

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – MARCH 21, 2022 at 7:00 P.M.
CLOSED SESSION TO FOLLOW OPEN SESSION
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/81359652586>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 813 5965 2586

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the March 21, 2022 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

COUNTY COUNCIL UPDATE

Steve O'Neill, County of Wellington Councillor, Ward 4

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the March 21, 2022 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- Richard and Grace Gingrich, Minor Variance

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the March 21, 2022 Regular Meeting of Council at : p.m.

DEPUTATION

- | | |
|---|-----|
| 1. Joel Officer, Officer's Auto Care Inc., 210 Industrial Drive, Mount Forest | 001 |
| • Lot Line Adjustment | |

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|--|-----|
| 1. Regular Meeting of Council, March 7, 2022 | 002 |
|--|-----|

Recommendation:

THAT the minutes of the Regular Meeting of Council held on March 7, 2022 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Mount Forest District Chamber of Commerce
 - Meeting Minutes, February 15th, 2022 008
 - January 31, 2022 Financial Report 011

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meeting held on February 15th, 2022 and the January 31, 2022 Financial Report.

- b. Arthur 150 Committee
 - March 2, 2022 013
 - March 8, 2022 016

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur 150 Committee March 2, 2022 and March 8, 2022 meetings.

- c. Mount Forest Business Improvement Association, March 8th, 2022 019

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on March 8, 2022.

2. PLANNING

- a. Report DC 2022-011, Consent Application B15-22 Guildford & Anita Deverell 021

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2022-011 being a report on Consent Application (Easement) B15-22 known as Part Lots 2 & 3, Concession 4 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B15-22 as presented.

3. BUILDING

- a. Report CBO 2022-03 Award for purchase of a 2021 pick-up truck 026

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-03 being a report on the award of the Township's 2022 Building Department pick-up truck tender

AND FURTHER THAT Council direct staff to increase the budget associated with the purchase of a pick-up truck for the Building Department by an additional \$5,745.00 being funded from the Building Permit Reserve Fund (\$290,400);

AND FURTHER THAT Council award Part A of RFT 2022-004 to Arthur Chrysler Dodge Jeep at a cost of \$50,745.00 plus applicable taxes.

- b. Report CBO 2022-04 Building Permit Review Period Ending February 28th, 2022 031

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-04 being the Building Permit Review for the period ending February 28th, 2022.

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2022-010 Growth, Housing & Development Public Information Session 034

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-010 being a Growth Plan, Housing & Development update;

AND FURTHER that Council supports the staff recommendation to hold a Growth, Housing & Development Public Information Session on Wednesday April 13th.

- b. Report EDO 2022-011 Local Labour Market & WOWC Workforce Development Strategy 037

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO being a report on the Local Labour Market and the Western Ontario Warden Caucus (WOWC) Workforce Development Strategy.

5. FINANCE

- a. Vendor Cheque Register Report, March 14, 2022 065

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated March 14, 2022

6. OPERATIONS

- a. Amended Report OPS 2022-010 being a report on the award of the Township's 2022 Asphalt Program 068

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Amended Report OPS 2022-010 being a report on the award of the Township's 2022 Asphalt Program;

AND FURTHER THAT Council award Parts D, E, F, G, H, I and provisional items of RFT 2022-001 (Township's 2022 asphalt program) to The Murray Group Limited at a project cost of \$219,585;

AND FURTHER THAT Council direct staff to utilize any additional budget dollars from the asphalt program to fund the Queen Street East Connecting Link project;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

- b. Report OPS 2022-012 being a report on the award of the Township's 2022 operations truck tender 071

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-012 being a report on the award of the Township's 2022 operations truck tender;

AND FURTHER THAT Council award Part B of RFT 2022-004 to Arthur Chrysler Dodge Jeep at a cost of \$50,745.00 plus applicable taxes;

AND FURTHER THAT Council direct staff to increase the budget associated with Part B of this tender project by \$7,000.00 to fund this purchase;

AND FURTHER THAT Council direct the additional \$7,000.00 be funded from the Waterworks Reserve Fund;

AND FURTHER THAT Council award Part C of RFT 2022-004 to Arthur Chrysler Dodge Jeep at a cost of \$61,851 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

- c. Report OPS 2022-013 being a report on the award of the Campbell DeVore Playground 075

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-013 being a report on the award of the Campbell DeVore playground;

AND FURTHER THAT Council award the replacement of the Campbell DeVore playground to Park N Water Ltd at a project cost of \$140,989.18 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

- d. Report OPS 2022-014 being a report on the award of the Queen Street East Connecting Link Project 078

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-014 being a report on the award of the Queen Street East Connecting Link Project;

AND FURTHER THAT Council award the request for tender to Cox Construction at a cost of \$3,632,365.46 plus applicable taxes;

AND FURTHER THAT Council direct staff increase the budget associated with this project by \$1,072,983.09;

OPTION 1

AND FURTHER THAT Council approve utilization of a combination of Capital Infrastructure Reinvestment Reserve Funds, Waterwork Reserve Fund and unallocated 2022 Ontario Community Infrastructure Funds (OCIF) to fund the gap between approved budget and actual costs;

OPTION 2

AND FURTHER THAT Council approve utilization of the remaining asphalt program budget and Capital Infrastructure Reinvestment Reserve Funds, Waterwork Reserve Fund and unallocated 2022 Ontario Community Infrastructure Funds (OCIF) to fund the gap between approved budget and actual costs;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Cox Construction or the Ministry of Transportation to execute this project.

7. COUNCIL

- a. Township of Southgate, Notice of Virtual Public Meeting concerning a proposed New Official Plan 082

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Township of Southgate, Notice of Virtual Public Meeting concerning a proposed New Official Plan.

- b. Wellington North Power Inc. Quarterly Newsletter, Quarter 4: October 1st to December 31st, 2021 083

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Power Inc. Quarterly Newsletter, Quarter 4: October 1st to December 31st, 2021.

- c. Mary I. McIntee, Mount Forest, correspondence dated March 2, 2022 087
regarding the intersection of Main Street and King Street, Mount
Forest

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Mary I. McIntee, dated March 2, 2022, regarding the intersection of Main Street and King Street, Mount Forest

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 22, 2022 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
- Saugeen Valley Conservation Authority

- Wellington North Health Professional Recruitment Committee
- Arthur Trail Committee

Mayor Lennox:

- Committee of Adjustment
- Wellington North Power
Ex Officio on all committees

CLOSED MEETING SESSION

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

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or be carried on by or on behalf of the municipality or local board

(b) personal matters about an identifiable individual, including municipal or local board employees;

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:

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or be carried on by or on behalf of the municipality or local board

(b) personal matters about an identifiable individual, including municipal or local board employees;

1. REPORTS

- OPS 2022-001 being a report on a request by the owner at 210 Industrial Drive for an easement on a portion of their property in favour of the Township for drainage and or trail rights
- Verbal Report, Chief Administrative Officer, personnel matter

2. REVIEW OF CLOSED SESSION MINUTES

- February 22, 2022

3. 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 OPS 2022-001 being a report on a request by the owner at 210 Industrial Drive for an easement on a portion of their property in favour of the Township for drainage and or trail rights;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the verbal report from the Chief Administrative Officer regarding personnel matter;

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 February 22, 2022 Council Meeting

CONFIRMING BY-LAW

088

Recommendation:

THAT By-law Number 037-22 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 March 21, 2022 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of March 21, 2022 be adjourned at __: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Open House to review pool design concepts, Mount Forest Sports Complex, lower leisure hall	Wednesday, March 23, 2022	5:30 p.m. to 7:00 p.m.
Wellington North Cultural Roundtable – New Member Recruitment, Arthur Community Centre, Lower Hall	Thursday, March 24, 2022	12:00 p.m. to 2:00 p.m.
Recreation, Parks and Leisure Committee	Tuesday, April 5, 2022	4:00 p.m.
Economic Development 65 th Annual EDCO Conference, Toronto Marriott Eaton Centre Hotel	April 5 th – 8 th	
Regular Council Meeting – via video conference	Monday, April 11, 2022	2:00 p.m.
Growth, Housing & Development Information Session, Arthur Community Centre, Lower Hall	Wednesday, April 13, 2022	6:00 p.m. to 7:30 p.m.
Regular Council Meeting – via video conference	Monday, April 25, 2022	7:00 p.m.
Volunteer Appreciation Event – Arthur Community Centre	Thursday, May 5, 2022	5:00 p.m. - 7:00 p.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



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Deputation Request Form

Name of Deputation(s):

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business *Officer's Auto Care Inc*

Contact Information *Joel Officer*

Mail: *210 Industrial Dr. Mount Forest*

Email: *officerautocare@wrightman.ca*

Telephone: *(519) 323-1322 business*

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting *March 21, 2022*

Subject Matter (submit your complete deputation submission with this form)

Lot Line Adjustment

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

I am requesting a lot line or easement to turn the rail trail at the back of the property over to the municipality

Estimated Financial Impact to municipality:

Capital _____ Annual Operating _____

SIGNATURE: (electronic signature accepted)

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – MARCH 7, 2022 at 2:00 P.M.
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=vlbH0wbvThw>**

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
	Director of Operations:	Matthew Aston
	Manager of Transportation Services:	Dale Clark
	Community Recreation Coordinator:	Mandy Jones
	Manager of Recreation Services:	Tom Bowden
	Human Resources Manager:	Amy Tollefson
	Economic Development Officer:	Dale Small
	Chief Building Official:	Darren Jones
	Director of Fire Services:	Chris Harrow

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2022-077

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Agenda for the March 7, 2022 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, February 22, 2022

RESOLUTION: 2022-078

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council held on February 22, 2022 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

1b, 1c, 2a, 4a, 4b, 4c

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2022-079

Moved: Councillor Burke

Seconded: Councillor Yake

THAT all items listed under Items For Consideration on the February 22, 2022 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 Arthur 150 Committee meeting held on February 9, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated March 1, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority 2022 Budget Package and the 2022 Summary of Municipal Levy.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2022-080

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Annual Meeting held on January 20, 2022.

CARRIED

RESOLUTION: 2022-081

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on February 24, 2022.

CARRIED

RESOLUTION: 2022-082

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2022-009 being an update on the Business Retention & Expansion Program and specifically the Wellington County BR+E Implementation Fund.

CARRIED

RESOLUTION: 2022-083

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-008 being a report on the purchase of a sidewalk machine and grader;

AND FURTHER THAT Council award the supply of the new sidewalk machine to Premier Equipment Ltd. at a cost of \$70,629.90 plus applicable taxes;

AND FURTHER THAT Council award the supply of the new grader to Brandt Tractor Ltd. at a cost of \$498,550.00 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations, or their designate, to sign any agreements necessary to make the purchase.

CARRIED

RESOLUTION: 2022-084

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information the January 10, 2022 Blue Sky Energy Engineering & Consulting Inc. Review of the 2016 Arthur WWTP Class EA – Summary of the Basis of Development of the Design ADF of 2,300 m³/d.

CARRIED

RESOLUTION: 2022-085

Moved: Councillor Yake

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-010 being a report on the award of the Township's 2022 Asphalt Program;

AND FURTHER THAT Council award the Township's 2022 asphalt program to The Murray Group Limited at a project cost of \$1,268,565.80 plus applicable taxes;

AND FURTHER THAT Council direct staff to increase the budget associated with the Township's 2022 asphalt program by an additional \$490,500 being funded from the Capital Infrastructure Reinvestment Reserve Fund (\$300,000), and unallocated 2022 OCIF Contributions (\$190,500);

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

DEFERRED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- Update regarding Louise Marshall Hospital and surrounding hospitals
 - The number of patients being admitted with Covid continues to decrease within the region. Current occupancy at the three sites is about 97%. We continue to admit patients from Waterloo Regional partners; however, those requests have started to slow down. As of last week, there were fifteen staff that had tested positive for Covid and there were fifteen in self isolation. That represents about 5% of the overall staff and is not impacting the ability to provide care or services.
 - The Covid-19 assessment and vaccination centre in Harriston has been closed. PCR testing services for those who are eligible and vaccinations for anyone in need have been relocated to the Louise Marshall Hospital effective March 1st.
 - The three sites, Louise Marshall in Mount Forest, Palmerston Hospital and Groves Memorial in Fergus, have all resumed surgical and other procedures at about 70% capacity, as directed by the Province. Plans are being put in place with local specialists to deal with the backlog.
 - Physician recruitment, especially in Mount Forest, is a particularly high priority. The hospital has reassigned Alison Armstrong to lead these efforts once again.
 - In December 2021 the Ministry of Health announced that there would be base operating funds for fifteen new MRI machines as part of their Phase 2 Funding. Hospitals were invited to submit business cases, and on January 20th Wellington Health Care Alliance submitted a business case for MRI funding to be located at the Palmerston and District Hospital site. The review concluded there was no MRI machine within a 70 km radius of Palmerston and District Hospital and a space is available to support an MRI. The Ministry indicated that business cases approved for funding will receive notice no later than March 31st. Dale Small, EDO, advised that the Palmerston and District Hospital Foundation has fundraised for an MRI machine.
 - Board and Committee meetings continue to be held virtually. At the February 8th meeting three new board members were welcomed. The next Board meeting is March 29th where they will receive the results of a recently completed employee survey. It is hoped the Annual General Meeting will be held in person and is scheduled for June 21st.

Councillor Burke (Ward 2):

- Mount Forest Aquatics Ad-Hoc Committee met last week. They discussed events that they are hoping to host as things continue to open.
- The Mount Forest Fireworks Festival will happen this year, and with the Arthur 150th Anniversary it will be a busy summer.
- The Louise Marshall Hospital Foundation Gala will be held in June.

Councillor Hern (Ward 3):

- Stacy Stevenson has resigned as Administrator for Arthur Chamber of Commerce and BIA. They are looking to hire someone for the joint position with the Arthur BIA.

Councillor McCabe (Ward 4):

- A Physician Recruitment meeting was held at noon today, however Councillor McCabe was unable to attend but will be requesting an update later this week.
- Attended a SVCA Meeting.

Mayor Lennox:

- Update on meetings held in the past couple years with Mayors and CAO's across the County with the Medical officer of Health, paramedic service and police. This morning's meeting was declared the last meeting unless there is a reason to reconvene. There are still some vaccination clinics going on; however, the large-scale vaccination clinics will scale down for the time being. There is concern of a resurgence of Covid-19 in the fall so there may have to clinics held in the late summer.

BY-LAWS

- a. By-law Number 034-22 being a by-law to dedicate certain lands as part of the public highway (Eastridge Landing Phase 3)
- b. B-law Number 035-22 being a by-law to dedicate certain lands as part of the public highway (South Water Street)

RESOLUTION: 2022-086

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 034-22 and 035-22 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- A continuation of the February 22 cultural moment celebrating spinning wheels in the past and now

Spinning Fibre

As with any hobby or craft, nothing seems simple, as there are always so many facets to explore and enjoy. It's the same with spinning. Many decisions to make – starting with the end product. What are you planning on making? That decided, what type of fibre do you need? Blended or not? How thin or thick – how many plies will that be? What colour? A fleece from any animal will need to be cleaned. A hand-spinner will look for a fleece that is as clean as possible. When washing, the staples should not be agitated in order to avoid felting.

The staples can be spun from the actual staple, but most spinners either comb or card the staples, using hand carders or a drum carder, to separate the fibres. It's at this point, that more than one fibre is blended if desired. The advantage is that it can

enhance strength or durability to the yarn by blending shorter and longer fibres. Or it can reduce the cost by combining expensive fibres with less costly ones, such as Merino wool with Corriedale wool. The carded fibre is then known as a roving which is ready to spin.

The rovings' are then spun onto bobbins. If the yarn required is for a heavy sweater, then the single ply on each of the 2 or 3 bobbins will then be plied together to create a 2-ply or 3-ply yarn. When plying, the spinning wheel is turned in the opposite direction from when it was spun, in order to create and hold the twist. Whether the yarn is spun smoothly or bumpy for designer yarn, depends on the project for which it will be used. The yarn then is wound into skeins. And can be dyed by either using natural plants, chemicals, or even Kool-Aid makes wonderfully bright colours. When cooking with red cabbage, you would think it would make a great dye when looking at your purple fingers, but that dye is transient and not permanent in wool.

Now the wool is ready for any project for which it was intended. This toque is made from the fleece of 2 sheep with their natural colourings. It was spun as 3-ply yarn, is very warm, and has been used since 1993. The combination hood and scarf were created from roving which had been dyed before it was spun. The 2-ply yarn is warm, soft, and still durable since it was spun in 1994.

Submitted by Penny Renken Wellington North Cultural Roundtable; pictures of products made by local spinning group.

CONFIRMING BY-LAW

RESOLUTION: 2022-087

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 036-22 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 March 7, 2022 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2022-088

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Regular Council meeting of March 7, 2022 be adjourned at 2:52 p.m.

CARRIED

CLERK

MAYOR

Mount Forest District Chamber of Commerce

Meeting Minutes

February 15th, 2022

ATTENDANCE

- | | |
|--------------------|--|
| • Shawn McLeod | President |
| • Kelly Dimick | Vice- President |
| • Sharon Wenger | Treasurer – Chair Fireworks Festival Absent |
| • Crystal Seifried | Director/ Secretary |
| • Emma Jeffries | Director |
| • Stacey Stevenson | Administrator |
| • Corbin Peter | Social Media Co-ordinator Admin |
| • Dale Small | Wellington North Township, EDO |
| • Lisa Hern | Wellington North Township Council Representative |

I. Call to Order

President Shawn McLeod called to order the regular meeting of the Mount Forest District Chamber of Commerce at 7:05 pm on February 15th, 2021, on a virtual Zoom Meeting.

II. Economic Development Report – Dale Small, EDO Township of Wellington North February Report included with Agenda. Highlights:

- a) Lock Down Love Social Media Program has been running since January 31st. Will end February 14th. Winners will receive \$100 Gift cards purchased through Shop Wellington North.
- b) Community Growth Plan. 2021 Permits Issued resulted in \$2,008,161.67 in Development Charges. Development Charges pay for infrastructure that comes with new development. 2022 is expected to exceed 2021 in growth for all of Wellington North.
- c) Saugeen Connects A.W.E. (Advancing Women Economically) Seminars are planned to start March 14th, 2022. www.saugeenconnects.com to sign up. Seminars are free. New co-ordinator Katrina Day has been hired. International Women's Day March 8, 2022 speaker Amanda Lynn Mayhew included as part of this program. All seminars and event are virtual and free to attend. Registration is necessary.
- d) Grants & Donations need to be applied for by the end of March. Chamber can apply for items not already included in the MOU.
- e) Senior or the Year Award – Council have selected individual to receive 2022 Award. Hope to have award presentation at April 11th Council meeting. Volunteer Celebration April 29th moved to May 5th.
- f) Municipal Cultural Plan – Council approved the updated Cultural Plan January 10, 2022. The first cultural plan was prepared in 2013. Vision, Guiding Assumptions & Goals can be found on Dale's report and the Township website.

III. Council Notes – Councillor Lisa Hern

As of February 21st. All staff will be working back in the Township offices.

Council meetings will remain virtual with no planned date to move back to in person.

Municipal Election will be held October 24th per declaration.

Approvals for Sobeyes development have been made.

IV. Approval of Minutes from December Meeting

With note to fix date at the top of the minutes

MOTION to Approve –Kelly Dimick

2nd BY – Crystal Seifried

V. Treasurer’s Report/Monthly Cheque Log Review and Approval December 2021

Stacey noted that Erica with Clare Creek will be leaving. Some discussion was made as to what could be done moving forward. Stacey has held off on getting started with Quick Books.

Mortgage Renewal – Shawn has started discussions with Saugeen Economic Development Corporation, who currently hold the mortgage. More details to follow in March meeting.

Motion - to approve January Reports moved to March with our Treasurer in attendance

VI. Sub Committee Updates**a) Office Operations -**

Building – Washer & Dryer Replaced. Water Bill has been high due to a leak. JJ McLellan fixed>

Shawn – Salt & Sand has been needed in the parking lot. Contract is with Reeves Construction.

Office – Stacey has been handing out Rapid Tests to many businesses who have signed up through the business program.

b) Social Media Update – Corbin

January/ February have been busy months with 1871 Facebook followers and 729 Instagram followers

Promotions include – Shop Local, Lockdown Love.

Will promote Saugeen connect AWE workshops.

c) Fireworks Festival Update – Stacey for Sharon’s report.

The Festival Committee are setting things in Motion with plans for the 2022 (20th Year) festival to proceed!!

Sponsor packages are out. Coldwell Banker WIN Realty has secured spot as a Major Sponsor.

Grant Application – for “My Main Street” has been submitted with request for \$94,000

Sharon has an interview with 88.7 The River

Website is being revamped.

Working on Budget for approval.

Councillor, Lisa Hern discussed the new Bi-Law for food trucks is in place. They need to be licensed and inspected. Township staff will liaison with the Festival committee in regard to rules for major events within the Township.

d) Member Relevance Committee – Stacey

- Crystal mentioned that Canadian Tire has a new Associate Dealer, Robinder Makkar.

e) Digitalization Committee – No Report

VII. New Business - Mount Forest Showcase/ Home Show – Emma Jeffries (Chair)

Name being discussed - North Wellington Home Expo

VIII. New Business – Wellington Heights Secondary School Co-op Program, Crystal Seifried

- Crystal met with teachers, Mike & Peter from the program along with Agilec staff, Edit and Ben for a first meeting to discuss how the Chamber could help with the program. They are hoping to make more connections with local business and community organizations. Crystal thought that the Mount Forest Chamber of Commerce could help promoting the program in newsletters and social media. The Co-op teachers will look at a press release that could be sent out. Also, that we should keep in mind promotions where the focus is on students working in the community and staying in the community. There are plans for this committee to meet monthly.

IX. New Business – Easter Egg Hunt – Stacey

a) The Lions Club has expressed interest in working with the Chamber to hold an Easter Egg hunt. There was discussion on how this could work along with the current Easter program the Chamber did in 2021.

Note – Traditionally, the Optimists held the annual Easter Egg hunt at Campbell de Vore (Cork street) park. They have no plans to continue as they do not have enough man power.

X. Round Table

Stacey - The Mount Forest District Chamber of Commerce was asked if we would like to sponsor public skating. Discussion was held regarding the already tight budget that the Chamber is working with this year. Decision was made not to sponsor this year.

Corbin – Offered Congratulations to Kelly & Emma on their upcoming move to a new location.

Emma – Nothing new to report

Kelly – Nothing new to report

Crystal – Nothing new to report

Shawn – A decision needs to be made for a 2022 guide. Discussion around possible date of release.

Meeting Adjournment

Shawn Adjourned the meeting at 8pm

Next meeting will be March 15th, 2022 at 7:00 pm in person in Board room of Mount Forest District Chamber of Commerce 248a Main St, Mount Forest.

Mount Forest District Chamber of Commerce
Balance Sheet As at Jan 31, 2022

011

ASSET

Current Assets		
Petty Cash	100.00	
Petty Cash OTF Community Ac...	0.00	
Cash Float - Fireworks Festival	0.00	
Shop WN Clearing	100.00	
Chequing Bank Account	25,105.02	
OTF Community Account	53,674.79	
Total Cash		78,979.81
Accounts Receivable	2,444.54	
Due from OTF Community Anim...	0.00	
Total Receivable		2,444.54
Prepaid Expenses		6,200.00
Prepaid Entertainment		20,328.46
Total Current Assets		107,952.81
Capital Assets		
Office Furniture & Equipment		650.00
Computer Equipment		759.98
Building		347,059.14
Land		125,000.00
Total Capital Assets		473,469.12
TOTAL ASSET		581,421.93

LIABILITY

Current Liabilities		
Accounts Payable		25,964.72
BMO Mastercard 8295		0.00
Pre-Paid Rent - Unit A		1,043.95
Pre-Paid Rent - Unit C		728.00
Pre-Paid Rent - Unit D		750.00
Pre-Paid Rent - Boardroom		0.00
CEBA Loan Payable		30,000.00
Vacation payable	-28.57	
Vacation Pay Clearing	28.57	
Total Vacation Payable		0.00
EI Payable	112.97	
CPP Payable	278.32	
Federal Income Tax Payable	195.09	
Total Receiver General		586.38
GST Charged on Sales	457.47	
GST Paid on Purchases	-539.23	
GST Owing (Refund)		-81.76
Deposits - Festival		3,900.00
Total Current Liabilities		62,891.29
Long Term Liabilities		
Mortgage Payable		231,284.54
Total Long Term Liabilities		231,284.54
TOTAL LIABILITY		294,175.83

EQUITY

Retained Earnings		
Retained Earnings - Previous Year		177,941.14
Investment in Capital Assets		56,641.58
Unrestricted Net Assets		55,413.39
Current Earnings		-2,750.01
Total Retained Earnings		287,246.10

Mount Forest District Chamber of Commerce
Balance Sheet As at Jan 31, 2022

012

TOTAL EQUITY	<u>287,246.10</u>
LIABILITIES AND EQUITY	<u><u>581,421.93</u></u>

Arthur 150 Committee

Wednesday March 2, 2022; 7:00pm – 8:30 pm; Arthur Historical Meeting Room

Attendance

Faye Craig, Jeff McKee, Carl Billiald, Marilyn Theurer, Patti Emery, Keith Harris, Bonnie McIntosh, Brent Hurd, Lynn Rawlins, Vivianne Macdonald and Connor Schmidt.

Minutes our last meeting (February 9) were emailed to all committee members including Lisa Hern, Wellington North Councilor. Printed copies were given to those without access to internet.

Updates

Faye

- The Arthur Fire Department will not be hosting a breakfast on Friday. They will have a table at the Shop Local event. They will also be helping out at the Lions Club Chicken BBQ dinner.
- The Wellington Advertiser has agreed to a “Promotional Pull Out.” They will contact local businesses in the area to cover the cost of the pull out.
- Meet & Greet: Faye has contacted several people to staff these areas.
- Faye has made several calls to our invited guests and has received many favorable responses.
- Jennifer and Lynn are working on the invitations for the dignitaries and will be approved and signed by Faye and mailed out shortly.
- Lecture and sound system will be needed for the opening ceremony.

Jeff

- History Book is progressing nicely
- The two Facebook pages are getting lot of hits. Jeff suggested inviting your friends to the page.
- Plans are in the works for a 5 to 10 KLM run. Maggie Keinapple has been approached to help run the event. The run will take place on the trail across from Cottons Auto Care. If water was available for purchase and prizes were awarded to the winners, then a registration fee would be discussed.
- Eighty white crosses with small Canadian Flags will be set up 6 weeks prior to July 1 to honour our war dead and to promote the July event. The crosses would be placed at the Cenotaph and then moved to MacPherson Park. Jeff's dad, (Harold) has offered to make the crosses. Crosses would be made out of corrugated plastic (1/2 inch and 2 feet tall with a span of sixteen inches). Gail Donald from the Arthur Historical Society has offered to apply for some grant money to pay for this project. These crosses could also be used for other events, once the 150 celebrations are over.

Patti & Marilyn

- T-shirt's design was decided by vote. Marcc Apparel will be the supplier. Patti will check on the materials used for the logo. Jeff suggested something breathable. One hundred T-Shirts will be ordered in various sizes. The design will be on file, so we can order more if needed. T-Shirts will be available for purchase.
- One hundred Ask Me buttons will also be ordered and distributed to business owners and members of the committee.
- Banners: some discussion about the durability of the fabric. We would like them to stand up to fading and to weather. Two styles were chosen at the last meeting. Patti requested three quotes from local vendors. We are still waiting for the last quote to come in. They could be quite costly, so sponsorship may be needed.
- Faye and Patti retrieved the old banners to check on the condition of them. Both Tom and Keith agreed that the old banners were in extremely poor shape and will no longer be used.
- Keith will talk to Tom about the possibility of sponsorship to help cover the cost of the banners.

Bonnie

- Guest Book
- Shop Local going ahead as planned.
- Speak to Tom at Foodland about letters going out to the Shop Local vendors.
- The Barn Quilt display and entry information are displayed in the store window of Be Sure Financial.

Brent

- Optimist ball tournaments are scheduled for the three-day event.
- The plane "fly-over" availability has not been confirmed.
- Movie night and Fireworks.
- The Friday night concert is currently sold out and now they are looking at using the arena floor, so they can sell more tickets.
- Teen Pavilion Dance. The Optimist Club would cover the cost of a DJ, but they need a group to run the dance. The group could sell pop and chips and the money collected could be donated to charity.

Carl

- The Arthur Agricultural Society has agreed to run a Drive Thru Roast Beef dinner on Sunday evening. Faye was wondering if they might consider a sit down instead. Carl said he would bring it up at their next meeting.
- NOTE: COVID restrictions would determine a lot of the events planned.
- Carl will contact St; John's Ambulance to see if they are available to be on site for Friday and Saturday.

Keith

- Update on two BIA projects, the Legion retaining wall mural – garden of poppies
- 150 boxed Commemorative coins at a cost of 10.00 per coin plus the cost of the gift box. Coins would be handed out to special guests and awarded as prizes. Delivery time for the coins is 4-6 weeks.
- The cost of these two projects would be covered by the BIA.

Vivianne

- Deb Atkinson will be in charge of parade registration.
- The Legion has agreed to march in the parade. They will contact other Legions in the area to join them in the parade.
- A four-horse drawn Show Wagon will be available for the Wellington North Mayor and WN Councillors to ride in the parade.

Connor

- Youth activities will take place on Friday at the Curling Club. The Club has graciously offered the use of the ice surface at no cost. However, Faye is looking into insurance coverage.
- Connor has made several calls. He is still waiting for replies.
- Carnival games, dunk tank, face painting, pony rides are just a few of the activities planned.
- Eileen McArthur at The Arthur School of Art will offer painting lessons to the kids.
- Connor is working with Eileen on a colouring sheet for the Children's Colouring Contest. Colouring sheets will be distributed to Arthur Public School and St John Catholic School. The children will be asked to bring their entries to the Curling Club. They will be on display for everyone to enjoy and prizes will be awarded at the end of the three-day event.

The committee continues to brainstorm. We have several suggestions for attractions and activities for the three-day event. We continue to work on a time schedule for each day.

Food vendors are still needed.

The committee is happy to see we have representatives from the service clubs, the BIA the Chamber and the community coming together to contribute to the planning of this very special milestone.

Next Meeting: Monday March 14, 2022, 7:00 pm Arthur Historical Meeting Room

150 Committee Members Meeting

Tuesday March 8, 2022

1:00 pm-3:00 pm Arthur Historical Meeting Room

Attendance:

Faye Craig, Jeff McKee, Patti Emery, Marilyn Theurer, Vivianne Macdonald, Lynn Rawlins

Banners:

The banner style and the vendor have been chosen by the committee. Sign Matters from Mount Forest provided a quote of 72.95 per banner (2' by 5' double sided with 3" pole pocket). Faye gave a favourable recommendation for Harry Pinkse owner/partner, his attention to detail and the quality of his work can be seen as you enter the village. The Arthur Horticultural sign at McPherson Park was designed by Sign Matters.

Patti will contact MARCC Apparel and ask if the designed artwork that we paid for can be shared with Sign Matters for the banners.

Faye suggested Harry come to Arthur to see the light poles and the quality of the Remembrance Day banners before placing the order.

The cost of the banners is approximately \$4,500.00.

T-Shirts and Ask Me Buttons:

Patti will follow up with MARCC Apparel on the cost of the buttons.

We have decided to place the order for 100 T-Shirts and 100 buttons. Once we know the cost of the shirts we can settle on a price for the public. Jeff will start promoting the T-Shirts on the two Facebook pages but only once the order has been placed.

Portable toilets and hand-wash-sanitize stations:

Faye contacted Broadline. Cost of each station will be 135.00 + HST, delivery and pickup at a cost of 40.00. We would need 2 for the downtown area. They would be placed behind the TD Bank in the municipal parking lot. The units would arrive on Thursday June 30 and be picked up on Tuesday July 7. The cost of the hand-wash-sanitize stations will be forthcoming. Faye instructed Broadline to send the invoice to the Township.

Curling Club Rental and insurance:

Faye confirmed with Lori McFadden that no additional insurance is needed when renting the Curling Club's ice surface for the children's events on Friday. The club isn't booked for any other event, so the tables and chairs from the hall can be used for the event.

Student Volunteer Hours:

There are a few areas where student volunteers would be welcome to help out. Marilyn has offered to work with the students to complete these hours and to fill out the necessary forms required by their schools.

Candy Floss prices and interested vendors :

Outdoor power sources needed

Ringette Club – Mount Forest	5.00 per bag
IScreamm Cone Company	3.99 per bag
Joanne & Helena Rooyakkers	3.00 per bag

Children's events Curling Club Location

A list of possible artists/entertainers and estimated costs are at the end of this report.

Colouring Contest details

Patti has agreed to be our contact with the local area schools. Eileen MacArthur will design the master colouring sheet and give permission for the design to be copied.

Masters will be distributed to each school.

We are hoping the schools can print off the number of sheets needed for students who wish to participate in the colouring contest.

- Arthur Public School 1550 Conestoga St. 519-848-3793
- St John Catholic School 315 Tucker St. 519-848-2445
- Arthur Christian School 161 Eliza St. 519-848-2218
- Alma Public School 12 Simpson St. East 519-846-5110
- Kenilworth Public School 7478 Sideroad Seven 519-848-3320

Children will be encouraged to bring their entries to the Curling Club on Friday. Patti will contact Carl Billiald to see if we could borrow the display boards owned by the Agricultural Society. The display boards would be used to display the colouring contest entries.

Faye will check into the possible use of a Bean Bag toss game that the Presbyterian Church owns.

Parade update:

Vivianne contacted the Arthur Public School two weeks ago to get permission to use the school's parking lot for the 150 parade. There is a questionnaire that must be completed beforehand. Once completed and approved, Vivianne can proceed with the planning of the parade. Viviane assured them that tractors would not be using any of the grassed areas of the school's property.

Faye has been in contact with the president – David Craig of the Upper Canada Two Cylinder Club to see if the club would be interested in participating in Friday's parade or the Shop Local event on Saturday. Mr. Craig said he would bring it up at the next meeting and get back to her with a decision. Vivianne would like to have a decision by May 1 2022.

Vivianne or Debbie would be the contact persons for parade entries.

Faye mentioned that if the Upper Canada Two Cylinder Club agrees to provide entries for Saturday Shop Local Event then Dale is to be contacted. Dale will have to add this addition to the road closure request.

The idea of tractors being adding to the event was discussed. We want others to know they are also welcome to display their tractors or register them as a parade entry. We do not currently have a list of the sidewalk vendors for the Shop Local event. We do not know how many vendors will register to be at the event, so we don't know how much space will be available for the tractor display. It would be nice to see all of the spots on main Street filled to capacity.

Faye will contact Mandy Jones to see if her father in law might be interested in entering his collection of tractors.

Pamphlet – schedule of events

Jennifer and Lynn will work on setting up the digital file for the pamphlet/brochure. Lynn will contact a few printers in the area for quotes.

80 White Crosses

Jeff gave us an update on the materials and prices. There was much discussion about the project .Jeff will continue to get more sources for pricing and construction of the crosses.

Food

The Meet and Greet station will be set up on the lower hall of the Community Centre. Jeff suggested using the snack bar as a location for a quick bite to eat and a place for refreshments. Faye contacted Jen Timmerman (Arthur Skating Club) to ask her if the group would be interested in providing a light lunch based out of the lobby snack bar in the centre. Jen will contact the group and get back to Faye.

Faye suggested extending the same offer to church groups, sports groups etc. The groups would buy their own supplies and provide a light lunch. Any profit made would be kept by the group. We would like to see a different group offer food for each of the three days.

Calling all local music groups

Jeff suggested musical entertainment for Saturday evening . He has been talking to groups in the area that would be interested in participating. There would be a charge for the public to come and enjoy an evening out. The monies collected would pay for the entertainment. A cash bar could be set up providing the Legion would be interested in running the bar. The committee showed some interest but more planning and information would have to be gathered before a decision could be made.

Singing of O Canada

Many suggestions were discussed. Jeff has been in contact with Jad Dodsworth in regard to recruiting some of the former ADHS band students getting together and participating in some of the homecoming events including the signing of O Canada. Jad is currently down south for the winter. Jeff will keep us informed.

Estimated 150 Costs

T-Shirts (100 pre order)	1500.00
Ask Me Buttons (100)	500.00
Banners (56)	4500.00
Pamphlets (est. 1000)	500.00
2 Toilets & hand washing	350.00
Petty Zoo	900.00
Fergus Pipe Band	500.00
Pony Rides	150.00
4 Horse Hitch	500.00
Bouncy Castle (est.)	400.00
Air Brush Tatto (est.)	350.00
Face Painting	<u>125.00</u>
Total	10,275.00

Note: totals may not include HST.

The handwash stations are not included.

MOUNT FOREST BUSINESS IMPROVEMENT
ASSOCIATION MEETING MINUTES March 8th, 2022 @ 8:00 AM
Meeting Room Mount Forest Sports Complex

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Andrew Coburn, Kayla Morton, Dwight Benson, Jessica McFarlane, Jayme Hewson, Bill Nelson

Staff: Dale Small

ABSENT ATTENDEES

Kathleen Delchiaro, Councilor Sherry Burke

ADOPTION OF MINUTES

MOTION CARRIED TO APPROVE AGENDA

Moved: Dwight Benson Seconded: Jess McFarlane

ITEMS FOR CONSIDERATION

1. **BMO Hardscape:** Presented both Robertson Landscaping, and ReevesScapes quotes. Motion to accept Roberston Landscaping: Bill Nelson
Moved Kayla Morton Seconded
2. **Banners:** Andrew to forward idea for Richard . Kayla to send to Arthur artist who will also investigate the potential of steel wings as sculpture on building.
Need to cover up red block
3. **Street Cleaning:** Ron Weber. Dwight to ask Ron on behalf of team
4. **Mural:** Reservations about covering the Freemans sign. Propose mural on a non-permanent material, that can be removed when necessary. Receive 3

quotes for wings mural. Eileen, Metal Artist, And Richards friend can all put in quotes and designs.

5. **Horticultural Society:** Dale and Dwight going to discuss with Christine Wasylyk and Dale will handle with BOW
6. **Heritage Plaques:** Cultural RoundTable Committee in conjunction with Dale are going to continue discussions and will circle back with idea.
7. **Banners/Flowers Update:** Banners cost are \$600 per banner. 60% increase. \$85 per banner was original price. Dwight makes motion to purchase 10 new banners, seconded by Jessica. Carried. Flowers are in process with Richard. Will be ready for spring. Dwight questioned if flowers go longer into the fall.
8. **Tabled to next meeting:** Order Christmas lights. Dwight to check with Jaime and Chris tucker on where they were ordered from. Light strings were inadequate due to one bulb burning causing rest of string to burn out.

NEXT MEETING

April 12th 8am in Meeting Room @ MF Sports Complex

ADJOURNMENT

Moved: Bill

Seconded: Jessica



Staff Report

To: Mayor and Members of Council Meeting of March 21, 2022
From: Tammy Pringle, Development Clerk
Subject: DC 2022-011, Consent Application B15-22 Guildford & Anita Deverell

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2022-011 being a report on Consent Application (Easement) B15-22 known as Part Lots 2 & 3, Concession 4 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B15-22 as presented.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject properties are located in the north east quadrant of the township and are known as 7688 Sideroad 2 East and Con 4 Pt Lot 3.

Proposed easement is 16m fr x 456m = 0.73 hectares, for hydro line and driveway in favour of 7688 Sideroad 2 East to service existing dwelling and for continued access.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 30657-21 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated January 31, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Planning Report
Asavari Jadhav, Planner and Zach Prince, Senior 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?

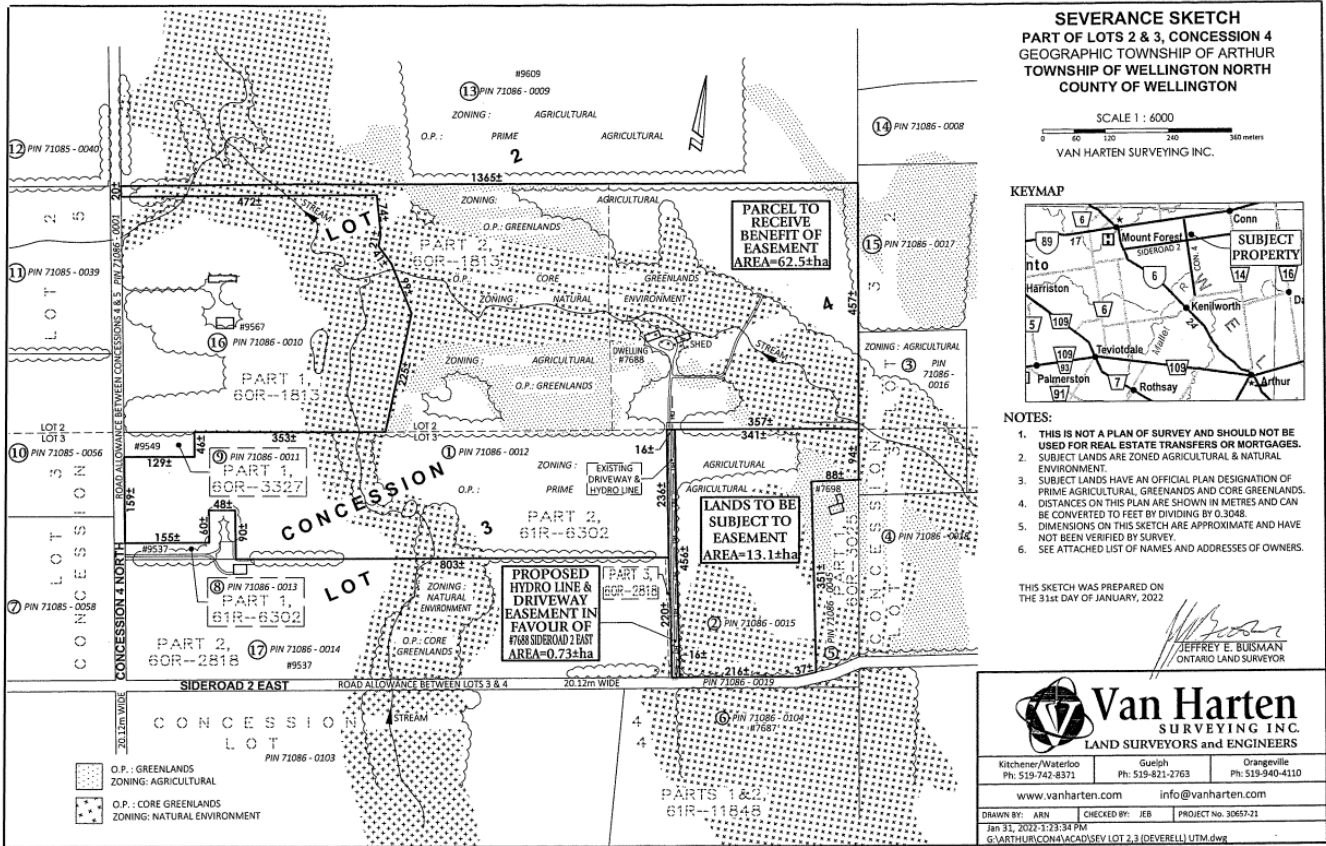
- Yes No N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

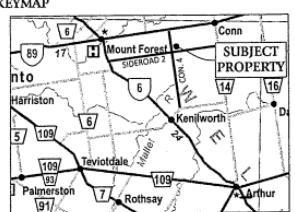
Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

APPENDIX A – Severance Sketch



SEVERANCE SKETCH
 PART OF LOTS 2 & 3, CONCESSION 4
 GEOGRAPHIC TOWNSHIP OF ARTHUR
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON

SCALE 1 : 6000
 0 60 120 240 360 meters
 VAN HARTEN SURVEYING INC.



- 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, GREENLANDS AND CORE GREENLANDS.
 4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
 5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
 6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

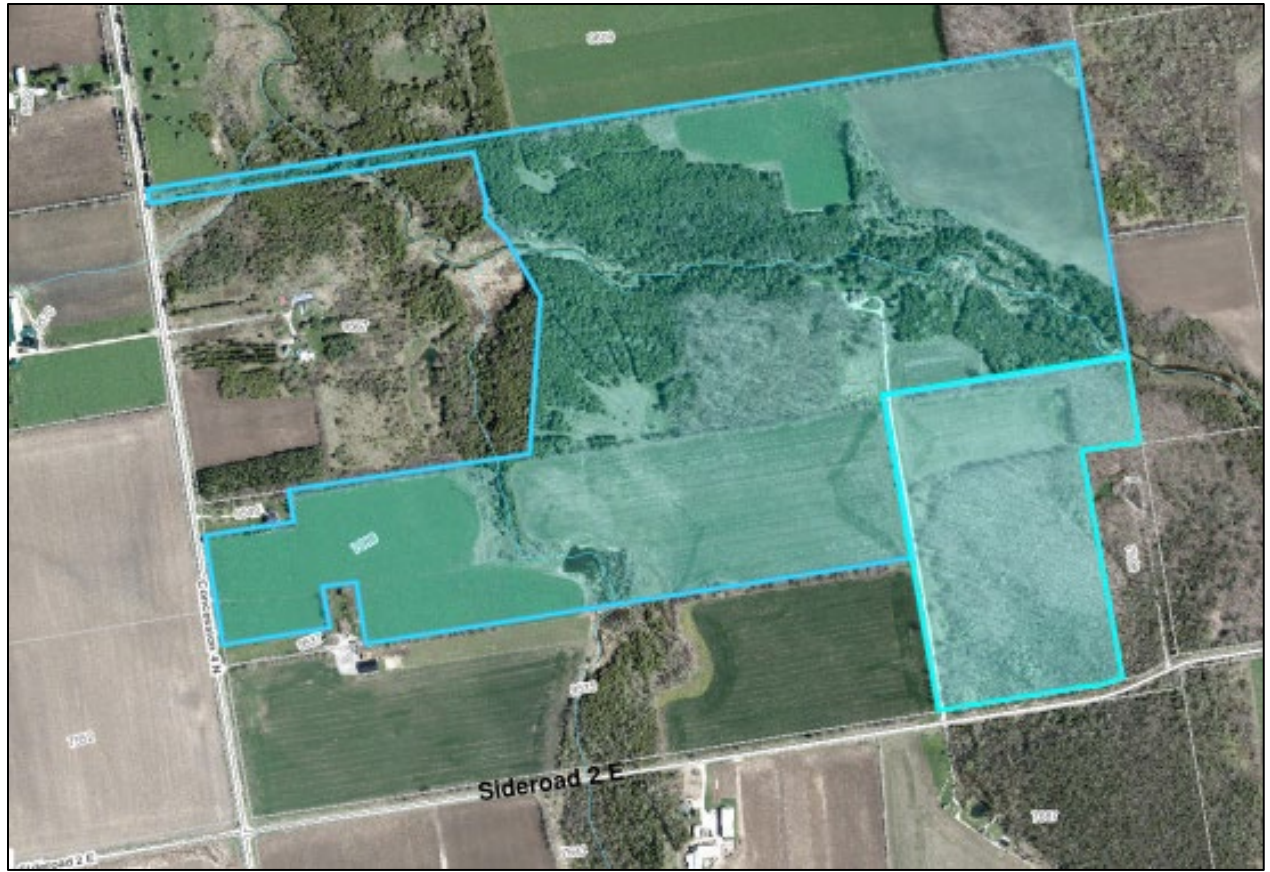
THIS SKETCH WAS PREPARED ON
 THE 31st DAY OF JANUARY, 2022

Jeffrey E. Buisman
 JEFFREY E. BUISMAN
 ONTARIO LAND SURVEYOR

Van Harten
 SURVEYING INC.
 LAND SURVEYORS and ENGINEERS

Kitchener/Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: ARN CHECKED BY: JEB PROJECT No. 30657-21		
Jan 31, 2022 1:23:34 PM G:\ARTHUR\CON4\ACAD\SEV LOT 2,3 (DEVERELL) UTM.dwg		

APPENDIX B – Aerial View



APPENDIX C – Planning Report



Planning and Development Department | County of Wellington
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
 T 519.837.2600 | F 519.823.1694

Application Location	B15/22
Applicant/Owner	Part Lot 2 & 3, Concession 4 TOWNSHIP OF WELLINGTON NORTH (ARTHUR TOWNSHIP) Guildford & Anita Deverell

PRELIMINARY PLANNING OPINION: This proposal is for an easement for an existing hydro line and an existing driveway on Part Lot 2 & 3, Concession 4 in favour of 7688 Sideroad 2 E to service and access the existing buildings. The benefiting property contains an existing dwelling (7688 Sideroad 2E) and is 62.5 ha (154 ac) in size.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. Planning staff have no concerns.

A PLACE TO GROW: No issue.

PROVINCIAL POLICY STATEMENT (PPS): No issue.

WELLINGTON COUNTY OFFICIAL PLAN The subject property is designated PRIME AGRICULTURE, CORE GREENLANDS and GREENLANDS. Identified features include Saugeen Valley Conservation Authority regulated Hazard Lands, Provincially Significant Wetlands, Significant Wooded Areas. The matters under Section 10.1.3 were considered including item b) “that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards with undue financial burden on the municipality”.

Under Section 12.6.1 of the Plan, utilities for municipal water, sewage and stormwater are permitted in all land use designations.

LOCAL ZONING BY-LAW: The subject lands and the benefiting lands are zoned Agriculture (A) and Natural Environment (NE). The existing dwelling located on 7688 Sideroad 2 E is serviced by the current access and hydro lines from Sideroad 2E but has legal frontage on Concession 4 N, the proposed easement is to recognize the existing driveway and hydro line.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

SITE VISIT INFORMATION: The subject property was visited and photographed on March 9th, 2022. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Asavari Jadhav
 Junior Planner
 March 16th, 2022

Zach Prince, MCIP RPP
 Senior Planner



Staff Report

To: Mayor and Members of Council, Meeting of March 21, 2022
From: Darren Jones, Chief Building Official
Subject: CBO 2022-03 Award for purchase of a 2021 pick-up truck

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CBO 2022-03 being a report on the award of the Township's 2022 Building Department pick-up truck tender

AND FURTHER THAT Council direct staff to increase the budget associated with the purchase of a pick-up truck for the Building Department by an additional \$5,745.00 being funded from the Building Permit Reserve Fund (\$290,400);

AND FURTHER THAT Council award Part A of RFT 2022-004 to Arthur Chrysler Dodge Jeep at a cost of \$50,745.00 plus applicable taxes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. 2022 Capital Budget

BACKGROUND

The tender was done in conjunction with the Operations Department, the Building Department took the lead on the process. The Operations Department was looking for 2 pick-up trucks and the Building Department was looking for 1. We received 8 bids in total from 3 vendors with three of the bids being for the Building Department pick-up truck, Part A of RFT 2022-004.

The three bids received were from Leslie Motors, Larry Hudson Chevrolet Buick GMC and Arthur Chrysler Dodge Jeep. The bids received from Leslie Motors and Larry Hudson Chevrolet Buick GMC were within budget but delivery date from Leslie Motors is estimated as October 2022 but not guaranteed and the delivery date from Larry Hudson Chevrolet Buick GMC is unknown with potential to not even be built. Arthur Chrysler Dodge Jeep have the truck on the lot.

The Township's Purchasing and Procurement Policy states that "Council may waive, by resolution, the application of any part of this by-law in respect of any given procurement." The policy further encourages the Township to use vendors who can be expected to provide satisfactory performance based on reputation, references, past experience, and sufficiency of financial and other resolutions. In this case the recommended vendor supplied the only bid that can guarantee delivery of the product within a confirmed timeframe.

The Townships Purchasing and Procurement Policy encourages the Township to always think about the “total acquisition cost” rather than the lowest bid. This includes, but is not limited to such factors as repairs, staff training, suitability, compatibility, warranty, trade-in-values, recycling, and disposal concerns. To consider “value for money”. The truck was approved in the Township’s 2022 Capital Budget which had a budget of \$45,000 for the purchase. We believe by going with the Arthur Chrysler Dodge Jeep bid, we will make up the approximately \$5,000.00 difference in mileage payable to department staff for the use of their personal vehicles over waiting an additional 7 months, minimum.

Of note, the issue with the supply chain and the unknown ability to get product could be a continuous problem over the next couple of years.

FINANCIAL CONSIDERATIONS

The additional costs will be funded from the Building Department Reserve and will not impact the tax levy or building permit fees.

Bid Summary

Respondent	Bid amount	Delivery date
Arthur Chrysler Dodge Jeep	\$50,745.00*	1 week – truck on lot
Leslie Motors	\$43,764.00	October 2022 – estimate only, not guaranteed
Larry Hudson Chevrolet Buick GMC	\$38,565.00	Unknown with potential to not even be built

*The recommended truck includes the following extras in the bid price: spray box liner and aluminum rims.

ATTACHMENTS

1. Capital Justification Sheet

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:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Building / By-law Enforcement			
Project Name:	Pickup Truck			
Asset Name:	Pickup Truck	Import ID:		
Project Description	Project will supply a pick-up truck for shared use by the Building Department and By-law Enforcement Department			
Project Justification	<p>This will replace the shared use of a 2005 Ford pickup truck in the roads fleet.</p> <p>This proposal will be an additional asset to accommodate the expansion of Building Department staff, in June of this year we hired a Deputy CBO. It is anticipated that purchase of this asset meets the criteria set out in Section 1 of Fleet Management Policy 04.16.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	Use of a township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. Protects the safety of the staff member outside of working hours from confrontations where a personal vehicle is recognised.
Legislative Requirement	x			
Operational Saving, Short Payback		x		Utilization of a township vehicle will pay for itself in 6-7 years
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	x			
Growth related			x	Asset required to accommodated expanded Building Department staff
Service enhancements	x			Replacement will ensure service continues to be reliable
Total				
CAPITAL PROJECT COSTING AND FUNDING				

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$42,750			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$42,750			
Funding				
Reserves				
Reserve Funds	\$42,750 (funds raised through building permits)			
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge	\$2,250			
Other:				
Total Funding	\$45,000			
Net Operating Cost				
Estimated Completion Date: March 31, 2022				
Projected New Operating Costs per year: \$1,500				
Previous Operating Costs: \$1,500				
Submitted By: Darren Jones		Department Head: Darren Jones		
Date Prepared: October 13, 2021		Reviewed by Treasurer:		



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of March 21, 2022
From: Darren Jones, Chief Building Official
Subject: CBO 2022-04 Building Permit Review Period Ending February 28th, 2022

RECOMMENDATION

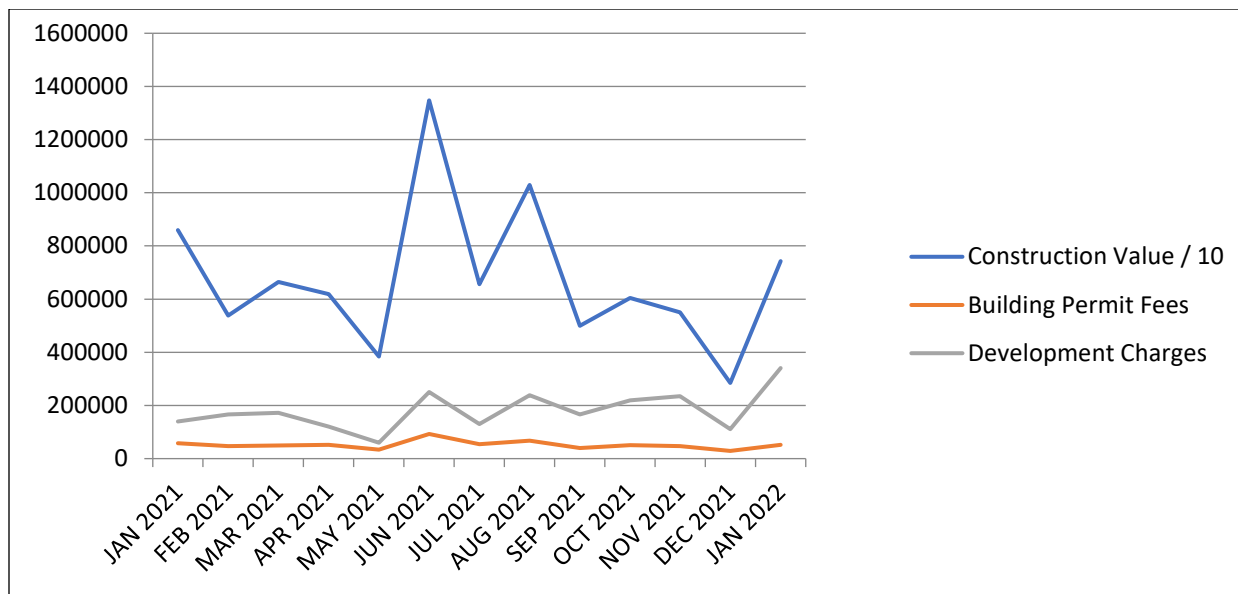
THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-04 being the Building Permit Review for the period ending February 28th, 2022.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2022-02 Building Permit Review Period Ending January 31st, 2022
2. CBO 2021-03 Building Permit Review Period Ending February 28th, 2021

BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
Single Family Dwelling	4	2,170,000.00	12,000.00	38,020.00
Multi Family Dwelling	2	2,300,000.00	13,200.00	92,298.00
Additions / Renovations	3	220,000.00	2,240.00	0.00
Garages / Sheds	1	4,000.00	156.60	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	1	95,000.00	1,495.00	0.00
Agricultural	6	520,000.00	5,498.00	0.00
Sewage System	1	18,000.00	520.00	0.00
Demolition	5	20,500.00	650.00	0.00
Monthly Total	23	5,347,500.00	35,759.60	130,318.00
Total Year to Date	40	12,780,000.00	88,423.75	470,942.00
12 Month Average	30	6,598,660.42	51,439.18	185,484.25



10 Year Monthly Average	13	2,360,460.00	22,293.48	56,687.27
10 Year, Year to Date Average	21	4,255,232.20	30,272.87	86,659.73

This month the Building Department issued 23 building permits with a total combined construction value of \$5,347,500 this is equivalent to \$2,882,300, five years ago in 2017 using a deflationary factor of the residential building construction price index.

FINANCIAL CONSIDERATIONS

None.

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:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer



Staff Report

To: Mayor and Members of Council Meeting of March 21st, 2022

From: Dale Small
Economic Development Officer

Subject: Report EDO 2022-010 Growth, Housing & Development Public Information Session

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO 2022-010 being a Growth Plan, Housing & Development update; **AND FURTHER** that Council supports the staff recommendation to hold a Growth, Housing & Development Public Information Session on Wednesday April 13th.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2017-02 Jan. 9th, 2017; EDO 2017-10 Mar. 27th, 2017; EDO 2017-14 June 5th, 2017;
EDO 2017-22 Oct. 10th, 2017; EDO 2018-02 Jan. 8th, 2018; EDO 2018-04 Feb 26th, 2018;
EDO 2021-19 July 12th, 2021

BACKGROUND

In March 2017 GSP Group Inc., was retained by the Township to lead us through the process to complete a Community Growth Plan (CGP). Council recognized the importance of having a Growth Management Strategy to ensure community preparedness and to also ensure the alignment of investment with land use, infrastructure, transportation, and community service. A key component of the process was community and stakeholder consultation in order to ensure consultation and consensus building on the future vision for the Township of Wellington North.

The forward thinking of Council to proceed with the Community Growth Plan in 2017 has set the stage for much of the framework staff and developers work with today. The Community Growth Plan has put Wellington North well ahead of the curve as we participate in the County's Municipal Comprehensive Review process (MCR), and we have a relatively clear picture on where we are going and how to get there.

We are now seeing significant housing growth in our municipality, and this will continue for many years to come, and we believe that the Community Growth Plan has been a good tool in helping our community adjust to this reality. Not everyone is supportive of growth and change but council has done a good job in being ambassadors for this growth and for helping our community get ready. Along with this growth will come the opportunity to display what a welcoming community we are, and that Wellington North really is a great place to work, live and raise a family.

We also cannot lose sight that while this growth will have significant impact on our infrastructure as well as our community, it is also vitally important from a Workforce Attraction perspective. Today most of our employers in Wellington North continue to be challenged to recruit enough workers and employment has increased by 14% in the past ten years and is expected to increase by another 7% in the next decade. Ensuring we have a variety of housing options in order that these workers can live in our community is also a key priority.

Continuing the job as “Growth Ambassadors” for our community our Growth, Housing & Development Public Information Session on April 13th is designed to continue to lead these discussions and to further generate awareness in our community. At the February 22nd meeting of Wellington North council, Mayor Lennox called this growth, and the need to support our communities in adjusting to the growth, as one of the most important items for council. This information session will enable us to continue the discussion within the community as well as amongst staff and council.

The information session will be open to everyone however direct invitations will be sent to the Chamber, Business Improvement Association, community groups, business community etc., and general notices will be placed in The Advertiser, on 88.7 The River and will be shared widely on our social media. The format for the information session will be a combination of staff led presentations followed by time for questions, answers & informal networking, and discussion. Staff will also prepare a handout for those attending the session.

Details including a draft agenda follow:

Time & Date: Wednesday April 13th from 5:30pm – 7:30pm

Location: Lower Hall Arthur & Area Community Centre, 158 Domville Street.

5:30pm – 6:00pm	Arrive and Networking
	<ul style="list-style-type: none"> • Coffee, water, etc. will be provided • This will also provide a time for informal networking & discussion
6:00pm – 6:15pm	Mayors Welcome & Overview : Mayor Lennox
	<ul style="list-style-type: none"> • Overview of the challenge: Important item for council to lead and support our community. Reference data that recently was presented at County Council from Western Wardens (Income levels, housing need based on those income levels, new census data, growth projections) • Overview of the solutions: Increase Housing stock, attainable/affordable/variety of housing, 2nd dwelling units, Apartments, Tiny homes, building up, Community Improvement Program & Development Charge incentives, Integration of newcomers to the community will be a key requirement for success
6:15pm – 6:25pm	Community Growth 2017 – 2022 : CAO Mike Givens
	<ul style="list-style-type: none"> • Update and overview of the past five years/since completion of our Growth Plan • Moving from “we think” growth will occur to “it is” happening • Impacts on Transportation, Infrastructure, Housing, Community & Recreation Services • MCR Process and Official Plan review underway. • Township is well positioned from a Residential & Employment Land perspective

6:25pm – 6:35pm	Growth Plan/Development Update 2022 – 2032 : CBO Darren Jones
	<ul style="list-style-type: none"> • Overview of what we see for the next five - ten years in both urban centres • Visuals, maps showing where the proposals are along with the number of developments and units being built • Overview of the new Development Charges being proposed and where the incentives are being placed. Council's commitment that <i>Growth Pays for Growth</i>. • 2021 DC revenue and what we can expect in DC revenue over the next 10 years
6:35pm – 6:45pm	Impact of Sewage Allocation Policy on Development : Director of Operations Matt Aston
	<ul style="list-style-type: none"> • Sewage Allocation policy as a tool to assist Council with "<i>controlled growth</i>", and the impacts of controlled growth both on the developer as well as the community surrounding and located in the development. • Infrastructure impacts and requirements next ten years • Annual Sewage allocation process to council on April 25th for decisioning
6:45pm – 7:00pm	Wellington County Attainable Housing Initiative : WC Director of Ec. Dev. Crystal Ellis
	<ul style="list-style-type: none"> • "Yes, In My Back Yard" YIMBY initiative • Wellington County Pilot priorities • WOWC Workforce Development Strategy and focus on attainable housing
7:00pm – 7:30pm	Questions & Answers, Closing & Networking: EDO Dale Small as Facilitator

FINANCIAL CONSIDERATIONS

< \$1,000 to cover rental costs and materials for the information session.

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*



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of March 21st, 2022

From: Dale Small,
Economic Development Officer

Subject: EDO 2022-011 Local Labour Market & WOWC Workforce Development Strategy

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information EDO Report 2022 – 011, being a report on the Local Labour Market and the Western Ontario Warden Caucus (WOWC) Workforce Development Strategy

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The Western Ontario Warden Caucus, (WOWC) is a not-for-profit corporation representing 15 upper and single tier municipalities covering over 300 communities. The region is home to more than three million residents, about 10% of Canada's population, is spread over a half million kilometers, and 90% of the region is considered rural. The WOWC mission is to advocate on behalf of its region on key items such as infrastructure, transportation, long term care, broadband and economic development.



WOWC members, including the Township of Wellington North, recognize the power of regional collaboration. We all face many of the same challenges; attracting more newcomers, rural broadband, transportation, youth engagement and collectively, the member municipalities also understand that improved access to attainable housing is crucial to workforce recruitment and retention.

Recently the WOWC, as part of its economic development focus, delivered a Workforce Development Strategy to address current and future workforce demand across the region. All member municipalities are committed to working together to ensure there is sufficient workforce today and tomorrow to achieve the region's economic potential and support key industry sectors.

The strategy document, ***Building Economic Strength through Workforce Development***, is included with this report, and provides a practical blueprint, with measurable outcomes, for moving forward in a spirit of positive co-operation with WOWC partners. As part of the strategy document the following Mission, Vision along with four key goals have been identified for action:

Mission: *To provide and advocate for regional workforce development resources and supports, build workforce development capacity and foster collaboration between member municipalities and other workforce stakeholders.*

Vision: *WOWC members have the supports and resources required to successfully address their workforce development needs.*

Goal 1: Workforce Retention & Attraction:

Every year thousands of potential workers move to the region, but many thousands also leave for a variety of economic and personal reasons. This goal outlines actions to increase the net gain of workers staying in the region, attracting people into specific careers and industries in demand. It includes population attraction campaigns, immigrant support and retention efforts and industry specific initiatives to address targeted workforce needs.

Goal 2: Leveraging Existing Population:

Maximizing workforce participation within our local population is also essential to local workforce development efforts. Many of the tens of thousands of students enrolled in local post-secondary education institutions will stay in the region if they believe there is opportunity for career development and growth. Seniors, as well as persons with disabilities or other barriers to employment have the potential to expand the existing workforce.

Goal 3: Attainable Housing:

Provide innovative and compelling housing options to meet the demand of local residents and those moving into the region. Advance services and programs so municipalities have the ability to increase the supply of housing options to meet local needs.

Goal 4: Employer Recruitment and Retention:

Support employers with recruitment, retention, and human resources practices. Many employers across the region need to modernize and optimize their recruitment, retention, and human resources practices. Small businesses are the backbone of our regional and local economies however 76 percent of employers have fewer than 10 employees and do not always have the internal capacity to effectively address recruitment challenges.

Other highlights from the report for councils information include:

- Population growth of 10% in Wellington County over the past ten years is more positive than many parts of the region
- Higher population growth however is still required to meet current and future employment needs especially in the 25 – 55 years of age segment.
- Employment has increased by 14% in the past ten years and is expected to increase by another 7% in the next decade.
- Based on the estimates of people leaving, (retiring, etc.) the workforce in the next ten years, 10,000 new people are required to meet the employment demand.
- Manufacturing, followed by Healthcare and Construction are currently the fastest growing sectors in the County
 - Based on a recent Labour Market Report from the Waterloo Wellington Dufferin Workforce Planning Board the *“Manufacturing and Construction sectors are basically seeking the same type of employees: tradespeople and semi to unskilled labour who can be helpers, labourers, and assemblers. Skill requirements include have attention to detail, are reliable, work independently and problem solve.”*
 - For the Health Care sector, the same report indicated that *“between September 2020 and June 2021, we compared PSW posting numbers and the potential number of training spaces across the region under expanded government funding: 1781 training spaces were available locally but there were 2943 postings on findyourjob.ca over that period. There has also been a lack of nurses and other health care professionals in many parts of health care, and this situation has been exasperated by COVID.”*

Council is well aware of the growth that is taking place in our communities and our Growth, Housing & Development Public Information Session on April 13th is designed to continue to lead these discussions and to further generate awareness in our community. This Workforce Development Report reinforces the importance of this growth to our local business community and the need for communities to be open to this growth. As part of Wellington County’s Attainable Housing initiative, “Yes In My Back Yard” (YIMBY”) is a campaign that will soon be launched across the County to further support and help our residents adapt to this growth. Further details and discussion on YIMBY will also take place at the April 13th session.

Wellington North is a leader across the County when it comes to being creative in working with the development community to come up with ways to increase the supply and variety of housing options. As a result, Wellington North’s use of development charges to stimulate attainable and rental housing developments is being considered at the County level along with changes to the Community Improvement Program.

Wellington North staff continue to discuss a variety of attainable housing projects with County Planners as well as the County Economic Development team. The Workforce Development Report reinforces the importance of attainable housing and for local municipalities to have more say in what works and what doesn’t work within their local communities. With the release of the WOWC report we hope some of our proposed initiatives will be viewed favourably and will receive County and Provincial support. Staff will continue to work hard to promote and find ways to create and ensure we have a variety of housing options in our community.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

Western Ontario Wardens Caucus Workforce Strategy

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*



PLANNING FOR PROSPERITY

Building economic strength through workforce development

January 2022





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ACKNOWLEDGEMENTS

This Employment Ontario project is funded in part by the Government of Canada and the Government of Ontario.





Our thanks to the WOWC Workforce Strategy Working Committee and the businesses, municipal governments, staff, stakeholders, and community groups that contributed to the development of this strategy. Details are available at: www.WorkforceStrategy.WOWC.ca/acknowledgements/.

CONSULTING TEAM



mellor murray
CONSULTING

Aileen Murray, Ec.D. (F), Mellor Murray Consulting

David Campbell, MBA, Jupia Consultants Inc.

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Tracy John, Amplify Marketing & Communications Canada Inc.

INTRODUCTION



Building economic strength through workforce development.

The Western Ontario Workforce Strategy is a regional collaboration developed to address current and future workforce demand across the Western Ontario Wardens' Caucus (WOWC) region.

WOWC member municipalities are committed to working together to ensure there is sufficient workforce today and tomorrow to achieve the region's economic potential and support key industry sectors.

WOWC members recognize the power of regional collaboration. They face many of the same challenges: attracting more newcomers, educating youth

about career opportunities in their own backyard and recalibrating post-secondary education to meet emerging demand.

Collectively, the member municipalities also understand that improved access to attainable housing is crucial to workforce recruitment and retention. This strategy document provides a practical blueprint, with measurable outcomes, for moving forward in a spirit of positive co-operation with WOWC's senior government partners.



**THE WESTERN ONTARIO
WORKFORCE STRATEGY WAS
DEVELOPED TO IMPROVE THE
REGION'S ACCESS TO A SKILLED
AND TALENTED LABOUR POOL**



WOWC WORKFORCE STRATEGY

MISSION

To provide and advocate for regional workforce development resources and supports, build workforce development capacity and foster collaboration between member municipalities and other workforce stakeholders.

VISION

WOWC members have the supports and resources required to successfully address their workforce development needs.



GOALS

1 Workforce Retention and Attraction

Collective efforts to attract population and workers to the region.

2 Leveraging Existing Population

Aligning post secondary education with industry needs, exposing youth to career opportunities and supporting individuals with barriers to employment.

3 Attainable Housing

Providing innovative and compelling housing options to meet the demand of local residents and those moving into the region.

4 Employer Recruitment and Retention

Supporting regional employers with their recruitment, retention and human resources practices.



GOAL 1: WORKFORCE RETENTION AND ATTRACTION

Objective

Provide member municipalities with the support, resources and connections to address local workforce replacement demand and industry growth requirements

Strategic Directions

- 1.1 Resident/Workforce Attraction and Retention
- 1.2 Immigrant Attraction and Support
- 1.3 Industry Specific Attraction
- 1.4 Creating a Welcoming Environment for New Residents
- 1.5 Municipal Amenities

Every year thousands of potential workers move to the WOWC region, but many thousands also leave for a variety of economic and personal reasons. This strategy outlines actions to increase the net gain of workers staying in the region, attracting people into specific careers and industries in demand. It includes population attraction campaigns, immigrant support and retention efforts and industry specific initiatives to address targeted workforce needs.

The WOWC will support the development and implementation of resident/workforce attraction programs by using its resources to build the regional brand, raise awareness of job and career opportunities and expand online information.

The WOWC will develop compelling value propositions for the communities across the WOWC region addressing the needs and motivations of five workforce groups or personas: entry-level

workers, newcomers, families, older/55+ workers and temporary or seasonal workers.

A workforce development microsite will house WOWC recruitment and retention toolkit materials to support member municipalities. Online tools will include a newcomer readiness self-assessment, individual fact sheets for member municipalities and a forum for members to share information, discuss and collaborate on resident and workforce attraction efforts.

The WOWC needs to ensure its strategically important industries have the workers they need to survive.



KEY WORKFORCE PERSONAS



ENTRY-LEVEL WORKERS



NEWCOMERS



FAMILIES



55+ WORKERS



TEMP/SEASONAL WORKERS

Personas offer a human-centred approach to characterizing the workforce.

This strategy uses five personas to broadly capture the current and potential workforce employed and living in the WOWC region.

The personas provide the WOWC with pathways to develop workforce attraction and retention and housing strategies that are responsive to their current and future needs.

The region needs to attract more immigrants to meet workforce demand focusing on individuals with the skills to match the most critical job vacancy sectors and jobs in demand and contribute to long term retention. New immigrants already living within the WOWC region will be engaged to help in the development of the newcomer attraction strategy, leveraging their personal and community networks.

The WOWC will develop a resource centre focusing on immigrant employment programs including temporary foreign workers, immigrant nominee programs and internationally trained workers for WOWC member municipalities, businesses and community stakeholders. Other more general actions will include supporting business succession planning and improving the

quality and efficacy of labour market information across the region.

Building a welcoming, inclusive community is crucial to attracting and retaining skilled and motivated newcomers.

Industry Specific Attraction

The strategy includes focused efforts on three industry sectors of critical importance to the regional economy: manufacturing, health care and agriculture. The WOWC will also support the tourism workforce development efforts of the regional tourism organizations (RTOs).





Creating a Welcoming Environment for New Residents

Ensuring new residents feel welcome in their new communities will be fundamental to successful workforce retention. The WOWC and member municipalities must ensure there is broad-based immigrant settlement capacity across the region in both large and smaller communities.

The WOWC plans to create a welcoming environment which will include hosting regional forums to share best practices, successfully integrating newcomers into local communities and developing an inventory of equity, diversity and inclusion, and anti-racism training and other resources for member municipalities and local employers. The WOWC will assist communities in supporting and welcoming newcomers with community education campaign resources. As part of the marketing efforts the WOWC will conduct market research on key prospective out-of-province and international target markets

for workforce/resident attraction efforts. These actions will lead to a more successful integration of newcomers into all parts of the region.

Workforce attraction and retention and access to attainable housing are closely aligned.

Municipal Amenities

Developing and maintaining services and infrastructure to a consistently high level throughout the WOWC region is beneficial in not just attracting new residents, but also in retaining existing residents and businesses. Municipal members will identify and explore opportunities to support existing transit systems, continue to advocate for affordable broadband access and study childcare best practices.

GOAL 2: LEVERAGING EXISTING POPULATION

Objective

Assist member municipalities to engage local residents with the education and career opportunities in their communities

Strategic Directions

2.1 Post-Secondary Education

2.2 Youth

2.3 Target Populations

Maximizing workforce participation within the local population is also essential to local workforce development efforts. Many of the tens of thousands of students enrolled in local post-secondary education institutions will stay in the region if they believe there is opportunity for career development and growth. Persons with disabilities or other barriers to employment have the potential to expand the existing workforce. The WOWC will also explore opportunities to encourage and incentivize residents and newcomers approaching retirement age to maintain some level of employment.

Post-Secondary Education

To achieve the strategy objectives, the region's universities and colleges will play an even more important role in the years ahead in helping to address the growing workforce demand.

Working alongside its post-secondary education partners, the WOWC will support expanded experiential learning which connects local employers and communities in the region with a talent pipeline. The Workforce Strategy also

includes targeted training, micro-credentialling and bootcamps to develop a workforce with the skills needed to thrive in the region.

The post-secondary student population of 135,000 needs to be a primary recruiting ground for employers.

The WOWC will support efforts to bring employers and post-secondary institutions together to recalibrate the education system to ensure students are prepared to address workforce demands of the future.

Youth

The WOWC will develop tools to help retain a greater share of the young people graduating high school across the region, working with partners to create greater awareness and exposure to local career opportunities and the availability of internships and other experiential learning opportunities in rural communities. The WOWC





TOP 5 IN-DEMAND SECTORS



MANUFACTURING



**HEALTH CARE &
SOCIAL ASSISTANCE**



CONSTRUCTION



RETAIL TRADE



ADMIN & SUPPORT



will convene annual (biannual) youth employment forums and provide research and best practices on repatriation programs to encourage youth to return to live and work in their home communities.

100,000 young people in the region will reach working age over the next five years.

Target Populations

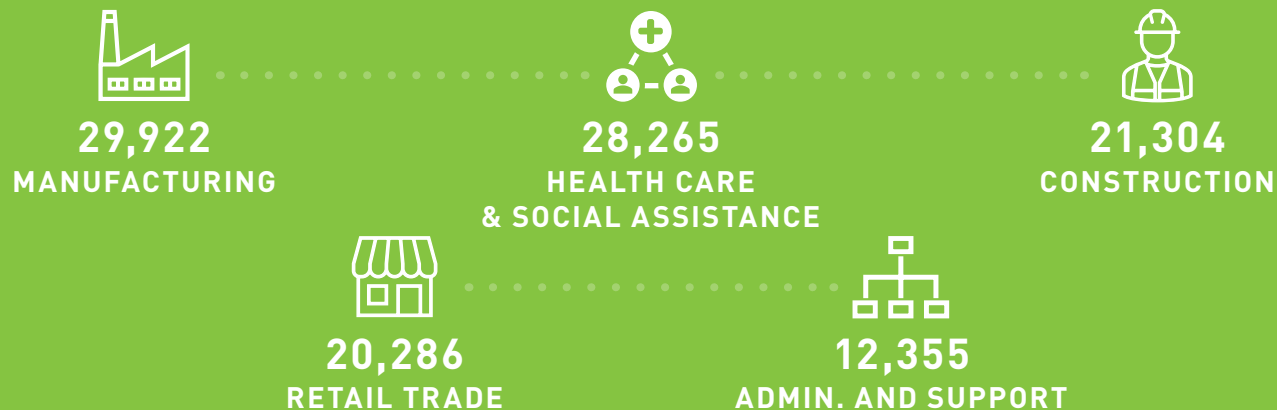
The WOWC will work with relevant agencies and

organizations to quantify the numbers of potential workers facing barriers to employment, determine the supports needed to engage and integrate them and ensure employers are aware of the existing programs in place to support the integration.

The WOWC will compile and provide information for municipalities to share with employers on wage subsidy programs for special populations and provide resources on the rationale and steps to provide more flexible workplaces and better access to childcare for families with young children.

Forecast additional jobs by sector, 2030

*WOWC region Includes replacement and growth demand. Source: EMSI



GOAL 3: ATTAINABLE HOUSING

Objective

Advance services and programs to assist member municipalities to increase the supply and variety of attainable housing aligned with local workforce needs

Strategic Directions

- 3.1 Model Policy
- 3.2 Development Industry
- 3.3 Rental Programs
- 3.4 Program Promotion

The strategy for attainable housing consists of five primary areas: model policies, developer interactions, a resource centre, rental programs and overall program promotion/marketing.

The WOWC will develop a policy framework that member municipalities can use and adapt to expand the opportunities and access to attainable housing.

The development industry will be an important partner in expanding the attainable housing options in the region. WOWC will work collaboratively with developers to develop the business case for greater diversity in housing form and density, simplifying the development process, and supporting development on public lands.

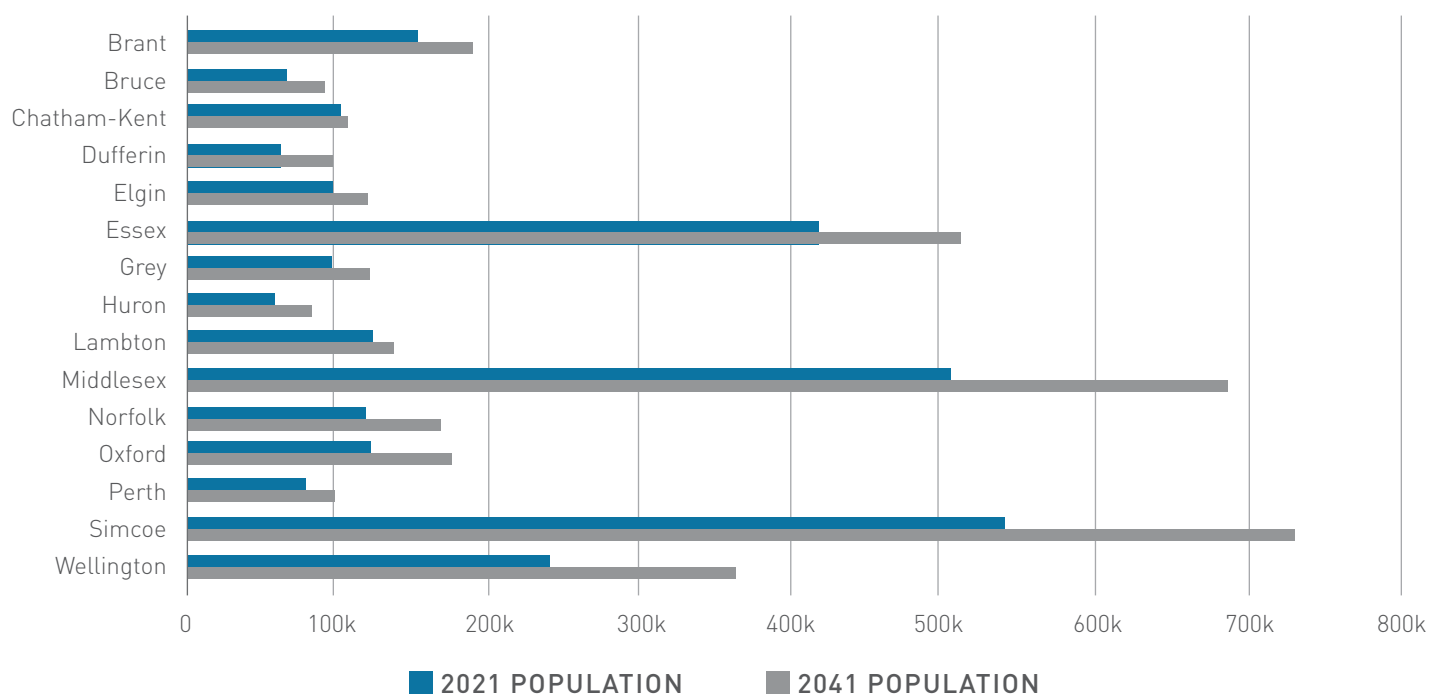
The WOWC will also support partnerships with third party attainable housing advocates and explore innovative rental housing models, aimed at increasing options for tenants and bridging the transition to home ownership. It will work with member municipalities to develop community engagement plans that anticipate and address any opposition to new housing models and policies through community consultation and education.

Member municipalities will have consistent guidance and support for new housing policies and models.



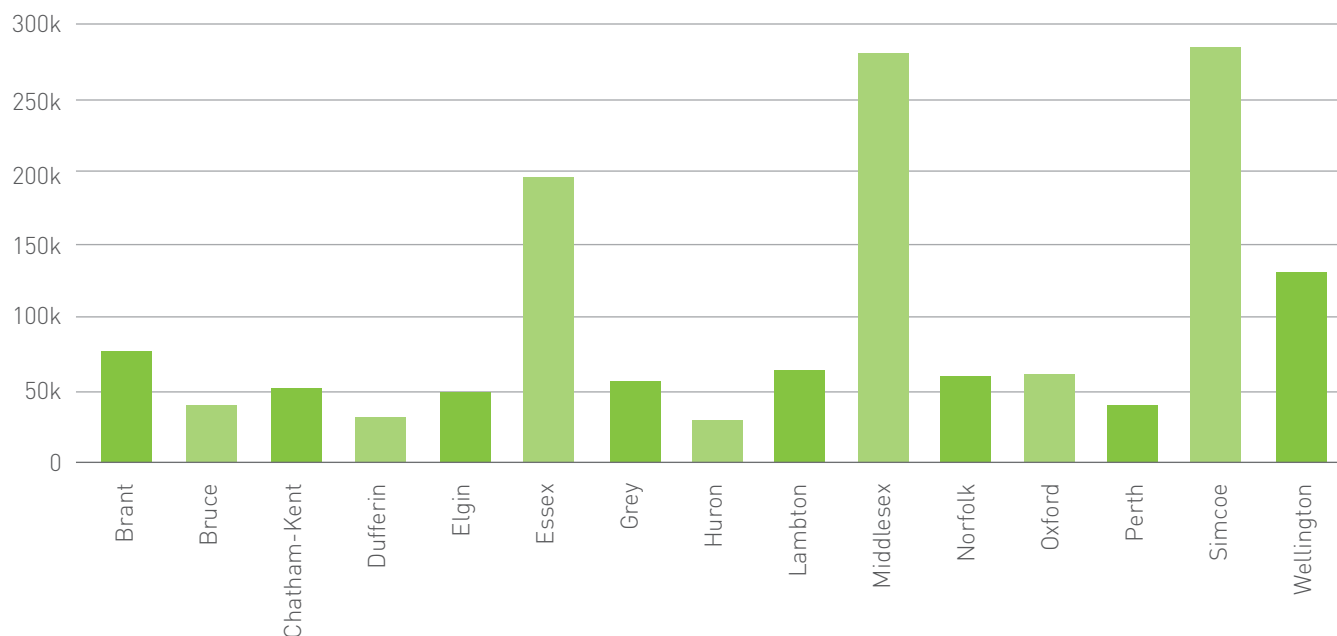
WOWC Municipalities Population Growth (2021-2041)

Source: Ontario Ministry of Finance. (2021). Population projections by age and sex for the 49 census divisions. These population projections include the separated cities.



Anticipated Households by Municipality (2041)

Source: Mellor Murray/Prime Strategy & Planning calculations using Ontario Ministry of Finance Projections 2021, and Statistics Canada Census data.





**THE POPULATION IN
THE WESTERN ONTARIO
WARDENS' CAUCUS REGION
IS EXPECTED TO GROW FROM
1.66 MILLION TO MORE THAN
TWO MILLION BY 2040.**

GOAL 4: EMPLOYER RECRUITMENT AND RETENTION

Objective

Enhance member municipalities collaboration to strengthen workforce recruitment and retention

Strategic Directions

4.1 Recruitment and Retention Support

4.2 Temporary Foreign Workers Programs

Many of the employers in the WOWC region need to modernize and optimize their recruitment, retention, and human resources practices.

Small businesses are the backbone of the regional and local economies. Across the WOWC region, 76 percent of employers have fewer than 10 employees.

Smaller firms often do not have the internal capacity to address the recruitment challenges. Some employers may need to raise wages or offer better benefits. Others may need to be more flexible with work hours. Almost all will need to engage more with experiential learning for ongoing training and recruitment purposes.

Employers large and small will need to take a greater role in worker recruitment and retention efforts to be successful in this new, more competitive environment. The WOWC and member municipalities can contribute to the employers' success, providing information and connections to regional and sectoral efforts.

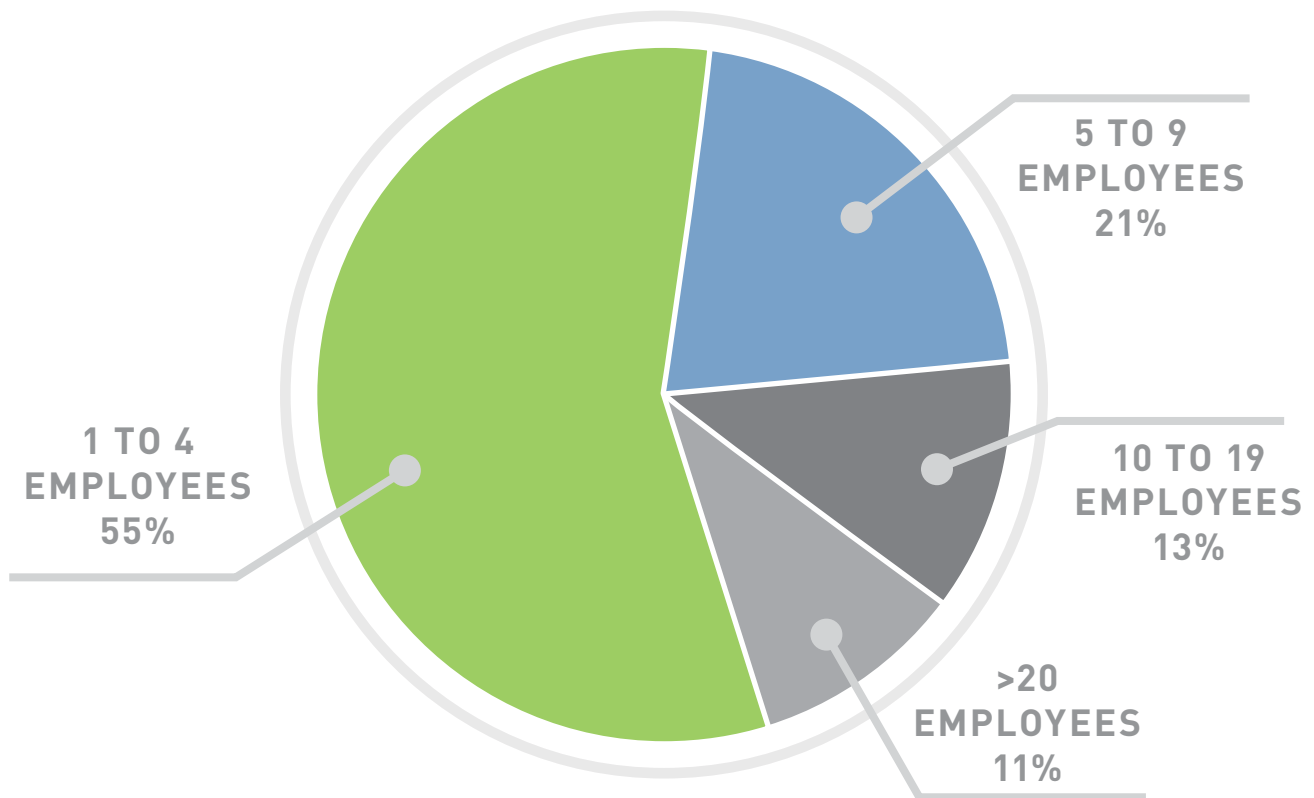


Supporting small business in their efforts to recruit and retain workers is a cornerstone of the Workforce Strategy.



Organizations by Employment Level, WOWC region

Source: Statistics Canada location counts, June 2020.



WOWC'S ROLE IN WORKFORCE DEVELOPMENT

The WOWC Workforce Strategy recognizes the role of the WOWC to support local workforce development efforts and ensure successful and thriving labour markets across the WOWC region.



Primary: Lead partner, responsible for driving implementation through partnership and the organization.



Developer: Creating new and/or expanding on programming. Providing this service or offering to others to provide.



Convenor: Bringing key stakeholders together to discuss an issue, driving toward group consensus and alignment, resolution, and implementation.



Connector: Dedicating resources and capacity toward servicing clients by directing them toward needed resources outside WOWC.




Advocate: Vocally supporting and dedicating organizational resources towards a policy or program needing political or community support.



Supporter: Signing on as a partner such as by letter of support or board resolution.



A man in a dark blue t-shirt and pants, wearing gloves and boots, is walking through a warehouse aisle. He has a tattoo on his left arm. The aisle is lined with tall metal shelving units filled with cardboard boxes. In the background, another person is visible working. The floor is light-colored concrete.

**THERE WILL BE AN ESTIMATED
214,000 JOBS TO BE FILLED
ACROSS THE WESTERN ONTARIO
WARDENS' CAUCUS REGION
BETWEEN 2020-2030.**

WOWC WORKFORCE RESOURCES

The full strategy and a comprehensive suite of related workforce development resources are available at:

www.WorkforceDevelopment.WOWC.ca.

Additional reports produced as part of the Workforce Strategy include the following:

- Background Discussion Report
- Findings and Issues Report
- Findings and Issues Appendix with individual municipal projections
- Occupations and Housing Affordability
- Full Workforce Strategy



PLANNING FOR PROSPERITY

The Western Ontario Wardens' Caucus is an important platform for addressing issues and opportunities that impact the entire region. The WOWC will leverage the scale that comes from serving a population of close to two million people. The full strategy document and accompanying material enumerates the clearly defined roles and responsibilities for all partners including all levels of government, industry groups, the education sector and other stakeholders.

This strategy illuminates and asserts its goals across a broad spectrum of sectors with measurable outcomes, to ensure the region can meet workforce demand in the years ahead. The document also assigns specific roles and tasks for the WOWC such as leading, convening, connecting and advocating.

A common thread throughout the strategy is collaboration: Universities and colleges collaborating with industry and government, the housing development sector engaging with local and regional government to advance innovative housing solutions and all stakeholders working together to promote the WOWC region to attract workers from within Canada and around the world.



173,000
NEW HOUSING UNITS
REQUIRED BY 2041



214,000
JOBS TO BE FILLED
BY 2030





CONTACT

For additional resources and information, please contact:

ecdev@wowc.ca | www.wowc.ca | www.workforcestrategy.wowc.ca

3/14/22

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
77977	209 Mount Forest Inc	3/02/22	\$100,767.58
77978	2542149 ON Ltd	3/02/22	\$1,071.81
77979	Chalmers Fuels Inc	3/02/22	\$1,452.44
77980	Corporate Express Canada Inc.	3/02/22	\$126.37
77981	Duncan, Linton LLP, Lawyers	3/02/22	\$6,067.24
77982	Firechek Protection Services I	3/02/22	\$1,648.91
77983		3/02/22	\$1,900.00
77984	Horton Brothers Enterprises Lt	3/02/22	\$5,508.75
77985	Hydro One Networks Inc.	3/02/22	\$2,237.95
77986	MADD Canada	3/02/22	\$337.87
77987		3/02/22	\$235.00
77988	PepsiCo Beverages Canada	3/02/22	\$205.95
77989		3/02/22	\$68.71
77990	Enbridge Gas Inc.	3/02/22	\$630.53
77991		3/02/22	\$125.00
EFT0003196	Agrisan SC Pharma	3/02/22	\$3,984.45
EFT0003197	A J Stone Company Ltd.	3/02/22	\$681.40
EFT0003198	Arthur Chrysler Dodge Jeep Lim	3/02/22	\$6,302.18
EFT0003199	Arthur Home Hardware Building	3/02/22	\$55.32
EFT0003200	B M Ross and Associates	3/02/22	\$32,642.77
EFT0003201	Canada's Finest Coffee	3/02/22	\$97.00
EFT0003202	CARQUEST Arthur Inc.	3/02/22	\$21.28
EFT0003203	Cimco Refrigeration	3/02/22	\$1,409.40
EFT0003204	Eric Cox Sanitation	3/02/22	\$143.06
EFT0003205		3/02/22	\$22.74
EFT0003206	Ideal Supply Inc.	3/02/22	\$138.92
EFT0003207	Innovative	3/02/22	\$628.92
EFT0003208	J J McLellan & Son	3/02/22	\$203.74
EFT0003209	Kraemer LLP	3/02/22	\$2,511.43
EFT0003210	Maple Lane Farm Service Inc.	3/02/22	\$158.09
EFT0003211	MRC Systems Inc	3/02/22	\$1,143.31
EFT0003212	North Wellington Co-op Service	3/02/22	\$88.05
EFT0003213	PETRO-CANADA	3/02/22	\$4,851.36
EFT0003214	Print One	3/02/22	\$254.25
EFT0003215	ROBERTS FARM EQUIPMENT	3/02/22	\$30.98
EFT0003216	Shred All Ltd.	3/02/22	\$90.40
EFT0003217	Suncor Energy Inc.	3/02/22	\$13,741.13
EFT0003218	Triton Engineering Services	3/02/22	\$34,950.35
EFT0003219	Turriss Sites Development Corp.	3/02/22	\$68.74
EFT0003220	Wellington Advertiser	3/02/22	\$131.76
EFT0003221	Young's Home Hardware Bldg Cen	3/02/22	\$306.05

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
77993	Abell Pest Control Inc	3/10/22	\$133.84
77994	Bereavement Authority of Ontar	3/10/22	\$543.00
77995	Bluewater Fire & Security	3/10/22	\$259.90
77996	Canada Post Corporation	3/10/22	\$949.20
77997	Chalmers Fuels Inc	3/10/22	\$3,028.27
77998	Corporate Express Canada Inc.	3/10/22	\$372.04
77999	DFA Infrastructure Internation	3/10/22	\$6,356.25
78000	Eastlink	3/10/22	\$945.94
78001		3/10/22	\$546.52
78002	Hydro One Networks Inc.	3/10/22	\$780.95
78003	Ivan Ireland Backhoe	3/10/22	\$847.50
78004	Magpies Bakery	3/10/22	\$169.50
78005	Manufacturer's Automation Inc	3/10/22	\$2,816.24
78006	Jim Martin	3/10/22	\$200.00
78007		3/10/22	\$553.32
78008	Michelin North America (Canada	3/10/22	\$17,565.36
78009	Premier Equipment Ltd.	3/10/22	\$378.99
78010	TD Wealth	3/10/22	\$832.14
78011	Tom Shupe Plumbing & Heating	3/10/22	\$1,265.60
78012	Enbridge Gas Inc.	3/10/22	\$7,814.00
78013	Wellington Catholic Dist Sch B	3/10/22	\$3,714.00
78014	Wightman Telecom Ltd.	3/10/22	\$178.42
78015	Workplace Safety & Ins Board	3/10/22	\$8,856.85
EFT0003222	ACE, Accent Electronic Control	3/10/22	\$1,582.00
EFT0003223	ALS Laboratory Group	3/10/22	\$1,179.16
EFT0003224	Arthur Chrysler Dodge Jeep Lim	3/10/22	\$3,611.82
EFT0003225	Arthur Home Hardware Building	3/10/22	\$124.28
EFT0003226	Arthurs Fuel	3/10/22	\$2,211.58
EFT0003227	Artic Clear 1993 Inc.	3/10/22	\$22.00
EFT0003228	B M Ross and Associates	3/10/22	\$8,546.66
EFT0003229	CARQUEST Arthur Inc.	3/10/22	\$838.62
EFT0003230	CIMA Canada Inc.	3/10/22	\$21,375.65
EFT0003231	Cimco Refrigeration	3/10/22	\$3,431.83
EFT0003232	ClearTech Industries Inc.	3/10/22	\$580.44
EFT0003233	County of Wellington	3/10/22	\$43,038.22
EFT0003234	Canadian Union of Public Emplo	3/10/22	\$1,896.30
EFT0003235	Delta Elevator Co. Ltd.	3/10/22	\$926.74
EFT0003236	Eric Cox Sanitation	3/10/22	\$78.57
EFT0003237	Excel Business Systems	3/10/22	\$269.52
EFT0003238	Farmers' Markets Ontario	3/10/22	\$226.00
EFT0003239	FOSTER SERVICES/822498 ONT INC	3/10/22	\$779.70
EFT0003240	FOXTON FUELS LIMITED	3/10/22	\$239.20
EFT0003241	Frey Communications	3/10/22	\$7,836.43
EFT0003242	Grand River Conservation Auth	3/10/22	\$18,424.67
EFT0003243	Hach Sales & Service Canada Lt	3/10/22	\$2,260.00
EFT0003244	H Bye Construction Limited	3/10/22	\$10,189.21

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0003245	Hort Manufacturing (1986) Ltd.	3/10/22	\$1,400.27
EFT0003246	Ideal Supply Inc.	3/10/22	\$586.07
EFT0003247	K Smart Associates Limited	3/10/22	\$12,363.06
EFT0003248	Lystek International Inc.	3/10/22	\$6,426.02
EFT0003249	Maple Lane Farm Service Inc.	3/10/22	\$1,282.13
EFT0003250	MRC Systems Inc	3/10/22	\$5,115.08
EFT0003251	Ont Mun Employee Retirement	3/10/22	\$45,773.00
EFT0003252	PACKET WORKS	3/10/22	\$339.00
EFT0003253	Paul Davis of Guelph Wellinto	3/10/22	\$809.08
EFT0003254	PSD Citywide Inc.	3/10/22	\$503.41
EFT0003255	R&R Pet Paradise	3/10/22	\$4,668.69
EFT0003256	R. J. Burnside & Assoc. Ltd.	3/10/22	\$1,339.62
EFT0003257	ROBERTS FARM EQUIPMENT	3/10/22	\$5,038.06
EFT0003258	Rural Routes Pest Control Inc.	3/10/22	\$84.75
EFT0003259	Saugeen Community Radio Inc.	3/10/22	\$873.49
EFT0003260	Stephen Hale	3/10/22	\$1,452.05
EFT0003261	Suncor Energy Inc.	3/10/22	\$18,305.38
EFT0003262	Saugeen Valley Conservation	3/10/22	\$36,998.50
EFT0003263	Teviotdale Truck Service & Rep	3/10/22	\$660.23
EFT0003264	Triton Engineering Services	3/10/22	\$1,412.50
EFT0003265	Upper Grand Dist School Board	3/10/22	\$13,332.00
EFT0003266	Walco Equipment Ltd.	3/10/22	\$1,585.84
EFT0003267	Wellington Advertiser	3/10/22	\$1,740.20
EFT0003268	Wellington Comfort Systems Ltd	3/10/22	\$734.90
EFT0003269	Wellington North Machine/10000	3/10/22	\$827.66
EFT0003270	Work Equipment Ltd.	3/10/22	\$619.49
EFT0003271	Young's Home Hardware Bldg Cen	3/10/22	\$476.59
Total Amount of Cheques:			\$580,564.69



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of March 21, 2022

From: Matthew Aston, Director of Operations

Subject: Amended OPS 2022-010 being a report on the award of the Township's 2022 Asphalt Program

RECOMMENDATION

THAT the Council of the Township of Wellington North receive Amended Report OPS 2022-010 being a report on the award of the Township's 2022 Asphalt Program;

AND FURTHER THAT Council award Parts D, E, F, G, H, I and provisional items of RFT 2022-001 (Township's 2022 asphalt program) to The Murray Group Limited at a project cost of \$219,585;

AND FURTHER THAT Council direct staff to utilize any additional budget dollars from the asphalt program to fund the Queen Street East Connecting Link project;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2022 Capital Budget

Report OPS 2022-010 went to Council on March 7, 2022, meeting and the following resolution was deferred by Council:

THAT the Council of the Township of Wellington North receive Report OPS 2022-010 being a report on the award of the Township's 2022 Asphalt Program;

AND FURTHER THAT Council award the Township's 2022 asphalt program to The Murray Group Limited at a project cost of \$1,268,565.80 plus applicable taxes;

AND FURTHER THAT Council direct staff to increase the budget associated with the Township's 2022 asphalt program by an additional \$490,500 being funded from the Capital Infrastructure Reinvestment Reserve Fund (\$300,000), and unallocated 2022 OCIF Contributions (\$190,500);

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

BACKGROUND

The request for proposal (RFT 2022-001) for the Township's 2022 asphalt program was advertised on the Township's website starting January 17, 2022, and closed February 28, 2022.

Township had seven (7) bid takers for RFT 2022-001.

The Township received four (4) submissions prior to RFT 2022-001 close: Brantco Construction, Cox Construction Limited, The Murray Group Limited and Steed & Evans Limited reviewed by the Township staff and evaluated on cost – see below.

The Murray Group Limited was the lowest cost that met the RFT as specified and Township staff recommend them for award of this RFT.

AC, or asphalt cement, which is a significant driver of asphalt costs has increased from \$617.25 per tonne in February 2021 to \$917.50 per tonne in February 2022, or 48.6%.

Township staff feel this asphalt tender is a good indication that construction costs for 2022 will be higher than estimated.

After reviewing the bid received from Queen Street East, which has come in significantly over budget, and assuming Council's priority project in 2022 is the full reconstruction of Queen Street East, Township staff are recommending that some parts of RFT 2022-001 not be awarded. Certainly, Council could give consideration to alternative forms of project funding, i.e. debt financing, however, the recommendation that is presented within this report would provide an additional \$1,071,308 dollars to help fund the Queen Street East project.

This report should be read in conjunction with Report OPS 2022-014 being a report on the award of the Queen Street East Connecting Link project.

FINANCIAL CONSIDERATIONS

RFT 2022-001 – 2022 Asphalt Program

Bidder	Bid (excluding HST)
Brantco Construction	\$1,426,038.80
Cox Construction Limited	\$1,526,511.16
The Murray Group Limited	\$1,268,565.80
Steed & Evans Limited	\$1,325,245.50

Project Name	2022 Budget	The Murray Group Bid [^]	Award Recommended within this Report
PART A - Sideroad 5W – Landfill Entrance west to Conc 9	\$80,000	\$124,073	
PART B - Line 12 – County Rd 14 to County Rd 16	\$432,000	\$546,616	

PART C - Sideroad 7E – Highway 6 and Conc 2	\$256,000	\$400,619	
PART D - London Rd N – Birmingham ROW to Durham St E	\$20,000	\$34,458	\$34,458
PART E - Albert St – near Oakview Cr	\$22,500	\$18,237	\$18,237
PART F - Birmingham St E – Egremont St N to Church St N	\$30,000	\$41,627	\$41,627
PART G - Church St N – Birmingham St E to Durham St E	\$17,500	\$17,519	\$17,519
PART – H Durham St E – Church St N to London Rd N	\$35,000	\$52,742	\$52,742
PART I - Preston St S – south of Smith St	\$37,500	\$52,133	\$52,133
PROVISIONAL ITEMS		\$2,869	\$2,869
TOTAL	\$930,500	\$1,290,893	\$219,585

^ - Prices includes Net HST.

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: Matthew Aston, Director of Operations
Dale Clark, Manager, Transportation Services
Tammy Stevenson, Development Technologist / Project Lead

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



Staff Report

To: Mayor and Members of Council Meeting of March 21, 2022

From: Matthew Aston, Director of Operations

Subject: OPS 2022-012 being a report on the award of the Township's 2022 operations truck tender

RECOMMENDATION

THAT the Council of the Township of Wellington North receive Report OPS 2022-012 being a report on the award of the Township's 2022 operations truck tender;

AND FURTHER THAT Council award Part B of RFT 2022-004 to Arthur Chrysler Dodge Jeep at a cost of \$50,745.00 plus applicable taxes;

AND FURTHER THAT Council direct staff to increase the budget associated with Part B of this tender project by \$7,000.00 to fund this purchase;

AND FURTHER THAT Council direct the additional \$7,000.00 be funded from the Waterworks Reserve Fund;

AND FURTHER THAT Council award Part C of RFT 2022-004 to Arthur Chrysler Dodge Jeep at a cost of \$61,851 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2022 Capital Budget

BACKGROUND

The request for tender (RFT 2022-004) for the Township's 2022 truck purchase program was advertised on the Township's website starting January 20, 2022, and closed March 8, 2022.

The Township received three (3) submissions prior to RFT 2022-004 close: Leslie Motors, Arthur Chrysler Dodge Jeep and Larry Hudson reviewed by the Township staff and evaluated on cost – see below.

Larry Hudson was the lowest cost for Part B that met the RFT as specified, however, Larry Hudson did not guarantee a delivery date within their RFT. They also advised that there is a

possibility that the truck may not be built at all. Township staff called Larry Hudson and confirmed that Larry Hudson cannot confirm delivery date. As a result, Township staff feel comfortable recommending the second lowest bid received from Arthur Chrysler Dodge Jeep which is for a 2021 Dodge truck. The delivery of this truck, per the RFT, is available within one week.

The Township's Purchasing and Procurement Policy states that "Council may waive, by resolution, the application of any part of this by-law in respect of any given procurement." The policy further encourages the Township to use vendors who can be expected to provide satisfactory performance based on reputation, references, past experience, and sufficiency of financial and other resolutions. In this case the recommended vendor supplied the only bid that can guarantee delivery of the product within a confirmed timeframe.

The Townships Purchasing and Procurement Policy encourages the Township to always think about the "total acquisition cost" rather than the lowest bid. This includes, but is not limited to such factors as repairs, staff training, suitability, compatibility, warranty, trade-in-values, recycling, and disposal concerns. To consider "value for money". The truck was approved in the Township's 2022 Capital Budget which had a budget of \$45,000 for the purchase. We believe by going with the Arthur Chrysler Dodge Jeep bid, we will make up the approximately \$7,000.00 difference in mileage payable to department staff for the use of their personal vehicles over waiting an additional seven months, minimum.

Of note, the issue with the supply chain and the unknown ability to get product could be a continuous problem over the next couple of years.

Arthur Chrysler was the only bid received from Part C that met the RFT as specified and Township staff recommend them for award of this portion of the RFT. Delivery on this truck is quoted as eight to twelve months.

FINANCIAL CONSIDERATIONS

RFT 2022-004 – 2022 Truck Purchase Program

Project Name	2022 Budget	Recommended Bid [^]
Environmental Services Truck (Part B)	\$45,000	\$51,638.11
Transportation Services Truck (Part C)	\$85,000 ^{^^}	\$62,939.58

[^] - Prices includes Net HST

^{^^} - Budget includes allowance for snow removal equipment

ATTACHMENTS

Schedule A – RFT 2022-004 Tender Summary Form

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
Dale Clark, Manager, Transportation
Services
Corey Schmidt, Manager, Environmental
and Development Services**Recommended By:**Michael Givens, Chief Administrative Officer *Michael Givens*



TENDER SUMMARY FORM

OWNER	Township of Wellington North	CONTRACT #:	2022-004
PROJECT DESCRIPTION	Three Pick-up Trucks	CLOSING DATE & TIME	Mar 8, 2022 12:00pm noon
NO. ADDENDA	1	PRE-TENDER PRICE ESTIMATE (Inc. Net Tax)	

PLAN TAKERS (As recorded by the Township subsequent to an order for plans and specifications)	# of Addenda Confirmed	TENDER AMOUNT (excluding full HST)	Acceptable Bid deposit as specified in the IBs (4) - Not Applicable			AGREEMENT TO BOND	SIGNING	NO. OF ADDENDA	TIME OF COMPLETION (1)	BIDDER'S POSITION
			Submitted with Tender	Returned to Contractor (2)	Retained by Owner					
Leslie Motors Truck A		\$ 43,764.00								
Leslie Motors Truck B		\$ 50,919.00								
Larry Hudson Truck A		\$ 38,565.00								
Larry Hudson Truck B		\$ 48,920.00								
Arthur Chrysler Truck A		\$ 50,745.00								
Arthur Chrysler Truck B Option 1		\$ 53,030.00								
Arthur Chrysler Truck B Option 2		\$ 50,745.00								
Arthur Chrysler Truck C		\$ 61,851.00								

- (1) Time of Completion, if not specified in the Contract Documentation, in weeks from date of contract award.
- (2) Contractor to initial Tender Summary Form sheet upon return of tender deposit - identification to be confirmed.
- (3) Addenda may be attached to the contract when it is sent out - not required to confirm by fax.
- (4) If the tender deposit submitted was not what was specified, this inconsistency should be brought to the attention of the Owner.
- (5) Copies of low bids to be made upon completion of the tender opening. This is not in reference to anything in particular.



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of March 21, 2022

From: Matthew Aston, Director of Operations

Subject: OPS 2022-013 being a report on the award of the Campbell DeVore Playground

RECOMMENDATION

THAT the Council of the Township of Wellington North receive Report OPS 2022-013 being a report on the award of the Campbell DeVore playground;

AND FURTHER THAT Council award the replacement of the Campbell DeVore playground to Park N Water Ltd at a project cost of \$140,989.18 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2022 Capital Budget

BACKGROUND

The request for proposal (RFP 2022-002) for the replacement of the Campbell DeVore playground was advertised on the Township's website starting January 17, 2022, and closed February 28, 2022.

Township had six (6) bid takers for RFP 2022-002.

The Township received three submissions prior to RFP 2022-002 close: Park N Water Ltd, ABC Recreation and New World Play Solutions reviewed by the Township staff and evaluated on cost – see below.

Park N Water Ltd was the lowest cost, met the RFP as specified and rated highest within the Township staff evaluation per the RFP. That said, Township staff recommend them for award of this RFP.

Township staff intend to bring an image of the preferred design option for this playground replacement to an upcoming Recreation, Parks and Leisure Committee, however, in order to keep this project on schedule have brought this award directly to Council.

FINANCIAL CONSIDERATIONS

RFP 2022-002 – Campbell DeVore Playground Replacement

Bidder	Bid^
Park N Water Ltd	\$140,989.18
ABC Recreation	\$141,587.56
New World Park Solutions	\$142,500

2022 Budget	Recommended Bid^
\$150,000	\$140,989.18

^ - Prices excludes 13% HST.

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:	Matthew Aston, Director of Operations
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Recommended By:	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>
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WELLINGTON NORTH
SEMPER PORRO

TENDER OPENING SUMMARY FORM

OWNER	Township of Wellington North	CONTRACT NO.	RFP 2022-002
PROJECT DESCRIPTION	Campbell DeVore Playground	CLOSING DATE	February 28, 2022, 12:00
No. ADDENDA	1	PRE-TENDER PRICE ESTIMATE (Incl. HST)	

PLAN TAKERS* <small>*(As recorded by Township subsequent to an order for plans and specifications)</small>	Addenda No. Confirmed ³	TENDERED AMOUNT (Excluding HST)	Acceptable bid deposit as specified in the IBs ⁴ \$5,000			AGREEMENT TO BOND	SIGNING	NO. OF ADDENDA	TIME OF COMPLETION ¹	BIDDER'S POSITION
			Submitted with Tender	Returned to Contractor ²	Retained by Municipality					
OpenSpace Solutions Inc.	1	\$								
Park N Water Ltd	1	\$ 140,989.18					1			
ABC Recreation	1	\$ 141,587.56					1			
Play Power Inc	1	\$								
New World Park Solutions	1	\$ 142,500.00					1			
Park N Play Design Co	1	\$								
		\$								
		\$								
		\$								
		\$								
		\$								
		\$								
		\$								
		\$								
		\$								
		\$								

¹ Time of Completion, if not specified in the Contract Documentation, in weeks from date of contract award
² Contractor to initial Tender Opening Summary sheet upon return of tender deposit – identification to be confirmed
³ Addenda may be attached to the contract when it is sent out - not required to confirm
⁴ If the tender deposit submitted was not what was specified, this inconsistency should be brought to the attention of the Owner
⁵ Copies of low bids to be made upon completion of the tender opening. This is not in reference to anything in particular.



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of March 21, 2022

From: Matthew Aston, Director of Operations

Subject: OPS 2022-014 being a report on the award of the Queen Street East Connecting Link Project

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2022-014 being a report on the award of the Queen Street East Connecting Link Project;

AND FURTHER THAT Council award the request for tender to Cox Construction at a cost of \$3,632,365.46 plus applicable taxes;

AND FURTHER THAT Council direct staff increase the budget associated with this project by \$1,072,983.09;

OPTION 1

AND FURTHER THAT Council approve utilization of a combination of Capital Infrastructure Reinvestment Reserve Funds, Waterwork Reserve Fund and unallocated 2022 Ontario Community Infrastructure Funds (OCIF) to fund the gap between approved budget and actual costs;

OPTION 2

AND FURTHER THAT Council approve utilization of the remaining asphalt program budget and Capital Infrastructure Reinvestment Reserve Funds, Waterwork Reserve Fund and unallocated 2022 Ontario Community Infrastructure Funds (OCIF) to fund the gap between approved budget and actual costs;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Cox Construction or the Ministry of Transportation to execute this project.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report TR 2020-010 being an update report on the ICIP Green Stream and the proposed 2020 Connecting Link application

2022 Capital Budget

BACKGROUND

The request for tender (RFT) was advertised on the Township's website starting February 2, 2022, and closed March 14, 2022. As well, RFT was advertised in the Wellington Advertiser on February 3, 2022.

The Township received one submission prior to RFT close: Cox Construction (Cox). Submission was assessed based on cost – see Financial Section below.

Cox was the only bid received, which makes comparing bids impossible. Cox did meet the tendering requirements as specified, and although they are over budget, Township staff recommend them for award.

Part 3 of the tender included a provisional item for storm sewer work on Page Lane. Part 3 came in at a cost of \$131,014.35 plus applicable taxes. Township staff feel, given this estimate, Township team can complete this work internally this summer and therefore it will be removed within the financial section.

Part 1 Item 65 included a provisional item for staging construction work, so that reconstruction at and east of Egremont Street would be completed by mid-July 2022 in order to open that section of the Queen Street East up earlier to local traffic while still maintaining the full detour until the end of August 2022 for other traffic. The tender price for this item came in at \$155,000.00 plus applicable taxes. The recommendation contained within this report assumes Council agrees to the removal of this provisional item from the tender due to its cost.

A significant portion of the additional cost are associated with the road portion of this project, i.e. asphalt, Township Engineer reached out to the Ministry of Transportation (MTO) to see if there was any way of increasing the amount of Connecting Link funding for this project. After discussion with MTO staff as well as after having some discussions internally the following options are available to the Township related moving forward with this project:

- A – Proceed with award, however, MTO's contribution is capped at \$1.42 million, so additional costs will be borne by Township;
- B – Do not award the project, cancel Connecting Link agreement with MTO, and re-apply to another stream of Connecting Link funding;
- C – Reduce the scope of the Queen Street East project and re-apply for the additional works on Queen Street East to another stream of Connecting Link funding; or
- D – As a result of only getting one bid, do not award this tender, and re-issue request for tender later this spring.

This report should be read in conjunction with Amended Report OPS 2022-010 being a report on the award of the Township's 2022 asphalt program.

FINANCIAL CONSIDERATIONS

Bidder	Tender Price^
Cox Construction	\$4,427,769.19

Category	2021 Capital Budget
Roads Infrastructure – Roads, Sidewalk, Storm Sewer (Connecting Link Grant Eligible)	\$2,140,000
Water and Sanitary Sewer Infrastructure	\$870,000
Total Approved Budget	\$3,010,000

Bidder	
Cox Construction Bid ^{^^}	\$3,632,365.46
Engineering Cost Estimate ^{^^}	\$380,000.00
Project Sub-Total ^{^^}	\$4,012,365.46
Applicable Tax @ 1.76%	\$70,617.63
Estimated Project Cost ^{^^^}	\$4,082,983.09
2021 Approved Budget ^{^^^}	\$3,010,000.00
Tender Over Budget	\$1,072,983.09

[^] - Prices include 13% HST and all provisional items

^{^^} - Price includes all provisional items and excludes all applicable taxes, Part 3 (Page Lane), and Part 1 Item 65 (staging of construction).

^{^^^} - Price includes all provisional items and applicable taxes and excludes Part 3 (Page Lane) and Part 1 Item 65 (staging of construction).

Please note that funds from Waterworks Reserve Fund would only support water infrastructure portion of the project.

ATTACHMENTS

Schedule A – Letter from BM Ross and Associated dated March 16, 2022

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

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

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2945 www.bmross.net

File No. 18197

March 16, 2022

BY EMAIL ONLY**Matthew Aston, Director of Operations**

Township of Wellington North
 7490 Sideroad 7 W, P.O. Box 125
 Kenilworth, ON N0G 2E0

RE: Queen Street Connecting Link and Page Street Storm Sewer

A single tender was received on March 14, 2022, for the above-mentioned project:

Tenderer	Tendered Amount*
Cox Construction Limited	\$4,427,769.19

Adjusted by \$39,000.00+HST, due to an arithmetic error

The tender was checked and found to be mathematically incorrect, increasing the total tender price by \$39,000 + HST. The tender was properly signed and submitted with the specified tender deposit and Agreement to Bond.

Since the project awaits approval from the Township of Wellington North, a definitive start date has not been established. The Township has applied and awaits receipt of an Encroachment Permit from MTO (for the detour). The Township also awaits receipt of an ECA from MECP for the Page Street storm sewer, but Township staff propose the deletion of that Part 3 from the awarded tender, as well as deletion of Part 1 Item 65 for staging of construction.

Since the tender is acceptable contractually, and the tenderer, together with their key underground services subcontractor, are experienced in road, sewer and watermain reconstruction, further analysis is limited to the single bid. We are not aware of any reason why the contract could not be awarded to Cox Construction Limited for the total adjusted tender sum of **\$3,632,365.46** plus applicable taxes, which excludes Part 1 Item 65 and Part 3 of the tender.

If you have any questions, please contact us.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per _____


 Frank Vanderloo, P.Eng.

FCV:klt

Z:\18197-Wellington_North-Queen_St_E_CL\Projects\Tender\Tender Results\18197-2022-03-16-TenderReview-Let.docx



The Corporation of the Township of Southgate Notice of Virtual Public Meeting concerning a proposed New Official Plan

Take Notice that the Council of the Corporation of the Township of Southgate is considering a Township initiated a New Official Plan pursuant to Sections 17 and 26, of the Planning Act, R.S.O. 1990, as amended. Council will hold an **electronic public meeting** on **Wednesday March 30th, 2022 at 6:00 pm**, to consider the proposed by-law amendment.

The Official Plan is a land use planning document containing the Township's goals, objectives and policies that are intended to guide development and growth in the Township over a 20-year time horizon. The Official Plan manages and direct physical development within the context of social, economic, built, and natural environment matters in the Township. The current Official Plan was approved in 2006 and has since been amended on several occasions but needs to be further updated again to reflect, among other things, the new Grey County Official Plan, and the recent version of the Provincial Policy Statement. Council has determined that a new Official Plan should be prepared. A copy of a draft has been prepared and will be discussed at the public meeting, and it can be viewed in person now at the Township office during regular office hours, by emailing the Clerk at the email address lgreen@southgate.ca or online at:

<https://www.southgate.ca/en/municipal-services/southgate-official-plan.aspx#Township-of-Southgate-New-Official-Plan-Documents>

To participate, please register with the Township of Southgate by contacting the Clerk **no later than 4:00 p.m. on March 29, 2022**, using the contact information listed below. You will be able to participate in the Public Meeting electronically or by telephone.

Electronic Access information:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/442563645>

You can also dial in using your phone.

Canada: +1 (647) 497-9373 Access Code: 442-563-645

The meeting will be recorded and uploaded to the Township YouTube Channel:

<https://www.youtube.com/user/SouthgateTownship>

Location of the Subject Land

This New official Plan applies to the entire Township shown in the Key Map.

Making an oral or written submission

Any person or public body is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed New Official Plan.

Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below.

Notice of Passing

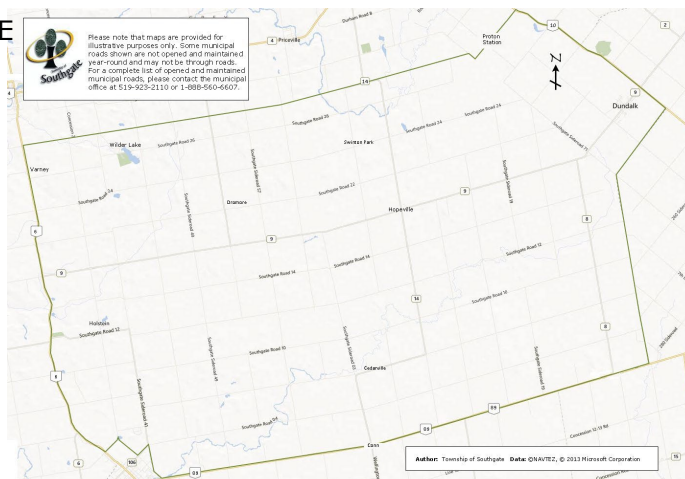
If you wish to be notified of the passing of the New Official Plan you must make a written request to the Clerk at the address shown below.

Additional Information

Additional information is available for public viewing on Southgate's website at the Township administration office during normal office hours and by contacting Clinton Stredwick, Planner at ext. 235.

DATED AT THE TOWNSHIP OF SOUTHGATE
THIS 10th DAY OF MARCH 2022

Lindsey Green, Clerk
Township of Southgate
185667 Grey Rd 9, RR1
Dundalk, ON N0C 1B0
Phone: (519) 923-2110 ext. 230
Toll Free: 1-888-560-6607
Fax: (519) 923-9262



(Key Map not to scale)



Wellington North Power Inc. 083

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0

Phone: 519.323.1710 Fax: 519.323.2425

www.wellingtonnorthpower.com

E-mail: customerservice@wellingtonnorthpower.com

ESA # 7012854

Quarterly Newsletter of Wellington North Power Inc.

Quarter 4: October 1st to December 31st, 2021

A quarterly update for Municipal Councilors and Shareholders summarizing Wellington North Power Inc.'s initiatives and performance.

Message from the CEO / President

Welcome to this 4th quarter 2021 edition of the Wellington North Power Quarterly Newsletter.

2021 was a year of exceptional growth and development in our communities. The historical yearly average growth rate has been 0.7% - in 2021, this doubled to 1.4% resulting in increased capital expenditures but also higher than expected revenue. Our 2021 income statement is strong as we met or exceeded budget expectations.

We have continued to move forward with reviewing software solutions to meet the "Green Button" Ministry of Energy mandate. We hope to determine a path forward by the end of the first quarter 2022. Our goals are to meet the requirements of Green Button, simplify our data flow, and provide a better customer-centric solution.

Our 2022 Annual Shareholder meeting is coming up in May. Currently, we are planning for a virtual meeting.

Jim Klujber – CEO/President, Wellington North Power Inc.

1. Our Commitment

As your local electricity distribution company, we take pride in providing safe, reliable electricity distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is: *"Wellington North Power Inc. (WNP) shall provide its customers with the most cost-effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area."*

Our strategic objectives are to:

- Manage a safe and reliable distribution system in an efficient and cost-effective manner.
- Provide outstanding customer service.
- Continue to increase shareholder value.
- Meet all regulatory obligations.

2. 2021 Priorities

- Maintain day-to-day activities: System reliability, safety and customer service;
- Promote Health & Safety to protect staff and the general public;
- Complete capital projects adhering to safety regulations with no reported injuries;
- Work with and support stakeholders with encouraging economic growth in our communities;
- Control and manage operating expenses and capital expenditures;
- Comply with the Ministry of Energy and the energy regulator rules and codes; and
- Keep abreast of activities in the energy sector.

3. Updates

Government:

- **October 7th, 2021: Ontario Government Introduces Fall Red Tape Reduction Package.** The package included i) 2-year limitation period for electricity system settlement process; ii) simplify the Regulated Price Plan for electricity; and iii) strengthen consumer protection on electrical safety.
- **November 16th, 2021: Ontario Government Mandate Letter to the Ontario Energy Board.** The Minister of Energy provided a renewed mandate letter to the Chair of the OEB outlining the government's priorities for the energy sector for the upcoming three-year planning period. Priorities included promoting reliability, affordability, sustainability, and consumer choice.
- **December 8th, 2021: Ministry of Energy Meeting with WNP.** The Ministry of Energy's "LDC Outreach & Network Branch" [LDC ON] department met with WNP seeking feedback and experience on many items including OEB modernization, COVID-19 impacts, electric vehicles, cyber security, innovation, collaboration, efficiency, and customer choice.

OEB:

- **October 6th, 2021: Adjustment to OEB Cost Assessment Invoices.** Funds from administrative monetary penalties collected by the OEB for compliance matters were used to reduce the distributors' cost assessment invoices with the expectation that the distributors will supplement their Low-Income Energy Assistance Program (LEAP) budget for 2021 by the same amount. This resulted in WNP forwarding an additional \$5,228 onto our social agency partners in 2021 to assist low-income households struggling to pay their energy bills.
- **September 9, 2021: Feedback on a Proposed Additional Billing Option for Residential Customers.** The Ministry of Energy is considering proposals to offer residential customers further choice in their electricity billing options. Distribution companies were invited to provide feedback on the feasibility, functionality, and timelines to support an additional billing option. Current options are time of use and tiered.

Wellington North Power Inc.
Quarterly Update for Shareholders

4. Scorecard

Strategic Objective	Status	Measure	Annual Target	YTD Target	YTD Actual	Variance to YTD Target	Notes / Remedial Plan
Continue to increase Shareholder Value	G	Net Income (Loss)	\$ 413,785	\$ 413,785	\$ 545,492	32%	Based on forecasted year end net income
	G	Revenue	\$ 3,101,138	\$ 3,101,138	\$ 3,162,147	2%	
	G	Expenses	\$ 2,687,353	\$ 2,687,353	\$ 2,616,655	-3%	
	G	Load Forecast (kWhr)	\$ 98,208,546	\$ 98,208,546	\$ 101,904,949	4%	
	G	Debt Service Coverage Ratio (IO)	>1 : 1.30		1 : 2.88		
	G	Debt to Total Assets Ratio (IO + OEB)	60:40 or less		49:51		
	G	Leverage Ratio (Total Debt to Equity) (OEB)	1.50		1.14		
	G	Profitability (Return on Equity) (OEB)	8.34%		9.16%		
Manage a safe and reliable distribution system in an efficient and cost effective manner	G	Capital Expenditure	\$ 627,000	\$ 627,000	\$ 780,556		
	G	Operating Expenditure	\$ 1,895,823	\$ 1,895,823	\$ 1,862,699		
	G	Total Expenditures (CapEx & OpEx)	\$ 2,522,823	\$ 2,522,823	\$ 2,643,255	5%	
	G	System Avg Interruption Duration Index	0.28		0.23		
	G	System Avg Interruption Frequency Index	0.15		0.17		
Provide outstanding customer service	G	Connection of LV Services	90%		100.00%		No HV Connections in 2021
	G	Connection of HV Services	90%		0.00%		
	G	Appointment Scheduling	90%		99.94%		
	G	Appointments Met	90%		99.56%		
	G	Rescheduling a Missed Appointment	100%		100.00%		
	G	Emergency Response (urban)	100%		100.00%		
	G	Telephone Accessibility	65%		90.26%		
	G	Telephone Call Abandon Rate	10%		0.16%		
	G	Written Response to Enquiries	80%		100.00%		
	G	Reconnection for Non-Payment	85%		100.00%		
G	Billing Accuracy	98%		99.65%			
Meet all regulatory obligations				YTD Actual			
	G	Electrical Safety Association (ESA) Audit			Pass Audit		Audit conducted in July.
	G	Submission of IESO Emergency Prep Plan			Submit Plan		Plan submitted and Approved.
	G	Completion of Distribution System Plan			Submit Plan		Plan submitted and Approved.
	G	Approval of 2021 Cost of Service Rate App			File Application		Application submitted and Approved.
	G	Filing of monthly IESO Settlement Data			Submit Filing		Monthly files submitted
	G	Filing of Cost of Service for 2022 Rates (OEB)			File Application		Application filed in November 2021 as requested
G	Filing of Annual information with the OEB			Submit Filing		Annual files submitted	

Legend:

R	Behind plan / target - remedial action required
A	Slightly behind plan / target - to closely monitor
G	On plan / ahead of target - no remedial action necessary

5. Major Projects for 2021

Project	Scope
Pole Line Projects	Wellington North Power plans to complete a number of smaller pole replacement projects as well as several single pole replacements.
Under Ground Projects	An underground rebuild of a street in Mount Forest. Includes replacement of three live front transformers.
System Access Projects	WNP will continue to work on a number of smaller projects that will facilitate the connection of new customers.
General Plant	Network and IT Upgrades.
General Plant	Convert existing two washrooms to single AODA compliant washroom.

6. Outlook

- a) WNP 2021 financials ended strong primarily due to increased growth and development in our service-area as well as excellent cost control. The data provided in the scorecard is unaudited and subject to year-end adjustments.
- b) WNP plans to look at new software and systems to support the Ministry of Energy's Green Button initiative. We are currently working with Cornerstone Hydro Electric Concepts (CHEC) utility members to determine best software solutions.
The Green Button allows utility customers to gain access to their electricity data as well as assign third party vendors direct access. The "Green Button Regulation" came into effect on November 1, 2021 and all Ontario utilities are required to offer the Green Button to customers on/before November 2023.
- c) WNP filed its' annual rate application with the Ontario Energy Board (OEB) on November 8, 2021. This application is an inflation adjustment to current 2021 rates and would be effective May 1, 2022.
- d) WNP has been actively participating in the Ontario Energy Board's (OEB) "Proportionate Review of Filing Requirements" initiative which concluded in mid-December 2021. A working group of lawyers, OEB staff, consultants, 2 distribution companies and WNP attended several virtual meetings to discuss improvements to reduce the regulatory burden and cost of preparing rate applications for electricity distributors with less than 20,000 customers. The initiative resulted in several positive changes to the application process. A special thanks to Richard Bucknall for participating on behalf of WNP.
- e) The winter ban on electricity disconnections for non-payment for residential customers began on November 15, 2021. WNP will continue to diligently help our customers including the assistance of financial programs, advice to reduce energy costs and promote energy payment plans.

Should you have any questions or feedback or require further information, please contact Jim Klujber (CEO/President) jklujber@wellingtonnorthpower.com or telephone 519-323-1710.

From: **bmmcintee**

Date: Wed., Mar. 2, 2022, 12:27 p.m.

Subject: Attention: Mayor Lenox, Councillors Dan Yake and Sherrie Burke

To: <alennox@wellington-north.ca>

This past Thursday at approximately 2 p.m., there were four of us, Mount Forest citizens, trying to cross Main St. from the Bank of Montreal to Scotia Bank. The big trucks, speeding cars and other vehicles were driving down towards the Main Intersection. It was difficult for us to cross, with not even a marked set of lines on that busy area of Main St., Mount Forest.

You will remember several years ago, a wonderful lady was injured severely as she was hit by a truck at that corner. The details of the accident I am not aware. However, I have been walking downtown often in the past several years and during the summer months, the cottage traffic adds to the busyness of that area of town and traffic driving to our Farmers Market plus more. What about the children crossing to walk to school? I seem to remember, it was mentioned that the Ministry of Transportation were consulted and wouldn't do anything to make this area safer. That was at least 3 years ago.

Have a look in neighbouring towns, with #6 Hwy. travelling through and see what they have. Why cannot our Municipal Council put pressure on who ever who is in charge to at least have painted lines. I did read in the newspaper that the intention is to put an island out from the corner near the Bank of Montreal and Main. Do you not remember that there was one there before? Why was it removed? Personally I do not believe that a jutted out area, making the crossing less distance, is the answer. It would removing snow on Main St. more difficult. I am not suggesting traffic lights like Main and Wellington and Queen and Main. A caution amber light would alert drivers. Will it take someone to be killed or again, seriously injured before action is taken?

We have a wonderful Town, with many new residents and we have all the amenities we need from day to day. Surely our tax base with the help of our Governments, a good solution will take place. Please give this matter your undivided attention as soon as possible. Of course, we all know, our Government doesn't act quickly. I see lines across areas that are counting numbers of cars, trucks etc. crossing an area. Why can't this be done for starters. Stand or park your car downtown in that area, especially at busy times, i.e. noon hour, five o'clock and all day during the summer months.

Mount Forest Residents and all shoppers deserve this matter to be taken care of.

Thank you for all you do as members of our Municipal Council. Please reply that you have received this letter and make sure the above is read at the next council meeting. Keep me up to date as the action happens. I do not want to hear it has already been decided what will take place. Better to change plans now than be sorry later, wouldn't you agree?

Sincerely,

Mary I. McIntee
Mount Forest, Ontario.
NOG 2LO

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 037-22

**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
MARCH 21, 2022**

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 March 21, 2022 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 21ST DAY OF MARCH, 2022.**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK