there is a default under the terms of the Agreement, the securities may be drawn or cashed in whole or in part to cover the costs incurred by the Township in remedying the default or in addressing an emergency situation. The security will be used to secure the site with any required fencing, vegetative cover, or grading if the Owner does not enter into a subsequent subdivision or development agreement.
- 2.04 The Owner will also supply an indemnification in the pre-servicing agreement along with proof of liability insurance in the amount of at least \$5,000,000 with the Township being named as a co-insured.

### **3.0 Procedures**

- 3.01 If an Owner wishes to pre-service a property, he or she will make a request to the Chief Building Official.
- 3.02 The Development Clerk will provide the application and a template of the pre-servicing agreement as requested, to the owner.
- 3.03 The Owner shall submit the draft pre-servicing application and agreement along with the required items listed in Section 2.0 to the Development Clerk for review by the Township.
- 3.04 The Director of Operations will report to the Mayor and Council that the Owner has met the requirements, and the Township may execute the agreement.

### **4.0 Delegated Authority**

- 4.01 For the purpose of permitting pre-servicing, the authority to execute a pre-servicing agreement is hereby delegated to the Mayor and Clerk.

#### **Revision History:**

Proposed Date of Review:

| <b>Revision</b> | <b>Date</b> | <b>Description of changes</b> | <b>Requested By</b> |
|-----------------|-------------|-------------------------------|---------------------|
| 0.0             |             |                               |                     |



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PRE-SERVICING AGREEMENT APPLICATION 2021-**

Development Services

7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

|                        |                |
|------------------------|----------------|
| <b>Office Use Only</b> | Fee _____      |
| Date Received _____    | File No. _____ |

### **Introduction**

An application for approval of a Pre-Servicing Agreement is required to be submitted if an applicant is proposing to construct on site works prior to completion of the registration process for a Plan of Subdivision by the Township of Wellington North.

### **Fees**

Each application must be accompanied by the application fee in the amount of \$7,000.00. This fee has been established by the Township's Fees and Charges By-law and is used to cover administrative and professional costs related to the processing and review of this application. Please note that the Township may require additional costs from the applicant depending on the scope and complexity of issues raised in processing this application. Approved applicants will also be required to provide security as per the Pre-Servicing Agreement Policy and Agreement.

### **Required Documents**

Please submit the following with this completed application:

- Copy of Survey
- Copy of Deed of Transfer showing the legal description of the subject lands and name(s) of registered owner of the property and any/all Mortgages
- Copy of Engineering Letter of Retention
- One (1) copy of Engineering Drawings including Grading and Drainage Plan, Site Rehabilitation Plan, Access Control Plan, and Phasing Plan if applicable
- One (1) copy of technical reports
- Cost Estimate (including the cost of works required for site controls and rehabilitation)
- One (1) digital copy of all drawings and reports in Adobe Acrobat.pdf format
- Copy of all applicable agency clearance letters or approval documents.  
E.g. MECP EA approvals

**It is the responsibility of the applicant to provide the appropriate documents to the applicable Conservation Authority and other external agencies.**

**Applicants are required to submit the Pre-Servicing Agreement Application, Required Documentation, and the Required Fee for a complete submission to the Township. Refer to current Township of Wellington North Municipal Servicing Standards for details specific to design and construction supervision of Municipal Services.**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PRE-SERVICING AGREEMENT APPLICATION 2021-**

Development Services

7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

**1. PROPERTY INFORMATION**

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Municipality: \_\_\_\_\_ Lot / Concession: \_\_\_\_\_

Registered Plan: \_\_\_\_\_ Assessment Roll Number: \_\_\_\_\_

Access:  Provincial Highway  County Road  Local Road  Private  Other

Dimensions of Subject Property (in metric units)

Frontage \_\_\_\_\_ metres

Average Width \_\_\_\_\_ metres

Depth \_\_\_\_\_ metres

Area \_\_\_\_\_ hectares

**2. OWNERSHIP INFORMATION**

Registered Property Owner (Full Name): \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name & Email: \_\_\_\_\_

**3. APPLICANT INFORMATION (required if Applicant is NOT the Owner)**

Applicant Name (If Applicable): \_\_\_\_\_

Applicant is:  Agent  Solicitor  Planning Consultant  Contractor  Architect  Other

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name & Email: \_\_\_\_\_

Communications should be sent to  Applicant  Owner  Agent

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PRE-SERVICING AGREEMENT APPLICATION 2021-  
Development Services  
7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

**4. CURRENT LAND USE**

Describe the current uses on the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Land Use Designation in the Official Plan: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Number of existing Units/Blocks: \_\_\_\_\_

Number of current Buildings: \_\_\_\_\_

**5. PROPOSED LAND USES**

Describe the proposed uses on the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Land Use Designation in the Official Plan: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Number of proposed Units/Blocks: \_\_\_\_\_

Number of proposed Buildings: \_\_\_\_\_

Is the subject land currently the subject of a proposed Official Plan Amendment, Zoning By-law Amendment, Minister’s Zoning Order or Minor Variance? Yes  No

Application No.: \_\_\_\_\_

Ontario Registration Number and status: \_\_\_\_\_

Has there ever been an industrial or commercial use, including gas station on the subject lands or adjacent lands? Yes  No  Specify: \_\_\_\_\_



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**PRE-SERVICING AGREEMENT APPLICATION 2021-**  
Development Services  
7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

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**7. PROPOSED PRE-SERVICING WORKS**

Please checkmark below to identify works proposed to be completed through this pre-servicing agreement application:

- Earth Works including \_\_\_\_\_
- Drainage Works including \_\_\_\_\_
- Underground Servicing including \_\_\_\_\_
- Road Works including \_\_\_\_\_

For any additional questions or concerns, please contact the Director of Operations.

Alternative formats are available upon request.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PRE-SERVICING AGREEMENT APPLICATION 2021-**

Development Services

7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

**Declaration of Owner or Authorized Agent**

I/we \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ in the County/Region of \_\_\_\_\_  
hereby apply, as previously specified, to the Corporation of the Township of Wellington North. It is expressly understood that this application is in regard only to the lands described, and is made pursuant to the provision of The Planning Act, 1990. I understand that the personal information on this form is being collected pursuant to the Planning Act, R.S.O., 1990 c.P.13 and will be used in relation to the processing of this development application. I solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DATED at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
(Signature of Applicant)

**DECLARED before me at the )**  
\_\_\_\_\_ of \_\_\_\_\_ )  
**in the \_\_\_\_\_ of \_\_\_\_\_ )**  
**this \_\_\_\_ day of \_\_\_\_\_ 202\_\_ )**

\_\_\_\_\_  
(Signature of Commissioner)

**The personal information on this form is being collected pursuant to the Planning Act, R.S.O., 1990 and will be used in relation to the procession of this consent application. If you have any questions, please ask at the Wellington North Township Office.**

\_\_\_\_\_  
A Commissioner, etc.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PRE-SERVICING AGREEMENT APPLICATION 2021-**

Development Services

7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

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**Freedom of Information and Privacy**

Personal information contained in this form, collected and maintained pursuant to Section 53 of the *Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be all public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application, or at the request of the third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Legislative Services at the Township of Wellington North at 519-848-3620 ext. 4227.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PRE-SERVICING AGREEMENT APPLICATION 2021-  
Development Services  
7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario, N0G 2E0

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**Owner's Authorization**

Applicable if an Agent is making this application on your behalf

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

**Please note:**

If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I/We, \_\_\_\_\_ the undersigned being the Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_ to act as my Agent with respect to the preparation and submission of this Application.

\_\_\_\_\_  
Signature of Owner  
(if Corporation, I have the authority to bind the Corporation)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



## SUBDIVISION PRE-SERVICING AGREEMENT

THIS AGREEMENT made this **xx<sup>th</sup>** day of **XXX, 202X**.

**B E T W E E N:**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

(the “Township”)

- and -

**XXXX**

(the “Owner”)

**WHEREAS:**

- A. The Owner is the owner of the lands described in Schedule “A” (the “Owner’s Lands”);
- B. The Township is the owner of the streets and storm water management pond from which the Owner’s Lands are to be serviced and as described in Schedule “B” (the “Township Lands”);
- C. The County of Wellington Planning and Land Division Committee has approved **INSERT PLAN OF SUBDIVISION** pursuant to the County of Wellington Notice of Draft Approval dated **xxx xx, xxx** (the “Development Lands”) subject to the conditions of approval as attached at Schedule “C” (the “Conditions of Approval”);
- D. The Conditions of Approval requires the Owner to enter into agreements with the Township for the provision of municipal services and the development of the Development Lands (this “Agreement”);
- E. The Owner wishes to commence installation of certain works within the proposed plan of subdivision prior to the execution of the subdivision agreement, such works as described in Schedule “D” (the “Works”); and,
- F. The Township is prepared to permit the Owner to commence installation of the Works as requested, in accordance with the following terms and conditions.

NOW THEREFORE in consideration of the premises and terms contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the parties agree as follows:

1. **Permission.** The Township hereby grants permission for the Owner to commence installation of the Works on or in the Owner’s Lands, within the proposed plan of subdivision prior to the execution of the subdivision agreement.
2. **Acknowledgment of Owner.** The Owner acknowledges that:
  - (i) by proceeding with the Works in advance of execution of the subdivision agreement, it is doing so totally at its own risk;

- (ii) proceeding with the Works in advance of execution of the subdivision agreement, is not based upon any representation from the Township as to when any remaining site servicing for the development may be provided;
  - (iii) by granting this permission, the Township makes no representation that the Owner is not required to comply fully with all applicable conditions of approval of the plan of subdivision, prior to receipt of final approval and tender for registration of the plan of subdivision; and,
  - (iv) by granting this permission, the Township makes no representation that the Township is not able to impose further conditions of subdivision prior to final approval.
3. **Compliance with By-laws, Rules and Regulations.** The Owner agrees to comply with all federal, provincial and municipal laws, rules, regulations and by-laws.
  4. **Hours of Installation.** The Owner agrees to limit the hours of installation of the Works within the proposed plan of subdivision from 7:00 a.m. to 6:00 p.m. or such other hours as set by the Township.
  5. **Right of Entry.** The Owner agrees to allow the Township, its employees, servants and agents, to enter the Owner's Land within the proposed plan of subdivision at all reasonable times and for all reasonable purposes, including and without limiting the generality of the foregoing; for all necessary inspections, to correct any deficiencies and to eliminate any nuisances arising from or relating to the installation of the Works.  
  
The Owner shall forthwith, upon demand, pay the Township for all costs incurred by the Township in undertaking any of the aforesaid actions.
  6. **Indemnification.** The Owner shall and does hereby indemnify and save harmless the Township and its servants, agents and employees from all damages, actions, causes of actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of the installation of the Works within the proposed plan of subdivision by the Owner, including, without limitation, damages to existing municipal infrastructure, and the costs to rectify deficiencies and eliminate any nuisances (including the clean-up of existing roads).
  7. **Withdrawal of Permission.** The Township may withdraw its permission for the installation of the Works, at any time, if the Township, in its sole opinion, deems it to be in the best interests of the Township. Upon such withdrawal, the Owner shall forthwith cease further work with respect to the Works on or in the Owner's Land within the plan of subdivision.
  8. When, pursuant to paragraph 7 above, the Township withdrawn its permission, the Owner agrees that it shall have no claim whatsoever against the Township with respect to this Agreement, the permission granted or any installation of the Works performed prior to withdrawal of the permission.
  9. **Revocation of Grant.** In any event, this grant of permission shall be automatically revoked upon registration of the plan of subdivision on title to the Lands.

10. **Construction of the Works.** The Owner covenants and agrees to construct the Works including the installation of water service, sanitary sewer, storm sewer, hard surface roadway treatment, curbs, gutter, sidewalk and other municipal services pursuant to the plans described in Schedule “D” (the “Works”), in accordance with the engineer’s drawings and to the standard and satisfaction of the Township. The Owner covenants and agrees to submit the tender package for the Works including drawings and specifications to the Township for its approval prior to release of the tender package.
11. The Parties estimate the costs of works as detailed in Schedule “E” (the “Estimated Costs of the Works”). The Owner shall pay 100% of the Estimated Costs of Works as detailed in Schedule “E” and agrees to pay for the entire actual costs even if such costs are greater than the estimate in Schedule E.
12. **Siltation and Erosion Control.** The Owner agrees to complete the Works as required by the Agencies where they relate to pre-servicing and construction activities, and to provide and maintain all siltation and erosion control facilities during and after construction to the satisfaction of the Township, the Conservation Authority and the Ministry of Natural Resources and Forestry.
13. **Stormwater Flows and Sediment Wash-Off.** The Owner covenants and agrees to take any and all necessary steps, to the satisfaction of the Township, to ensure that stormwater flows and sediment wash-off is controlled to the extent that downstream lands are protected from nuisance and/or damage.
14. **Locates.** The Owner covenants and agrees to locate any utilities to the satisfaction of the Township.
15. **Signage.** The Owner agrees to construct, at its expense, signs at each access point to the Lands stating that the property is “PRIVATE PROPERTY” and “NO ACCESS IS PERMITTED AT ANY TIME”. The signs shall be at least 1.2 metres by 1.2 metres and the lettering and colouring shall be to the Township’s satisfaction. The signs shall not be removed until the Subdivision Agreement has been executed at which time signs as required by the Subdivision Agreement must be posted in their place. The Owner acknowledges that all roads on the Lands are private roads and the Township is under no obligation to assume or maintain them.
16. **Engineering Inspection.** During construction and installation of the Works, the Owner shall have on-site engineering inspection in place to the satisfaction of the Township to ensure compliance with the required and approved engineer’s plans.
17. **Security.** Prior to the commencement of construction of the Works and obligations required under this Agreement, the Owner shall file with and deliver to the Township either a banker’s draft made payable to the Township or an irrevocable Letter of Credit from a Canadian chartered bank or other financial institution satisfactory to the Township, to guarantee all the provisions of this Agreement pertaining to the Works (the “Security Deposit”). The Security Deposit shall be equivalent to 100% of the Estimated Costs of the Works.

18. Upon substantial completion of the Works including sanitary services, water services, storm services, catch basins, catch basin laterals, curbs, gutters, sidewalks, gravel road platform, subdrain, base lift of asphalt, and all other road and servicing work, the Owner may submit in writing to the Township an application for a reduction of the securities amount. Said application must be accompanied by a certification letter from the Owner's Engineer, that confirms the completed Works have been constructed in accordance to the approved drawings (Schedule "D") and the Township of Wellington North's Municipal Servicing Standards, along with the Owner's submission of a Statutory Declaration of Accounts Paid in a format that is acceptable to the Township. Within 20 days of the request, the Township Engineer shall examine the constructed Works and issue to the Township a letter of recommendation regarding securities reductions. Examination is subject to suitable site conditions as determined by the Township. The value of the reduction shall be established by the Township Engineer based on Schedule "E" and based on the value of the Works remaining to be completed by the Owner plus ten percent (10%) of the value of the Works completed to the date of the application. At no time shall the securities value be less than \$30,000 throughout the maintenance period. No further reductions will be permitted until the maintenance period has expired and all deficiencies rectified by the Owner in accordance with paragraphs 20 and 21 below.
19. The Security Deposit shall be kept in full force and effect until such time as the Owner's engineer confirms and the Township accepts that:
  - (i) the Owner has constructed the Works, the maintenance period has expired and all remedial work and deficiencies have been corrected as described in paragraph 21 below;
  - (ii) the Owner has completed the grading as described in paragraph 15; and
  - (iii) the Owner has performed all of its obligations under this Agreement; or,
  - (iv) this grant of permission has been automatically revoked upon registration of the plan of subdivision on title to the Lands pursuant to paragraph 9 above and alternative security has been arranged pursuant to the subdivision agreement.
20. **Maintenance Period.** Subject to paragraph 21 below, the Owner guarantees the performance of the Works for a period of two (2) years after the completion of the Works (the "maintenance period").
21. Upon expiry of the maintenance period, the Owner's engineer shall provide a letter to the Township confirming all of the deficiencies have been corrected. Such letter will act as notice for a request to the Township Engineer to conduct a maintenance clearance inspection, such inspection shall be conducted within twenty (20) days after receipt of the notice. Timing of the maintenance inspection is subject to suitable site conditions as determined by the Township.
22. **As-Built Drawings.** Within six (6) months from the completion of the Works and the Approved Grading Plans, the Owner shall file with the Township, completed as-built engineer's drawings satisfactory to the Township.

23. **The Township's Professional Fees and Disbursements.** The Owner shall reimburse the Township for all of its engineering and legal expenses including professional fees and disbursements in connection with the development and implementation of this Agreement and further the Owner shall pay the sum of SEVEN THOUSAND DOLLARS (\$7,000.00) to the Township on or before the signing of this Agreement as a deposit toward such professional fees and disbursements. At the time that the deposit has been depleted below the sum of FIVE HUNDRED DOLLARS (\$500.00) the Owner shall pay another deposit in the same or lesser amount as determined by the Township, and if necessary thereafter such further deposits shall be made until the depletion of the amount of any deposit on hand below the sum of \$500.00 until the requirements under paragraphs 10, 11, 12, 13, 15, 17, and 20 above have been completed. Without limiting the foregoing, the Owner shall reimburse the Township for all of the Township's own engineering costs relating to approvals required from the Township under this Agreement.
24. **Local Services.** The Owners acknowledges and agrees that the requirement to construct the services and facilities under this Agreement is pursuant to the Condition of Approval under Section 51(25) of the *Planning Act* and these are local services pursuant to subsection 59 (2) of the *Development Charges Act, 1997* installed by or paid for by the Owner.
25. **Development Charges Credits.** The Owner hereby releases and forever discharges the Township from any and all claims relating to payments under this Agreement, for credits against Development Charges payable under any by-law of the Township passed under the *Development Charges Act, 1997* with respect to the development of the Development Lands.
26. **MECP Approvals.** The Owner shall ensure that all necessary permits or certificates from the Ministry of the Environment, Conservation and Parks have been obtained at its sole cost with respect to the Works and obligations required under this Agreement prior to the commencement of any of the Works and obligations requiring such permit or certificate.
27. **Insurance.** The Owner shall obtain an insurance policy insuring against all damages or claims for damage satisfactory to the Township. Such policy or policies shall be issued in the joint names of the Owner, the Township and the Township's consulting engineer and the form and content shall be subject to the approval of the Township. The minimum limits of such policy shall be \$5,000,000.00 all inclusive, but the Township shall have the right to set higher amounts. The policy shall be in effect for the period during which the Township holds the Security Deposit. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible.
28. **Registration of Agreement.** This Agreement shall be registered against the Owner's Lands until immediately prior to the registration of the subdivision agreement.
29. **Construction Act.** The Owner covenants and agrees that it will hold back in its payments to any contractor or supplier to the Works, such amounts as may be required under the provisions of the *Construction Act*. The Owner agrees to indemnify and save harmless the Township from and against all claims, demands, actions, causes of action and costs resulting from any construction being performed by the Owner, its agents and assigns

pursuant to the requirements of this Agreement. On demand by the Township, the Owner will take such steps as may be necessary to immediately discharge all liens registered upon any Township lands failing which the Township may take any steps necessary to discharge same and the Owner shall be liable for all costs on a full indemnity basis.

- 30. **Waiver.** The failure of the Township at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Township of the performance of any obligation be taken or be held to be a waiver of the performance of the same or any other obligation at any later time. The Township shall specifically retain its rights at law to enforce this Agreement.
- 31. **No Challenge to Agreement.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the party's right to enter into and enforce this Agreement. The law of contract applies to the Agreement and the parties are entitled to all remedies arising from it.
- 32. **Enforcement.** The Owner acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this Agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.
- 33. **Development Lands.** It is agreed and understood that the Owner intend to develop the Development Lands and such development will be facilitated by the construction of the Works. Prior to such development, the Owner may be required to enter into other agreements with the Township in accordance with its normal policies and applicable laws for land development.
- 34. **Enurement Clause.** The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and their heirs, administrators, successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

-----the remainder of this page left intentionally blank-----

IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON  
NORTH**

\_\_\_\_\_  
XXX XXX – Mayor

\_\_\_\_\_  
XXX XXX, Clerk  
We have authority to bind the corporation.

**OWNER**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title  
I/we have the authority to bind the  
corporation

OWNER'S MAILING ADDRESS:

OWNER'S PHONE NUMBER:

OWNER'S EMAIL ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule "A"**  
**DESCRIPTION OF THE OWNER'S LANDS**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

XXXX



**Schedule "B"**  
**DESCRIPTION OF THE TOWNSHIP LANDS**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

XXXXX

**Schedule "C"**  
**COPY OF THE CONDITIONS OF APPROVAL**

**Schedule "D"**  
**DESCRIPTION OF THE WORKS TO BE CONSTRUCTED**

The Works shall be constructed in accordance with the letter by \_\_\_\_\_ (the "Township Engineer") dated \_\_\_\_\_ and plans approved by the Township Engineer.

**Schedule "E"**  
**ESTIMATED COST OF THE WORKS**

**COST ESTIMATE SCHEDULE FOR PRESERVING AGREEMENT**

**ITEMIZED ESTIMATE OF COSTS OF CONSTRUCTION**

January 28, 2021

Township of Wellington North  
Box 125  
Kenilworth, Ontario  
N0G 2E0

Dear Mayor Lennox and Council:

**Re: 2021 Priorities and Draft Budget**

I am writing to you at this time to outline the Maitland Valley Conservation Authority's (MVCA) priorities for 2021 along with our draft budget and levy.

MVCA has been focussed on identifying efficiencies and eliminating non-core services since 2014. We have identified the following to be our core services:

1. **Flood and Erosion Safety:** Helping our member municipalities to reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas of the watershed.
2. **Watershed Stewardship:** Helping our member municipalities and landowners to develop soil and water conservation systems to keep soil and nutrients on the land and out of watercourses and Lake Huron
3. **Conservation Areas:** Ensuring that our conservation areas set a high standard for conservation practices and are safe for the public to use.

We have made these changes in order to stabilize our operating and capital budgets. The Members want to ensure that MVCA has a stable financial base to fund its core services and essential infrastructure and equipment.

However it will take several years and a lot of funding to decommission and remove all of the infrastructure that we have identified as surplus to our core services as well as to upgrade our essential infrastructure.

One of the major projects that we will be moving ahead with this year is the decommissioning of the Gorrie Dam and the restoration of the conservation area for public use again.

In order to balance the 2021 budget, MVCA has eliminated any salary increases for staff except for a cost of living increase. This is the third year in a row that MVCA has eliminated any grid movement for staff. In order to balance the budget we have had to shift some staffing costs over to project funding in order to balance the 2021 budget. This approach is not sustainable in the long run, as project funding varies from year to year.

The 2021 budget includes a proposed levy increase of \$58,000. This increase is less than needed to cover increased costs for authority infrastructure projects and support for operating. MVCA will be utilizing a substantial amount from working capital accumulated surplus to undertake projects in 2021 as we have very limited access to Provincial or Federal Infrastructure funding. Conservation authorities were not allocated any funding for infrastructure improvements as part of the Federal Provincial Resiliency Stream that was announced in November 2020.

The apportionment of the 2021 levy is based upon each municipality's assessment in the watershed. The assessment schedule is developed by the Ministry of Environment, Conservation and Parks.

We have included a summary of the work that MVCA accomplished in 2020 along with an outline of our priorities for 2021.

Despite the restrictions that were in place for most of last year, we were able to accomplish a lot. Our conservation areas were used by unprecedented numbers of people in 2020. We anticipate that this use will continue in 2021.

We recognize that our member municipalities also have fiscal challenges however we ask that you consider the circumstances that we face and take into account the changes that we have made to focus our work and budget on our core services and infrastructure.

MVCA's Members plan to vote on the 2021 work plan, budget and levy on Wednesday March 17, 2021. If your municipality has any comments regarding the draft priorities, work plan or budget, please forward your comments to the Chair and your Member by March 9, 2021.

We look forward to working with you in 2021.

Yours sincerely;

A handwritten signature in black ink, appearing to read "David Turton". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

David Turton  
Chair  
Maitland Valley Conservation Authority

Michael Givens, CAO

# REVIEW of 2020

A snapshot of what we accomplished in a challenging year.



**Maitland**  
CONSERVATION

1093 Marietta St., Box 127  
Wroxeter ON N0G 2X0  
maitland@mvca.on.ca  
519-335-3557  
mvca.on.ca



# “We are focussing our services on mitigating the impacts of a rapidly changing climate.”

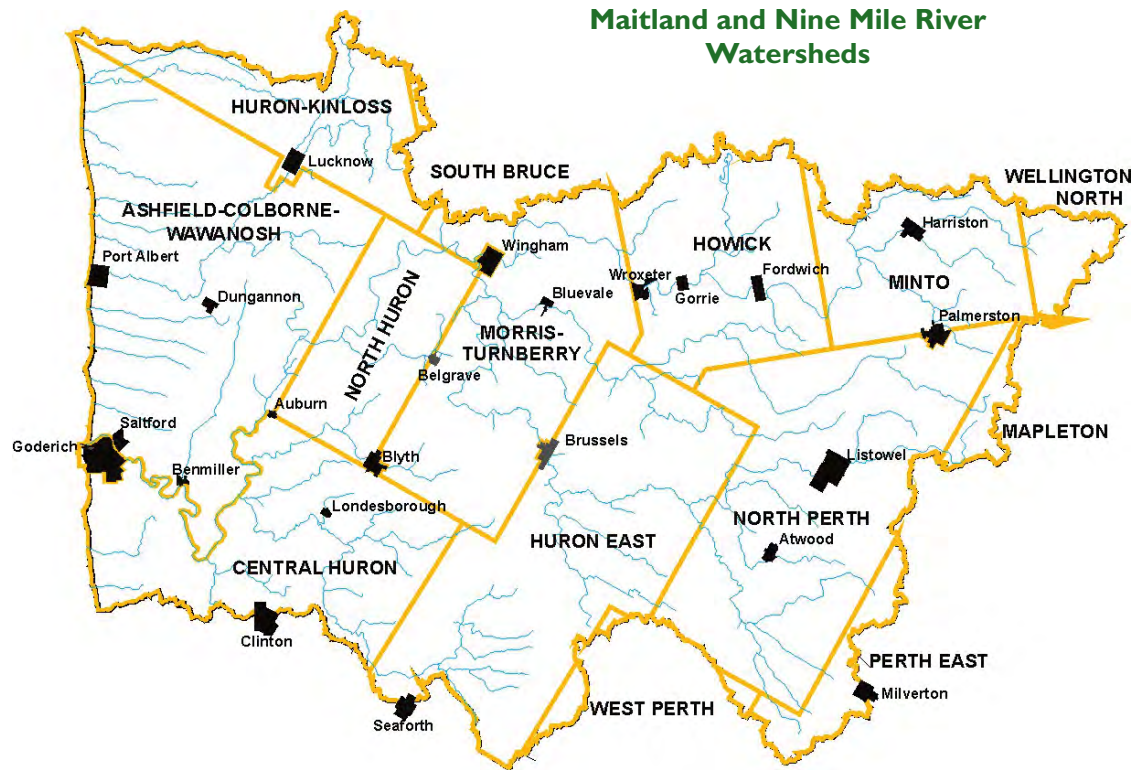
## BACKGROUND

Maitland Conservation is jointly governed by its member municipalities.

Conservation Authorities are established by the provincial government at the request of municipalities. The activities of Maitland Conservation are driven by municipalities, landowners and community partners.

We are committed to providing effective community-based conservation services in a cost efficient manner.

Maitland Conservation is working to protect and enhance water, forests and soils in the Maitland and Nine Mile River watersheds.





## FLOOD & EROSION SAFETY SERVICES 2020

- **Wingham Flood Mapping Update for the Township of North Huron and the Municipality of Morris-Turnberry** - Updated floodplain mapping completed and reviewed by municipalities, Maitland Conservation Members and public.
- **Harriston Flood Damage Reduction Support** - Provided assistance to the Town of Minto in selecting appropriate options for reducing the potential for flood damages in the community. Detailed modelling completed for downstream and by-pass options. Supported the technical report writing team.
- **Flood Forecasting System** - On-going maintenance of rain gauges and stream gauging stations. Monitoring of weather and gauge data 24 hours a day / 7 days a week. Messages issued for 16 events in 2020.
- **Land Use Planning Support & Drainage Act Support** - Staff responded to almost 1,000 inquiries. This is more than twice the annual average.



### Lake Huron Water Level and Erosion Risk Support

The water level of Lake Huron continued to be well above average throughout 2020. Staff responded to a record number of inquiries from shoreline landowners. Information on coastal processes and erosion risks was provided to landowners in a variety of formats including:

- Video conferencing
- Presentations posted on website
- Mailing of newsletters and photos to shoreline landowners
- Lake level projection and shore protection
- factsheets posted on website and social media
- Two videos on shore processes created
- Check out this information at:  
<http://www.mvca.on.ca/lake-huron-shoreline/>

“Our stewardship efforts are focussed on keeping sediment and nutrients on the land and out of waterways.”

## WATERSHED STEWARDSHIP SERVICES 2020

- **Wellington Rural Water Quality Program and Huron Clean Water Project** - 157 new projects approved and 177 projects completed. Grants totalling \$174,804 allocated with total project costs of \$705,064. Top projects in 2020:
  - Forestry Management Plans
  - Erosion Control
  - Tree Planting & Cover Crops
- **Forestry Program** - 63 spring orders totalling 4,836 trees. 41 planting projects completed totalling 20,993 trees and shrubs. 9 km of stream buffering completed.
- **Identification of Areas Needing Stewardship Work** (cover crops, rural stormwater management, buffer strips, floodplain and river valley restoration) - draft mapping completed and shared with Healthy Lake Huron project partners.
- **Garvey-Glenn Watershed Restoration Project** - 500 metres of new stream buffer planted and previous plantings restocked. 11 landowners participated in a the cover crop incentive program involving 950 acres.
- **Healthy Lake Huron Outreach Evaluation** - Review of outreach strategies and testing of new outreach approaches. Interviews were conducted with local Certified Crop Advisors and equipment dealers. Social media campaign implemented to highlight best management practices (check out #pieceofthepuzzle). This work was done in partnership with neighbouring Conservation Authorities and OMAFRA.





- **Middle Maitland Headwaters Restoration Project** - 2.7 km of new stream buffer planted and previous plantings restocked.
- **On-Farm Applied Research and Monitoring (ONFARM)** - Focussed on monitoring soil health and water quality within the Garvey-Glenn watershed, this initiative is part of a larger provincial soil health monitoring effort. Water sampling of 18 storm/snow melt events was conducted and an additional 10 events were sampled at the edge-of-field monitoring station. Data was incorporated into a water information systems database.

- **Monitoring and Reporting** -

Due to COVID-19 water sampling was on hiatus from mid-March until early October.

Despite this:

- 7 sampling runs of the Provincial Water Quality Monitoring Network were completed and 44 samples submitted for analysis from 12 sites.
- Samples were collected from 8 wells through the Provincial Groundwater Monitoring Network
- 6 pesticide samples were collected from 1 site





### **Gorrie Dam and Conservation Area**

Work continued throughout the year to address the impact of the June 2017 flood at Gorrie Conservation Area.

- GSS Engineering Consultants completed dam decommissioning and remediation plans.
- The proposed plans were presented to Maitland Conservation Members and Township of Howick Council.
- Scoping meetings held with the Ministry of Natural Resources and Forestry and the Department of Fisheries and Oceans.
- Newsletters distributed to community residents and design plans posted on website.

## **CONSERVATION AREAS 624 2020**

### **Best Management Practices on Conservation Lands**

- Removal of Buckthorn from meadow areas at Wawanosh Valley; phragmites control work completed at Naftel's and Gorrie.
- Naturalization of grounds at office
- Tree harvesting completed at Galbraith. Tree marking completed in Wawanosh Valley plantations and hardwood areas.

### **Maintain Conservation Areas for Safe Public Use**

There was a significant increase in public use of properties in 2020. Inspections undertaken, maintenance completed and additional signage installed to support COVID-19 protocols. In addition:

- Trail repairs undertaken at Naftel's Creek
- New privy installed at Lake Wawanosh
- Hazardous trees removed at Naftel's Creek and Wawanosh Valley

### **Carbon Footprint Reduction Strategy**

- 410 trees and 270 shrubs planted
- Carbon use monitored for all Maitland Conservation operations



## Falls Reserve Conservation

Despite a late start to the camping season due to COVID-19, visitation at the park was up significantly in 2020. This increase included both camping and day-use visitors.

- Operational procedures were developed, and adjusted as required, to follow COVID-19 guidelines. Facilities and signage were modified based on local public health and provincial directives.
- Hydro upgrades were completed in the Maple campground.
- The application for a septic system replacement was submitted to the Ministry of Environment, Conservation and Park. Staff are waiting for approval from the MECP to move ahead with the project.





## CORPORATE SERVICES

### Advocacy Efforts With MPs and MPPs

- Along with representatives from the Ausable Bayfield and Saugeen Valley Conservation Authorities, the MVCA met with MPP Lisa Thompson to discuss:
  - Healthy Lake Huron initiative
  - need for a Federal-Provincial Flood and Erosion Damage Reduction Program
  - proposed changes to the Conservation Authorities Act.
- Contacted local MPs and MPPs requesting support for allocating funds from the Federal Provincial Resilience Funding to Conservation Authorities

### Changes to the Conservation Authorities Act

- Provided information on concerns about Schedule 6 in Bill 229 to member municipalities. Letters also sent to the Premier and relevant

Ministers. Information about Schedule 6 provided to local media and posted on website and social media.

### Members' Governance Review

- Governance practices reviewed by members. Administrative bylaw updated to allow for electronic meetings.

### Three-Year Budget for 2021-2023

- Draft three-year budget and work plan developed and reviewed by Members in October.

### Capital Infrastructure Plan

- Inventory of infrastructure completed and Members provided direction on current surplus infrastructure. Long range infrastructure plan currently being developed.

### Questions?

Contact your Maitland Conservation Member. Contact information is posted at [mvca.on.ca](http://mvca.on.ca) or email [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca).



Tree and shrub planting at the Administration Centre, October 2020



Members Alvin McLellan (Municipality of Huron East) and Ed McGugan (Township of Huron-Kinloss and Municipality of South Bruce) at the Annual Meeting, Feb. 2020



# KEY PRIORITIES for 2021

1. Reduce the risk of loss of life and community damage from flooding and erosion.
2. Keep soil and nutrients on the land and out of watercourses.
3. Ensure Conservation Areas are safe for visitors and showcase best management practices.
4. Work towards stabilizing our operating budget.



## Maitland Conservation 2021 Work Plan Priorities

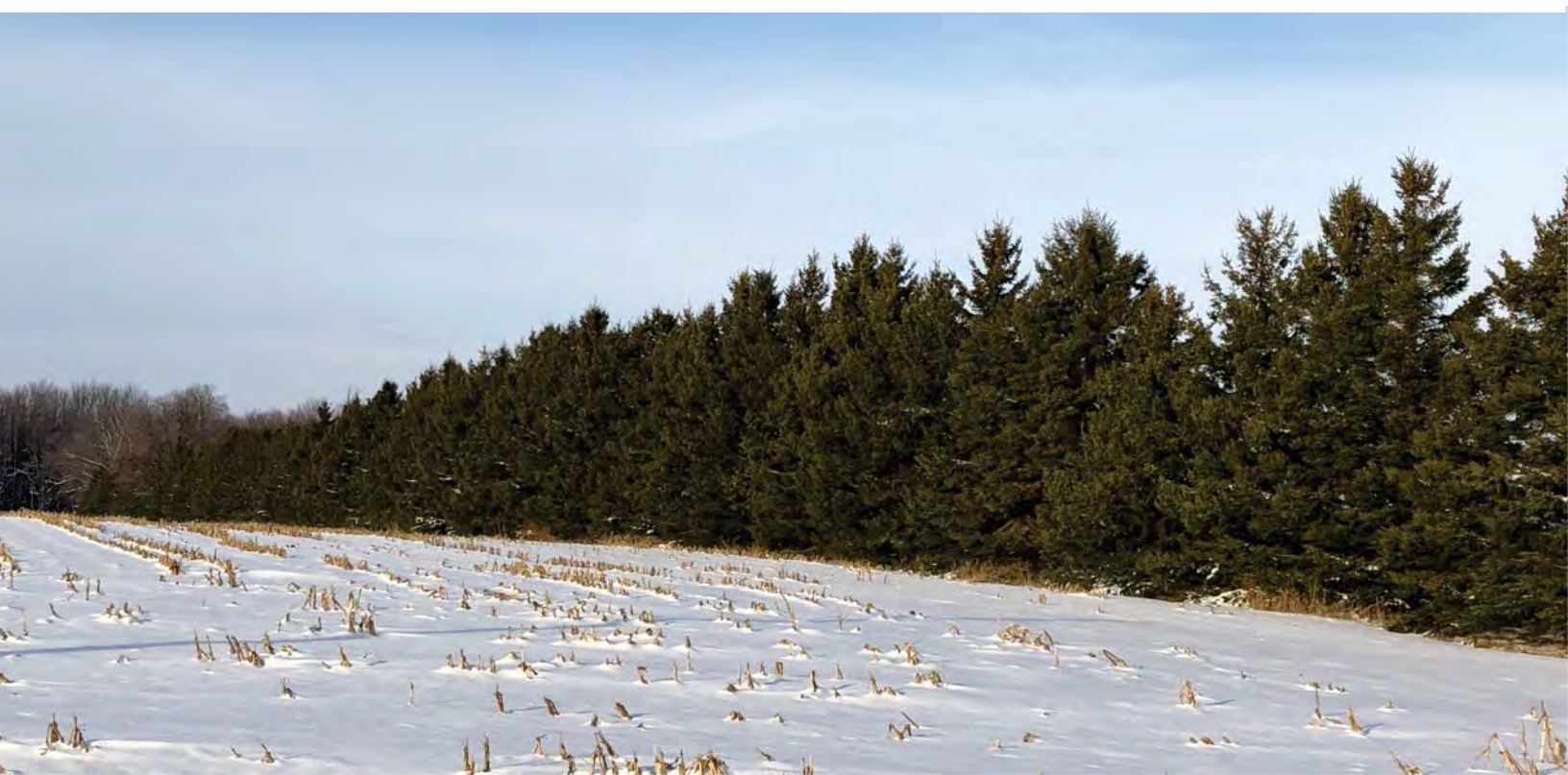


### WATERSHED STEWARDSHIP SERVICES

- Tree Planting - promotion of large stock and seedling program. Develop a new tree planting service to be offered in partnership with neighbouring Conservation Authorities.
- Incorporate climate science into restoration and rural stormwater management initiatives.
- Delivery of Wellington and Huron Clean Water Projects - assist landowners to access funding to undertake stewardship projects.
- Continue water sampling to determine trends in water quality.
- Healthy Lake Huron - map priority areas for restoration work. Test approaches for delivering stewardship initiatives basin-wide using landowner interviews and surveys. Preliminary stewardship plan for the Eighteen Mile River watershed.



- Garvey-Glenn Watershed Restoration Project - continue to work with landowners on cover crop and ecosystem restoration projects. Water quality and soil health monitoring and modelling through the On-Farm Applied Research and Monitoring (ONFARM) project.
- Middle Maitland Headwaters Restoration Project - restore floodplain and river valley lands and buffer watercourses in partnership with landowners. Target areas based on priority mapping.
- Scott Municipal Drain Project - additional stream restoration work. Incorporate existing conservation measures into municipal drainage report to ensure they will be maintained over the long term.
- Update Forest Health Assessment - begin work to improve indicators of watershed health.







Goderich, November 2020

**FLOOD and EROSION SAFETY Services**

- Continue to ensure our flood forecasting and warning system is maintained and monitored throughout the year.
- Develop flood progression mapping for the Township of North Huron and the Municipality of Morris-Turnberry.
- Monitor bluff and gully collapse and erosion of the bottom of the bluffs along the Lake Huron shoreline.
- Update data on the value of properties at risk from flooding and erosion.
- Provide technical support on flood damage remediation strategies to the Town of Minto.
- Listowel & Lucknow Hydrology Projects - collect flow data to calibrate future flood forecast models.
- Shoreline Hazard Mapping Project - develop the terms of reference for project with support from coastal experts.



**CORPORATE Services**

- Develop an infrastructure and equipment strategy for the organization.
- Ensure member municipalities and target audiences are aware of and supportive of our priorities and work plan.
- Undertake a dialogue with our municipalities about changes to the Conservation Authorities Act including:
  - mandatory services set by the province
  - adjustments required to be in compliance with new regulatory requirements.
- Develop a 3-year budget (2022-2024) for operating and capital.
- Develop an education and training plan for Members.



Sensor upgrade to monitor evapotranspiration



**CONSERVATION AREAS Services**

- Gorrie Conservation Area - Public Information Centre outlining plans for decommissioning of the dam and site remediation.
- Naftel's Creek Conservation Area - installation of benches along trails.
- Gorrie & Brussels Mills - finalize disposition of mills previously identified as surplus to Authority's needs.
- Galbraith Conservation Area - discussions with the Town of North Perth regarding leasing of property or continue with disposition.
- Develop funding agreements for maintenance and repairs of dams - Municipality of Huron East (Brussels), Municipality of Morris-Turnberry (Bluevale)
- Continued removal of invasive species and hazard trees at Conservation Areas.
- Replacement of septic system at Falls Reserve Conservation Area.



Falls Reserve Conservation Area





Dec 9/20

## Operating Budget Summary - Maitland Valley Conservation Authority

Table 1

629

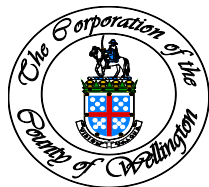
| ITEM  | Revenue        | Levy Funds       | Deferred Revenue | Reserve Funds  | Expense          | NET Surplus/ Deficit |
|---|----------------|------------------|------------------|----------------|------------------|----------------------|
| <b>Corporate Services</b>                     |                |                  |                  |                |                  |                      |
| Administration                                | 30,003         | 264,127          |                  | 8,079          | 302,209          |                      |
| Financial Management                          |                | 90,300           |                  |                | 90,300           |                      |
| Governance                                    |                | 20,640           |                  |                | 20,640           |                      |
| Services Areas Support                        |                | 58,615           |                  |                | 58,615           |                      |
| Communications, IT, GIS                       | 3,000          | 202,664          |                  |                | 205,664          |                      |
| <b>Total</b>                                  | <b>33,003</b>  | <b>636,346</b>   |                  | <b>8,079</b>   | <b>677,428</b>   |                      |
| <b>Flood Safety Services</b>                  |                |                  |                  |                |                  |                      |
| Flood Control Structures                      |                | 6,991            |                  |                | 6,991            |                      |
| Erosion Control Structures                    |                | 2,780            |                  |                | 2,780            |                      |
| Flood Forecasting and Warning                 |                | 214,434          |                  |                | 214,434          |                      |
| Ice Management                                |                | 822              |                  |                | 822              |                      |
| Hazard Prevention                             |                | 20,953           |                  |                | 20,953           |                      |
| Natural Hazard Information                    |                | 92,500           |                  |                | 92,500           |                      |
| Regulations                                   | 88,000         | 138,971          |                  |                | 226,971          |                      |
| <b>Total</b>                                  | <b>88,000</b>  | <b>477,451</b>   |                  |                | <b>565,451</b>   |                      |
| <b>Watershed Stewardship Services</b>         |                |                  |                  |                |                  |                      |
| Watershed Monitoring and Reporting            | 4,500          | 77,247           |                  |                | 81,747           |                      |
| Extension Services                            |                | 150,331          |                  |                | 150,331          |                      |
| Forestry Services                             | 59,454         |                  |                  |                | 58,520           | 934                  |
| <b>Total</b>                                  | <b>63,954</b>  | <b>227,578</b>   |                  |                | <b>290,598</b>   | <b>934</b>           |
| <b>Conservation Areas Management Services</b> |                |                  |                  |                |                  |                      |
| Falls Reserve Conservation Area               | 617,600        |                  |                  | 175,432        | 793,032          |                      |
| Wawanosh Park Conservation Area               | 14,000         |                  |                  |                | 13,289           | 711                  |
| Management/Development/Operations             | 4,800          | 182,807          |                  |                | 187,607          |                      |
| Motor Pool                                    | 55,985         |                  |                  |                | 24,015           | 31,970               |
| <b>Total</b>                                  | <b>692,385</b> | <b>182,807</b>   |                  | <b>175,432</b> | <b>1,017,943</b> | <b>32,681</b>        |
| <b>Net Operating Budgets</b>                  | <b>877,342</b> | <b>1,524,182</b> |                  | <b>183,511</b> | <b>2,551,420</b> | <b>33,615</b>        |

| Dec 9/20  | Project Budget Summary - Maitland Valley Conservation Authority |                |                    |                  |                          |                            |                     |                  | 630                   |
|---|---|----------------|--------------------|------------------|--------------------------|----------------------------|---------------------|------------------|-----------------------|
| ITEM  | Revenue   | Levy Funds     | Special Levy Funds | Deferred Revenue | Working Capital Reserves | Forest Management Reserves | Motor Pool Reserves | Expense          | Net Surplus / Deficit |
| <b>Corporate Services Projects</b>                |   |                |                    |                  |                          |                            |                     |                  |                       |
| Administration                                    |   | 50,000         |                    |                  |                          |                            |                     | 50,000           |                       |
| GIS/IT Management/Communications                  |   | 50,000         |                    |                  | 1,600                    |                            |                     | 51,600           |                       |
| <b>Total</b>                                      |   | <b>100,000</b> |                    |                  | <b>1,600</b>             |                            |                     | <b>101,600</b>   |                       |
| <b>Flood and Erosion Safety Services Projects</b> |   |                |                    |                  |                          |                            |                     |                  |                       |
| Flood Control - Preventative Maintenance          |   |                |                    |                  | 16,000                   |                            |                     | 16,000           |                       |
| Shoreline High Water Level                        |   |                | 25,000             |                  | 5,000                    |                            |                     | 30,000           |                       |
| <b>Total</b>                                      |   |                | <b>25,000</b>      |                  | <b>21,000</b>            |                            |                     | <b>46,000</b>    |                       |
| <b>Watershed Stewardship Services Projects</b>    |   |                |                    |                  |                          |                            |                     |                  |                       |
| Garvey Glenn Coordination                         | 60,000  |                |                    | 64,892           |                          |                            |                     | 67,769           | 57,123                |
| Garvey Glenn Demos                                | 35,000  |                |                    | 10,000           |                          |                            |                     | 35,000           | 10,000                |
| Middle Maitland Headwaters Restoration            | 22,014  |                |                    | 136,825          |                          |                            |                     | 158,839          |                       |
| Huron Clean Water                                 | 508,000   |                |                    |                  |                          |                            |                     | 508,000          |                       |
| CFI   |   |                |                    | 3,749            |                          |                            |                     | 3,749            |                       |
| Watershed Health Project                          |   |                |                    |                  | 95,947                   |                            |                     | 95,947           |                       |
| Watershed Stewardship Short-Term Projects         |   |                |                    | 67,599           |                          |                            |                     | 67,599           |                       |
| Healthy Lake Huron Outreach Evaluation Project    | 10,469  |                |                    | 19,591           |                          |                            |                     | 29,808           | 252                   |
| Applied Research and Monitoring Project           | 74,120  |                |                    |                  |                          |                            |                     | 73,156           | 964                   |
| Healthy Lake Huron Mapping Project                | 78,750  |                |                    |                  |                          |                            |                     | 73,391           | 5,359                 |
| <b>Total</b>                                      | <b>788,353</b>  |                |                    | <b>302,656</b>   | <b>95,947</b>            |                            |                     | <b>1,113,258</b> | <b>73,698</b>         |
| <b>Conservation Area Projects</b>                 |   |                |                    |                  |                          |                            |                     |                  |                       |
| Forestry Management                               |   |                |                    |                  |                          | 3,000                      |                     | 3,000            |                       |
| Vehicles/Equipment Replacement                    |   |                |                    |                  |                          |                            | 39,600              | 39,600           |                       |
| MVCA Carbon Offset                                |   |                |                    |                  |                          |                            | 500                 | 500              |                       |
| Footprints to Forests Carbon Offsetting           |   |                |                    |                  | 500                      |                            |                     | 500              |                       |
| Gorrie Conservation Area                          |   |                |                    |                  | 350,000                  |                            |                     | 350,000          |                       |
| Naftel's Creek Project                            |   |                |                    |                  | 1,500                    |                            |                     | 1,500            |                       |
| Brussels Mill Project                             |   |                |                    |                  | 17,500                   |                            |                     | 17,500           |                       |
| <b>Total</b>                                      |   |                |                    |                  | <b>369,500</b>           | <b>3,000</b>               | <b>40,100</b>       | <b>412,600</b>   |                       |
| <b>Special Projects</b>                           |   |                |                    |                  |                          |                            |                     |                  |                       |
| Drinking Water Source Protection                  |   |                |                    |                  |                          |                            |                     |                  |                       |
| <b>Total</b>                                      |   |                |                    |                  |                          |                            |                     |                  |                       |
| <b>Net Project Budgets</b>                        | <b>788,353</b>  | <b>100,000</b> | <b>25,000</b>      | <b>302,656</b>   | <b>488,047</b>           | <b>3,000</b>               | <b>40,100</b>       | <b>1,673,458</b> | <b>73,698</b>         |

**DRAFT Schedule of General Levies for 2021**

October 13, 2020

| Municipality                    | % of Municipality In Watershed | 2020 CVA (modified) in Watershed \$ | CVA Based Apportionment Percentage | 2020 Approved General Levy | 2021 Draft General Levy | Increase from prior \$ |
|---------------------------------|--------------------------------|-------------------------------------|------------------------------------|----------------------------|-------------------------|------------------------|
| Ashfield-Colborne-Wawanosh Twp. | 100                            | \$ 1,253,148,265                    | 12.45                              | \$ 195,715                 | \$ 202,215              | \$ 6,500               |
| Central Huron Municipality      | 76                             | \$ 982,042,170                      | 9.76                               | \$ 154,996                 | \$ 158,468              | \$ 3,472               |
| Goderich Town                   | 100                            | \$ 1,082,268,839                    | 10.75                              | \$ 175,199                 | \$ 174,641              | -\$ 558                |
| Howick Twp.                     | 92                             | \$ 460,815,063                      | 4.58                               | \$ 68,929                  | \$ 74,360               | \$ 5,431               |
| Huron East Municipality         | 72                             | \$ 1,087,723,372                    | 10.81                              | \$ 166,828                 | \$ 175,521              | \$ 8,693               |
| Huron-Kinloss Twp.              | 43                             | \$ 620,276,208                      | 6.16                               | \$ 98,212                  | \$ 100,092              | \$ 1,880               |
| Mapleton Twp.                   | 5                              | \$ 89,955,130                       | 0.89                               | \$ 13,696                  | \$ 14,515               | \$ 819                 |
| Minto Town                      | 64                             | \$ 688,403,214                      | 6.84                               | \$ 107,058                 | \$ 111,084              | \$ 4,026               |
| Morris/Turnberry Municipality   | 95                             | \$ 531,494,942                      | 5.28                               | \$ 80,118                  | \$ 85,765               | \$ 5,647               |
| North Huron Twp.                | 100                            | \$ 569,746,659                      | 5.66                               | \$ 91,586                  | \$ 91,938               | \$ 352                 |
| North Perth Municipality        | 98                             | \$ 2,181,221,224                    | 21.67                              | \$ 333,911                 | \$ 351,974              | \$ 18,063              |
| Perth East Twp.                 | 9                              | \$ 183,656,752                      | 1.82                               | \$ 28,468                  | \$ 29,636               | \$ 1,168               |
| South Bruce Municipality        | 1                              | \$ 7,094,818                        | 0.07                               | \$ 1,122                   | \$ 1,147                | \$ 25                  |
| Wellington North                | 16                             | \$ 279,449,887                      | 2.78                               | \$ 42,959                  | \$ 45,094               | \$ 2,135               |
| West Perth Municipality         | 3                              | \$ 47,915,023                       | 0.48                               | \$ 7,385                   | \$ 7,731                | \$ 346                 |
|                                 |                                | \$ 10,065,211,566                   | 100.00                             | \$ 1,566,182               | \$ 1,624,182            | \$ 58,000              |



## COUNTY OF WELLINGTON

KIM COURTS  
DEPUTY CLERK  
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F 519.837.1909  
E kimc@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

February 2, 2021

Sent via email: [aknight@get.on.ca](mailto:aknight@get.on.ca)  
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[kokane@centrewellington.ca](mailto:kokane@centrewellington.ca)  
[LWheeler@mapleton.ca](mailto:LWheeler@mapleton.ca)  
[annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
[gschwendinger@puslinch.ca](mailto:gschwendinger@puslinch.ca)

Wellington County  
Member Municipality Clerks  
Amanda Knight, Township of Guelph/Eramosa  
Lisa Campion, Town of Erin  
Kerri O'Kane, Township of Centre Wellington  
Larry Wheeler, Township of Mapleton  
Annilene McRobb, Town of Minto  
Karren Wallace, Township of Wellington North  
Glenn Schwendinger, Township of Puslinch

Good morning,

At its meeting held on January 28, 2021 Wellington County Council approved the following recommendation from the Planning Committee:

That the County Official Plan Review – Progress Report #3 be received for information and forwarded to Member Municipalities.

Please find enclosed the County Official Plan Review - Progress Report #3.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning, at [sarahw@wellington.ca](mailto:sarahw@wellington.ca).

Respectfully,

A handwritten signature in cursive script that reads "Kim Courts".

Kim Courts  
Deputy Clerk



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, January 14, 2021  
**Subject:** County Official Plan Review – Progress Report #3



PLANWELL

### 1.0 Purpose

This is our third progress report for the County Official Plan Review covering the period from June to December of 2020.

### 2.0 Progress to Date

We have made progress in the following areas of the municipal comprehensive review (MCR) component of the project:

#### New Provincial Growth Forecasts

- Watson & Associates reviewed and analyzed August 28, 2020 approved Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (“Growth Plan”), the new land needs assessment methodology and technical documents for Wellington County

#### Growth Management

- hosted October 30, 2020 Technical Resource Team (TRT) meeting comprised of CAOs (or designates) from each Member Municipality, County Planning Director and Planning Managers, and Watson & Associates
- consultants presented first draft of population, housing and employment growth forecast allocations by Member Municipality to the TRT
- requested municipal staff comments on draft allocations by November 20, 2020 and conducted follow up municipal conference calls, as needed

#### Municipal Water and Wastewater Servicing

- hired WSP consultants to assist us with a County-wide Municipal water and wastewater servicing review
- hosted December 15, 2020 project kick-off meeting with Municipal public works and infrastructure staff and WSP
- requested Municipal and County data and information to be provided by January 15, 2021

### 3.0 Work Plan

Planning staff will prepare an adjusted work plan early in 2021. The Provincial Government’s release of amendments to the Growth Plan, Provincial Policy Statement and land needs assessment methodology have caused project delays. Our priority for the Official Plan Review continues to be the municipal comprehensive review component, which will now need to be phased.

**Recommendation**

That the report "County Official Plan Review – Progress Report #3" be received for information and forwarded to Member Municipalities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sarah Wilhelm', with a long horizontal flourish extending to the right.

Sarah Wilhelm, MCIP, RPP  
Manager of Policy Planning



# 2020 MUNICIPAL PARTNERSHIPS REPORT

In 2020, the pandemic made our **collaborative relationships** with municipalities more important than ever.

**Read our 2020 Municipal Partnerships Report to learn about how we:**

- Responded to the postponement of the Assessment Update by shifting priorities to meet the needs of municipalities
- Found new ways to access information we needed to capture \$37.3 billion in new assessment across Ontario
- Stayed connected with the municipal sector virtually
- Are transforming the ways we share data with municipalities

**[Click here](#) to read the report or visit [mpac.ca/partnership](https://mpac.ca/partnership)**



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 010-21**

**BEING A BY-LAW TO AUTHORIZE THE USE OF OPTICAL  
SCANNING VOTE TABULATORS IN THE 2022 MUNICIPAL  
ELECTION**

**WHEREAS** the Council of the Corporation of the Township of Wellington North deems it appropriate and in the public interest to conduct the 2022 municipal election using optical scanning vote tabulators for the purpose of counting votes:

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North enacts as follows:

1. That the Council of the Corporation of the Township of Wellington North hereby authorizes the use of optical scanning vote tabulators for the purpose of counting votes in the 2022 municipal election.
2. This By-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF FEBRUARY, 2021**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 011-21**

**BEING A BY-LAW TO AUTHORIZE A VOTE BY MAIL METHOD IN  
THE 2022 MUNICIPAL ELECTION**

**WHEREAS** the Council of the Corporation of the Township of Wellington North deems it appropriate and in the public interest to conduct the 2022 municipal election using a vote by mail method for the purpose of casting ballots:

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North enacts as follows:

1. That the Council of the Corporation of the Township of Wellington North hereby authorizes the use of a vote by mail method of casting ballots in the 2022 municipal election.
2. This By-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF FEBRUARY, 2021**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 012-21**

**BEING A BY-LAW TO AUTHORIZE A BOUNDARY ROAD  
AGREEMENT BETWEEN THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH AND THE CORPORATION  
OF THE COUNTY OF GREY**

**WHEREAS** the Corporation of the Township of Wellington North and the Corporation of the County of Grey have agreed to enter into a Boundary Road Agreement.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH** enacts as follows:

1. The Corporation shall enter into a Boundary Road Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF FEBRUARY, 2021**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

# BOUNDARY ROAD AGREEMENT

THIS AGREEMENT made this 8th day of February, 2021, in between:

**The Corporation of the County of Grey**

Herein after referred to as “Grey County”

- and –

**The Corporation of the Township of Wellington North**

Herein after referred to as “Township”

WHEREAS Sections 20, 29, 29.1 and 52 of the Municipal Act, 2001 (the “Act”) make provision for agreements between adjoining municipalities for the maintenance and repair of any highway forming the boundary between such municipalities, including the bridges thereon;

AND WHEREAS portions of the highway as particularly described herein comprise a shared boundary road between the Township and Grey County referred to as the “Road”;

AND WHEREAS both parties wish for Grey County to provide year-round oversight, maintenance, and repair on this Road;

AND WHEREAS the parties wish to agree on a manner in which capital upgrades of this Road shall be completed;

AND WHEREAS the parties wish to share the costs equally for both maintenance and capital projects;

NOW THEREFORE in consideration of the mutual covenants set out below together with other good and valuable consideration (the receipt of which is acknowledged), the parties agree as follows:

## 1.0 Definitions

- 1.1 “Agreement” means this Agreement, its appending schedules, and all instruments amending it.
- 1.2 “Road” means the section of Grey Road 109 located on the Grey/Wellington boundary line, beginning at King’s Highway 6, running easterly for a distance of approximately 1.0 kilometres, to the point at which the entire road known as Grey Road 109 is located in Grey County, within the Township of Southgate.

## 2.0 Term and Termination

- 2.1 This Agreement shall be effective on the date that it is signed by both parties and shall continue until December 31, 2025 (the “Term”).
- 2.2 The parties acknowledge that since the previous boundary road agreement expired, which was December 31, 2020, both have continued to act in good faith according to the operating terms and conditions of the previous agreement as if it had been in effect, pending the execution of this Agreement.
- 2.3 Notwithstanding section 2.1, this Agreement may be terminated by either party during the period of April 15 – August 15 in any year throughout the Term, upon one hundred twenty (120) days’ written notice.

### 3.0 Road(s) Subject to this Agreement

| Road Name     | Location Description  | Distance One Way     |
|---------------|---|----------------------|
| Grey Road 109 | From King's Highway 6 easterly to the point at which the entire road known as Grey Road 109 is located in Grey County | Approximately 1.0 km |

A map showing the geographical location of the Road is attached to the Agreement as Schedule "A".

### 4.0 Obligations of Grey County

- 4.1 Grey County shall maintain the Road in its entirety in accordance with the same standards that it applies to roads within its own jurisdiction. A copy of Grey County's current policy on road maintenance standards is attached as Schedule "B", but Grey County may from time to time revise or replace that policy.
- 4.2 Grey County shall be responsible for the drainage maintenance of the Road, including the clearing of ditches, curbs and gutters, catch basins, and storm drains.
- 4.3 Grey County shall be responsible for the surface maintenance of the Road, including the repair of potholes, cracks and depressions. This does not include capital work as per 6.0 of this Agreement.

### 5.0 Reimbursement

- 5.1 The Township and Grey County shall each be responsible for one-half of the maintenance costs of the Road. Grey County shall invoice the Township as follows:
  - a) On or about December 31, 2021, in the amount of \$4182.82; and
  - b) On or about December 31 of each following year throughout the Term, the amount invoiced shall increase by 2 percent per year in each subsequent year.
- 5.2 The Township shall provide payment to Grey County no later than 30 days from the receipt of the invoice.

### 6.0 Capital Costs

- 6.1 Subject to the further terms set out in the is section, the Township and Grey County shall each be responsible for one-half of all capital improvements on the Road, including but not limited to items such as road construction, hot mix asphalt resurfacing, and the shoulder gravelling associated with this resurfacing, bridge repairs and replacement, and surface treatment.
- 6.2 Prior to completing any capital improvements, Grey County will identify the required work to the Township.
- 6.3 If both the Township and Grey County agree that the work is required, the Township and Grey County will mutually agree how the work will be completed and whether the Township or the County will administer the work.
- 6.4 Except in the case of emergencies, Grey County shall notify the Township two (2) years in advance of any such capital improvement work proposed and the extent and cost of the capital improvement work shall be mutually agreed upon prior to proceeding with the work.

- 6.5 The party who administers the work as determined in section 6.3 shall invoice the other party for one half of the capital costs no later than then the 31<sup>st</sup> of December in the year in which the work was undertaken. Payment of the invoice shall be made no later than 30 days from receipt of the invoice.

## 7.0 Indemnification

- 7.1 Grey County agrees to defend, indemnify and save and hold harmless the Township from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of obligations imposed on Grey County under the terms of this Agreement.
- 7.2 The Township agrees to defend, indemnify and save and hold harmless Grey County from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of obligations imposed on the Township under the terms of this Agreement.

## 8.0 Insurance

- 8.1 Each party shall, at its own expense, obtain and keep in force during the Term of this Agreement, liability insurance satisfactory to the other party, including the following terms and minimum coverage and underwritten by an insurer licensed to conduct business in the Province of Ontario:
- a) Municipal General Liability insurance on an occurrence basis for an amount of not less than Fifteen Million Dollars (\$15,000,000);
    - i) Inclusion of the other party as an Additional Insured with respect to the operations of the named insured;
    - ii) Cross liability and severability of Interest clauses;
    - iii) Policies shall not be invalidated as respects the interests of the Additional Insured by reason of any breach or violation on any warranties, representations, declarations or conditions;
    - iv) Non-owned automobile coverage with a limit of at least Ten Million Dollars (\$10,000,000) including SEF 96 (contractual liability);
    - v) Products and completed operations coverage with no aggregate, or a minimum aggregate limit of not less than Fifteen Million Dollars (\$15,000,000);
  - b) Automobile liability insurance for an amount not less than Ten Million Dollars (\$10,000,000) on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement;
  - c) A thirty (30) day written notice of cancellation, termination or material change.
- 8.2 Each party shall provide the other party proof of insurance, each year throughout the Term, in the form of a certificate of insurance.
- 8.3 Both parties agree to immediately notify the other party of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the Road.

## 9.0 Force Majeure

- 9.1 Neither Grey County nor the Township shall be held responsible for any damage or delays as a result of war, invasions, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, flood, human

health emergency, strikes and generally as a result of any event that is beyond Grey County or the Township's reasonable control.

- 9.2 Grey County and the Township agree that in the event of a disaster or Force Majeure the parties will cooperate and the County will make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

## 10.0 Governing Law

This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.

## 11.0 Enforcement of Individual Municipal By-Laws Dealing with the Road

Except for the provisions of this Agreement respecting maintenance of the Road, it is specifically acknowledged in accordance with Section 27 of the Act, that the by-laws passed by each of Grey County and the Township relating to their respective portions of the Road, such as, but not limited to, entrances, setbacks and parking shall remain in force and effect unless a bylaw passed by the Councils of both Grey County and the Township shall designate otherwise.

## 12.0 Severability

Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof.

## 13.0 Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the year round maintenance and capital improvement projects for the Road and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to year round maintenance and capital improvement projects for the Road except as provided in this Agreement and the attached Schedule(s).

## 14.0 Waiver and Amendment

Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed, in writing, by the party to be bound. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver of any provision of this Agreement constitute a continuing waiver, even if similar in nature, unless otherwise expressly provided.

## 15.0 Successors and Assigns

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.

## 16.0 Notice

16.1 Any notice required to be given, served or delivered must be in writing and sent to the other party at the address indicated below, or to such other address as may be designated by notice provided by either party to the other.

For Grey County:

County Clerk  
 County of Grey Administration Building  
 595 9th Ave East  
 Owen Sound, ON N4K 3E3  
 Fax: 519-376-8998  
 Email: [countyclerk@grey.ca](mailto:countyclerk@grey.ca)

For the Township:

Township Clerk  
 Wellington North Township  
 PO Box 125  
 Kenilworth, ON N0G 2E0  
 Fax: 519-848-3228  
 Email: [township@wellington-north.com](mailto:township@wellington-north.com)

16.2 Any notice required to be given by either party shall, in the absence of proof to the contrary, be deemed to have been received by the addressee if:

- a) Delivered personally on a business day, then on the day of delivery;
- b) Sent by prepaid registered post, then on the second day following the registration thereof;
- c) Sent by ordinary mail, then on the third business day following the date on which it was mailed; or
- d) Sent by facsimile or email, upon confirmation of successful transmission of the notice.

## 17.0 Dispute Resolution

A dispute between the parties relating to the interpretation or implementation of this Agreement will be addressed through good faith negotiation, with or without the assistance of a mediator. The parties agree that in the event that they are not able to reach a resolution of all the matters in dispute after mediation, then the matters remaining in dispute will be finally determined by arbitration in accordance with the provisions of the Ontario *Arbitrations Act, 1991*.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year set out above:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH:

---

Andrew Lennox, Mayor

---

Karren Wallace, Director of Legislative Services/Clerk

We have the authority to bind the Corporation.

THE CORPORATION OF THE COUNTY OF GREY:

---

Selwyn Hicks, Warden

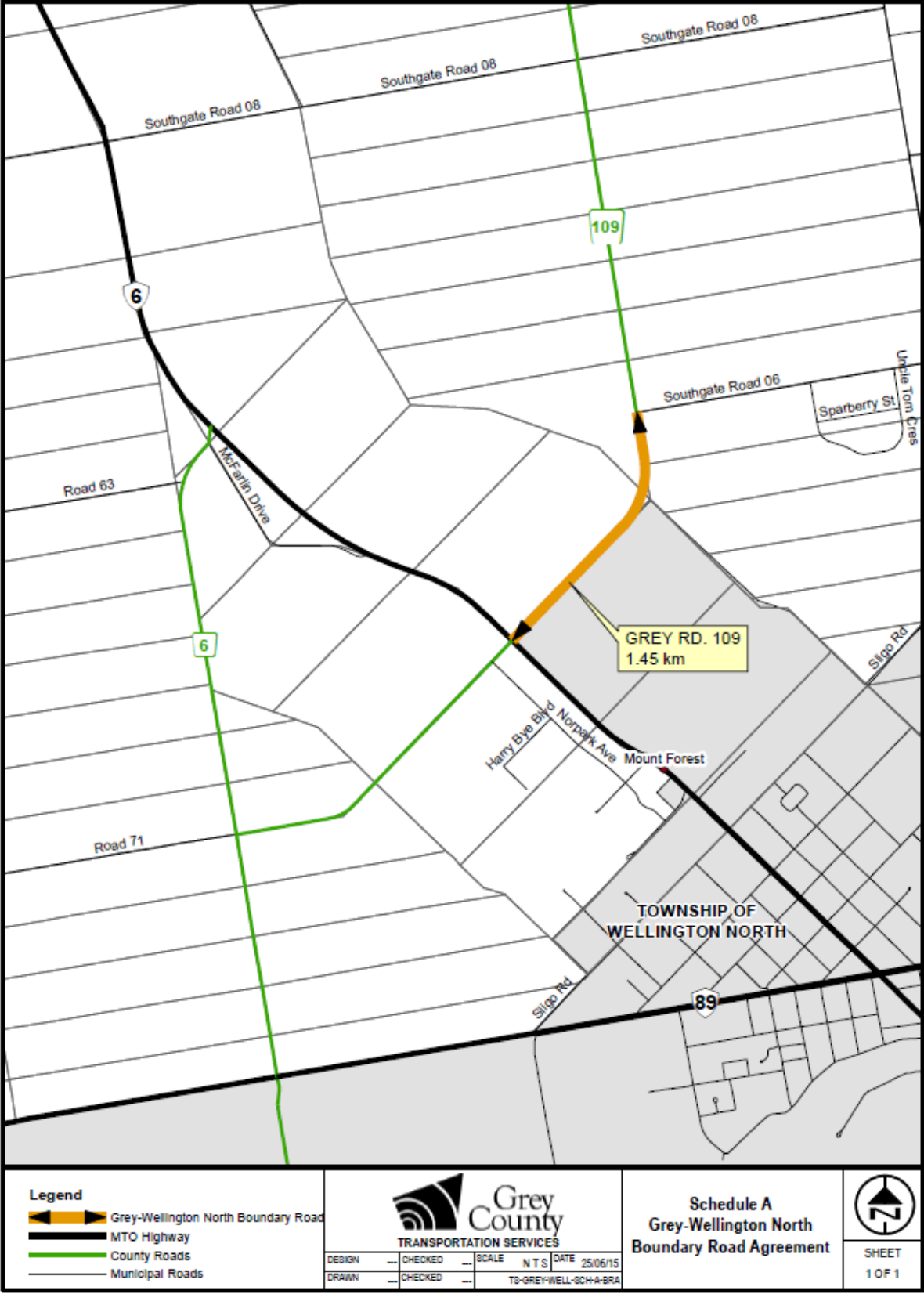
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Heather Morrison, Clerk

We have the authority to bind the Corporation.



# Schedule "A" Geographical Location Map



| Legend |                                     |
|--------|-------------------------------------|
|        | Grey-Wellington North Boundary Road |
|        | MTO Highway                         |
|        | County Roads                        |
|        | Municipal Roads                     |

|   |  |        |         |                        |       |      |          |
|---|--|--------|---------|------------------------|-------|------|----------|
| <br><b>Grey County</b><br>TRANSPORTATION SERVICES |  | DESIGN | CHECKED | SCALE                  | N T S | DATE | 25/06/15 |
|   |  | DRAWN  | CHECKED | TS-GREY-WELL-SCH-A-BRA |       |      |          |

**Schedule A**  
**Grey-Wellington North**  
**Boundary Road Agreement**

|                 |
|-----------------|
|                 |
| SHEET<br>1 OF 1 |

# Corporate Policy

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## Level of Service Policy

**Approved By:** Council

**By-Law:** None

**Replaces:** ROADS-04-10, MS-TS-006,  
Roads-01-08

**Section:** Transportation

**Policy:** 12-3

**Date Approved:** November 26, 2020

**Last Revision Date:** November 26, 2020

**Scheduled For Review By:** 2025

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## Policy Statement

This Level of Service Policy allows the Transportation Services Department to identify what it will do to attempt to meet public expectations for maintenance of its roads and bridges and how it will respond to a summer/winter maintenance event, considering the available resources and local historic experience with normal summer/winter events.

## Purpose

The Minimum Maintenance Standards is designed to provide municipalities with a “due diligence” defense in the event of a vehicular accident, slips, trips and falls, or other incidents. The standards outlined in the Minimum Maintenance Standards Regulation are not mandatory. As such, the County does not need to explicitly follow the Minimum Maintenance Standards Regulation. If the County does not meet the Minimum Maintenance Standards Regulation as set out, it will still satisfy Section 44 of the Municipal Act when it can demonstrate that the service provided was reasonable in all the circumstances, including weather and road conditions.

## Scope

This Policy shall apply to all roads and bridges within the jurisdiction of the County of Grey. Transportation Services will work to meet the Minimum Maintenance Standards in all circumstances that are provided in the Municipal Act, 2001, S.O. 2001, c. 25 and the Minimum Maintenance Standards O. Reg. 239/02, as amended. The summer and winter maintenance work will be completed as outlined in the Standard Operating Guidelines for road maintenance established by the Transportation Services Department to meet the standards.

Inherent within the standards is the expectation that drivers and all other road users<sup>647</sup> will act responsibly and will use the road and operate their vehicles (if any), at all times, reasonably with due regard for the prevailing weather and roadway conditions.

## Attachments

[O. Reg. 366-18 Minimum Maintenance Standards For Municipal Highways](#)

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 013-21

### BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

**WHEREAS**, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part of the East Half of Lot 8 and Part of Lot 9, Concession 19, Township of Wellington North in the County of Wellington, as shown on Schedule "A" attached to and forming part of this By-law from:
  - **Agricultural (A-1) and Agricultural Commercial (AC-57) to Rural Industrial Exception (RIN-57)**
2. **THAT** Section 33, Exception Zone 3 – Rural Area, be deleted and replaced with the following:

|   |               |  |
|---|---------------|--|
| <b>33.57</b><br>Part of the East Half of Lot 8 and Part of Lot 9, Concession 19 | <b>RIN-57</b> | Notwithstanding any other provisions to the contrary, the land zoned RIN-57 may be used for the processing/composting of agricultural/horticultural products for the production and manufacture of potting soil and fertilizer subject to the following regulations: <ol style="list-style-type: none"> <li>a) The additional buildings shall have a setback of 45 m (148 ft) from the lot line of Wellington Rd 12; and a setback of 37 m (121 ft) from the southerly property line in Lot 9, Concession 19.</li> <li>b) The total ground floor area of all buildings and structures erected in conjunction with the additional uses shall be 10,500 m<sup>2</sup> (113,021 ft<sup>2</sup>).</li> </ol> |
|---|---------------|--|

3. **THAT** except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

4. **THAT** this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND THIRD TIME THIS 8TH DAY OF FEBRUARY 2021.**

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**ANDREW LENNOX, MAYOR**

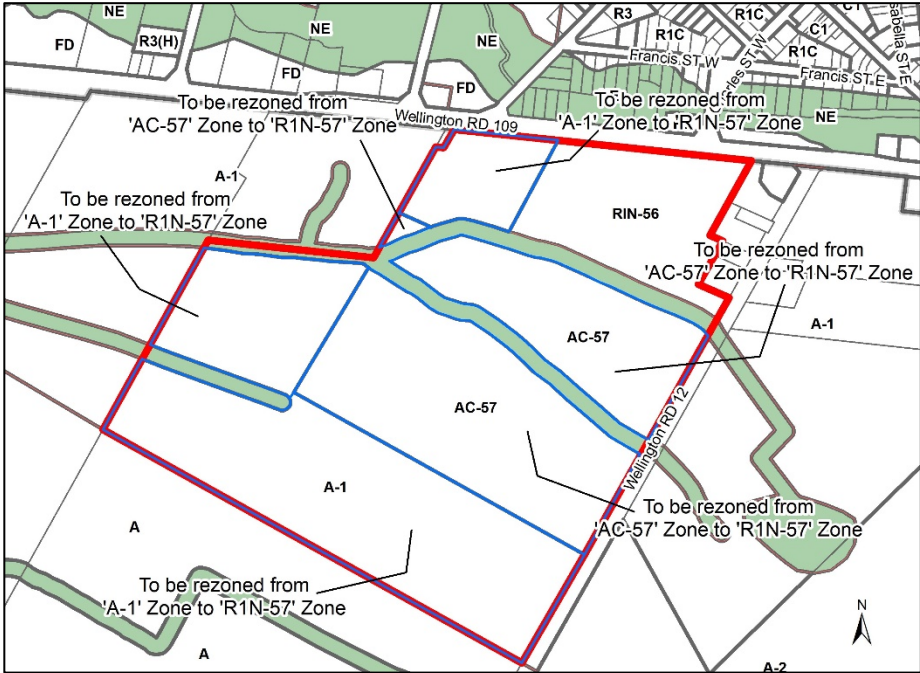
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**KARREN WALLACE, CLERK**

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 013-21

SCHEDULE "A"



Schedule "A" to By-law 013-2021

Passed this 8th day of February, 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 013-21**

#### **LOCATION OF SUBJECT LANDS**

The land subject to the proposed amendment is located adjacent to the Urban Centre of Arthur (Wellington North) and has existing frontage along Wellington Road 109 and Wellington Road 12. The subject property has a total area of 67 ha (165 ac).

**THE PURPOSE AND EFFECT** of the proposed amendment is to change the zoning on the subject lands from Agricultural Commercial (AC-57) and Agricultural (A-1) to Rural Industrial exception (RIN-57) to permit the expansion of the existing composting facility which includes a new compost facility, a new leaf processing facility, and a new carbon processing facility.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 014-21**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON  
FEBRUARY 8, 2021**

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on February 8, 2021 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF FEBRUARY, 2021.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**