

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AMENDED AGENDA OF REGULAR COUNCIL MEETING – APRIL 11, 2022 at 2:00 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/84125453312>

Or join by phone:

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

Webinar ID: 841 2545 3312

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the April 11, 2022 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

AWARDS, DECLARATION, RECOGNITION

1. 2022 Senior of the Year Presentation to Kay Ayres

PRESENTATIONS

1. Curtis Marshall, Manager of Development Planning, County of Wellington
 - Cannabis Production and Processing Land Use Study, Background Report 001

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the presentation provided by Curtis Marshall, Manager of Development Planning, County of Wellington, regarding Cannabis Production and Processing Land Use Study Background Report

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the April 11, 2022 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- John Klassen, Zoning Amendment
- Mount Forest Lawn Bowling Club, Minor Variance

RESUME REGULAR MEETING OF COUNCIL

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North resume the April 11, 2022 Regular Meeting of Council at : .

DEPUTATIONS

- 1. Gerald Martin, Markham Waterloo Mennonite Conference 049
 - Proposed Mennonite meeting house and Parochial Elementary School

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- 1. Regular Meeting of Council, March 21, 2022 055
Recommendation:
THAT the minutes of the Regular Meeting of Council held on March 21, 2022 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

- 1. Councillor Burke, Notice of Motion March 21, 2022 Regular Council Meeting
Recommendation:
THAT Council appoint a committee to review the Fleet Management policy and bring recommendations back to a future meeting of Council
AND FURTHER THAT the committee consist of
 - 1 member of Council
 - 1 Fire Department representative
 - 1 Building Department representative
 - 1 Operations Department representative
 - 1 Finance Department representative

ITEMS FOR CONSIDERATION

- 1. MINUTES
 - a. Saugeen Valley Conservation Authority, February 17, 2022 Authority Meeting 063

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority February 17, 2022 Authority Meeting.

- b. Arthur 150 Committee, March 14, 2022 068

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur 150 Committee meeting held on March 14, 2022.

- c. Maitland Valley Conservation Authority:
 - Members Meeting #1-22, January 26, 2022 073
 - Annual Meeting of the Membership #2-2022, February 16, 2022 077

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Members Meeting #1-22 held on January 6, 2022 and the Annual Meeting of the Membership #2-2022 held on February 16, 2022.

- d. Grand River Conservation Authority, Summary of the General Membership General Meeting – March 5, 2022 083

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority, Summary of the General Membership Meeting held on March 25, 2022.

- e. Wellington North Cultural Roundtable, March 24, 2022 084

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

- f. Mount Forest Aquatics Ad-Hoc Advisory Committee
 - February 8, 2022 087
 - March 1, 2022 091

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meetings held on February 8, 2022 and March 1, 2022.

- g. Recreation, Parks and Leisure Committee, March 8, 2022 097

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Park and Leisure Committee Meeting held on March 8, 2022.

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, award the Ice Resurfacers project to Resurface Corp. at a cost of \$92,000 plus applicable taxes;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Director of Operations, or their designate, to sign any necessary agreements in order to make this purchase;

AND FURTHER THAT the Council of the Township of Wellington North waive the requirement for a competitive process as detailed within the Township's purchasing and procurement policy.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to create a new, full-time, permanent role within recreation with duties including landscaping, trail maintenance and arena coverage and begin recruitment immediately.

h. Recreation, Parks and Leisure Committee, April 5, 2022

104

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on April 5, 2022.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to work in consultation with the Arthur Optimist Club on a report regarding the parameters of the multi-use court project including location, cost, size, utilities and next steps.

AND FURTHER THAT the report be brought to a future Recreation, Parks and Leisure Committee meeting for discussion.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, endorse that the recreation administration assistant be directed to regularly report to the Mount Forest and District Sports Complex as the primary place of work.

2. PLANNING

a. Report DC 2022-013, Consent Application B29-22 Dwayne L'Heureux

109

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC Report 2022-013 being a report on Consent Application (Severance) B29-22 known as Part Lot 25, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B29-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter

of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;

- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and
- THAT driveway access can be provided to the retained lands to the satisfaction of the local municipality.

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

- b. Report DC 2022-014, Consent Application B33-22 J-Mar Meats Inc. 115

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2022-014 being a report on Consent Application (Severance) B33-22 known as Part Lot 32, Concession 1, Divisions 3 in the Town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B33-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT servicing can be accommodated on the severed lands to the satisfaction of the local municipality; and
- THAT the owners of PIN's 37298-0266, 71072-0114 and 71072-0005 (shown on the Sketch for Severance Application, Project No

21-9619 dated March 4, 2022) enter into an agreement apportioning future maintenance costs on the Campbell Drainage Works – B Drain; and the applicant shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain.

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

- c. Report DC 2022-010 Archcon Group Inc., Site Plan Agreement, 773 Princess Street, Mount Forest 120

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2022-010 being a report on Archcon Group Inc., Site Plan Agreement – 773 Princess Street, Mount Forest;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the By-law to enter into a Site Plan Agreement with Archcon Group Inc. in the form, or substantially the same form, as the draft Agreement;

AND FURTHER THAT the Mayor and the Clerk of the Corporation be authorized and directed to sign the Agreement on behalf of the Corporation.

- d. Planning Report prepared by Matthieu Daoust, Planner, County of Wellington, dated April 5, 2022, regarding Redline Revision Draft Approved Plan of Subdivision – 23T20202 321 Domville St., Arthur, Cachet Developments 123

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Matthieu Daoust, Planner, County of Wellington, dated April 5, 2022, regarding Redline Revision Draft Approved Plan of Subdivision – 23T20202 321 Domville St., Arthur, Cachet Developments.

Recommendation:

THAT Council support the Redline Revision Draft Approved Plan of Subdivision – 23T20202 321 Domville St., Arthur, Cachet Developments.

- e. Planning Report prepared by Matthieu Daoust, Planner, County of Wellington, dated April 6, 2022 regarding Redline Revision Draft Approved Plan of Subdivision – 23T18004, London Road North, Mount Forest, 2574574 Ontario Inc. – Brad Wilson 126

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Matthieu Daoust, Planner, County of Wellington, dated April 6, 2022 regarding Redline Revision Draft Approved Plan of Subdivision – 23T18004, London Road North, Mount Forest, 2574574 Ontario Inc. – Brad Wilson.

Recommendation:

THAT Council support the Redline Revision Draft Approved Plan of Subdivision – 23T18004, London Road North, Mount Forest, 2574574 Ontario Inc. – Brad Wilson.

3. ECONOMIC DEVELOPMENT

- a. Report EDO 2022-012 Grants & Donations Community Development Program 129

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-012 being a report on the Grants & Donations Community Development Program.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approve the recommendation to advance \$44,564.99 in grants to a total of 31 organizations as outlined in Report EDO 2022-012.

- b. Report EDO 2022-013 Volunteer Engagement Program 137

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-013 being a report on the Volunteer Engagement Program.

AND FURTHER THAT Council, approves the attached Press Release announcing Kay Ayres as the recipient of the Township of Wellington North Senior of the Year Award,

AND FURTHER THAT Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, supports the Mayor's proclamation, proclaiming April 24-30, 2022, as National Volunteer Week,

AND FURTHER THAT Council invites all volunteers in our community to join us on Thursday May 5th, 2022, from 5:00pm -7:00pm at the Arthur & Area Community Centre for a Volunteer Celebration dinner.

- c. Report EDO 2022-014 Employerone Survey & Growth, Housing & Development Public Information Meeting 142

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022 – 014, being a report on the Employerone Survey as well as the April 13th Growth, Housing & Development Public Information Meeting

- d. Saugeen Connects, Media Release, April 4, 2022, Saugeen Connects launches 3rd Annual Summer Start Up Program, a Chance for Youth to Receive Grants to Try Entrepreneurship 171

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Saugeen Connects, Media Release, April 4, 2022, Saugeen Connects launches 3rd Annual Summer Start Up Program, a Chance for Youth to Receive Grants to Try Entrepreneurship.

4. FINANCE

- a. Vendor Cheque Register Report, March 31, 2022 172

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated March 31, 2022

5. OPERATIONS

- a. Report OPS 2022-015 being a report on the award of a valve turning trailer 175

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-015 being a report on the award of a valve turning trailer;

AND FURTHER THAT Council award the supply of the new valve turning trailer to Wachs Canada Ltd. at a cost of \$99,877.50 plus applicable taxes;

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

- b. Report OPS 2022-011 being a report on the 2022 sanitary allocations 177

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-011 being a report on the 2022 sanitary allocations;

AND FURTHER THAT Council review and adopt the 2022 Reserve Capacity Calculations for Arthur and Mount Forest as prepared by Triton Engineering Services Limited dated April 4, 2022;

AND FURTHER THAT Council direct staff to work towards entering a sewage allocation agreement with the following developers in Wellington North:

- Cachet Developments (Arthur) Inc. – 59 units
- Deer Ridge Heights Inc. – 75 units

AND FURTHER THAT Council award ten (10) units of sewage allocation to the Building Department for distribution for infill lots within the Arthur;

AND FURTHER THAT Council award zero (0) units of sewage allocation to the Building Department for distribution during the next year for infill lots within Mount Forest.

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law to enter into the agreements;

AND FURTHER THAT Council direct staff to submit a copy of this resolution, copies of the reports prepared by Triton Engineering Services Limited, and the resolution from this report to the Ministry of the Environment, Conservation & Parks.

OPTIONAL

AND FURTHER THAT Council direct staff to invite the developer's contained within this report, who have submitted an application for sewage allocation but do not meet the submission requirements, be provided a request for deputation form in order that they may discuss with Council the details / merits of their project.

AND FURTHER THAT Council waive the clause 29.3 in the Procedure By-law 111-21 that provides the number of deputations shall be limited to two (2) at any meeting for developer's who wish to deputation regarding sewage allocation applications.

6. ADMINISTRATION

- a. Report CLK 2022-010 Being a report on Municipal and School Board Elections Sign Policy 245

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2022-010 being a report on Municipal and School Board Elections Signs guidelines;

AND FURTHER THAT Council endorses the municipal election sign policy for the Township of Wellington North;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to amend By-Law 117-21 Schedule A to establish fees and charges for various services provided by the municipality.

- b. Report CLK 2022-002 Post Pandemic Council Meeting Format 258

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2022-002 Post Pandemic Council Meeting Format;

AND FURTHER THAT the Council of the Township of Wellington North authorizes the Clerk and Clerks Department to implement in phases the necessary provisions, policies and technology required to host hybrid

meetings that will allow for in-person, simultaneous virtual participation and live streaming of Council meetings effective May 9, 2022;

AND FURTHER THAT Municipal Modernization funds be authorized to cover costs associated with implementing hybrid meetings.

7. COUNCIL

- a. Crime Stoppers Guelph Wellington, Newsletter, Spring 2022 CSGW News 260

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Crime Stoppers Guelph Wellington Newsletter, Spring 2022 CSGW News.

- b. Ministry of Municipal Affairs and Housing, correspondence dated March 24, 2022, regarding Phase 2 Consultation on Urban River Valleys to Grow the Greenbelt: Proposed amendments to the Greenbelt Plan (2017) and Greenbelt Area Boundary Regulation (O. Reg 59/05) and Ideas for Adding more Urban River Valleys to the Greenbelt 261

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Ministry of Municipal Affairs and Housing, correspondence dated March 24, 2022, regarding Phase 2 Consultation on Urban River Valleys to Grow the Greenbelt: Proposed amendments to the Greenbelt Plan (2017) and Greenbelt Area Boundary Regulation (O. Reg 59/05) and Ideas for Adding more Urban River Valleys to the Greenbelt

- c. Information regarding 2022 Municipal Election Candidate Information Workshop: Thinking of Running for Council? being held on April 21, 2022 263

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the information regarding the 2022 Municipal Election Candidate Information Workshop: Thinking of Running for Council? being held on April 21 2022.

- d. John Nater, MP Perth-Wellington and Randy Pettapiece, MPP Perth-Wellington correspondence dated March 29, 2022 regarding fundraising capabilities of municipalities and service clubs and use of proceeds of lotteries 264

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from John Nater, MP Perth-Wellington and Randy Pettapiece, MPP Perth-Wellington, dated March 29, 2022 regarding fundraising capabilities of municipalities and service clubs and use of proceeds of lotteries.

- e. Ministry of Municipal Affairs and Housing, correspondence dated March 31, 2022, regarding More Homes for Everyone Plan. 266

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from the Ministry of Municipal Affairs and Housing, dated March 31, 2022, regarding More Homes for Everyone Plan.

- f. PIN, The People and Information Network, media release dated April 1, 2022 regarding 'The Value of Volunteerism and Building Forward Together' 270

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the PIN The People and Information Network, media release dated April 1, 2022 regarding 'The Value of Volunteerism and Building Forward Together'.

- g. Steven Ramjass, Steward Logistics, on behalf of Shared Tower Inc., correspondence dated February 14, 2022, regarding Proposed New Telecommunications Tower Installation, 6832 Wellington Road 109, Kenilworth, ON N0G 2E0, File No. STC0234 – Teviotdale 272

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Steven Ramjass, Steward Logistics, on behalf of Shared Tower Inc., dated February 14, 2022, regarding Proposed New Telecommunications Tower Installation, 6832 Wellington Road 109, Kenilworth, ON N0G 2E0, File No. STC0234 – Teviotdale

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North have no objections to the proposed tower or tower location at 6832 Wellington Road 109, Kenilworth, ON N0G 2E0, by Steward Logistics, on behalf of Shared Tower Inc., File No. STC0234 – Teviotdale

- h. Ministry of Municipal Affairs and Housing, correspondence dated April 6, 2022 regarding MMAH Orders Reopening Ontario Act 281

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from the Ministry of Municipal Affairs and Housing, dated April 6, 2022 regarding MMAH Orders Reopening Ontario Act

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

BY-LAWS

- a. By-law Number 038-22 being a by-law to authorize a contract for Queen Street East reconstruction and Page Street storm sewer between The Corporation of the Township of Wellington North and Cox Construction Limited (schedule to by-law available in Clerk’s office on request) 283
- b. By-law Number 039-22 being a by-law to authorize a Sewage Allocation Agreement between The Corporation of the Township of Wellington North and Archcon Group Inc. 548
- c. By-law Number 040-22 being a by-law to authorize the execution of an agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs and the Corporation of The Township of Wellington North (Rural Economic Development Program – Mount Forest Street Scaping Project) 554
- d. By-law Number 041-22 being a by-law to repeal superseded by-laws 579
- e. By-law Number 042-22 being a by-law to appoint a Director of Finance/Treasurer for The Corporation of the Township of Wellington North and repeal 085-17 580
- f. By-law Number 043-22 being a by-law to authorize a Site Plan Agreement with Archcon Group Inc. 586

Recommendation:
THAT By-law Number 038-22, 039-22, 040-22, 041-22, 042-22 and 043-22 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating Arthur: 150 Years 596

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 to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

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 to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

1. REPORTS

- CAO 2022-001 Managed Service Provider (MSP) IT Requirements & Replacement
- CAO recruitment, 3rd party consultant discussion

2. REVIEW OF CLOSED SESSION MINUTES

- March 21, 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 CAO 2022-001 Managed Service Provider (MSP) IT Requirements & Replacement;

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 CAO recruitment, 3rd party consultant discussion.

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 March 21, 2022 Council Meeting

CONFIRMING BY-LAW

597

Recommendation:

THAT By-law Number 044-22 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 April 11, 2022 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of April 11, 2022 be adjourned at ___: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Mount Forest BIA – Meeting Room, Mount Forest Sports Complex	Tuesday, April 12, 2022	8:00 a.m. to 9:30 a.m.
Mount Forest Chamber of Commerce – meeting room, Mount Forest Chamber of Commerce	Tuesday, April 12, 2022	7:00 p.m. to 9:00 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.
Arthur BIA -via video conference	Wednesday, April 20, 2022	7:30 p.m. to 8:30 p.m.
National Volunteer Week – Volunteering Is Empathy In Action	April 24 – 30, 2022	
Regular Council Meeting – via video conference	Monday, April 25, 2022	7:00 p.m.
Mount Forest Aquatics Ad-Hoc Advisory Committee – via video conference	Tuesday, May 3, 2022	7:00 p.m.
Wellington North Volunteer Appreciation Dinner – Arthur Community Centre	Thursday, May 5, 2022	5:00 p.m. to 7:00 p.m.
Regular Council Meeting – via video conference	Monday, May 9, 2022	2:00 p.m.
Recreation, Parks and Leisure Committee	Tuesday, May 10, 2022	4:00 p.m.
Regular Council Meeting – via video conference	Tuesday, May 24, 2022	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



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development
Department

DATE: April 4, 2022
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Curtis Marshall, Manager of Development Planning
 County of Wellington
SUBJECT: **Cannabis Production and Processing Land Use Study
 Background Report**

PURPOSE

The purpose of this report is to present the background report prepared by Planning Staff titled: "A Review of Cannabis Production and Processing as a Land Use" for Council's information. This covering report provides a brief overview of the document.

INTERIM CONTROL BY-LAW (092-21)

On August 23, 2021, Council passed the following resolution:

RESOLUTION: 2021-263

THAT the Council of the Corporation of the Township of Wellington North direct staff to undertake a study in respect of land use planning policies relating to Cannabis Operations within the municipality with respect to noise, odour, water usage, security, traffic, etc.

In response to the resolution, Planning Staff prepared an Interim Control By-law (ICBL) for Council's consideration which would prohibit the establishments of "Cannabis Production Related Uses" in the Township for a one year period while a land use planning study was undertaken. On September 27, 2021 Township Council approved and adopted the ICBL (092-21).

The ICBL prohibits the use of lands, buildings or structures for "Cannabis Production Related Uses" for a one year period in the Township.

A "Cannabis Production Related Use" is defined in the By-law as:

The use of lands, buildings or structures for the purpose of growing, cultivating, raising, producing, processing, drying, harvesting, packaging, treating, testing, destroying, storing and/or distribution of Cannabis as defined by the Cannabis Act, 2018, c. 16 as amended. A Cannabis Production Related Use does not include the growth, production or processing cannabis plants at a residence in accordance with personal use allotments permitted under the Cannabis Act, and by the Province of Ontario for recreational purposes.

The by-law prohibits new commercial and medical cannabis production facilities from being established in the Township. Planning Staff note that the two properties in the Riverstown rural industrial area which have previously obtained zoning by-law amendments to grow cannabis can continue to exist in their current form as “legal non-conforming uses” while the ICBL is in place.

The ICBL also does not prohibit the growing of cannabis plants for recreational purposes at a residence as permitted by the *Cannabis Act* and provincial regulations (currently 4 or fewer).

CANNABIS PRODUCTION AND RELATED USES STUDY

Late last year, Planning Staff together with Township Staff commenced a study of the Township’s planning policies related to cannabis production and processing facilities. The study is proposed to include 4 main phases:

1. Background Review (Currently Underway)
A review of applicable policy and regulations, land use impacts, municipal best practices etc.
2. Review of Policy Options
Policy options will be prepared for consideration.
3. Public Consultation
A public meeting will be held in accordance with the *Planning Act*. Input welcomed from agencies and the public.
4. Final Recommendations
Final report which includes final policy recommendations for Council’s consideration.

The completion of this background report concludes Phase 1 of the project.

BACKGROUND REPORT: CANNABIS PRODUCTION AND PROCESSING AS A LAND USE

Planning Staff have prepared a background report titled: “A Review of Cannabis Production and Processing as a Land Use”.

The purpose of this report is to provide Township with background information on cannabis production and processing as a land use. The information presented in this report will assist with the further review of “Cannabis Production Related Uses” in the Township and the eventual development of recommended land use policies and regulations for Council’s consideration.

A summary of the contents of the report is provided below:

Cannabis Act:

A brief review of the history of cannabis legalization in Canada and the current *Cannabis Act* is provided. Cannabis cultivation and processing license requirements are also reviewed. Other topics discussed include:

- A review of the various types of cannabis licences available including: commercial, medical and personal medical licenses
- Cultivation and processing of cannabis including industrial hemp

Land Use Policy Review:

A review of Provincial, County, and Township land use planning documents related to cannabis production and processing is provided. This includes a review of the PPS, Growth Plan, County of Wellington Official Plan, Township of Wellington North Zoning By-law and Township of Wellington North Site Plan Control By-law.

Land Use Impacts:

A review of land use impacts related to the production and processing of cannabis is provided. Odour, lighting, noise, traffic/loading impacts are identified as common land use impacts.

Review of Best Practices:

A review of municipal planning studies and zoning by-law amendment related to cannabis production and processing is provided. 5 specific municipal approaches are examined in more detail. Common zoning requirements and site plan standards are identified.

Future Considerations:

The report is concluded with a list of topics which will be reviewed and considered in the next phase of the planning study. Topics that will be further reviewed and considered include:

- Are specific Official Plan policies needed to address cannabis production and processing?
- Should cannabis production and processing be permitted “as of right” in specific zones or on a site specific basis through the approval of a zoning by-law amendment?
- Should specific provisions and regulations be introduced for industrial hemp production and processing in the Township Zoning By-law?
- Where is cannabis production most appropriately located: in the agricultural area, industrial area, both areas, or another area of the municipality?
- Should indoor and outdoor cannabis production (growing) be permitted?
- Should specific setbacks be introduced for cannabis production and processing from sensitive land uses and what are appropriate setbacks?
- Should other zoning standards and requirements be introduced such as:
 - minimum lot areas
 - minimum building setbacks
 - minimum lot frontages
 - fencing requirements
 - odour control requirements
 - nuisance lighting controls
 - restrictions on outdoor storage and loading
 - etc.
- Should the Township consider implementing business licensing process for cannabis uses?
- Should the Township consider implementing an odour control by-law and an odour control by-law?

- Should site plan control be applied to cannabis production and processing uses by the Township?

NEXT STEPS: REVIEW OF POLICY OPTIONS

Planning Staff prepared the background report in order to provide the Township with information on cannabis production and processing as a land use. The information presented in this report will assist with the further review of “Cannabis Production Related Uses” in the Township and the eventual development of recommended land use policies and regulations for Council’s consideration.

In terms of next steps, Planning Staff will be preparing a policy option report which will present policy options for cannabis production and processing as a land use to the Township for consideration. The preferred policy options will form the basis of the proposed draft zoning by-law regulations for cannabis production and processing.

Respectfully submitted,
County of Wellington Planning and Development Department



Curtis Marshall, MCIP RPP
Manager of Development Planning

A REVIEW OF CANNABIS PRODUCTION AND PROCESSING AS A LAND USE

Background Report



County of Wellington Planning
and Development Department
APRIL 2022

**A Review of Cannabis Production
and Processing as a Land Use:**
Background Report

April 2022

Prepared for the Township of Wellington North

County of Wellington Planning and Development Department:



Curtis Marshall, MCIP RPP
Manager of Development Planning

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1. PURPOSE

The purpose of this report is to provide Township with background information on cannabis production and processing as a land use. The information presented in this report will assist with the further review of “Cannabis Production Related Uses” in the Township and the eventual development of recommended land use policies and regulations for Council’s consideration.

1.1 Interim Control By-law (092-21)

On August 23, 2021, Council passed the following resolution:

RESOLUTION: 2021-263

THAT the Council of the Corporation of the Township of Wellington North direct staff to undertake a study in respect of land use planning policies relating to Cannabis Operations within the municipality with respect to noise, odour, water usage, security, traffic, etc.

In response to the resolution, Planning Staff prepared an Interim Control By-law (ICBL) for Council’s consideration which would prohibit the establishments of “Cannabis Production Related Uses” in the Township for a one year period while a land use planning study was undertaken. On September 27, 2021 Township Council approved and adopted the ICBL (092-21).

The ICBL prohibits the use of lands, buildings or structures for “Cannabis Production Related Uses” for a one year period in the Township.

A “Cannabis Production Related Use” is defined in the ICBL as:

The use of lands, buildings or structures for the purpose of growing, cultivating, raising, producing, processing, drying, harvesting, packaging, treating, testing, destroying, storing and/or distribution of Cannabis as defined by the Cannabis Act, 2018, c. 16 as amended. A Cannabis Production Related Use does not include the growth, production or processing cannabis plants at a residence in accordance with personal use allotments permitted under the Cannabis Act, and by the Province of Ontario for recreational purposes.

The ICBL prohibits new commercial and medical cannabis production facilities from being established in the Township. Planning Staff note that the two properties in the Riverstown rural industrial area which have previously obtained zoning by-law amendments to grow cannabis can continue to exist in their current form as “legal non-conforming uses” while the ICBL is in place.

The ICBL also does not prohibit the growing of cannabis plants for recreational purposes at a residence as permitted by the *Cannabis Act* and provincial regulations (currently 4 or fewer).

1.2 Cannabis Production and Related Uses Study

Late last year, Planning Staff together with Township Staff commenced a study of the Township's planning policies related to cannabis production and processing facilities. The study is proposed to include 4 main phases:

1. Background Review (Currently Underway)
A review of applicable policy and regulations, land use impacts, municipal best practices, and identification of future considerations.
2. Review of Policy Options
Policy options will be prepared for consideration.
3. Public Consultation
A public meeting will be held in accordance with the *Planning Act*. Input welcomed from agencies and the public.
4. Final Recommendations
Final report which includes final policy recommendations for Council's consideration.

The completion of this background report concludes Phase 1 of the project.

Planning Staff have prepared a list of background materials (see **Schedule 1**) and sources which were utilized in the preparation of this background report.

2. CANNABIS REGULATIONS AND LICENSING

2.1 What is Cannabis?

Cannabis which may also known as “marihuana” or “marijuana” refers to the plant *Cannabis sativa*¹. The cannabis plant originated from central and south asia and is now grown around the world including in North America. The cannabis plant is used for its effects on the mind (psychoactive) as well as for medical, social and religious purposes.

Cannabis contains hundreds of chemical substances including over 100 known as cannabinoids. Cannabinoids are known to have effects on cell receptors in the body. Delta-9-tetrahydrocannabinol (THC) is a cannabinoid in the cannabis plant which is responsible for the way the brain and body respond to cannabis including the “high” and intoxication. Cannabidiol (CBD) is another cannabinoid in the plant which is being studied and used for its therapeutic uses.

Cannabis can be taken in different ways and in different forms including, smoking, drinking, eating, and vaporizing. Most cannabis products come from or can be made using the flowers and leaves of the cannabis plant.

There are many different strains or varieties of the cannabis plant which are grown for their different THC and CBD properties. Hemp is a strain of cannabis that has very low levels of THC and is grown for its fibre and oils.

Additional information on cannabis can be found at: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/about.html>

2.2 Legalization

In October 2018, the federal *Cannabis Act* came into force legalizing and regulating cannabis in Canada. The *Cannabis Act* sets out the framework for the production, distribution, sale and possession of cannabis. Prior to the *Cannabis Act*, access to cannabis was generally prohibited and was considered an illegal substance in Canada since the 1920s. In 2001 the Marihuana Medical Access Program was introduced in Canada allowing for the limited medical use of cannabis. In the years to follow further programs and regulations were established allowing for the expansion of the medical use and growing of cannabis. In 2018, the new *Cannabis Act* allowed for both the medical use and recreational use of cannabis in Canada.

2.3 Commercial Licensing System

The *Cannabis Act* regulations establish a licensing program for the cultivation, processing, and selling of cannabis in Canada. Under this framework a license issued by Health Canada is required to conduct various activities with cannabis.

¹ According to Health Canada, cannabis is a genus of flowering plants in the family Cannabaceae. The number of species within the genus is disputed.

Specifically, a license from Health Canada is required for the following activities:

- A license for cultivation (including subclasses for micro cultivation, standard cultivation and nursery growing). Cultivation may be permitted for medical or recreational purposes.
- A license for processing (including subclasses for micro processing and standard processing)
- A license for analytical testing
- A license for sale (medical)
- A license for research
- A cannabis drug license (produce or sell a drug containing cannabis)

The federal government has prepared a Cannabis Licensing Application Guide to assist applicants which is available at: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/industry-licensees-applicants/licensing-summary/guide.html#foreword>

Below is a chart taken from the Cannabis Licensing Application Guide which summarizes the type of licenses required for a particular activity.

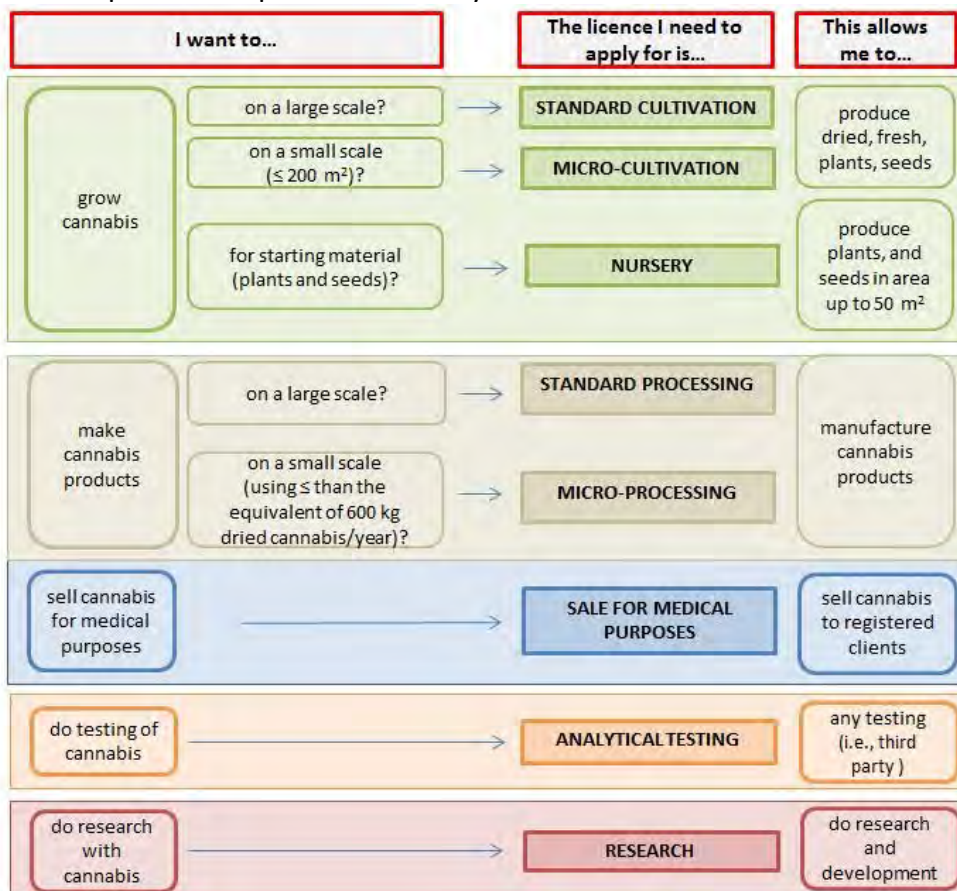


Figure 1: Cannabis License Chart

It should also be noted that combinations of licenses may be permitted. For example, where standard cultivation is permitted on a site, a license for processing may also be obtained.

2.4 Cannabis for Medical Purposes

In addition to commercial licenses to grow medical and recreational cannabis, the *Cannabis Act* allows for individual persons to grow cannabis for their own medical uses.

Under the *Cannabis Act*, a patient authorized by their healthcare provider may:

- Purchase cannabis from a licensed medical producer.
- Register with Health Canada to produce a limited amount of cannabis for their own medical purposes.
- Designate someone to produce it for them.

A “designated” person can grow cannabis for a total of two individuals (e.g. for self and one other person, or for 2 other people). There can be up to 4 registrations for the production of personal medical cannabis at the same location.

The amount of cannabis that an individual can grow for medical use is determined by their healthcare provider and through formulas set out in the *Cannabis Act* regulations.

2.5 Cannabis for Personal Recreational Use

Under the *Cannabis Act*, a limited amount of cannabis may be grown for personal recreational use. In the province of Ontario, up to four cannabis plants per residence (not per person) if:

- A person is 19 years of age and older.
- It is only for personal use.
- The starting material (seed or plant) was purchased from the Ontario Cannabis Store or an authorized retail store.
- It is not forbidden by a lease agreement or condominium rules to grow cannabis.

2.6 Cultivating and Processing Cannabis

2.6.1 Commercial Cultivation

A license to cultivate or grow cannabis can be obtained to grow cannabis either indoors or outdoors. License can be obtained for standard cultivation, micro-cultivation and for a nursery.

A chart is provided below summarizing the different types of production licenses:

License Subclass:	License Restrictions:	Authorized Activities (if authorized by license):	Notes:
Standard Cultivation		<ul style="list-style-type: none"> • Grow cannabis • Sell and distribute dried cannabis, fresh cannabis, cannabis plants or cannabis plant seeds to specific license holders. • Conduct ancillary activities (e.g., drying, trimming, milling, etc.) 	<ul style="list-style-type: none"> • Cultivation may be conducted indoors or outdoors
Micro-Cultivation	<ul style="list-style-type: none"> • Plant surface area cannot exceed 200m² (includes multiple surfaces such as surfaces vertically arranged) 	<ul style="list-style-type: none"> • Grow cannabis • Sell and distribute dried cannabis, fresh cannabis, cannabis plants or cannabis plant seeds to specific license holders. • Conduct ancillary activities (e.g., drying, trimming, milling, etc.) 	<ul style="list-style-type: none"> • Cultivation may be conducted indoors or outdoors
Nursery	<ul style="list-style-type: none"> • For seed production, total surface area of no more than 50m² must contain all the parts of budding or flowering plants • Maximum of 5kg of flowering heads harvested from plants with the exception of seeds 	<ul style="list-style-type: none"> • Grow cannabis plants; seedlings, and plants for seed. • Sell and distribute cannabis plants or cannabis plant seeds to specific license holders. • Conduct ancillary activities (e.g., drying) 	<ul style="list-style-type: none"> • Cultivation may be conducted indoors or outdoors

2.6.2 Growing Mediums

Cannabis can be grown in a variety of materials including soil, vermiculite, perlite, and liquid mediums. Cannabis is typically grown in pots and is watered with drip irrigation or with spray stakes.

2.6.3 Indoor Production

Commercial cannabis is most typically grown indoors in greenhouses or other forms of enclosed buildings. Indoor growing requires the input and regulation of moisture, light, heating/cooling and ventilation to support the growth of the plants. Controlled indoor growing allows for year round production and provides more control over pests and plant disease. Indoor growing also provides the opportunity for lighting, noise and odour to be controlled which can reduce land use conflict. Indoor production areas can range from several thousand square feet in size to hundreds of thousands of square feet in larger operations.



Figure 2: Growing of Cannabis Indoors (Source: Getty images)

2.6.4 Outdoor Production

Commercial cannabis may be grown outdoors under the Cannabis Act. Cost savings may be achieved by growing outdoors, however the growing season is significantly reduced in Ontario. Outdoor growing is impacted by weather (temperature, day light, rain etc.), pests and disease. Irrigation may also be used to water plants. Outdoor growing has become more popular since

the first outdoor license was issued in 2019, however most major producers continue to focus on indoor operations.² Outdoor operations can be small or quite large covering many acres.

Planning Staff note that some producers use greenhouses with open vents and operate without the use of supplemental lighting, heating etc. These situations can be referred to as “hybrid” production systems. Hybrid structures do not typically provide for the use of noise and odour control measures due to the design of the structures.³



Figure 3: “Hybrid Method” Growing of Cannabis in a Hoop House (Source: Getty images)

2.7 Commercial Processing Facilities

Under the *Cannabis Act* a license is also required to process cannabis. Cannabis processing includes the extraction of oils and the manufacturing of cannabis products. A chart is provided below describing the different types of processing licenses available:

² <https://mjbizdaily.com/growth-in-canadian-outdoor-marijuana-cultivation-licenses-continues/#:~:text=Health%20Canada%20issued%20its%20first%20outdoor%20cannabis%20cultivation,includin%3A%2066%20standard%20cultivation%20licenses.%2039%20micro-cultivation%20licenses.>

³ Planning Staff note that additional information is available at: <https://ojs.library.queensu.ca/index.php/cpp/article/view/14093>

The article titled “Cannabis Production and Land Use Planning: a Literature Review” by Mathew Vaughn, Jeremy Pittman, Sara Epp, and Wayne Caldwell, University of Waterloo and the University of Guelph was reviewed and utilized as a source of information by Planning Staff throughout the report.

License Subclass:	License Restrictions:	Authorized Activities (if authorized by license):	Notes:
Standard Processing		<ul style="list-style-type: none"> • Produce cannabis products • Sell and distribute cannabis, cannabis plants and seeds to other licence holders • Send and deliver cannabis products to a licence holder/person that is authorized to sell cannabis • Send and deliver cannabis products to the purchaser at the request of a licence holder/person that is authorized to sell cannabis 	<ul style="list-style-type: none"> • Cannabis must be produced, packaged, labelled, stored, sampled and tested indoors
Micro-Processing	<ul style="list-style-type: none"> • Maximum of 600kg of dried cannabis (or equivalent) in 1 calendar 	<ul style="list-style-type: none"> • Produce cannabis products • Sell and distribute cannabis, cannabis plants and seeds to other licence holders • Send and deliver cannabis products to a licence holder/person that is authorized to sell cannabis • Send and deliver cannabis products to the purchaser at the request of a licence holder/person that is authorized to sell cannabis 	<ul style="list-style-type: none"> • Cannabis must be produced, packaged, labelled, stored, sampled and tested indoors

2.8 Application Process and Site Requirements

In order to obtain and maintain a license for a production or processing facility from Health Canada specific legislated requirements must be met. Below is a list of some of the key requirements that must be met for production and processing facilities:

- A site plan and building details must be provided in accordance with the regulations.
- The applicant must notify the local municipality, fire department and police service of their application.
- The Health Canada Application Guide also identifies that it is an applicant's responsibility to comply with all applicable provincial or territorial laws (e.g., environmental laws) as well as municipal by-laws (e.g., zoning and building permits).
- Ownership and operator information must be provided to Health Canada.
- Security clearances are required for individuals who hold specific positions in the business.
- Site design and security must be provided in accordance with the regulations for both indoor and outdoor facilities. This includes the use of cameras, recording devices, fencing, physical barriers, intrusion detection, etc.
- Security requirements for micro-processing production and processing facilities are not as strict due to the small size of the operation.
- A filtration system to control odours is required for indoor uses.
- The site must pass an inspection by Health Canada.
- Quality control requirements must be met for cannabis products, including maintaining sanitary conditions and following rules regarding the use of chemicals.
- The facility must be constructed before a license may be issued by Health Canada.

2.9 Personal Medical Production

As briefly discussed earlier in the report, cannabis may be legally produced by (or for) an individual who has authorization from a medical professional and is registered with Health Canada. Health Canada has prepared an information bulletin that outlines safety and security considerations when producing cannabis for one's own medical use. The bulletin (<https://www.canada.ca/en/health-canada/services/information-bulletin-safety-security-considerations-producing-cannabis-for-own-medical-purposes.html>) outlines that: "You are also expected to comply with all relevant provincial/territorial and municipal laws including local bylaws about zoning, electrical safety, fire safety, together with all related inspection and remediation requirements".

Requirements for producing individual medical cannabis include:

- All marijuana plants or cannabis products in a person's possession for medical purposes must be secure, and cannot be accessed by other people including children.
- If a person is producing outdoors, the boundary of the land cannot have any points in common with the boundary of the land where a school, public playground, or other public place frequented mainly by persons under 18 years of age is located.

Personal medical cannabis may be grown indoors, outdoors and/or within a dwelling. Health Canada recommends that the growing and storage areas be fenced and/or locked and that a security system be utilized. The requirements for personal medical production are significantly reduced compared to the legislated requirements that must be met by licensed standard and micro-cultivation producers. A security system and odour controls are not required by Health Canada for personal medical production. Planning Staff understand that there are properties where several thousand plants are being grown for personal medical use, since Health Canada allows for 4 individuals to grow jointly on a property.

2.10 Industrial Hemp Production

The *Cannabis Act* permits the growing of hemp in Canada and includes a regulatory framework for the production, processing and other activities for hemp.

Industrial hemp is defined as: “A cannabis plant – or any part of that plant – in which the concentration of THC is 0.3% (weight by weight) or less in the flowering heads and leaves”.

Hemp can be used for many purposes including: food, animal feed, textiles, clothing, and oils. To grow hemp in Canada, an Industrial Hemp License is required under the *Cannabis Act*. A cannabis processing license may also be required depending on the use of hemp and how it is processed. For example, a cannabis processing license is required for the extraction of CBD oils. In 2020, over 1300 ha of hemp was grown in Ontario.

Planning Staff note that industrial hemp can be grown indoors or outdoors and there are no requirements for security at the growing sites. Additional details on hemp can be found here: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/producing-selling-hemp/about-hemp-canada-hemp-industry/frequently-asked-questions.html#a2>



Figure 4: Hemp Grown Outdoors (Source: Getty Images)

3. LAND USE POLICY REVIEW

3.1 Provincial Policy Statement (PPS)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of lands. All land use planning decisions in the Province shall be consistent with the PPS.

Applicable PPS policies and definitions related to cannabis production and processing are provided below.

1.1.3 Settlement Areas

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets.

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.4 Rural Areas in Municipalities

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

1.1.4.1 Healthy, integrated and viable rural areas should be supported by:

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

1.1.4.2 In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.

1.1.5 Rural Land in Municipalities

1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.

1.1.5.6 Opportunities should be retained to locate new or expanding land uses that require separation from other uses.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

1.2.6 Land Use Compatibility

1.2.6.1 Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.

1.3 Employment

1.3.1 Planning authorities shall promote economic development and competitiveness by:

a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;

b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

1.7 Long Term Economic Prosperity

1.7.1 Long-term economic prosperity should be supported by:

a) promoting opportunities for economic development and community investment-readiness;

i) sustaining and enhancing the viability of the agricultural system through protecting agricultural resources, minimizing land use conflicts, providing opportunities to support local food, and maintaining and improving the agri food network;

2.3 Agriculture

2.3.1 Prime agricultural areas shall be protected for long-term use for agriculture.

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

PPS Definitions:

Agricultural uses: means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Employment area: means those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Major facilities: means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.

Normal farm practices: means a practice, as defined in the Farming and Food Production Protection Act, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act.

On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products. Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses.

Rural areas: means a system of lands within municipalities that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and resource areas. Rural lands: means lands which are located outside settlement areas and which are outside prime agricultural areas.

Sensitive land uses: means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a

part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

3.2 A Place to Grow: Growth Plan for the Greater Golden Horseshoe

“A Place to Grow” is the Ontario government’s initiative to plan for growth and development in a way that supports economic prosperity, protects the environment, and helps communities achieve a high quality of life. This Plan informs decision making regarding growth management and environmental protection in the Greater Golden Horseshoe.

Relevant policies related to cannabis production and processing are provided below.

2.2.1 Managing Growth

4. Applying the policies of this Plan will support the achievement of complete communities that:
a) feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities;

2.2.5 Employment

1. Economic development and competitiveness in the GGH will be promoted by:

- a) making more efficient use of existing employment areas and vacant and underutilized employment lands and increasing employment densities;*
- b) ensuring the availability of sufficient land, in appropriate locations, for a variety of employment to accommodate forecasted employment growth to the horizon of this Plan;*

2.2.9 Rural Areas

1. Municipalities are encouraged to plan for a variety of cultural and economic opportunities within rural settlements to serve the needs of rural residents and area businesses.

4.2.6 Agricultural System

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

3.3 Greenbelt Plan

Planning Staff have not provided a review of Greenbelt Plan policies related to cannabis as a land use as the Greenbelt Plan is not applicable in the Township of Wellington North.

3.4 Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas

The Province of Ontario has developed a series of guidelines to assist municipalities, decision makers, farmers and others interpret the policies in the PPS on uses that are permitted in prime agricultural areas.

The guidelines review in detail: Agricultural Uses, Agricultural Related Uses, On Farm Diversified Uses, and implementation practices.

In preparation of this background report, Planning Staff contacted staff at the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) regarding the Township's review of cannabis uses. OMAFRA provided the following comments:

The production of cannabis is considered an agricultural use in prime agricultural areas and on rural lands. The definition of an agricultural use in the PPS is broad and includes the 'growing of crops,' as well as 'associated on-farm buildings and structures, including...value retaining facilities...' The indoor or outdoor production of cannabis meets this definition because the cultivation of cannabis plants constitutes the 'growing of crops.' In addition, 'on-farm buildings' associated with the growing of crops, including greenhouses or other structures, are considered an integral part of an agricultural use. Likewise, post-cultivation activities such as drying, trimming and milling often take place in 'value retaining facilities', and therefore may also form part of the agricultural use. The PPS also promotes and protects all types, sizes and intensities of agricultural uses and normal farm practices in prime agricultural areas.

Further processing or retail of cannabis are uses that could, under certain circumstances, be considered agriculture-related or on-farm diversified uses, as defined in the PPS. These types of uses are also permitted in prime agricultural areas and on rural lands, provided the applicable criteria for these uses are met.

The provincial criteria for agricultural uses, agriculture-related uses, and on-farm diversified uses are contained in the 2016 Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (Publication 851). The Permitted Uses Guidelines is a relevant resource in the context of growing cannabis in prime agricultural areas and on rural lands, and may provide the County with some beneficial information to help interpret the provincial land use planning policies. The Permitted Uses Guidelines are accessible at the following link for your reference: [Guidelines on Permitted Uses in the Prime Agricultural Area \(Publication 851\)](#).

Planning Staff also note that OMAFRA is also supporting research at the University of Guelph on cannabis production and land use planning. According to the study webpage:

"This study will analyse land use planning policies within Ontario and other jurisdictions related to cannabis production. The outcome of the study will be best practices for land use planning tools that limit nuisance impacts on adjacent land uses, support the continued growth of the cannabis sector and improve the consistency of municipal decision making."⁴

⁴ Link to the study web page: <https://www.saraepp.com/cannabis>

Planning Staff will continue to monitor the progress of the study as findings and recommendations have not been released to date.

3.5 Other Guidance Documents

3.5.1 Municipal Guide to Cannabis Legalization: Federation of Canadian Municipalities

In 2018, the Federation of Canadian Municipalities (FCM) prepared and released a guide to assist municipalities prior to the legalization of recreational cannabis in Canada.

Planning Staff note that although the guide was developed prior to legalization, many of the recommendations related to land use considerations are still relevant.

Some of the key recommendations of the report are provided below:

- Producing cannabis for non-medical use at a commercial scale is an activity that has some similarities to certain agricultural uses carried out in greenhouses. Greenhouse agriculture is sometimes carried out in industrial zones and business parks as well.
- As a type of intensive agriculture, cannabis production needs a supply of water for irrigation, of electricity for lighting, and of energy for heating. The availability of adequate utilities is a basic land use management consideration.
- As a result, zoning regulations whether for agricultural or industrial zones should always be in step with the capacity of utility systems to support the permitted land uses.
- Commercial-scale processing of cannabis may give rise to additional considerations. Extraction of cannabis oil, for example, can involve the use of butane, which is explosive at ordinary temperatures. This is an industrial-type activity, which may be appropriate only in industrial zones, or in buildings with particular design and construction characteristics.
- Municipalities through their zoning by-laws may wish to implement measures to regulate the location, size and scale of cannabis production and processing.
- Municipalities may wish to require business licenses for cannabis cultivation and processing facilities. For example, in order to obtain a license a business may be required to provide annual maintenance and documentation of odour control equipment.
- Municipalities anticipate that odour complaints will increase with the legalization of cannabis. Odour is generally difficult to regulate and remediate as it is hard to quantify in terms of strength or character. Proactive approaches to cannabis-related odour and nuisance abatement are therefore preferable. For example, odour impact assessments and control plans might be included in requirements for rezoning applications. Zoning setbacks, landscaping, buffer or similar requirements may be considered for certain types of facilities that are anticipated to cause odour or other nuisances. This is in addition to the basic locational criteria that have traditionally been used to separate land uses.

4. LOCAL PLANNING POLICIES

4.1 Wellington County Official Plan

The County Official Plan is a legal document intended to give direction over the next 20 years, to the physical development of the County, its local municipalities and to the long term protection of County resources. Through this Plan, County Council will outline a long-term vision for Wellington County's communities and resources. The Plan provides policy to attain the long-term vision.

While the Official Plan does not deal directly with cannabis production and processing as a land use, the Plan includes policies for agricultural uses, employment uses, and land use compatibility which can be applied to cannabis.

A list of relevant policies are provided below:

4.6 IMPACT ASSESSMENT

4.6.1 General In order to assess the merit of planning applications, the County or local municipality may require studies to be undertaken to measure various impacts and to propose methods of reducing or eliminating negative impacts.

4.6.2 Planning Impact Assessment Planning impact assessments may be required to evaluate:

d) the compatibility of the proposed use with consideration given to the height, location, proximity and spacing of buildings; the separation between various land uses; impacts from noise, odour, dust or other emissions from the proposed use and from adjacent land uses; loss of privacy, shadowing or impact on cultural heritage resources and landscapes;

6.4 PRIME AGRICULTURAL AREAS

In Prime Agricultural Areas, all types, sizes and intensities of agricultural uses and normal farm practices will be promoted and protected in accordance with provincial standards.

As a general rule, land use activities which support agriculture will be encouraged and land use activities which do not support agriculture will be discouraged.

6.4.3 Permitted Uses Permitted uses and activities in Prime Agricultural Areas may include:

- a) agricultural uses*
- b) secondary uses including home businesses and farm businesses*
- c) agriculture-related uses*
- d) existing uses*
- e) single detached homes*
- f) Additional Residential Units subject to Sections 4.4.6*
- g) garden suites subject to Section 4.4.7*
- h) accessory residence*
- i) forestry uses*

- j) wayside pits and quarries, portable asphalt plants and portable concrete plants used on public authority contracts*
- k) licensed aggregate operations*
- l) community service facilities*
- m) group homes on existing lots of records*
- n) kennels on existing lots of record*

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

6.4.4 Home Businesses and Farm Businesses

Home businesses are home occupations and home industries that are secondary to the principal use of the property and may be allowed, subject to zoning provisions, as a means of supplementing farm incomes and providing services in agricultural areas and may include:

- small home occupations conducted from the main residence with employment normally limited to the occupants of the property – examples include bed and breakfast, day care, hairdresser, and professional services;*
- home industries which are small in scale with a limited number of employees, and minimal off-site impacts – examples include minor equipment repair, woodworking, crafts, and welding;*

Farm businesses are small scale businesses that provide value-added products from the farm and may be allowed subject to zoning provisions – examples include:

- farm vacation enterprises;*
- cottage wineries;*
- value-added processing or packing;*
- sales outlets for agricultural products produced on the farm;*
- seed cleaning;*
- pick-your-own, catch-your-own operations*

6.4.5 Agriculture-related Uses

Small scale agriculture-related businesses as required to serve agriculture and directly related to farm operations may be allowed in appropriate locations and subject to zoning provisions, where they are needed in close proximity to farms – examples include:

- livestock assembly;*
- grain drying;*
- cold storage;*
- custom spraying;*
- animal husbandry*

6.5 SECONDARY AGRICULTURAL AREAS

6.5.1 Defined

Secondary Agricultural Areas include lands within the Rural System which are determined to be non-prime agricultural areas but which can sustain certain agricultural activities.

6.5.3 Permitted Uses

Permitted uses and activities in Secondary Agricultural Areas may include:

- a) all uses allowed in the Prime Agricultural Area;*
- b) small scale commercial, industrial and institutional uses;*
- c) public service facilities.*

In Secondary Agricultural Areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

6.8 RURAL EMPLOYMENT AREAS

6.8.1 Defined Rural Employment Areas are lands set aside for industrial and limited commercial uses which would benefit from a rural location due to:

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

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

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

6.8.2 Permitted Uses

Dry industrial and commercial uses requiring large lots, major road access or proximity to rural resources are permitted in rural employment areas. Such industrial uses may include manufacturing, processing, fabrication and assembly of raw materials or repair, servicing, distribution and storage of materials. Accessory uses including the retail sale of products produced on-site may be allowed.

Such commercial uses will be service focused with limited accessory retail and may include business or professional offices, farm machinery sales, farm supplies, farm produce sales, small scale motels or inns, small scale restaurants and automobile sales and services. Retail commercial uses and service commercial uses normally found in urban centres are not allowed.

6.8.3 Land Use Compatibility

In Rural Employment Areas, establishing specific areas for detailed land use regulations is normally left to the Zoning By-law. In establishing zones and considering rezoning applications,

Councils shall ensure that existing and proposed uses are compatible, and that sensitive uses are adequately separated from industrial uses. The Zoning By-law may also limit the location and size of commercial uses.

7.5 URBAN CENTRES

7.5.1 Permitted Uses

Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available. More detailed official plan designations and policies as well as zoning regulations will identify the location and nature of various permitted uses in urban centres.

7.5.3 Land Use Compatibility

More detailed planning policies and zoning regulations shall be developed for Urban Centres to ensure that existing and proposed uses are compatible and that adverse impacts are kept to a minimum and that appropriate mitigation is provided where practical.

7.5.4 Impact Assessment

Where a Council is concerned about the impact a proposed development may have on an urban centre, it may require an impact assessment as set out in the general policy section of this Plan.

8.7 INDUSTRIAL

8.7.1 Overview

Urban Centres are intended to be the focus for industrial development in Wellington County. The design and servicing of high quality industrial areas is essential to the future prosperity of the County.

8.7.2 Objectives

The objectives for industrial development are as follows:

- a) to diversify the local tax base by increasing industrial assessment;*
- b) to provide adequate industrial lands to meet the urban centre's long term land use requirements;*
- c) to ensure that fully serviced industrial lots are available, or where full municipal water or sewer services are not available to ensure that the nature of industrial development is appropriate to the servicing available;*
- d) to ensure that users of the industrial land are "clean" industries which do not have a detrimental effect on the urban centres and that any potential adverse impacts of industrial development on the natural environment and surrounding land uses are minimized;*
- e) to encourage attractive industrial areas through appropriate design standards*

8.7.3 Permitted Uses

The lands designated INDUSTRIAL on Schedule "A" of the Plan may be used for a variety of industrial uses including, but not limited to, manufacturing, processing, fabricating, assembly, warehousing and repair establishments. Public and private services and utilities, transport

facilities, storage yards and a municipal sewage treatment plant may also be permitted. The Zoning By-law may prohibit certain industrial uses which, by their nature, would have a detrimental impact on the community.

13.9 SITE PLAN CONTROL

All lands in Wellington County are identified by this Plan as a proposed Site Plan Control area under the Planning Act. A local council may, by by-law, designate the whole or any part of its municipality as a site plan control area and set out exterior design criteria to be addressed through site plan control. Site plan control is a mechanism normally used to control design features of residential, commercial, industrial and institutional developments.

The following uses will be normally excluded from site plan control:

- a) single detached, semi-detached and duplex dwellings, unless the purpose of site plan control is for grading or drainage purposes, addressing design for intensification, compatibility with cultural heritage resources, or to protect a feature of the Greenland system or unless the residential units are part of a land lease project;*
- b) agricultural buildings and structures associated with farming operations of a size and nature typical to the area;*

Definitions:

Agricultural uses:

Means the growing of crops, including nursery and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture, apiaries, agro-forestry; maple syrup production; and associated on-farm buildings and structures, including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-related uses:

Means those farm-related commercial and farm-related industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation.

Sensitive land uses:

Means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or build environment. Examples include: residences, day care centers, and educational and health facilities.

4.1.1 Planning Comments/Discussion

Planning Staff is of the opinion that the policies of County of Wellington Official Plan permit the growing of cannabis as an agricultural use in the Prime Agricultural and Secondary Agricultural Areas. The definition of “agricultural use” in the County Plan includes “the growing of crops, including nursery and horticultural crops” which would include the growing of the cannabis

plant. This opinion is consistent with comments from OMAFRA which has identified that the growing of cannabis is an agricultural use under Provincial land use policy.

In regards to cannabis processing, it is Planning Staff's opinion that the processing, manufacturing of cannabis products and warehousing of cannabis can be considered to be an "industrial use" under the County of Wellington Official Plan. As an industrial use, cannabis processing could be located within industrial areas subject to land use compatibility being considered and addressed. The County Official Plan includes policies which requires that: "existing and proposed uses are compatible, and that sensitive uses are adequately separated from industrial uses".

Planning Staff is also of the opinion that the production of cannabis (growing) in industrial areas can be permitted in specific circumstances under the policies of the County Official Plan where the proposed use is compatible and includes related "industrial" components. Commercial cannabis production facilities may include industrial related activities such as: utilizing fully enclosed industrial buildings, strict security requirements, loading/shipping areas, truck and employee traffic, deliveries, generate noise etc. Cannabis production facilities often include packaging and processing components which may be considered industrial in nature.

Planning Staff note that the Township of Wellington North has permitted two cannabis production facilities in the Rural Industrial designation in Riverstown. The two facilities applied for zoning by-law amendments to add "the growing of cannabis" as an additional permitted use. Both uses have production and industrial processing components. The inclusion of indoor cultivation was viewed by Planning Staff as compatible on these sites within the rural industrial area. Planning Staff recognized that the uses were similar in nature to an industrial use (ie. involve many of the same supportive activities).

4.2 Township of Wellington North Zoning By-law 66-01

The Township of Wellington North Zoning By-law regulates all land use within the municipality. The Township Zoning By-law does not specifically define or list cannabis production or processing as a permitted use. The Zoning By-law however defines and permits agricultural uses, greenhouses, nursery's, and industrial uses in specific zones. The production (growing) and processing of cannabis is similar in nature to these defined and permitted uses.

4.2.1 Review of Zoning By-law Definitions

Below is a list of definitions from the Township of Wellington North Zoning By-law which relate to cannabis production and processing. A planning comment is also provided (below each definition) on how cannabis production and processing may relate to the existing definitions in the zoning by-law.

AGRICULTURAL, means a use of land, building or structure for the purpose of animal husbandry, raising of livestock and other animals for food or fur including poultry, bee-keeping, fish, aquaculture and dairy, the growing of field crops, vegetables, agro-forestry, forestry, fruit farming, sod farming, greenhouses and horticulture crops, pasturage, fallow, maple syrup production or

any other farming use; and includes the growing, raising, packing, treating, storing, and sale of agricultural products produced on the premises but does not include an abattoir, a kennel or a rendering plant, commercial greenhouse and/or nursery or garden centre. For kennel requirements, local Dog Control By-laws should be consulted.

The above definition of “agricultural use” includes “the growing of field crops, greenhouses and horticulture crops” as well as “any other farming use” and includes the growing, packaging and storing of agricultural products.

Based on this wording the growing of cannabis could be considered an “agricultural” use in the Township Zoning By-law.

AGRICULTURALLY RELATED USE, means a commercial or industrial use directly related to agriculture and requiring proximity to farm operations and may include such uses as animal husbandry services, produce or grain storage/processing facilities, farm machinery sales and service outlets, feed and seed warehouse and retail outlets.

The further processing of cannabis, such as drying could be considered agriculture-related use.

COMMERCIAL GREENHOUSE AND/OR NURSERY, means the use of land, buildings or structures for the growing and/or storing of flowers, fruit trees, ornamental trees, vegetable plants, shrubs, trees and similar vegetation for the purpose of transplanting, for use as stock or grafting, and includes the retail sale or wholesale distribution of such items directly from the premises/lot including the sale of associated items such as soil, mulch, planting mediums, fertilizers and similar materials.

The above noted definition for a “Commercial Greenhouse and/or Nursery” includes the “growing and/or storing of flowers, fruit trees, ornamental trees, vegetable plants, shrubs, trees and similar vegetation for the purpose of transplanting, for use as stock or grafting, and includes the retail sale or wholesale distribution of such items...”.

Based on this wording the growing of cannabis could be permitted as part of a “Commercial Greenhouse and/or Nursery” use in the Township Zoning By-law.

INDUSTRY, DRY, means an industry, which by nature of its operation, process, or fabrication of raw materials or services rendered does not require a significant water supply and does not produce waste water as part of the industrial process.

The processing of cannabis could be considered a “Dry Industry” based on the above definition if significant water is not used and/or significant sewage is not generated at the facility.

INDUSTRIAL USE, means, without limiting the generality thereof, the manufacturing, assembling, making, producing, preparing, inspecting, grading, ornamenting, finishing, treating, cleaning, washing, altering, repairing, restoring, processing, polishing, refinishing, packing,

adapting for sale, warehousing, storing, breaking up or demolishing of goods, substances, articles or things or any part or parts there of; or the production or storage of building or construction equipment or materials.

The processing of cannabis could be considered an industrial use as defined above. Cannabis processing could involve “producing”, “preparing”, “grading”, “treating”, “cleaning”, “washing”, “processing”, “packaging”, ‘warehousing’ and ‘storing’.

GREENHOUSE, means the use of land, buildings or structures for the growing of flowers, plants, shrubs, trees and similar vegetation, which may be transplanted outdoors on the same lot, and/or used as stocks for building or grafting and may include the limited sale of products primarily produced on site.

Based on this wording the growing of cannabis could be permitted as part of a “Greenhouse” as defined in the Township Zoning By-law.

NURSERY, means a place where trees, shrubs or plants are grown or stored for the purpose of transplanting, for use as stocks for building or grafting, or for the purpose of retail or wholesale, together with the sale of soil, planting materials, fertilizers or similar materials and includes a greenhouse.

The growing and raising of cannabis could be permitted under the above definition of “Nursery”.

4.2.3 Review of Permitted Uses:

A review of how cannabis production and processing is currently permitted in the Agricultural (A), Agricultural Commercial (AC), Rural Industrial (RIN), and Industrial (M1) zones and is provided below.

Agricultural (A) Zone:

In the Agricultural (A) Zone permitted uses include “agricultural uses”. As discussed above, the growing of cannabis could be considered an agricultural use as defined by the zoning by-law and therefore could be permitted on properties zoned Agricultural (A).

Agricultural Commercial (AC) Zone:

In the Agricultural Commercial (AC) zone permitted uses include:

- Agriculturally Related Commercial or Industrial uses
- Agricultural Products Processing, Storing and Sales
- Commercial Greenhouse and/or Nursery

As discussed above, the further processing of cannabis, such as drying could be considered an agriculture-related use. “Agricultural Products Processing, Storing and Sales” is not specifically defined, however it could include the described activities related to cannabis, since the cannabis plant could be considered an agricultural product. Cannabis production could be

permitted in a commercial greenhouse or nursery. Cannabis production and limited cannabis processing could be permitted in the AC zone.

Rural Industrial (RIN) Zone:

Permitted uses in the Rural Industrial (RIN) zone include: Dry Industry and Existing Agricultural uses.

The processing of cannabis could be considered an industrial use as defined above as cannabis processing could involve “producing”, “preparing”, “grading”, “treating”, “cleaning”, “washing”, “processing”, “packaging”, ‘warehousing’ and ‘storing’.

Industrial (M1) Zone

Permitted uses in the Industrial (M1) zone include:

- Manufacturing, processing, assembly, repair, fabricating, milling except for a motor vehicle recycling and salvage or wrecking facility, junk or scrap yard, fertilizer manufacturer, abattoir, rendering plant or any use considered offensive by the Public Health Act or uses restricted in all zones as per section 6.35.
- Feed Mill, Seed plant, Grain Elevator
- Warehouse

Similarly, as discussed above, The processing and warehousing of cannabis could be considered as a permitted use in the M1 Industrial zone.

4.2.4 Site Specific Zoning for Cannabis:

There are two properties in the Township of Wellington North where the growing of cannabis is specifically permitted in the Zoning By-law. The two properties are located in the Riverstown Rural Employment Area and both obtained site specific zoning by-law amendments to permit “the indoor cultivation of cannabis for commercial sale by a licensed producer ... subject to approval and licensing by Health Canada under the Access to Cannabis for Medical Purposes Regulations (ACMPR) or subsequent regulations”. Both of these properties were zoned Rural Industrial (RIN) and a zoning by-law amendment was required to permit the “cultivation” or “growing” of cannabis in the industrial area.

A third site specific zoning by-law amendment was filed for a property in the Arthur industrial area. The property was zoned Industrial (M1). The application sought to allow the indoor cultivation of cannabis in the existing building. This application was refused by Township Council since the applicant had failed to submit additional supporting materials requested by the Township to address neighbourhood concerns.

4.3 Site Plan Control By-law

The Township of Wellington North Site Plan Control By-law 027-15 establishes that the entire Township is designated as a site plan control area and that all forms of development are subject to site plan control unless otherwise exempted. Agricultural buildings and structures, and agricultural uses (except for farm related commercial or industrial uses) are exempt from site

plan control. A site plan approval application is not required for agricultural uses, however, a site plan application is required for industrial uses.

5. LAND USE IMPACTS & COMPATABILITY

A review of commonly identified land use impacts associated with cannabis production and processing is provided below. These impacts have been identified by Planning Staff through the background research completed in support of this report.

5.1 Odour

Odour is identified as one of the main land use compatibility concerns with the production of cannabis. The odour of cannabis is often referred to as a “skunky” smell is a result of specific terpenes that are found in the oils of the plant. Terpenes are found in many plants and are highly aromatic organic compounds that determine the smell of many plants and herbs. In the cannabis plant, the two main terpenes: Limonene and Pinene are responsible for the strong smell. Odour from the cannabis plant is stronger during the flowering stage of the plants lifecycle. The quantity of cannabis grown, the plant variety, and the method of growing cannabis (indoors vs outdoors) will affect the odour that is produced at a site.

Large growing facilities may have multiple growing rooms where there are plants being grown at different stages to allow for a constant production cycle. These larger facilities may have cannabis plants flowering continuously on site which produces a constant odour. Smaller facilities and outdoor facilities may only be producing one crop at a time and therefore the odour produced will vary throughout the year based on the growing cycle of the plants on site.

Licensed commercial producers are required under the *Cannabis Act* to provide odour controls as part of their facilities. Odour controls may include the use of carbon air filters, odour neutralizers, deodorization, and masking agents as part of the facilities. Planning Staff note that the *Cannabis Act* and applicable regulations do not provide any specific standards for managing odour.

Registered personal medical growers are not required by the applicable legislation to implement any odour control measures at their sites. In some cases where cannabis is being grown for multiple individuals (up to four persons) there could be several thousand plants being grown without any required odour controls.

Planning Staff have identified through the background review that odour is the most common land use compatibility issue identified with cannabis production in Ontario. As discussed in the next section of this report municipalities have introduced zoning regulations (including minimum setbacks to sensitive land uses), site plan controls, and requirements for odour studies to reduce odour conflicts and complaints. Municipalities have faced issues managing odour from facilities including situations where odour control measures are turned off and/or not maintained once the facilities are in operation. Many municipalities have requested additional support from the federal government and province in order to manage and reduce odour conflicts between production facilities and sensitive land uses (e.g. residential uses). Some municipalities have requested that the province prepare separation guidelines for

cannabis uses similar to the Minimum Distance Separation (MDS) guidelines which were developed to limit conflict between livestock operations and sensitive land uses.

Some municipalities including the Town of Pelham have passed odour control by-laws under the Municipal Act as a further method to control odour. These by-laws have been implemented as a result of ongoing issues with odour from cannabis facilities.

The Town of Pelham's "Odourous Industries Nuisance By-law" stipulates that no person shall operate an odorous industrial facility that causes an adverse effect or public nuisance, except in accordance with the provisions of the by-law. The By-law establishes monitoring and testing requirements for cannabis facilities and also requires that producers have an odour control contingency plan in the event odours are not being controlled as expected. Under the by-law facilities can be inspected and fines can be issued for By-law infractions. Planning Staff intend to reach out the Town of Pelham to better understand the details of the by-law and their experiences with implementing the by-law in the Town.

Planning Staff understand that Health Canada does not actively monitor odour compliance, however, facilities may be inspected by Health Canada if an odour issue is identified. Health Canada can require that licensing requirements are met. Complaints about cannabis facilities, both personal and commercial can be filed with Health Canada at: <https://www.healthycanadians.gc.ca/en/health-canada/services/drugs-medication/cannabis/recalls-adverse-reactions-reporting/reporting-form.html>

5.2 Lighting and Noise

Lighting and noise concerns have also been consistently identified as a land use conflict with cannabis production facilities. Noise from ventilation fans and the night time lighting of greenhouses can conflict with adjacent residential uses. Unlike odour which is more unique to cannabis production, noise and lighting impacts are not unique to cannabis production facilities and can similarly be issues for greenhouses growing other crops such as flowers and vegetables. In greenhouses with transparent walls (and roof), curtains can be utilized to limit the glare of lighting.

5.3 Traffic and Loading Areas

Traffic from deliveries and staff, as well as outdoor storage and loading areas have also been identified as a potential source of land use conflicts between production and processing facilities and sensitive uses.

6. REVIEW OF MUNICIPAL APPROACHES AND BEST PRACTICES

Planning Staff have reviewed numerous planning studies and zoning by-law amendments that have been completed in recent years throughout the province in order to gather information on municipal approaches to managing cannabis production and processing. A summary of a number of municipal approaches is provided below.

6.1 Municipalities in the County of Wellington

6.1.1 Town of Erin

The Town of Erin currently permits medical cannabis facilities within the M1, M2 and M3 Industrial zones and the Agricultural (A) zone subject to specific regulations being met. The use and regulations were first added to the zoning by-law in 2018 which predated the legalization of recreational cannabis in Canada. A cannabis facility for “recreational” cannabis is not permitted. Site plan approval is required for new medical cannabis facilities.

A “Medical Cannabis Production Facility” is defined as follows:

Shall mean premises used for the growing, producing, processing, testing, destroying, packaging and/or shipping of medical cannabis authorized by a license issued by the federal Minister of Health, pursuant to the Marihuana for Medical Purposes Regulations, under the Controlled Drugs and Substances Act, as amended from time to time, or any successors thereto.

Specific regulations have been put in place for the use as follows:

Section 4.20.1 Medical Cannabis Production Facility

a) A building or structure or portion thereof used for a Medical Cannabis Production Facility situated in the Light Industrial Zone (M1) and General Industrial Zone (M2) must be 70 metres from:

- i. A Residential Zone or Use,*
- ii. An Institutional Zone, or*
- iii. An Open Space Zone.*

b) A building or structure or portion thereof used for a Medical Cannabis Production Facility situated in the Agricultural Zone (A) and Rural Industrial Zone (M3) must be 150 metres from:

- i. A Residential Zone or Use,*
- ii. An Institutional Zone, or*
- iii. An Open Space Zone.*

c) The facility operations, including loading spaces and storage, must be located within a wholly enclosing building.

d) Outdoor storage is prohibited on a property where a Medical Cannabis Production Facility is located.

e) Medical Cannabis Production Facility shall only be permitted within zones as explicitly indicated in this Zoning By-law.

f) All development in relation to the establishment of or expansion to a Medical Cannabis Production Facility shall be subject to Site Plan Control.

g) A building or structure used exclusively for security guard(s) for a Medical Cannabis Production Facility may be located in the front yard, side yard and rear yard building setbacks.

h) No minor variance for regulations to the Medical Cannabis Production Facility shall be permitted by Committee of Adjustment and shall only be dealt with by a Zoning By-law Amendment.

i) A Medical Cannabis Production Facility shall only be permitted in the following zones:

- i. Agricultural Zone (A)*
- ii. Light Industrial Zone (M1)*
- iii. General Industrial Zone (M2)*
- iv. Rural Industrial Zone (M3)*

6.1.2 Township of Puslinch

Under the Township of Puslinch Zoning By-law (023-18) a “medical marihuana production facility” is permitted within the Industrial (IND) zone. The inclusion of the use in the zoning by-law predated the legalization of recreational cannabis in Canada.

The following definitions are provided in the zoning By-law:

Marihuana: the substance referred to as “Cannabis” in sub item 1(2) of Schedule II to the Controlled Drugs and Substances Act, SC 1996, c 19

Medical marihuana production facility: any building or structure authorized to possess, sell, provide, ship, deliver, transport, destroy, produce, export and/or import marihuana for medical purposes.

6.1.3 Minto, Mapleton, Guelph-Eramosa and Centre Wellington

The zoning by-laws for the municipalities noted above do make specific reference to cannabis related uses.

The Town of Minto has approved site specific amendments on three properties within the Palmerston industrial area to permit cannabis production. Three different proposals for commercial cannabis production facilities licensed under Health Canada had been proposed, however none have moved forward to date.

6.2 Other Municipalities in Ontario

With the further legalization of cannabis in 2018 by the Federal Government many municipalities have undertaken reviews of cannabis uses in order to prepare for new facilities in their communities and/or as a result of facilities that had already been established.

Planning Staff have reviewed numerous cannabis related planning studies, official plan amendments, and zoning by-law amendments that have been completed within the past several years as part of the background research for this report. Municipal studies and by-laws reviewed included: Town of Halton Hills, Town of Milton, Town of Grimsby, City of Pickering, Town of New Tecumseth, Township of Brock, Township of Selwyn, Norfolk County, Township of Clearview, City of Hamilton, County of Brant, and Town of Fort Erie.

Planning Staff have prepared a summary below of a few examples of the recent zoning provisions which have been implemented by municipalities related to cannabis production and processing in Ontario.

6.2.1 Summary of Municipal Approaches

Municipality:	Specific Cannabis Official Plan Policies:	Where is Cannabis Permitted in Zoning By-law:	Site Plan Approval Required for Cannabis Uses:	Setbacks to Sensitive Land Uses:	Other Provisions of Note:
Town of Halton Hills	Yes	Indoor production and processing permitted in Industrial Zones Outdoor production permitted in Agricultural Zones.	Yes	150 m setback to sensitive land uses (indoor facilities) 50 m setback to sensitive land uses (outdoor)	New cannabis related definitions added to by-law Indoor cannabis uses – must be located in an enclosed single premises/building.
*Town of Fort Erie	Yes	Indoor production and processing only Permitted in the industrial and agricultural zones.	Yes Required for non cannabis greenhouses as well	150 m setback to sensitive land uses 500 m setback to a school	*Cannabis Planning Study currently under way. Details in chart presented as currently proposed. New cannabis related definitions added to by-law. Includes regulations for personal medical production. Zoning regulations apply to all greenhouse uses. Cannabis uses must be conducted within a fully enclosed building. By-law includes requirements to control greenhouse lighting.

Municipality:	Specific Cannabis Official Plan Policies:	Where is Cannabis Permitted in Zoning By-law:	Site Plan Approval Required for Cannabis Uses:	Setbacks to Sensitive Land Uses:	Other Provisions of Note:
Town of Pelham	Yes	<p>Zoning By-law amendment required for new cannabis uses. Must submit supporting studies including odour and lighting studies.</p> <p>Uses are directed to agricultural and industrial areas.</p> <p>Outdoor growing of cannabis and hemp permitted as an agricultural use.</p>	Yes for indoor facilities.	<p>300 m setback to sensitive land uses for outdoor growing including hemp.</p> <p>Setback to sensitive land uses for indoor growing to be determined based on particular use and supporting studies.</p>	<p>New cannabis related definitions added to by-law</p> <p>Minimum lot sizes for micro licenses in Agricultural area 3 ha, and 10 ha for standard licenses.</p> <p>Zoning By-law includes minimum setbacks to lot lines.</p> <p>The Town of Pelham has established an odour control by-law under the Municipal Act which applies to cannabis uses.</p>
County of Brant	No	Production and processing permitted in Industrial and Agricultural zones.	Yes	<p>150 m setback to sensitive land uses when odour controls are utilized.</p> <p>300 m setback to sensitive land uses when odour controls are not</p>	<p>New cannabis related definitions added to by-law</p> <p>Cannabis uses must be within a wholly enclosed building.</p> <p>By-law includes requirements to control greenhouse lighting.</p> <p>An odour control by-law is being considered.</p>

Municipality:	Specific Cannabis Official Plan Policies:	Where is Cannabis Permitted in Zoning By-law:	Site Plan Approval Required for Cannabis Uses:	Setbacks to Sensitive Land Uses:	Other Provisions of Note:
				used.	
Norfolk County	No (One site specific amendment has been approved.)	Permitted in Industrial and Agricultural zones. Indoor and Outdoor production permitted.	Yes	70 m setback to sensitive land uses (zone) or 150 m setback to dwelling when odour controls used in an Industrial zone. 150 m setback to sensitive land use or dwelling in an Agricultural zone. 300 m setback to sensitive land use if odour controls are not used.	New cannabis related definitions added to by-law

6.2.2 Identification of Common Approaches

There are many common standards, requirements and approaches that have been adopted by municipalities when zoning for cannabis production and processing uses. Below is a summary of some of the common approaches taken by the examined municipalities:

No specific cannabis related policies:

There are many municipalities in Ontario which do not have specific zoning provisions for cannabis uses. The lack of specific cannabis policy or regulation could be the result of:

- The matter has not been considered to date, or
- The use is considered to be permitted already as agricultural and or industrial uses as defined within the existing zoning by-law, or
- Since the use is not mentioned in the by-law it is therefore not permitted.

Land Use Setbacks:

Many of the examined municipalities have introduced minimum setbacks from property lines and sensitive land uses for cannabis production and processing uses in their zoning by-laws. Zoning by-law setbacks for production facilities from residential land uses were found to have ranged from 70 m to 300 m depending on the location or zone the facility is located in (industrial area vs agricultural area), whether odour control measures are implemented, and if cannabis is grown indoors or outdoors. Some municipalities such as the Town of Pelham determine land use setbacks on a case by case basis depending on the size of the facility, the design and the recommendations of the supporting studies submitted.

Many of the examined municipalities have introduced increased setbacks for production buildings and outdoor crops from property lines. Minimum lot sizes for cannabis production and processing uses have also been commonly established as a means to reduce land use conflict (by increasing separation distances between uses).

Outdoor Storage Regulations:

It is common among municipalities examined that outdoor storage as part of production and processing facilities is prohibited.

Indoor vs Outdoor Growing of Cannabis

Some of the examined municipalities allow for the outdoor growing of cannabis and/or hemp, however it is more common amongst the municipalities examined that cannabis must be grown and processed indoors within fully enclosed buildings.

Odour Control Requirements:

Many of the examined municipalities include zoning by-law provisions that require odour controls for cannabis production and processing uses. Several of the municipalities examined do not require odour control, but have established increased setback requirements where odour controls are not utilized. Also of note, the Town of Pelham has established a municipal odour control by-law under the Municipal Act to further regulate odour from cannabis facilities.

Site Plan Approval Requirements:

It is common amongst the municipalities examined that site plan approval is a requirement for cannabis production and processing facilities.

As of Right Permissions:

Many of the municipalities examined have permitted cannabis production and/or processing in industrial zones and agricultural zones. In these municipalities cannabis production or processing uses are permitted “as of right” which means they are included as permitted uses within specific zones in the zoning by-law. It is also common that although the principal of use is permitted in a zone, minimum requirements such as minimum property line setbacks must be met in order for the use to be permitted. Another common approach amongst the municipalities reviewed is to require a zoning by-law amendment for any new cannabis production or processing facilities. The use(s) may be defined in the zoning by-law, but are not permitted in any zone. This approach allows for a further review of the appropriateness of the use on a particular property.

Cannabis Definitions Added to the Zoning By-law:

Most of the municipalities examined have introduced specific definitions for cannabis uses in their zoning by-laws. Definitions are used as a tool to define and regulate the use.

Nuisance Lighting:

Many of the municipal zoning by-laws reviewed include requirements that lighting and glare at night be controlled in order to limit impacts to neighbouring property owners.

Introduction of Official Plan Policies for Cannabis Uses:

It is common amongst the municipalities that were examined to include specific cannabis related land use policies in their Official Plans. Common approaches included providing direction where cannabis uses could be permitted (e.g in the industrial area and/or agricultural area) and what supporting documents and studies are needed to support a zoning by-law amendment for a new cannabis production and/or processing use (e.g. odour and noise studies).

7. FUTURE CONSIDERATIONS & NEXT STEPS

Planning Staff have prepared this report to provide the Township with background information on cannabis production and processing as a land use. The information presented in this report will assist with the further review of “Cannabis Production Related Uses” in the Township and the eventual development of recommended land use policies and regulations for Council’s consideration.

Planning Staff will be preparing a policy option report which will present options for the Township to consider. Topics that will be further reviewed and considered include:

- Are specific Official Plan policies needed to address cannabis production and processing?
- Should cannabis production and processing be permitted “as of right” in specific zones or on a site specific basis through the approval of a zoning by-law amendment?
- Should specific provisions and regulations be introduced for industrial hemp production and processing in the zoning by-law?
- Where is cannabis production most appropriately located: in the agricultural area, industrial area, both areas, or another area of the municipality?
- Should outdoor cannabis production (growing) be permitted?
- Should specific setbacks be introduced for cannabis production and processing from sensitive land uses and what are appropriate setbacks?
- Should other zoning standards and requirements be introduced such as:
 - minimum lot areas
 - minimum building setbacks
 - minimum lot frontages
 - fencing requirements
 - odour control requirements
 - nuisance lighting controls
 - restrictions on outdoor storage and loading
 - etc.
- Should the Township consider implementing business licensing for cannabis uses?
- Should the Township consider implementing an odour control by-law?
- Should site plan control be applied to cannabis production and processing uses by the Township?

8. REFERENCE MATERIALS

Below is a list of materials that have been reviewed and in some cases referenced in support of the preparation of this report:

FCM Guide to Cannabis Legalization

<https://fcm.ca/sites/default/files/documents/resources/guide/municipal-guide-cannabis-legalization.pdf>

<https://www.saraepp.com/cannabis>, Planning for Cannabis Production, Sara Epp, University of Guelph

Cannabis Licensing Application Guide: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/industry-licensees-applicants/licensing-summary/guide.html#foreword>

Cannabis Production and Land Use Planning: a Literature Review: by Mathew Vaughn, Jeremy Pittman, Sara Epp, and Wayne Caldwell, University of Waterloo and the University of Guelph
<https://ojs.library.queensu.ca/index.php/cpp/article/view/14093>

Growth in Canadian Outdoor Marijuana Cultivation Licenses:

<https://mibizdaily.com/growth-in-canadian-outdoor-marijuana-cultivation-licenses-continues/#:~:text=Health%20Canada%20issued%20its%20first%20outdoor%20cannabis%20cultivation,includin%3A%2066%20standard%20cultivation%20licenses.%2039%20micro-cultivation%20licenses.>

County of Brant: <https://www.brant.ca/en/resident-services/resources/Planning/By-Law125-20-Cannabis.PDF>

Town of Brock: <https://www.townshipofbrock.ca/en/cannabis-in-brock.aspx>

Township of Clearview: <https://www.clearview.ca/building-planning/current-projects/cannabis-law>

Town of Fort Erie: <https://letstalk.forterie.ca/cannabis-production-policy-review>

Town of Grimsby: <https://www.grimsby.ca/en/town-hall/cannabis-growing-facilities-land-use-review.aspx>

Town of Halton Hills: <https://www.letstalkhaltonhills.ca/cannabis>

City of Hamilton: <https://www.hamilton.ca/city-planning/official-plan-zoning-by-law>

Town of Milton: <https://www.milton.ca/en/business-and-development/resources/Cannabis/BACKGROUND-REPORT.pdf>

Town of New Tecumseth: <https://www.newtecumseth.ca/en/business-and-development/interim-control-by-law-for-cannabis-operations.aspx#Interim-Control-By-Law>

Norfolk County: <https://www.norfolkbusiness.ca/wp-content/uploads/2018/05/Cannabis-byLaw-25-Z-2018.pdf>

Town of Pelham: <https://www.pelham.ca/en/town-hall/cannabis.aspx>

City of Pickering: https://www.pickering.ca/en/city-hall/resources/ZBR/Discussion-Paper-8---February-2021_ACC.pdf

Township of Selwyn: <https://www.selwyntownship.ca/en/township-hall/resources/News---Public-Notice/BackgroundStudy.pdf>

Subject Matter

8-acre lot zoned institutional for a Mennonite meeting house as well as a Parochial Elementary school in the town of Arthur or Falling in that close proximity. See attached proposed layout.

We will be good neighbors to whatever gets built around property whether that be commercial, residential, or industrial. The site plan allows for adequate parking, snow storage and stormwater management. All services to be consistent with Municipal Servicing Standards and Building Code. We propose site to be serviced by septic system but may have to be connected to Township water and sewer as it becomes available in the future.

Recommendation/Request of Counsel:

We request guidance as to a location for our proposed lot as thus far we have been unsuccessful in our endeavors. Pine Haven Holsteins does have 50 acres adjacent to town limit north of Arthur on County Road 14 and South of line two. They would be willing to sell providing on severance and zoning. On the far end of the farm there's a section zoned AC-53 (on a map dated 2008). Which is beside a large trucking firm zoned as AC (2008). There was a horse racetrack there to a time. This location would suit us very well if allowed.

Other Details

We, as a site committee for Markham Waterloo Mennonite Conference (MWMC) have been actively searching for a church site in Arthur area for three years and been in touch with real estate broker James Coffey for over four years. There are over 100 acres unserviced land within Arthur town limits at present for future growth. We had been very close to a purchase agreement with Paul Levine for an 8-acre

lot from his 47-acre piece of land, but he had been balking because he wanted to sever a residential lot off first for his son but was not making progress at the Wellington County level.

In the last several weeks he received an offer from a Toronto Developer to purchase his entire lot. They also purchased 50 acres directly across the County Road 14 from there, owned by long time resident Milton Stutt and have draft plans in place for residential subdivisions. It is becoming increasingly difficult to find a lot of the size we are looking for which could be zoned institutional. The people who hold these lands want to maximize the return on investments they have made on land to cover infrastructure or potential future development windfalls they may lose out on if selling too low or early.

We feel a church and school would benefit the Mennonite growth in the Township which in turn would benefit the community and service providers in the area. The Mennonites generally have well kept family farms or businesses of honest reputation as you are possibly already aware of.

Our churches are open to the public on scheduled services (mostly Sundays) and we welcome seekers and worshippers of the Lord Jesus. The building itself is basically an insulated, heated building with pews inside. The only wiring is low voltage for building code alarm system etc. The building is proposed to be similar as to one located in Conn on County Road 14. There will be no interior lighting therefore no evening or night usage. Also, no kitchen or recreation in meeting house. Majority of our meetinghouses have rainwater collection system and solar powered pump to service flushing toilets. We prefer handling effluent through septic system although some locations dispose into a pump out tank.

Our elementary schools are limited to MWMC Church goers as well as the Old Order Mennonites that drive horse and buggy. We feel it is of paramount benefit to the children to have Christian based curriculum and teachers. We do consider other families on a case-by-case basis taking into consideration their faith and values as well as the growth capacity or capability at the school. Most of the people would reside in the southern part of Wellington north. Generally, our schools have less than 50 pupils and an engaged school community. These schools do have heat and electricity, running water and a septic sewage system is also necessary.

If we'd have approval (severance, zoning, building permit) for the meeting house we would start immediately.

The school would not be built for another 6 or more years but we feel we should proactively begin as finding a lot takes so much time.



Search Google Maps

See travel times, traffic and nearby places

Wells St

Wells St

Wells St

Wells St

Eliza St

14

053



Measure distance
Click on the map to add to your path

Total area: 20,387.06 m² (219,444.46 ft²)
Total distance: 576.58 m (1,891.67 ft)

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – MARCH 21, 2022 at 7:00 P.M.
CLOSED SESSION TO FOLLOW OPEN SESSION
VIA WEB CONFERENCING https://www.youtube.com/watch?v=FUM_FS1z4IA**

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 Operations:	Matthew Aston
Manager of Transportation Services:	Dale Clark
Manager of Environment and Development Services:	Corey Schmidt
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
Planner:	Matthieu Daoust

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2022-089

Moved: Councillor McCabe

Seconded: Councillor Hern

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

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest disclosed.

COUNTY COUNCIL UPDATE

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

At the March Roads Committee meeting the Committee passed recommendations for a bylaw to be drafted allowing off road vehicles to be driven on county roads; and setting up nine community safety zones on County Roads. One of the recommended zones is on Sligo Road in front of Wellington Heights Secondary School. Both recommendations will be brought to the March County Council meeting for adoption.

Implementation of permitting ORV's on County roads is expected in the first half of 2022.

Leaf and yard waste monthly pickup will begin in April running through to the month of November. This year October and November will have two pickups instead of one. Two pickups in those months are scheduled due to the high volume of material being put out for collection. In 2021 it was taking more than the scheduled week to get all the material collected. Leaf and yard waste is collected in 56 designated urban areas county wide.

In November 2021 an Institutional, Commercial and Industrial organic waste pilot program was implemented. This is in addition to regular weekly residential green bin pickup and is scheduled to run through until June 2022. In its first two months 51 tonnes of food waste was diverted from landfill and 4.5 tonnes of edible food went to local food security organizations. Local participants include Mount Forest Foodland, Arthur Foodland, and two county housing units in Arthur on Frederick and Edward Streets. Currently the program is mostly set up along the Highway 6 corridor and includes participants in the city of Guelph. This program has gotten off to a great start and will hopefully continue and expand. There is no cost to participate in the pilot program.

A notice of motion was approved by Council in February asking staff to look into the possibility of having automated speed enforcement set up in community safety zones on County roads. Speeding on County roads that run through some of our hamlets is certainly one of the more common complaints received from residents. The OPP use Black Cat speed monitoring devices to check areas of concern and to see if extra enforcement is needed in those areas. These areas of concern are identified through resident complaints or places that officers are aware of problems. As an example, in Alma on County Road 17, the east/west route, and County Road 7, the north/south route, monitoring shows 85% of traffic is passing through at over 65km/hr, in a 50km/hr zone. The Black Cat data helps the OPP concentrate enforcement in areas that are shown to have a high number of speeders. Alma is not included in one of the 9 community safety zones.

County meetings have gone back to in person as of March. As of April 1st masks will not be required to attend meetings.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2022-090

Moved: Councillor Burke

Seconded: Councillor Yake

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: 7:07

- Richard and Grace Gingrich, Minor Variance

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2022-091

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North resume the March 21, 2022 Regular Meeting of Council at 7:15 p.m.

CARRIED

DEPUTATION

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

Mr. Officer appeared before Council to request a lot line adjustment to move the property line away from the former rail trail and closer to the building. The rail trail would be turned over to the municipality.

Council reviewed the process noting if the Township agrees, the land is deeded to the Township, exempt from the legislative consent process.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, March 7, 2022

RESOLUTION: 2022-092

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council held on March 7, 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, 3a, 6a, 6d, 7b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2022-093

Moved: Councillor Burke

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the March 21, 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 Mount Forest District Chamber of Commerce meeting held on February 15th, 2022 and the January 31, 2022 Financial Report.

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.

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.

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.

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

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

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.

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.

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.

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.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2022-094

Moved: Councillor McCabe

Seconded: Councillor Hern

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.

CARRIED

RESOLUTION: 2022-095

Moved: Councillor Burke

Seconded: Councillor Yake

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.

CARRIED

RESOLUTION: 2022-096

Moved: Councillor Burke

Seconded: Councillor McCabe

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.

CARRIED

RESOLUTION: 2022-097

Moved: Councillor Hern

Seconded: Councillor McCabe

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.
CARRIED

RESOLUTION: 2022-098

Moved: Councillor Burke

Seconded: Councillor Yake

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;

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.

CARRIED

RESOLUTION: 2022-099

Moved: Councillor McCabe

Seconded: Councillor Yake

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.

CARRIED

NOTICE OF MOTION

Councillor Burke requested that a motion be brought to the April 11, 2022 Regular Council Meeting requesting a review of the Fleet Management Policy and branding of the Township fleet.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern (Ward 3):

- Attended the Mount Forest Chamber of Commerce, Arthur Chamber of Commerce and Arthur BIA meetings
- Mount Forest Chamber of Commerce has been discussing the Fireworks Festival, and is working on the Mount Forest Guide, and is looking forward to the Easter Egg Hunt
- Arthur Chamber of Commerce and the Arthur BIA have some leads on a new administrator.
- Arthur BIA went through their work plan for 2022 and the Arthur 150

- Cultural Roundtable meeting scheduled for this week. There are some new people interested in joining the Cultural Roundtable.

Councillor McCabe (Ward 4):

- Attended the March 17th SVCA meeting

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;

RESOLUTION: 2022-100

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 8:02 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;

CARRIED

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

RESOLUTION: 2022-101

Moved: Councillor Yake

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 8:40 p.m.

CARRIED

RESOLUTION: 2022-102

Moved: Councillor Hern

Seconded: Councillor Burke

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 transfer 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.

CARRIED

RESOLUTION: 2022-103

Moved: Councillor Yake

Seconded: Councillor McCabe

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

CARRIED

RESOLUTION: 2022-104

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the February 22, 2022 Council Meeting

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2022-105

Moved: Councillor McCabe

Seconded: Councillor Burke

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.

CARRIED

ADJOURNMENT

RESOLUTION: 2022-106

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Regular Council meeting of March 21, 2022 be adjourned at 8:42 p.m.

CARRIED

CLERK

MAYOR

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

Meeting:	Authority Meeting
Date:	Thursday, February 17, 2022, 1:00 p.m.
Location:	Electronic
Chair:	Maureen Couture
Members present:	Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart
Others present:	Jennifer Stephens, General Manager / Secretary-Treasurer Erik Downing, Manager, Environmental Planning and Regulations Donna Lacey, Manager, Forestry and Lands Laura Molson, Manager, Corporate Services Matt Armstrong, Regulations Coordinator Elijah Wilson, Park Superintendent, Bluffs Campground Janice Hagan, Executive Assistant / Recording Secretary

Chair Maureen Couture called the meeting to order at 1:00 p.m.

Land Acknowledgement:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and is grateful to have the opportunity to meet in this territory.

1. Adoption of Agenda

Correspondence from John Mann, Saugeen Shores was added to the Consent Agenda (6c).

Motion #G22-18

Moved by Diana Rae

Seconded by Bill Stewart

THAT the agenda be adopted as amended.

CARRIED

2. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

3. Approval of Authority Annual Meeting Minutes – January 20, 2022

It was noted that the Municipality of West Grey had been left off the list of guests who brought greetings to the Authority in error and it was requested that they be added.

Motion # G22-19

Moved by Paul Allen

Seconded by Bill Stewart

THAT the minutes of the Authority meeting held on January 20, 2022, be approved as amended.

CARRIED

4. Staff Recognition

Staff Recognition awards were presented to the following long-serving employees of SVCA:

5 Year Service Award:

- Matt Armstrong, Regulations Coordinator
- Lauriss Detzler, Scanning Clerk
- Elijah Wilson, Park Superintendent

10 Year Service Award:

- Dale Schaefer, Accounting Clerk

5. General Manager’s Report

Jennifer Stephens highlighted various details in the General Manager’s Report. She noted that changes to the *Conservation Authorities Act* include an appointment to the Board of Directors by a representative from the local agricultural sector which is a 4-year term. Jennifer reviewed the Phase 2 Regulatory and Policy Proposal Consultation Guide and indicated that she would bring a slide presentation to the March Board meeting for further information. Jennifer noted that staff are working on RFPs for the EPR department, including a consultant to update the SVCA Policies Manual, and a consultant to develop an appropriate EPR Fee Schedule. Jennifer is currently in consultation with other conservation authorities to determine appropriate File Tracking and Database systems for use by SVCA. The Directors discussed the NWMO project as a non-mandatory program and service and the GM/ S-T will bring a report to the March meeting to obtain direction on renewal of the current agreement.

Motion # G22-20

Moved by Dave Myette

Seconded by Barbara Dobreen

WHEREAS the Board is interested in exploring the feasibility of continuing the fee for service relationship with NWMO,

THAT the GM/S-T bring back a report to the March Authority meeting.

CARRIED

Motion # G22-21

Moved by Bill Stewart

Seconded by Barbara Dobreen

BE IT RESOLVED THAT this report be received as information.

CARRIED

6. Consent Agenda

Motion # G22-22

Moved by Steve McCabe

Seconded by Bill Stewart

THAT Item 6b – Executive Committee minutes, January 28, 2022, be pulled from the Consent Agenda for discussion.

CARRIED

The Directors discussed the ongoing GM/S-T Performance Evaluation process being conducted by the Executive Committee and asked to participate in the survey as had been circulated to senior staff. The scheduling of Executive Committee meetings will be adjusted to allow time for the Directors to respond. Chair Couture noted that the Administrative Bylaws will be amended to clarify the performance evaluation process.

Don Murray left the meeting at 2:00 p.m.

Motion # G22-23

Moved by Dave Myette

Seconded by Cheryl Grace

THAT Item 6a – Program Report be pulled from the Consent Agenda for discussion.

CARRIED

Director Myette discussed the Flood Forecasting and Warning Program and requested further information on how the Flood warning messages and webpage protocol are managed. The GM/S-T clarified that decisions are based on a variety of information provided by Environment and Climate Change Canada, and the Surface Water Monitoring Centre, MNDMNRF which is supported by SVCA data. The Directors requested that Staff bring a report on the timelines and processes used for Flood Warning messages to the March Authority meeting.

Motion # G22-24

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the reports, Minutes, and information contained in the Consent Agenda, [Items 6 c-d], along with their respective recommended motions be accepted as presented.

CARRIED

7. New Business

a. Administrative By-law Amendments

The GM/S-T reviewed recommended Administrative By-law amendments and explained that these are required to address the changes to the *Conservation Authorities Act*. The Directors requested that amendments also be made to Voting (Sect. C-14) and Meeting Procedures (Sect. C-2). There was extensive discussion on the allowance of hybrid meetings and staff were directed to research options for conducting future Authority meetings and report on these options at the May or June 2022 meetings

After discussion the following motion carried:

Motion # G22-25

Moved by Barbara Dobreen

Seconded by Bill Stewart

WHEREAS a number of governance-related clauses were proclaimed in the Conservation Authorities Act, including some amendments which were included in schedule 6 of Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures);

AND WHEREAS undertaking these amendments is a key action identified under the Conservation Ontario Governance Accountability and Transparency Initiative;

BE IT RESOLVED THAT the proposed amendments to the Saugeen Valley Conservation Authority By-Laws be endorsed, and further

THAT staff investigate the establishment of a hybrid participation model for all meetings and report back to the Board; and further

THAT staff reword the clauses with respect to meeting procedures for recorded votes and committee agenda circulation, and report back at the same time.

CARRIED

b. Inventory of Programs and Services

Jennifer Stephens explained the process of categorizing the programs and services comprising mandatory (Cat.1), municipal agreements (Cat.2), or non-mandatory (Cat.3). She noted that the document will be submitted to the Ministry of the Environment, Conservation, and Parks by February 28th but it is a starting point as consultation with the municipalities is still necessary. SVCA is required to submit comments made by the municipalities and document the changes made to the Inventory based on these comments. Any program or service in Categories 2 or 3 requires agreements with the municipalities to continue delivery. The Directors discussed various programs and services listed in the inventory and requested that services provided to NWMO be added to the list as Category 3. Delegations at municipal council meetings are available if requested.

Motion # G22-26

Moved by Bill Stewart

Seconded by Dan Gieruszak

WHEREAS Ontario Regulation 687/21 outlines the requirement for conservation authorities to develop and deliver an inventory of programs and services by February 28, 2022;

BE IT RESOLVED THAT the attached amended inventory with the list of existing Memoranda of Understanding for Category 2 Programs and Services be submitted to the Ministry of the Environment, Conservation and Parks and to watershed municipalities by February 28, 2022.

CARRIED

There being no further business, the meeting adjourned at 3:52 p.m. on motion of Sue Paterson and Bill Stewart.

Maureen Couture
Chair

Janice Hagan
Recording Secretary

150 Committee Meeting

March 14 2022

Attendance

Faye Craig, Jeff McKee, Debbie Atkinson, Patti Emery, Marilyn Theurer, Keith Harris, Jennifer McDougall, Lynn Rawlins, Vivianne Mcdonald, Ronda Smith

A warm welcome from Faye to Jennifer, The Lions Club rep. to Ronda ,owner of Impact Physio and vendor registration for the Shop Local event and to Debbie Atkinson who will be in charge of parade registration.

Faye has booked both the upper and the lower hall and the ice surface at the Arthur Community Centre for the 150 events.

Faye was informed that extra Community Centre staff might be needed to clean the ice surface for the Lacrosse game. Tom Bowden will be back next week so, we should know more on the subject of hall cleaning.

Mayor Andy Lennox has agreed to be the Master of Ceremonies.

We are still in need of a podium and sound system for the opening ceremonies. Jennifer has offered to bring this up at the next Lions Club meeting to see if we can share the use of their equipment.

Mary Crome has offered to make directional signs. Jennifer suggested signs be posted alongside the Road Closure signs. The additional signage would indicate to motorists the reason for the road closure, which will be the 150 Shop Local or the 150 Parade.

Parade

Vivianne and Debbie continue to work on the venue and the parade entries. Several calls have been made and they are waiting replies. We will compose a list of parade entries once they have been confirmed.

Vivianne shared a draft of the parade route. Dale will be notified once Vivianne receives confirmation from the Arthur Public School. Dale can then submit the application for the Highway 6 closure.

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Lions Club

Jennifer gave us an update on the Lions Club lawn signs. The club is hoping to have a sample of the sign and will be promoting it at the April 28 drive through Chicken BBQ dinner. The signs will be available through the Lions Club Facebook page or from any Lions Club Member.

Ticket sales for the July 1 Chicken BBQ will be available to purchase around the end of April. The Lions Club's annual Duck Race will take place on Saturday May 14. This event will provide another opportunity to sell dinner tickets. Wayne Horton has offered a spot for the 150 committee to promote the upcoming 150 celebrations.

The Lions Club is hoping to provide an entry for the parade. Jennifer will bring us an update after their next meeting.

Patti

T-Shirt update: The first order for 100 t-shirts has been placed with Marcc Apparel. Patti was informed that the cost of printing Committee on the backs of the Committee Members t-shirts would add an additional \$10.00 plus tax for each of the 8 shirts. Jennifer has offered (free of charge) to add Committee to the backs of the 8 shirts.

Thank you, Jennifer.

Banner Update: Patti has ordered the banners. Sign Matters will send an invoice for the down payment of \$1,000.00 to Dale Small for payment.

Button update: The quote from Marcc Apparel was very high (minimum order of 250) would cost \$2.50 per button plus a \$68.00 set up fee plus HST . Patti will contact Sign Matters and a few other companies for additional quotes.

Carl requested a price from St. John Ambulance to be on site for the event. Cost would be \$400.00-\$500.00. Faye will contact Marco Guidotti to ask about safety and first aid concerns.

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Faye would like to have some photo boards for the event. Eileen from Arthur School of Art has been approached to design and paint the boards. Suggestions of people to build the plywood boards were discussed. Marilyn said she would ask her husband, Hans and the second suggestion was Mark Parrish who does woodworking and works at Home Hardware.

Faye contacted Dianne MacDonald to ask if she would be willing to collect all of the memorabilia from the three day event and put it together in a scrapbook. Dianne has agreed to the task.

Keith

Coins and mural projects are coming along nicely. Keith has a lead on Stilt Walkers who might be interested in entertaining at the Shop Local event.

Lynn

Morgan Coffey Supervisor for the Wellington County Library Arthur Branch is hoping to book a duo called "The Relative Minors" for July 2. <https://therelativeminors.ca/>

Morgan gave us a choice of two time slots for the performance. The Committee has chosen the 11:00 am time slot. Morgan will get back to Lynn once the performers have been booked and confirmed. The library will be sponsoring this performance.

Jeff

Jad Dodsworth (former band leader) for many years at Arthur District High School has agreed to provide some musical entertainment. He is hoping to contact some of his former music students and put together a choir to sing O Canada at the opening ceremonies.

Meet and Greet: station will be set up in the lower hall of the Community Centre. Faye and Jeff are hoping to book sports/church groups from the community to provide a light lunch and refreshments. This area would provide a place for people to rest and to reconnect with friends.

A suggestion for participant ribbons came up for people who participate in events. Patti will look into the cost of the ribbons.

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5 - 10 K Run:

Maggie and Jeff are working on the details for the 5-10 K run. The run would take place on Sunday at 9:00 am

Lacrosse Game

The Wellington Aces Lacrosse team is set to play at the Community Centre on Saturday July 2 at 7:30 pm.

Saturday evening concert

Jeff is continuing to work on this event.

Bonnie McDougall and her band have offered to be one of the entertainers at a cost of \$200.00. Jeff has approached the Curling Club to see if they would like to run the door and the bar. There would be a charge at the door and it would be a licensed event. Jenny Bodz will bring the subject up at the club's next meeting

Rhonda asked about the subject of insurance for the event.

The Historical Walk

- Friday 9:00 am
- Saturday 3:00 pm
- Sunday noon

Jeff continues to work on the history book.

150 Programme Pamphlets

Lynn has received verbal estimates from R & R Printing in Fergus and Print One in Mount Forest. Both companies' costs were about the same. The pamphlet size and cost will depend on the number of events planned.

Jennifer and Lynn have agreed to create the digital file. Can we use one of the logos we have already paid for; or do we have to pay for a new design? Cost to design 150 Logo would be \$80.00 per hour.

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Once the pamphlet digital file is ready to print, then Lynn will contact these two companies again and get a firm price.

Pamphlet - estimates as of March 11 2022

1,000	\$495.00 + tax
5,000	\$740.00 + tax

Advertising

Faye has contacted The Wellington Advertiser for a full “page pull out “and a mention in the “What’s Happening” page.

Ronda Shop Local

- Farmers Market
- Traditional Market Vendors
- Food Trucks
- Library Performer :The Relative Minors
- Washrooms (2) and (1) handwashing station located behind the TD bank
- Beer Gardens located behind the TD bank
- Petting Zoo located behind the TD bank
- Vendor Parking: St. John Catholic Church parking lot and The Pentecostal Church

The River radio station will be in attendance for the Shop Local event. They will be located in front of Foodland. Food Vendors will be located between Charles and Georgina and garbage cans will be available

Deadlines are need for advertising and promotional materials and parades. There was a suggestion of May 1st.

Ronda will connect with Conner to discuss the possibility of A Soap Box Derby

Closing ceremonies are being discussed.

Next meeting: Monday April 4 2022; David M Kozinets Centre; George Street In the Historical Society meeting room

Members Meeting #1-22

January 26, 2022

Members Present:

Dave Turton, Roger Watt, Alison Lobb, Megan Gibson, Cheryl Matheson, Ed McGugan, Alvin McLellan, Kevin Freiburger, Matt Duncan, Anita van Hittersum, John Grace

Staff Present:

Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Jayne Thompson, Communications IT&GIS Coordinator
Chris Van Esbroeck, Watershed Stewardship Coordinator
Danielle Livingston, Financial Services Coordinator

1. Call to Order

Chair Turton welcomed everyone, called the meeting to order at 7:05pm and reviewed the meeting objectives. Dave introduced John Grace from the Town of Goderich to the Members.

2. Declaration of Pecuniary Interest

There were no pecuniary interests.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #11-2021 held on December 15, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #1-2022

Moved by: Megan Gibson

Seconded by: Cheryl Matheson

THAT the minutes from the General Membership meeting #11-2021 held on December 15, 2021 be approved.

(carried)



4. Business out of the Minutes:

- a) Purchasing Policy and Sale of Authority Assets: Report #1-2022

Report #1-2022 was presented to the members and the following motion was made:

Motion FA #2-22

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT all payments over \$20,000 amount must be reviewed and authorized by the Chair or Vice Chair; AND THAT the Policies and Procedures for the disposition of authority assets be approved as outlined in Report #1-2022.

(carried)

- b) Annual Review of Members Manual: Report #2-2022

Phil Beard presented Report #2-2022 and the following motion was made:

Motion FA #3-22

Moved by: Cheryl Matheson

Seconded by: Ed McGugan

THAT the revisions identified by the Members be incorporated into the manual and brought back to the March 16, 2022 meeting for review and discussion.

(carried)

- c) Year End Review of Members Work Plan: Report #3-2022

Phil Beard presented Report #3-2022 to the members and the following motion was made:

Motion FA #4-22

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT the 2021 work plan progress report be adopted as outlined in Report #3-2022.

(carried)

- d) Year End Revenue-Expenditure Report: Report #4-2022

Report #4-2022 was presented to the members and the following motion was made:

Motion FA #5-22**Moved by: Megan Gibson****Seconded by: Ed McGugan**

THAT year end surpluses and deficits be directed to the appropriate accumulated surplus accounts;
AND THAT all deferred revenue be directed to the projects identified in the 2022 draft budget.

(carried)

e) Draft Agenda 2022 Annual Meeting: Report #5-2022

Phil Beard presented Report #5-2022 and the following motion was made:

Motion FA #6-22**Moved by: Matt Duncan****Seconded by: Anita van Hittersum**

THAT the Annual Meeting be held at 2:00 p.m. on Wednesday, February 16th via zoom;
AND THAT the agenda as outlined in Report #5-2022 be approved.

(carried)

f) Declarations for Chair, Vice and Second Vice: Report #6-2022

Phil Beard presented Report #6-2022 to the members and after discussion Matt Duncan declared his intention to run for Chair and Roger Watt indicated his intention to run for Second Vice-Chair.

5. Chair and Members Reports:

The Chair thanked everyone for their support over the past three years. He asked if any of the Members have received any feed back from their municipal councils regarding the draft work plan and budget.

Ed McGugan reported that Huron Kinloss expressed some concerns but passed a motion to support the workplan and budget.

Kevin Freiburger reported that Morris Turnberry council does have some concerns with the draft levy. Cheryl Matheson reported that West Perth has invited all three conservation authorities to present their budget and work plan to council in February.

Alvin McLellan reported that Huron East council has not raised any questions.

Alison Lobb reported that Central Huron council has not raised any concerns.

Anita Van Hittersum reported that North Huron discussed the work plan and budget but did not raise any concerns.

Roger Watt stated that ACW council did have some questions regarding the draft levy which he was able to address.

6. Consent Agenda

The following items were circulated to the Members for their information.

- a) Designation of Stewardship Project Lead to approve Section 28 Permits: Report #7- 2022
- b) Revenue-Expenditure Report for December 2021: Report #8-2022
- c) Agreements Signed: Report #9-2022
- d) Correspondence for Information

The following motion was made:

Motion FA #7-22

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT Report #7-2022 to Report #9-2022 along with their respective recommended motions as outlined in the Consent Agenda as well as the Correspondence for Information all be approved.

(carried)

7. Adjournment - next meeting date, February 16, 2022 at 2:00pm, via zoom.

The members meeting adjourned at 8:10pm with the following motion:

Motion FA #8-22

Moved by: Megan Gibson

Seconded by: Matt Duncan

THAT the Members Meeting be adjourned.

(carried)



Dave Turton
Chair



Phil Beard
General Manager /
Secretary-Treasurer

Annual Meeting of the Membership #2-2022

Virtual Location via Zoom

February 16, 2022

Members Present:

David Turton, Matt Duncan, Roger Watt, Alison Lobb, Ed McGugan, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, John Grace

Staff Present:

Phil Beard, General Manager Secretary-Treasurer
Chris Van Esbroeck, Watershed Stewardship Coordinator
Jayne Thompson, Communications GIS IT Coordinator
Stewart Lockie, Conservation Areas Coordinator
Cheryl Dobbyn, Clerk
Dave Nuhn, Field Services Technician
Ben Van Dieten; Stewardship Project Lead
Greg Urquhart, Forestry Technician
Sarah Gunnewiek, EIT
Erin Norsworthy, Outreach Assistant
Alaina Lennox, Admin. Assistant

Others in Attendance:

Doug Harding, Reeve, Township of Howick; Derrick Thomson, CAO, Town of Minto; Glen McNeil, Warden of Huron County; Todd Kasenberg, Mayor, Municipality of North Perth; Deb Shewfelt, Kriss Snell, Chair, MCF; Cory Bilyea, Wingham Advance Times; Kathy Duncan, Keith Handegord, Shawn Loughlin, The Citizen

1. Welcome and Remarks by the Chair, Dave Turton

Chair Turton called the meeting to order at 2:01pm, welcomed everyone to MVCA's 71st Annual Meeting;

He reviewed the meeting objectives which were as follows:

Presentation of Staff Service Awards
Election of Officers
Presentation on Inventory of MVCA Services and Programs



2. Introduction of the Members of Maitland Conservation

Chair Turton introduced all the Members of the Maitland Valley Conservation Authority and the Municipalities that they represent.

3. Chair's Remarks:

I have had the honour of serving as MVCA's Chair for the past three years. It has been a privilege and an honour to work with the members over that time period. We have accomplished a lot and we have developed a strong path forward.

Some of the highlights for me include:

- assisting the Town of Minto to update their flood plain mapping and to develop a plan to reduce the risk for future flood damages in Harriston.

However, we will need financial support from both the federal and Provincial governments to make this a reality.

- decommissioning the Gorrie Dam and Mill and restoring the Gorrie Conservation area for watershed residents to enjoy. I would especially like to thank the Provincial and Federal Governments for providing grants to assist with this project.
- celebrating the 50th anniversary of the Falls Reserve Campground and the upgrading of both the hydro and sewage infrastructure. The Falls Reserve campground has experienced record usage by the public over the past two years. Indeed, all our conservation areas have experienced increased usage by the public over this time period. Spending time in nature is good for our physical and mental health!
- OMAFRA and MECP's continuing leadership and support for the Healthy Lake Huron collaborative. It is a model for how Federal, Provincial can work with conservation authorities, counties, and other community groups to improve the health and resiliency of the watersheds that empty into Lake Huron.
- I would like to especially thank our MPP's Lisa and Randy for always being willing to meet with me and to help champion the needs of rural conservation authorities. Your support and assistance is appreciated, especially as we navigate our way through the changes to the conservation authorities act.

To our member municipalities, I would like to thank you for your continued support of MVCA over the past few years. We appreciate your willingness to support our work and especially the increases in the levy that we have had to make. These are challenging times for municipalities as well as conservation authorities.

I would also like to thank the Maitland Conservation Foundation and the John Hindmarsh Environmental Trust Fund Boards for their continuing efforts to raise money for improving our conservation areas and restoring natural areas across the watershed.

In 2021 I had the opportunity to Chair a meeting of the Carbon Footprint Initiative. The CFI is comprised of business and municipal leaders in the watershed. These companies and municipalities have developed strategies to reduce their use of fossil fuels and to sequester carbon by restoring natural areas on their lands and in the communities where they are located. They are leading by example, and we have learned a lot by working with them.

- In closing I thank the members for their support over the last three years and I look forward to working with the new Chair and members in 2022.

4. Introduction of guests: Dave Turton introduced the following guests and asked them to make remarks:

Randy Pettapiece, MPP, Perth Wellington
 John McPhee on behalf of Lisa Thompson, MPP, Huron Bruce
 John Nater, MP, Perth Wellington who sent his regrets
 Glen McNeil, Warden, Huron County
 Todd Kasenburg, Mayor, North Perth
 Doug Harding, Reeve, Howick Township
 Kriss Snell, MCF Chair
 Derrick Thomson, CEO, Minto
 Deb Shewfelt

5. Presentation of Staff Service Awards: Chair, Dave Turton

a) Ben Van Dieten, Stewardship Project Lead - 5 years

Chair, Turton presented Ben with his 5-year service award and thanked him for all his contributions towards to MVCA.

b) Dave Nuhn, Conservation Areas Technician -15 years

Chair, Turton presented Dave with his 15-year service award and thanked him for all his hard work over the years at MVCA.

6. Election of Officers (Maitland Conservation and Maitland Source Protection Authority)

a) Appointment of Presiding Officer and Scrutineers

Chair Turton called for an appointment of a Presiding Officer for the election of Chair.

Motion FA #9-2022

Moved by: John Grace

Seconded by: Alison Lobb

THAT Deb Shewfelt act as the Presiding Officer for the election of Chair, Vice and Second Vice for the Maitland Valley Conservation Authority (MVCA) and the Maitland Source Protection Authority (MSPA).

(carried)

b) Appointment of Scrutineers by Presiding Officer

Presiding Officer Shewfelt declared all offices vacant and called for a motion to appoint two Scrutineers.

Motion FA #10-2022

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT Doug Harding and Glen McNeil be appointed as Scrutineers for the election of officers; AND THAT the Scrutineers be responsible for destroying ballots after the election if needed.

(carried)

c) Election of Chair for 2022

Presiding Officer Shewfelt called for nominations for the position of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2022.

Motion FA #11-2022

Moved by: Dave Turton

THAT Matt Duncan is nominated for Chair of the MVCA and the MSPA for 2022.

Presiding Officer Shewfelt called for nominations for the Chair position two more times. There were no further nominations and the Presiding Officer called for a motion to close nominations.

Motion FA #12-2022

Moved by: Ed McGugan

Seconded by: Megan Gibson

THAT nominations for the position of Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022 be closed.

(carried)

Matt Duncan agreed to stand for the position of Chair in 2022.

Presiding Officer, Shewfelt declared Matt Duncan as the Chair of the MVCA and MSPA for 2022.

d) Election of Vice-Chair for 2022

Presiding Officer, Shewfelt called for nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022.

Motion FA #13-2022

Moved by: Alvin McLellan

THAT Ed McGugan is nominated for Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022.

Presiding Officer, Shewfelt called for further nominations for Vice-Chair two more times and no others were made so then called for a motion to close nominations.

Motion FA #14-2022

Moved by: Alvin McLellan

Seconded by: Dave Turton

THAT nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022 be closed.

(carried)

Ed McGugan accepted the Vice-Chair position.

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Presiding Officer, Shewfelt declared Ed McGugan as Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022.

e) Election of 2nd Second Vice-Chair for 2022

Presiding Officer, Shewfelt called for nominations for the position of 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022.

Motion FA #15-2022

Moved by: Matt Duncan

THAT Roger Watt is nominated for 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022.

Presiding Officer, Shewfelt called for further nominations for 2nd Vice-Chair and this motion was made.

Motion FA #16-2022

Moved by: Ed McGugan

Seconded by: John Grace

THAT nominations for the position of 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022 be closed.

(carried)

Presiding Officer, Shewfelt declared Roger Watt as 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2022.

7. Presentation: Inventory of MVCA Services and Programs: Report #10-2022

Phil Beard, General Manager Secretary Treasurer and Chris Van Esbroeck, Watershed Stewardship Services Coordinator presented the draft Inventory of Services and Programs to the Members as outlined in Report #10-2022 and the following motion was made:

Motion FA #17-2022

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT the draft Inventory of Services and Programs as outlined in Report 10-2022 be circulated to MVCA's Member Municipalities for review and comment.

(carried)

8. Adoption of Meeting Schedule for 2022: Report #11-2022

Phil Beard presented Report #11-2022 and the following motion was made:

Moved by: Roger Watt

Seconded by: Alvin McLellan

THAT the meeting schedule for 2022 be approved as outlined in Report #11-2022

(carried)

9. Closing Remarks: Chair, MVCA

Chair Duncan thanked Dave Turton for his 3 years as Chair of the MVCA. He also thanked the Members for nominating him to be the Chair of the MVCA board for 2022 and he stated that he looks forward to working with our Municipal, County, Provincial and Federal partners on moving ahead and continuing work on some of our ongoing projects. Chair Duncan has been a part of the MVCA board for 12 years working with a few different Chairs is looking forward to leading the MVCA in 2022.

10. Next meeting date: March 16, 2022, at 7:00pm

There was discussion on where the meeting location would be held, and the following motion was made:

Motions FA #19-2022

Moved by: Dave Turton

Seconded by: Ed McGugan

THAT the Wroxeter Hall be used for the March 16th meeting which will be a hybrid meeting for anyone not able to attend in person.

(carried)

11. Adjournment

Motion FA #20-2022

Moved by: Anita van Hittersum

Seconded by: Ed McGugan

THAT the meeting be adjourned.

(carried)

The meeting adjourned at 2:50pm.



Matt Duncan
Chair



Phil Beard
General Manager Secretary Treasurer



Grand River Conservation Authority

Summary of the General Membership *General Meeting* – March 25, 2022

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

Action Items

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

- GM-03-22-34 - Financial Summary
- GM-03-22-29 - Administration Centre Boiler Replacement Tender Award
- GM-03-22-30 - Administration Centre Cleaning Services RFP Results
- GM-03-22-31 - 2022 Road Surface Treatment Tender Results
- GM-03-22-27 - Provincial Offences Act Officers Designation - Section 29
- GM-03-22-26 - Provincial Offences Act Officers Designation - Section 28
- GM-03-22-C02 - Granting of Easement - City of Kitchener (closed agenda)

Information Items

The Board received the following reports as information:

- GM-03-22-28 - Cash and Investment Status
- GM-03-22-32 - Grand River Watershed Flood Warning System
- GM-03-22-33 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- The Honourable David Piccini, Minister of Environment, Conservation and Parks Re: Clarification for Chair and Vice-Chair Term Limits and Rotations
- John Kemp Re: Giant Hogweed Mitigation
- Carolanne Forster Re: Meetings available to the Public

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

Action Items

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

- SPA-03-22-01 - Source Protection Committee Representative Appointment

For full information, please refer to the [March 25 AGM Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on April 22, 2022.

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



*Preserving, promoting, and developing
Wellington North's unique cultural
resources to build a vibrant community
and a prosperous economy.*

**WELLINGTON NORTH CULTURAL ROUNDTABLE COMMITTEE MINUTES
THURSDAY MARCH 24TH, 2022 @ 12:01 PM;
Lower Hall, Arthur Community Centre**

Members Present:

Chair Jim Taylor
Linda Hruska
Penny Renken

Gail Donald
Bonny McDougall
Lisa Hern, Councillor

Staff Present:

Dale Small, Economic Development Officer
Tasha Grafos, Administrative Support

Guests: Harry Engel, Sue Doherty, Faye Craig, Gerald Townsend, Emma Jeffries, Keith Harris, Doris Cassan, Thea Ouwehand.

Guests: (Unable to Attend) Jess Pfisterer, Nick Hansen, Crystal Seifried

INFORMAL NETWORKING & LUNCH

Prior to the start of the formal meeting there was time for networking & lunch. EDO Dale then introduced everyone and thanked our guests for attending and showing an interest in the Cultural Roundtable. The meeting was then turned over to Chair Jim

CALLING TO ORDER

Chair Jim called meeting to order at 12:42pm

ADOPTION OF THE AGENDA –

RESOLUTION: **CRT2022-006**

Moved: Member Bonny

Seconded: Member Gail

THAT the agenda for the March 24th, 2022, Cultural Roundtable Committee meeting be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

MINUTES OF PREVIOUS MEETING – January 20, 2022

Accepted by Council on March 7, 2022

ITEMS FOR DISCUSSION

- 1. Overview of Wellington North Municipal Cultural Plan – Chair Jim**
 - Mission, Vision, Guiding Principles
 - Role of the Cultural Roundtable
 - Cultural Plan Goals & Actions

In 2013, as an outshoot of the Economic Development Committee, a cultural committee was first brought together. A cultural plan was brought forth through this group that involved a survey for the public and some recommendations, one of those recommendations was to form a Cultural Roundtable Committee that would meet regularly and promote and support the culture of the community and culture events.

This committee has provided support to the Township to build cultural resources such as the Lyne's Blacksmith Shop, Wellington North Farmers Market, Wellington North Doors Open (a provincial event that opens the doors to cultural facilities to the public), Culture Days, and Arthurs 150th Anniversary celebration.

The Committee offers a grant program that is designed to assist groups working the culture area.

The logo for the Committee is circular to represent the roundtable format, the colours in the logo represent different segments of the community.

Vision Statement: Preserving, Promoting & Developing Wellington North's Unique Cultural Resources to Build a Vibrant and a Prosperous Economy.

The committee's guiding principles are to recognize and promote history, arts, volunteers, downtown, and all other cultural events and locations in the municipality. And to also ensure that the Township Council keeps this cultural asset inventory in mind.

Goal 1 – Cultural Roundtable Roles and Partnerships

- Broaden membership
- Communications strategy for awareness, strategy for social media
- Investigate the possibility of creating a Wellington North Heritage Committee
- Partnerships

Goal 2 – Leverage Cultural Resources

- Review and update the culture assets inventory
- Promote creative economy
- Work with the County to promote Tourism Adaptation & Recovery Program
- Collaborate with Chambers of Commerce

Goal 3 – Build a Shared Identity and Increase Collaboration

- Promote Culture Days
- Develop social media strategy
- Develop a festivals and events strategy
- Wellington North signage plan project

Goal 4 – Downtown Enhancement

- Banners, plaques, murals, etc.
- Wellington County Official Plan
- Downtown events and activities

2. Cultural Moment

March 21 - Gail, Arthur 150th Anniversary of Incorporation

April 11 - Volunteer Theme

May 9 - Linda, Four Corners Quilt Guild

3. Arthur 150th Anniversary of Incorporation – EDO Dale and Member Gail

4. Wellington North Culture Days

- o Volunteer Celebration (Friday Sept 23rd @ Kenilworth)
- o WN Farmers market Culture Days Celebration (Saturday Sept 24th)
- o Metz Annual Pumpkinfest (Saturday Sept 24th/TBD)
- o MF Cemetery Tours by Morgan (Sat Sept 24/Oct 1 & 8)
- o Lynes Blacksmith Shop (TBD)

5. EDO Dale

- o Handed out an information package to all of our Guests
- o Package included the Cultural Plan, Goals & priorities, etc. as well as a thank you
- o EDO Dale advised that he would connect with all our Guests after the meeting and if they were interested in joining the Cultural Roundtable would talk about next steps.
- o A binder, which has all the Cultural Moments since 2011 was shared with the committee and member Penny asked if we could somehow put this on our website for public access.

ROUNDTABLE ANNOUNCEMENTS

- Senior of the Year award recognition to be announced at April 11th WN Council meeting
- April 13th Growth, Housing & Development Information Session 5:30pm in Arthur
- April 24th is the start of National Volunteer Week
- Volunteer Celebration is planned for May 5th at the Arthur Community Centre.

Next meeting date is May 19th, 2022 at 12:00pm

ADJOURNMENT

Resolution: **CRT2022-007**

Moved: Member Penny

Seconded: Member Linda

THAT the Cultural Roundtable Committee meeting be adjourned at 1:07pm

CARRIED

087

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
February 8, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Shelley Weber, Public Member
Laurie Doney, Public Member
Al Leach, Lions Member
Vern Job, Lions Member

Committee Members Absent:

Ray Tout, Lions Member
Jayme Hewson, Public Member
Larissa Lamont, Public Member
Jessica McFarlane, Public Member

Staff Present:

Mike Givens, Chief Administrative Officer
Matthew Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator
Karren Wallace, Director of Legislative Services/Clerk
Tom Bowden, Manager of Recreation Service
Jessica Turnbull, Administrative Support

Guest:

Steve McCabe, Councillor,
Chairperson of Recreation Parks Leisure Committee

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:03 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2022-001

Moved: Member Weber

Seconded: Member Leach

THAT the agenda for the February 8, 2022 Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

MINUTES OF PREVIOUS MEETING – November 9, 2021

Accepted by Recreation, Parks and Leisure Committee on December 6, 2021.

Accepted by Council on December 13, 2021.

BUSINESS ARISING FROM THE MINUTES

CAO 2021-008 Fundraising Committee Guidelines

- Elect a Committee Treasurer

RESOLUTION: MFA 2022-002

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
February 8, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

088

Moved: Member Job

Seconded: Member Doney

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information report CAO 2021-008 on Fundraising Committee Guidelines.

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee recommend Ray Tout be appointed as Committee Treasurer.

CARRIED

Chair Burke relayed to committee that member Tout has expressed an interest in the Committee Treasurer role.

Chair Burke asked about having more than one signing authority. It was explained that yes; it is the expectation to have more than one. It is the suggestion from the CAO for it to be the chair unless there is someone on the committee that would like to be the second signing authority.

Member Leach questioned which bank the township deals with and whether it will be in Arthur or Mount Forest. The CAO explained that the Township deals with RBC Bank and that is who they would be looking to open the account with.

Member Leach expressed interest in being second signing authority.

CAO explained to Chair Burke that the committee and Township can iron the details about the signing authorities once the account has been established.

ITEMS FOR CONSIDERATION

1. CLK 2021-029 Lottery Licensing Open Session

RESOLUTION: MFA 2022-003

Moved: Member Doney

Seconded: Member Weber

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information report CLK 2021-029 on Lottery Licensing.

CARRIED

Director of Operations explained details about the lottery licensing and the report as well as what has been talked about at Council. The Interpretation from AGCO is that they cannot issue a lottery license for assets that go on Municipal Property. The Lions Club is looking to lobby the Provincial government to change that.

Chair Burke explained that for anyone that sits on this committee that is also apart of another organization there was a draft letter sent out as part of that petition and if it hasn't been sent onwards it would be appreciated if it was.

Member Job updated Chair Burke that he had forwarded the letter onto MPP Pettapiece who responded that he had sent the letter to the Minister in overseeing lottery Licensing.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
February 8, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

089

Member Leach asked if the fundraising done thus far had been through a lottery License. Chair Burke explained that it had not been needed for the hats and shirts sold.

2. Fundraising Opportunities

RESOLUTION: MFA 2022-004

Moved: Member Leach

Seconded: Member Job

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Fundraising Opportunities as presented.

CARRIED

Director of Operations presented a slide show of fundraising ideas such as features, and costs associated with them.

Member Job asked about the price presented for each sunshade and if it was for all three or just one. The Director of Operations answered that he believes it was for each and he can clarify and confirm that.

Member Leach asked the Director of Operations about how many design concepts there are to look at. The Director of Operations explained that there are three design concepts and if people like some aspects of one over the other it can be adjusted to suit.

Member Leach also asked if these designs will be going out for community review like other municipalities, or if it is too early stages for that. The Director of operations explained that the plan is to hold a public open house in the near future.

Member Leach asked if enhancements such as the climbing wall and water features could be fundraised for as part of a lottery license or are they considered under the capital infrastructure. The Director of operations stated that he believes they would not be eligible for the licence and would like to consult internally to confirm.

3. Merchandise and Promotional Material Inventory Update

RESOLUTION: MFA 2022-005

Moved: Member Weber

Seconded: Member Job

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Merchandise and Promotional Material Inventory Update as presented.

CARRIED

Community Recreation Coordinator went through the inventory list which provided committee a snapshot of what the value of that inventory is and the value of it sold.

OTHER BUSINESS/ROUNDTABLE

Member Leach asked the Director of Operations if some of the fundraising ideas are incorporated in the design concepts and if these features would impede swimming programming.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
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February 8, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

090

The Director of Operations explained that these features are in areas where toddlers can play and that they don't anticipate them being in areas where programming is taking place. Member Leach also asked if the new pool will be the same square footage as the existing one and if fencing and parking will be included. The Director of Operations answered that it will be a different configuration but roughly the same area, and that parking will be shared with the arena and fencing is shown in the concepts.

Member Leach asked the Director of Operations if the fencing could be a fundraising idea. The Director of Operations stated that fencing could be an idea as well as trellises, trees, AstroTurf, etc.

The Director of Legislative Services/Clerk clarified that everything is a fundraising opportunity, just not everything is a lottery licensing opportunity.

Chair Burke stated that she would like to see more than quorum at the next meeting and that committee can digest the concepts that will be received as well as the features presented today. Chair also expressed to the lion's members to bring their plan for their fundraisers.

Member Leach asked about a committed construction date for the pool. It was stated that Council has endorsed about \$575,000 for a detailed design this year and other than that everything is subject to future budget approval.

Community Recreation Coordinator shared on behalf of Member McFarlane, that if we decide to go ahead with the "You've Been Flocked" idea the cost of the flamingos is approximately \$225, and that member McFarlane has advertising flyers form other organizations which gives a good idea on how it works. Another fundraising idea Member McFarlane had is an auction for profession of the day which would be available to all ages.

NEXT MEETING

Tuesday March 1, 2022 at 7:00PM

ADJOURNMENT

RESOLUTION: MFA 2022-006

Moved: Laurie

Seconded: Vern

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of February 8, 2022 be adjourned at 7:50 p.m.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
MARCH 1, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

091

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Shelley Weber, Public Member
Laurie Doney, Public Member
Al Leach, Lions Member
Vern Job, Lions Member
Ray Tout, Lions Member
Jayme Hewson, Public Member
Larissa Lamont, Public Member
Jessica McFarlane, Public Member

Staff Present:

Mike Givens, Chief Administrative Officer
Matthew Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator
Karren Wallace, Director of Legislative Services/Clerk
Tom Bowden, Manager of Recreation Service
Jessica Turnbull, Administrative Support

Guest:

Steve McCabe, Councillor,
Chairperson of Recreation Parks Leisure Committee

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:01 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2022-007

Moved: Member Job

Seconded: Member Doney

THAT the agenda for the March 1, 2022 Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed with the addition of the swag information that was received from Member Hewson the afternoon of March 1, 2022.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

Minutes of Previous Meeting

RESOLUTION: MFA 2022-008

Moved: Member Leach

Seconded: Member Tout

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the February 8, 2022 committee meeting.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
MARCH 1, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

092

Member Tout inquired if fencing was a municipal responsibility as opposed to it being fundraised. The Director of Operations (DOO) agreed that the fencing would be included as a municipal responsibility.

Member Tout inquired about the timing of the public meeting for the Open House to review pool design concepts scheduled for March 23, 2022 at 5:30PM to 7:00PM, noting most people are getting home from work at that time. Chair Burke stated that pre-covid they found more people came to public meetings when they were coming home from work rather than going home and coming back out again. Councillor McCabe added that the lion's bingo is held that night.

DOO added the presentation is scheduled for 5:45PM following by a bristol board setup where people can view the concepts, noting there will be more opportunities for the public to consult or engage.

BUSINESS ARISING FROM THE MINUTES

Financial Update-Verbal

The DOO stated that staff are working on setting up the bank account and the Chief Administrative Officer (CAO), Deputy Treasurer, Members Al Leach and Ray Tout would be signing authorities, noting the account has not been finalized at this point.

Lottery License Update-Verbal

Chair Burke summarized the lottery document noting the committee cannot use funds raised through a lottery for capital purchases to be located on municipal property.

The Clerk confirmed that this is not a new rule and any of the funds raised for the splash pad in both Arthur and Mount Forest were not raised with lottery funds.

Member Job confirmed that the Lion's cannot get a license to raise funds for anything on municipal property, noting they will have to find other ways to raise funds.

ITEMS FOR CONSIDERATION

Promotional Items Verbal

Member Lamont discussed apparel and swag from Hometown Boutique and Marcc Apparel. Member Lamont shared that she connected with Karren, the mask lady, who would be willing to donate the first 100 masks should committee decide to proceed with her.

Member Hewson discussed her dealings with Kim Rae, who assisted with the design for the logo last year. She has started a new printing business with clothing called Farm Girl Boutique. Member Hewson added that Kim gave the group a deal on the clothing and could potentially add additional discounts if they were to mix and match products. Furthermore, she does not

THE CORPORATION OF THE
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MARCH 1, 2022 @ 7:00 P.M.
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093

charge a setup fee, prints a unique way, the items are good quality, and has a no minimum order. Member Hewson was excited about the totes and believes they will be a good seller.

Member Tout asked about the masks and how much they should lean on purchasing them keeping in mind what's going on in the province with COVID mandates lifting.

Member McFarlane agreed with Member Tout's comments about the masks and explained she is optimistic we won't have to wear them much longer. Member McFarlane suggested the committee proceed with ordering swag and recommended crew sweaters for spring and summer.

Member Hewson explained that social media is what they are looking at in terms of advertising and selling the items once the bank account is setup.

Chair Burke asked member Hewson about the turn around time for the product. Member Hewson stated she will investigate and get the answer to the group as soon as possible.

Councillor McCabe asked Chair Burke if sidewalk sales need approval from the committee. Chair Burke explained that it is up to this committee and that a float would be needed as well as some planning and organizing for the events.

Member Lamont asked about the permanent float in the cash box from Ladies Night. Chair Burke explained that the municipality gave a float of \$100 and that should be returned once the bank account is setup.

Member Leach suggested to the DOO that the bank account needs to have online access.

Member Tout inquired about service charges for the bank account and the CAO explained that staff are looking at an account where fees are as low as possible.

Member Hewson asked staff about the funds in the bank account and if committee approves the go ahead on ordering swag product. Chair Burke suggested committee weigh-in on the items that should be ordered. Member Tout suggested springtime items such as hoodies, sweatshirts would be good because of the time of year as well as totes. Member Leach added that he doesn't see the value in coffee mugs.

Member Hewson discussed an email sent out about the storage of product. She suggested that the space offered under the bleachers at the arena would not be a suitable idea as it is not secure and easily accessible to members of the committee.

RESOLUTION: MFA 2022-009

Moved: Member McFarlane

Seconded: Member Tout

094

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
MARCH 1, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee direct members Hewson and Lamont to purchase up to \$750 in promotional swag including hoodies, sweatshirts and totes.
CARRIED

Promotional Events

a. You've Been Flocked (member McFarlane)

Member McFarlane explained the details of the event including purchasing a number of pink flamingos, and someone pays to have them put in another's person yard which is called being Flocked. That individual can then pay to have them placed in someone else's yard. Individuals can buy insurance so that no flamingo's can be placed in their yard.

The cost of the flamingos is around \$200 – \$300 dollars and would be available in a couple of weeks. The committee would need to discuss the length of the campaign and the fees and insurance rates. Logistics will need to be coordinated in getting the flamingos from yard to yard and a truck would possibly be required.

8:23PM Member Hewson left the meeting.

b. Profession of the Day (member McFarlane)

Member McFarlane discussed an online auction for profession of the day with 10 different professions – police, vet etc. Radio host is an option and can approach the River and various people who would want to participate.

Chair Burke asked member McFarlane about a timeframe for the event. Member McFarlane does not have a timeframe and wants to ensure it doesn't interfere with the colour run and could look to offer it in the fall or winter function.

c. Calendar (staff)

DOO discussed the recommendation of having a promotional calendar that would be sold for 2023. This could be a 12- or 16-month calendar, where business sponsor a month at a cost of \$1,000.00. Then their business or staff would be in the image for that month. Calendars could be sold for \$25.00 each. Member McFarlane mentioned that she has some quotes for calendars from a couple companies and the ones that had the best price needed to have pictures in by the end of June.

d. Silent Auction (staff)

Chair Burke mentioned that a silent auction can tie into a variety of things like profession of the day and something similar to the hospital foundation silent auction.

e. Colour Run (member Lamont)

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
MARCH 1, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

095

Member Lamont discussed the colour run in May and how time is getting short, noting she and Member Hewson are thinking of doing a turkey trot around Thanksgiving.

Member Lamont left the meeting at 8:30PM

f. Suds and Bubbles (member Weber)

Member Weber discussed the Bubbles and Suds event the homecoming committee held, noting all events were sold out and was a very popular event. Their hope is to hold it on the ice surface instead of the hall as it is a larger venue.

Member McFarlane asked if subcommittees are permitted to help with volunteers and organizing. The CAO clarified that you could have as many people you want volunteer, and that the Township would just need a listing of the names of those helping with setup for insurance purposes. As it relates to subcommittees it is up to this committee to decide.

Councillor McCabe left at 8:37PM

Member Job stated the lions have no major functions planned for the summer.

Chair Burke spoke to grants and waivers from the municipality and how as the committee moves forward, the application needs to be submitted, noting firm dates for events should be set and paperwork filled out and submitted to the municipality.

2022 Fundraising Schedule

Chair Burke stated this will be worked on as event dates are firmed.

Pool Concept Designs and Public Open House

Chair Burke went through the pool concept presentation.

Member Leach asked the DOO about the housing development to the east of the proposed site of the pool and if they will be required to have fencing. The DOO explained the fencing will be on township property.

Member Leach asked about accessibility and if a lift apparatus will be included. The DOO stated all designs have accessibility components such as a ramp, beach entry, etc. The DOO explained that the Township purchased a portable lift in 2019 with funds from the County of Wellington Accessibility fund and that it can be brought to the new pool should the need be identified. Member Leach asked about Concept 2 and the washroom with accessibility from the sidewalk and if that is necessary. The DOO explained that it is just an idea and there will be explicit questions in a survey that goes out to see who favors it as there are washrooms across the street at the Campbell DeVore Pavilion.

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VIA ELECTRONIC MEETING

096

Member Leach asked for a ballpark figure on the cost. The DOO answered it is in the magnitude of \$5.5 million and council has approved \$576 thousand to get a detailed design done this year.

Member Leach asked if the municipality will move ahead with this facility if a new council is elected. The DOO explained that there is a political risk, but current council supports it. Member Leach also asked what will happen to the existing pool. The DOO answered that there are ideas of it being repurposed but it is yet to be determined.

OTHER BUSINESS/ROUNDTABLE

Wednesday, March 23, 2022, 5:30pm to 7:00pm

Open House to Review and Discuss Pool Concepts – Lower Leisure Hall at the Mount Forest & District Sports Complex

Member McFarlane asked if the committee is planning on attending the open house and setting up a booth. Chair Burke suggested there isn't enough merchandise at this time to set up a booth, but Committee is encouraged to attend the meeting to provide feedback.

NEXT MEETING

Tuesday April 5, 2022 at 7:00PM zoom

ADJOURNMENT

RESOLUTION: MFA 2022-010

Moved: Member Doney

Seconded: Member McFarlane

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of March 1, 2022 be adjourned at 9:16 p.m..

Carried

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, MARCH 8, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

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

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Karren Wallace, Director of Legislative Services/Clerk
- Jessica Turnbull, Administrative Support
- Mike Givens, Chief Administrative Officer (left the meeting at 4:46pm)

Guests:

- Andrew Lennox, Mayor
- Lisa Hern, Councillor
- Alan Rawlins, Lions Member

Calling to Order
Chair McCabe called the meeting to order at 4:01 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-006 Moved by Member Milne Seconded by Member Yake THAT the agenda for the March 8, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – February 8, 2021 (approved by Council on February 21, 2022)
Report Business Arising From Minutes
Mount Forest Outdoor Pool Open House

Wednesday, March 23, 2022

5:30 – 7:00pm

Mount Forest & District Sports Complex

Lower Leisure Hall

The Director of Operations (DOO) advised the open house for the new Mount Forest outdoor pool is scheduled for March 23rd, in person, at the Mount Forest & District Sports Complex. Three concepts will be presented to the community, including amenities that require additional fundraising such as turf, sunshades, climbing walls, etc. A survey will be provided at the Open House, as well as on the township website, for the public to provide feedback.

The CAO clarified that some of the amenities in the concepts will not happen unless they are fundraised for, this is consistent with the conversations had with the fundraising committee.

Member Yake asked when the Township will know what will be required for fundraising. The DOO explained that staff are in the process of soliciting public consultation and indicated the township would replicate the current pool. Once the public consultation is completed, a recommendation will be made to Council who will then make the final decision on design and costs.

Member Milne inquired if Wellington North will be asking for financial contributions for the pool from neighbouring municipalities and if so, would those contributions go to Wellington North rebuild costs or amenities that are being fundraised.

Mayor Lennox concurred with Member Yake in that Wellington North needs to commit to the amount they will contribute and amount needed to be fundraised. Mayor Lennox added that conversations are needed regarding what the Township believes is the appropriate way to proceed and to determine if there will be naming rights permitted, dedicate change rooms, and what happens to beneficiaries for that fundraising.

Member Milne stated the Township needs set goals and learn from the Mount Forest Sports Complex project process.

The CAO suggested council sit down and establish next steps, the goal for the fundraising committee, and where to put dollars from neighboring communities after gauging the community drive and engagement.

Deputation

None

Ad Hoc Committee Updates

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting of February 8, 2022

RESOLUTION RPL 2022-007

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the February 8, 2022, Mount Forest Aquatics Ad-Hoc Advisory Committee meeting.

THAT the Recreation, Parks and Leisure Committee recommend Ray Tout be appointed as Committee Treasurer for the Mount Forest Aquatics Ad Hoc Advisory Committee.

CARRIED

The DOO advised the Aquatics Committee that a bank account is being set up for the Committee with an appointed treasurer which will give them some autonomy. Two-signatures will be required for cheques to be authorized.

RESOLUTION RPL 2022-008

Moved by Member Milne

Seconded by Member Yake

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting of March 1, 2022

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the March 1, 2022, Mount Forest Aquatics Ad-Hoc Advisory Committee meeting.

CARRIED

Reports

RPL 2022-002 Award of Ice Resurfacer

RESOLUTION RPL 2022-009

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-002 award for the replacement of the ice resurfacing machine;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North award of this project to Resurface Corp. at a cost of \$92,700 plus applicable taxes;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North authorize the Director of Operations, or their designate, sign any necessary agreements in order to make this purchase;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North waive the requirement for a competitive process as detailed within the Township's purchasing and procurement policy.

CARRIED

The DOO explained that the township has a long-standing relationship with Olympia and that working with the same supplier at both facilities is beneficial for interchanging spare parts and minimizing travel costs for repairs and replacements.

The Mayor asked if there were any informal inquiries made by competitors to make sure Olympia is continuing to be in a competitive position in the market place. The RSM answered that Zamboni is the only other competitor. They are located in Brampton with the cost being similar, just a different style of machine and further away to service equipment. The Mayor added that he is supportive of the process and wants to ensure investigating was done in a way to support the decision being proposed.

Chair McCabe asked if there is advertising on the ice resurfacers and how we sell advertising. The RSM answered that there is an agreement with a local realtor on the Mount Forest machine which brings in approximately \$1,500 per year.

OPS 2022-009 Changes in Recreation

RESOLUTION RPL 2022-010

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive Report OPS 2022-009 being a report on proposed changes within the recreation team;

AND FURTHER THAT Committee recommend Council of the Township of Wellington North direct staff to create a new, full-time, permanent role within recreation with duties including landscaping, trail maintenance and arena coverage and begin recruitment immediately.

AND FURTHER THAT Committee direct staff to draft a letter of thanks to Martins TLC for the Chair to sign on behalf of the Recreation, Parks and Leisure Committee.

CARRIED

The DOO explained that there has been a long-standing relationship with Martins TLC related to yard maintenance in Mount Forest.

The DOO explained that the addition of an FTE will be a service level increase as staff will be able to focus on flower beds and trail maintenance etc. Member Milne expressed that he believes that there is more to it when hiring a new employee, such as the need to purchase new equipment as well as well as operating costs. Member Milne also added that he would rather see a process to see if there is a contractor that could do this service and the enhancements and compare that to hiring a new employee.

Items for Consideration

Letters of Correspondence

- Arthur Seniors Centre, dated February 23, 2022

- Damascus Community Hall, dated February 23, 2022

RESOLUTION RPL 2022-011

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information the letters of correspondence with the Arthur Seniors Centre and Damascus Community Hall dated February 23, 2022.

CARRIED

The DOO explained that letters of correspondence were sent to the Arthur Seniors Centre and Damascus Community Hall to inform those memberships that the Provincial COVID-19 restrictions are lifting as of March 1st. The Arthur Seniors Centre will begin paying monthly rent to the Township again and will continue to require vaccine certification prior to entry. The Damascus Community Hall will also be reopening without a vaccine certification requirement.

Letters of Correspondence

- Mount Forest Lions Club, dated February 25, 2022
- Township of Southgate, dated February 25, 2022
- Township of West Grey, dated February 25, 2022

RESOLUTION RPL 2022-012

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the letters of correspondence with the Mount Forest Lions Club, Township of Southgate and the Township of West Grey dated February 25, 2022.

CARRIED

Mount Forest Lions Pet Value Guide Dog Walk**RESOLUTION RPL 2022-013**

Moved by: Member Yake

Seconded by: Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information the letter of correspondence from the Mount Forest Lions Club regarding the Pet Value Guide Dog Walk;

AND FURTHER THAT Committee endorse this event being held at the Lion Bill Moody Playground and Park on May 29, 2022.

CARRIED

Roundtable

Member Yake stated that the Township needs to move forward with the pool.

The RSM shared a visual image of the proposed renovations to the Mount Forest & District Sports Complex to add additional office space. These designs are in the preliminary stages.

Closed Session

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

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

RESOLUTION RPL 2022-014

Moved by: Member Yake

Seconded by: Member Milne

THAT the Recreation, Parks and Leisure Committee of the Corporation of the Township of Wellington North go into a meeting at 5:17p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

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

CARRIED

1. REPORTS

- Verbal Report, Director of Operations, personnel matters

2. REVIEW OF CLOSED SESSION MINUTES

- December 7, 2021

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION RPL 2022-015

Moved by: Member Yake

Seconded by: Member Milne

THAT the Recreation, Parks and Leisure Committee of the Corporation of the Township of Wellington North rise from a closed meeting session at 5:38 pm

CARRIED

RESOLUTION RPL 2022-016

Moved by: Member Milne

Seconded by: Member Yake

THAT the Recreation, Parks and Leisure Committee of the Corporation of the Township of Wellington North receive the verbal report from the Director of Operations regarding personnel matters;

RESOLUTION RPL 2022-017

Moved by: Member Yake

Seconded by: Member Milne

THAT the Recreation, Parks and Leisure Committee of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the December 7, 2021 Recreation, Parks and Leisure Committee Meeting.

Adjournment

RESOLUTION RPL 2022-018

Moved by: Member Yake

Seconded by: Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of March 8, 2022 be adjourned at 5:38 p.m.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, APRIL 5, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

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

Staff Members Present:

- Matthew Aston, Director of Operations
- Mike Givens, Chief Administrative Officer
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Jessica Turnbull, Administrative Support

Guests:

- Andrew Lennox, Mayor
- Steve Van Meer, Park N Water Ltd.
- Nick Hansen, Optimist Member

Calling to Order
Chair McCabe called the meeting to order at 4:02 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-019 Moved by Member Milne Seconded by Member Yake <i>THAT the agenda for the April 5, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i> CARRIED
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – March 8, 2022
RESOLUTION RPL 2022-020 Moved by Member Yake Seconded by Member Milne THAT the Recreation, Parks and Leisure Committee approve the minutes of the March 8, 2022 Committee Meeting. CARRIED
Business Arising From Minutes
None

Deputation

Multi-Use Pad, Arthur Optimist Club, Nicholas Hansen

Nick Hansen, member of the Arthur Optimist Club, spoke to Committee about the Clubs desire to explore the installation of a permanent multi-use court in Arthur. At this time, the Club does not have a preferred location identified.

The purpose of coming to Committee was to follow proper channels and bring the idea forward.

They are requesting assistance from township staff in identifying locations, cost, material, etc.

The desire would be for the court to be a year-round amenity used for skating in the winter, basketball, lacrosse, floor hockey in the summer. They would intend to use the boards they currently use.

Chair McCabe asked if the Club is thinking of the area that they currently use for the outdoor rink or if they are open to other suggestions. Optimist Hansen clarified that the temporary rink location has been brought up, but they would like to work with the Agricultural Society and Township regarding a location. Optimist Hansen expressed that another location they've discussed is the 5 acres of land off Walsh Drive.

Member Yake expressed that it was a good idea and by working together they should be able to come up with something that works.

Member Milne asked if the current pad would sustain artificial ice or if it is currently natural ice. Optimist Hansen explained that the current outdoor rink is built on a sand bed and the boards go up in the fall and are taken down in the spring.

Member Milne asked if there was any consideration to making the surface artificial ice and running pipes to it. Optimist Hansen answered that they are not considering it at this time, and they are focusing their efforts on getting a concrete pad in with the possibility of eventually putting a roof over it like the Atwood outdoor pad.

Chair McCabe asked if it would be the same size as the existing outdoor rink. Optimist Hansen explained that it would be around the same size 50' X 100'. Wherever the multi-use pad is to go consideration needs to be given to access to hydro and water.

Chair McCabe asked if the club is aiming to build this year. Optimist Hansen answered that it does not need to be this year, the purpose of attending this meeting is to get the ball rolling and work with staff on next steps.

The CAO asked if the Optimists would be using the surplus dollars from the splash pad project (just under 12 thousand, held at the Township). Optimist Hansen explained that the club has spoken about the potential use of those dollars for this project.

The DOO asked if the Optimist Club envisions this project to be similar to the Salem multiuse pad. Optimist Hansen clarified that yes, they would like it to be something along those lines or the Alma outdoor rink with chain-link fence around it. The Club wants to see this as an inclusive and accessible multi-use pad.

Optimist Hansen would like to see this request moving to council and would like to work with staff on gathering additional information.

RESOLUTION RPL 2022-021

Moved by Member Milne

Seconded by Member Yake

Recommendation:

THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North direct staff to work in consultation with the Arthur Optimist Club on a report regarding the parameters of the multi-use court project including location, cost, size, utilities and next steps;

AND FURTHER THAT the report be brought to a future Recreation, Parks and Leisure Committee meeting for discussion.

CARRIED

Mayor Lennox joined at 4:17PM

Ad Hoc Committee Updates

The next Mount Forest Aquatics Ad Hoc Advisory Committee meeting is scheduled for tonight at 7:00 p.m. via zoom.

Reports

Campbell DeVore Playground, Steve Van Meer C.C.P.I President; Park N Water LTD™

RESOLUTION RPL 2022-022

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the presentation on the Mount Forest Campbell DeVore Playground from Steve Van Meer President of Park N Water.

AND FURTHER THAT the Recreation, Parks and Leisure committee recommends staff proceed with the natural green colour option.

CARRIED

Steve Van Meer, President of Park N Water spoke about the project and gave an overview of the design for the Campbell DeVore Playground in Mount Forest.

Member Yake asked about accessibility and explained the renderings don't show how the design is accessible.

Mr. Van Meer, explained that the playground is designed above the AODA and AnnexH standards. The design includes a series of transfer stations, sensory

components and ground-level features. Transfer stations allow individuals to access various components on the play structure. Ground level components such as the spinner and panels are included in the design to eliminate segregation and create the opportunity to play together and visual and auditory elements are included for sensory, visual and hearing impairments.

Member Yake stated that wheelchair-use is not depicted in the renderings and would like to see it included to some degree in the renderings.

Member Yake asked about the surface of the playground. Mr. Van Meer, explained that the surface is an Engineered Wood Fiber (EWF), manufactured in a way that makes it accessible to mobility devices as it creates a mesh surface. He explained that while it is accessible it can create divots and depressions in the material that would make it difficult for mobility devices to cross. Mr. Van Meer, explained there are other surface products that can be used like synthetic turf, synthetic rubber, poured in place rubber and that each have pros and cons.

Chair McCabe asked about the timelines for the project. Mr. Van Meer explained that they could break ground the middle of June and looking at two weeks start to finish.

The DOO stated the project was awarded at the previous council and added it will be similar to the playground in Arthur.

The DOO asked committee about preference of colour between the lime green or natural green.

OPS 2022-004 Recreation Administration Assistant

RESOLUTION RPL 2022-023

Moved by Yake

Seconded by Milne

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-004 being a report on the recreation administrative support position;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North endorse that the recreation administration assistant be directed to regularly report to the Mount Forest and District Sports Complex as the primary place of work.

CARRIED

The DOO stated that this report is for Committees' awareness.

Member Milne asked if this information is an operational discussion and the DOO explained that this is for awareness and endorsement.

Mayor Lennox asked if this staff would be using the new office space in the foyer, which is to be renovated as part of the modernization fund, as their primary location and if there is capability to accept payment at other locations. The DOO explained that there is capability to accept payment at other locations and is not comfortable to say this position will sit at the location in the foyer Monday to Friday.

OPS 2022-006 Mount Forest Outdoor Pool and Aquatics Centre

RESOLUTION RPL 2022-024

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-006 being a report on the Mount Forest outdoor pool and aquatics centre open house;

AND FURTHER THAT committee agree that the May meeting of Recreation, Parks and Leisure be scheduled for Tuesday, May 10, 2022, at 4:00pm.

CARRIED

The DOO stated that this pushes the Recreation, Parks and Leisure Committee meeting back one week which will give staff the opportunity to consolidate the feedback from the public survey.

Items for Consideration

None

Roundtable

Summer Day Camp Registration

The CRC explained that registration opened on Friday April 1st and within 15 mins after opening, one of the sessions was completely sold out. There are 416 spaces available and as of today there are only 19 spaces remaining.

Ground-breaking for the Brent Barnes Memorial Skatepark

The CRC stated that Chair Hern along with the Arthur BMX Skateboard Park Ad-Hoc Advisory Committee have organized a Ground-breaking event for this Thursday, April 7th at 1:00 p.m. at the Arthur Fairgrounds. Members of the RPL Committee are invited this event.

Adjournment

RESOLUTION RPL 2022-025

Moved by: Member Yake

Seconded by: Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of April 5, 2022 be adjourned at 5:22p.m

CARRIED



Staff Report

To: Mayor and Members of Council Meeting of April 11, 2022

From: Tammy Pringle, Development Clerk

Subject: DC 2022-013, Consent Application B29-22 Dwayne L’Heureux

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2022-013 being a report on Consent Application (Severance) B29-22 known as Part Lot 25, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B29-22 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and
- **THAT** driveway access can be provided to the retained lands to the satisfaction of the local municipality.

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the South West quadrant of the Township and is geographically known as 7527 Sideroad 9 West in the former Township of Arthur.

Proposed severance is 0.93 hectares with 136m frontage, existing and proposed rural residential use with existing dwelling, garage and remains of foundation.

Retained parcel is 40.4 hectares with 1215m frontage, existing and proposed agricultural use.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 30781-21 prepared by Jeffrey E. Buisman – Van Harten Surveying Inc., dated March 2, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Matthieu Daoust, Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

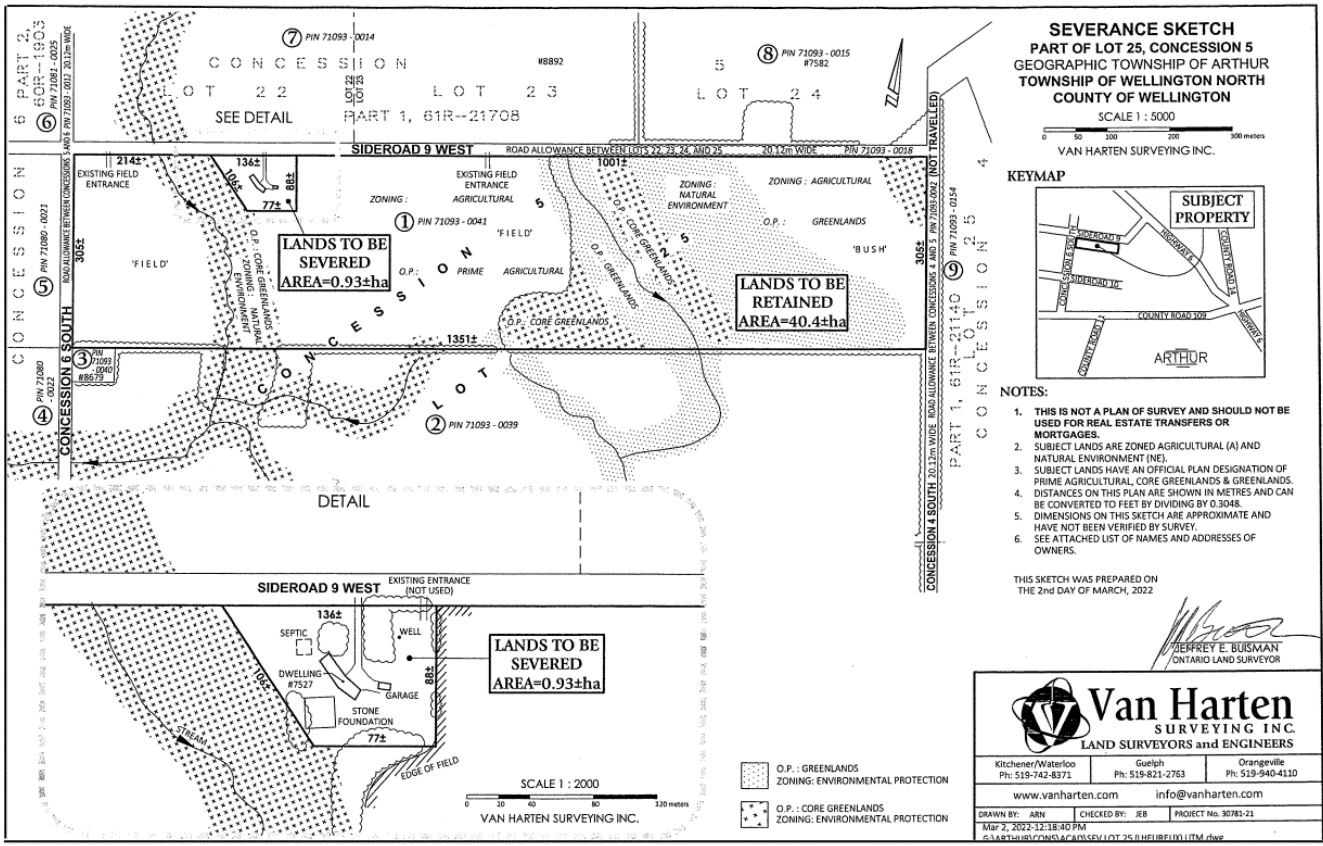
- Yes
 No
 N/A

Which priority does this report support?

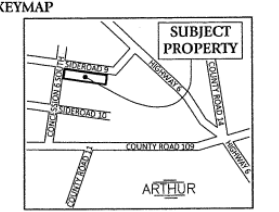
- Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

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 LOT 25, CONCESSION 5
 GEOGRAPHIC TOWNSHIP OF ARTHUR
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON
 SCALE 1 : 5000
 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 (A) AND NATURAL ENVIRONMENT (NE).
 3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL, CORE GREENLANDS & 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 2nd DAY OF MARCH, 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. 30781-21		
Mar 2, 2022-3:18:40 PM		
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O.P.: GREENLANDS
 ZONING: ENVIRONMENTAL PROTECTION

O.P.: CORE GREENLANDS
 ZONING: ENVIRONMENTAL PROTECTION

SCALE 1 : 2000
 VAN HARTEN SURVEYING INC.

APPENDIX B – Aerial View of Subject Lands





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	B29/22
Location	Part Lot 25, Concession 5 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Dwayne L'Heureux

PLANNING OPINION: This application would sever a 0.93 ha (2.3 ac) rural residential parcel with an existing dwelling and garage in the Prime Agriculture Area. A vacant agricultural parcel of 40.4 ha (99.8 ac) would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That driveway access can be provided to the retained lands to the satisfaction of the local municipality;
- b) That any concerns from the Conservation Authority are adequately addressed;
- c) That the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department.

PLACES TO GROW: The retained lands contain a Key Hydrologic Feature, which is identified as a GRCA regulated floor plain. Section 4.2.4 requires the proposed severed parcel to maintain a minimum 30 m vegetation protection zone from this feature. Planning Staff notes that the application does not facilitate new development as there is an existing dwelling which is already located adjacent to the aforementioned feature. We are satisfied the proposal meets the intent of the Growth Plan provided the applicable Conservation Authority has no concerns. Planning staff have recommended a condition that any concerns from the Conservation Authority are addressed.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- a) Agricultural uses, provided lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) Agricultural-related uses, provided that any new lots will be limited to a minimum size needed to accommodate the use an appropriate sewage and water services;
- c) a residence surplus to a farming operation...; and
- d) Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or right-of-ways.”

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS and GREENLANDS. The identified environmental features include a GRCA regulated floodplain, wetland and a significant wooded area. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and

- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval.

In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.

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

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) Zone and the Natural Environment (NE) Zone. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural (A) Zone. As part of the surplus farm severance policies a standard condition is required to prohibit future residential uses on the retained lands. Planning staff have recommended a condition that requires a dwelling be prohibited on the retained lands.

SITE VISIT INFORMATION: The subject property was visited and photographed on March 31, 2022. Notice Cards were posted and the survey sketch appears to meet the application requirements.



Matthieu Daoust RPP MCIP
Planner

March 14th, 2022



Staff Report

To: Mayor and Members of Council Meeting of April 11, 2022

From: Tammy Pringle, Development Clerk

Subject: DC 2022-014, Consent Application B33-22 J-Mar Meats Inc.

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2022-014 being a report on Consent Application (Severance) B33-22 known as Part Lot 32, Concession 1, Divisions 3 in the Town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B33-22 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** servicing can be accommodated on the severed lands to the satisfaction of the local municipality; and
- **THAT** the owners of PIN's 37298-0266, 71072-0114 and 71072-0005 (shown on the Sketch for Severance Application, Project No 21-9619 dated March 4, 2022) enter into an agreement apportioning future maintenance costs on the Campbell Drainage Works – B Drain; and the applicant shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain.

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the North West quadrant of the Town of Mount Forest and is geographically known as 535 Main Street North.

The retained parcel is located in the Township of West Grey and Grey County, with the severed portion in the Township of Wellington North.

Proposed severance is 4,832.4 square metres with 29.5m frontage, vacant land for proposed commercial use and dental office. Together with an easement for access to benefit the retained lands.

Retained parcel is 12,746.3 square metres with 84.6m frontage, existing and proposed commercial use with existing shop.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 21-9619 prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated March 4, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Matthieu Daoust, Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
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Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>
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APPENDIX B – Aerial View of Subject Lands





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	B33/22
Location	Part Lot 32, Concession 1 Div 3 TOWNSHIP OF WELLINGTON NORTH (MT. FOREST)
Applicant/Owner	J-Mar Meats Inc.

PLANNING OPINION: This application would sever a 4,832.4 m² (1.19 ac) vacant highway Commercial lot in the Urban Centre of Mount Forest for a proposed dental office and create an easement for access in favour of the retained parcel. The retained parcel is approximately 12,746.3 m² (3.15 ac) in size with an existing commercial use (RV trailer service & sales). Planning Staff note the retained parcel is located in a neighboring County and Township.

This application is consistent with Provincial Policy and generally conforms to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- That servicing can be accommodated on the severed lands to the satisfaction of the local municipality; and
- Comments from the Township of West Grey and Grey County should be considered; and
- That driveway access can be provided to the severed and retained lands to the satisfaction of the of the appropriate road authority.

A PLACE TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated HIGHWAY COMMERCIAL and is located in the Urban Centre of Mount Forest.

Section 10.6.2 States that “new lots may be created in Urban Centres provided that the land will be appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available.”

The matters under section 10.3.1 were also considered.

LOCAL ZONING BY-LAW: The subject property is currently zoned Highway Commercial (C2). It appears that the minimum lot area and frontage requirements are met for the proposed severed parcel.

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

SITE VISIT INFORMATION: The subject property was visited and photographed on March 31, 2022. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Matthieu Daoust, RPP MCIP
 Planner

March 14th, 2022



Staff Report

To: Mayor and Members of Council Meeting of April 11, 2022
From: Tammy Pringle, Development Clerk
Subject: **DC 2022-010, ARCHCON GROUP INC.
SITE PLAN AGREEMENT, 773 PRINCESS STREET, MOUNT FOREST**

RECOMMENDATION

THAT Council of the Township of Wellington North hereby receive Report DC 2022-010 being a report on Archcon Group Inc., Site Plan Agreement – 773 Princess Street, Mount Forest;
AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the By-law to enter into a Site Plan Agreement with Archcon Group Inc. in the form, or substantially the same form, as the draft Agreement;
AND FURTHER THAT the Mayor and the Clerk of the Corporation be authorized and directed to sign the Agreement on behalf of the Corporation.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-law 083-21 being a by-law to amend by-law 66-01, being a zoning by-law for the Township of Wellington North.

BACKGROUND

Subject Lands
The property is located at 773 Princess Street, in the Town of Mount Forest. The subject lands are in the south west quadrant of the town; north of Princess Street and East of Cork Street.

The land holding is approximately 1.61 acres with 85 ft frontage and is legally known as PART PKLT 9 S/S WATERLOO ST PL TOWN OF MOUNT FOREST PART 1, 61R7008 SAVE & EXCEPT PARTS 1 & 2, 61R21581; TOGETHER WITH AN EASEMENT OVER PART 1 ON PLAN 61R21951 AS IN WC630033; TOWNSHIP OF WELLINGTON NORTH.

The Proposal
The Owner has applied for Site Plan Approval from the Township to construct a new 32 unit, two storey apartment building. This project will include site servicing, grading, erosion and sediment control, site lighting and storm water management.

Existing Policy Framework
The subject lands are designated R3-61 Exception Zone 2 – Mount Forest, in the Township of Wellington North Zoning By-Law 66-01 with a Residential designation in the County of Wellington Official Plan.

COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is with the by-law in this agenda.

COMMUNICATION PLAN

The executed site plan agreement will be forwarded to the Township's solicitor for registration.

FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality as the Owner will provide securities and deposits to ensure all of the Works will be completed.

ATTACHMENTS

A. Location Map

Site Plan Agreement: with by-law in this agenda

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>

SCHEDULE A – Location Map





PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: April 5th, 2022
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Matthieu Daoust, Planner
 County of Wellington
SUBJECT: **Redline Revision Draft Approved Plan of Subdivision - 23T-20202**
321 Domville St, Arthur

The purpose of this report is to provide the Township with an overview of the above referenced proposed revised draft plan of subdivision (redline revision).

LOCATION

The subject lands to the proposed redlined revisions to the draft approved plan of subdivision 23T-20202 is situated in the Urban Centre of Mount Forest (Wellington North). The property is located on London Road North as shown in Figure 1. The size of the subject property is 2.31 hectares (5.7 acres).

DRAFT PLAN APPROVAL

The draft plan of subdivision was approved on July 29th, 2021 and seeks to develop the 11.22 hectare (27.73 acre) property with a total of 132 single detached units, 64 townhouse units, a neighbourhood park, a parkette, a pedestrian pathway, a stormwater management block, and 5 new public streets.



Figure 1. 2015 aerial photo.

REDLINE REVISION

A redline revision has been submitted to the County of Wellington which seeks to amend the approved draft plan as follows:

- A servicing easement has been added between lots 44 and 45
- An additional single detached lot has been added between lots 90 through 110
- The pipe easements have been removed from the rear yards of lots 32 to 38, and 39 through 44

Figure 1. Current Draft Approved Plan June 2021

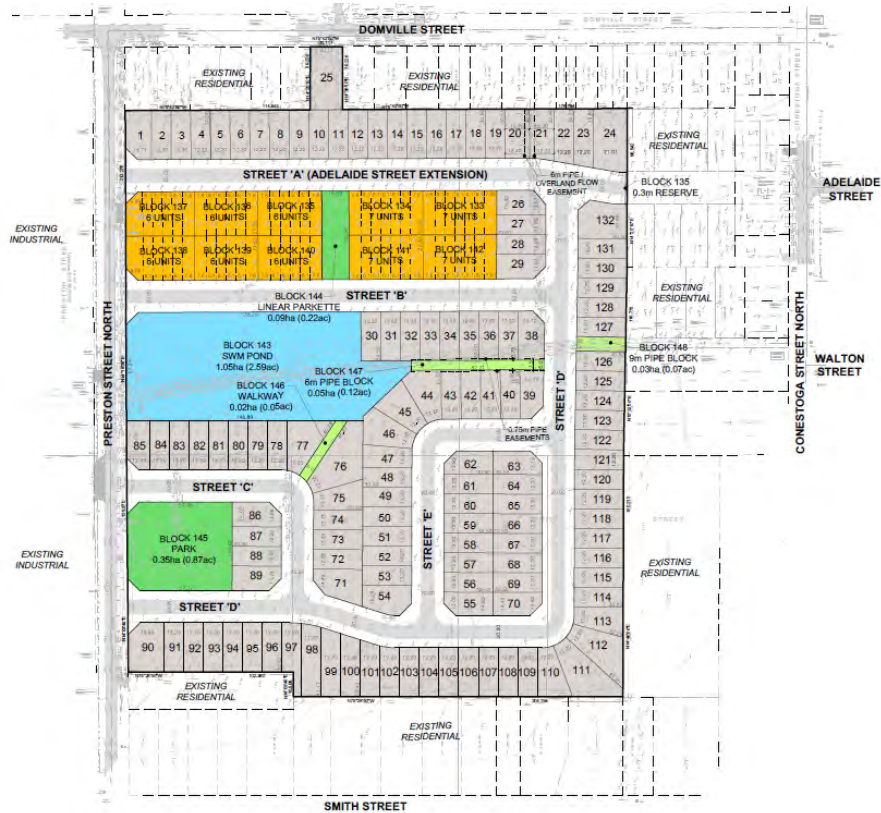
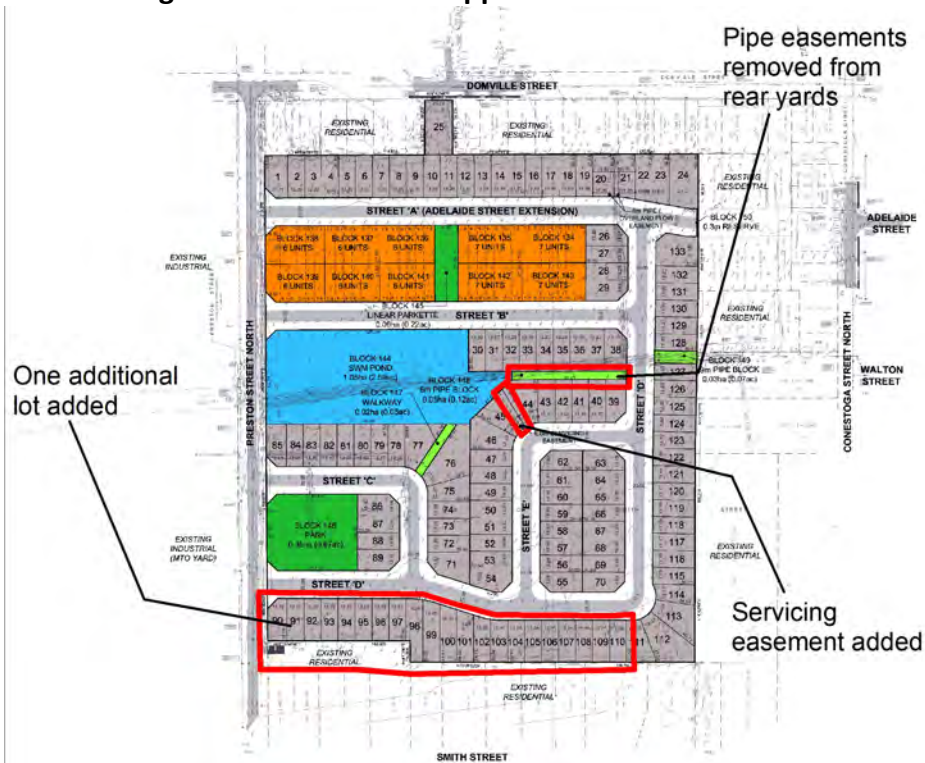


Figure 2. Revised Draft Approved Plan March 2022



CIRCULATION

The County of Wellington has circulated the proposed redlined revisions to the draft approved plan of subdivision 23T-20202 to the Township and agencies for comments. Comments have been reviewed from the following agencies:

Agency	Position	Comments
Bell Canada	No objection Subject to Conditions	In comments of March 14, 2022, Bell Canada indicated that conditions of draft approval include that the owner grant any easements that may be required for communication/telecommunication infrastructure.
Canada Post	No objection	No additional comments.
Enbridge Gas	No objection	In comments of March 14, 2022, Enbridge Gas indicated that conditions of draft approval include that the owner grant any easements that may be required for gas services.
Grand River Conservation Authority (GRCA)	No objection	No additional comments.
Wellington North Power (WNP)	No objection	In comments of March 14, 2022, WNP indicated that conditions of draft approval include that the owner enter into a construction agreement with WNP and all electrical plans must be reviewed and approved by WNP.
Upper Grand District School Board (UGDSB)	No objection	No additional comments.

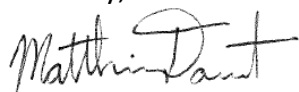
Comments from Wellington Catholic District School Board, Hydro One and the French catholic school board have not been received at time of the writing of these comments.

PLANNING COMMENTS

Planning staff have no concerns with the proposed reline revisions. We note that the Draft Plan conditions will be updated to reflect the new changes to the draft plan. If council is in support of the reline revisions to the Draft Plan of Subdivision, a resolution of support should be passed by Council and forwarded to the County of Wellington.

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

Sincerely,



Matthieu Daoust, RPP MCIP
Planner



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: April 6th, 2022
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Matthieu Daoust, Planner
 County of Wellington
SUBJECT: **Redline Revision Draft Approved Plan of Subdivision - 23T-18004**
London Road North, Mount Forest

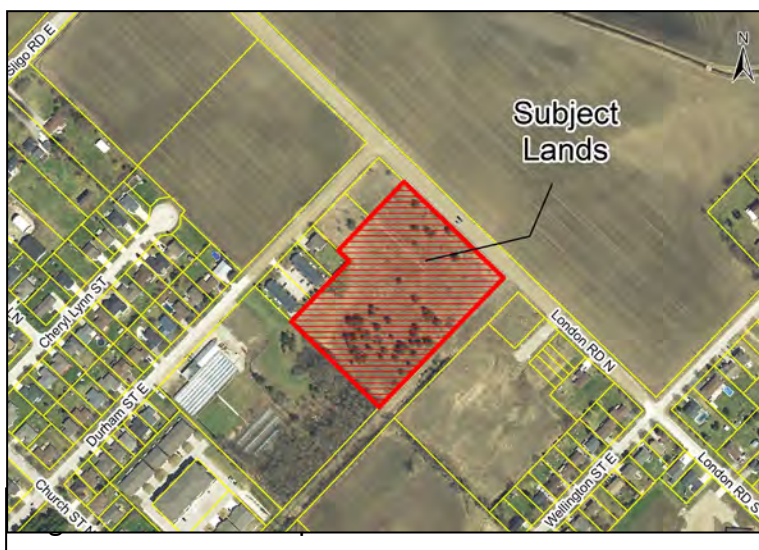
The purpose of this report is to provide the Township with an overview of the above referenced proposed revised draft plan of subdivision (redline revision).

LOCATION

The land subject to the proposed draft plan of subdivision is situated in the Urban Centre of Mount Forest (Wellington North). The property is located on London Road North as shown in Figure 1. The size of the subject property is 2.31 hectares (5.7 acres).

DRAFT PLAN APPROVAL

The draft plan of subdivision was first approved in 2019. In 2020, a redline revision was approved which revised the plan to permit a total of 11 single detached units, 10 townhouse units, 33 apartment units, future development block, stormwater management block, reserve block, walkway block and 0.409 ha of roads on the 2.31 ha (5.7 ac) property.



REDLINE REVISION

A redline revision has been submitted to the County of Wellington which seeks to amend the approved draft plan as follows:

- Remove the 33-unit apartment block from the plan
- Change the future development block to a semi-detached lot
- As a result of the above changes, the number of residential units has decreased from 60 to 29 units. Further, the site area has reduced from 2.31 ha to 1.97.

Figure 1. Current Draft Approved Plan 2020

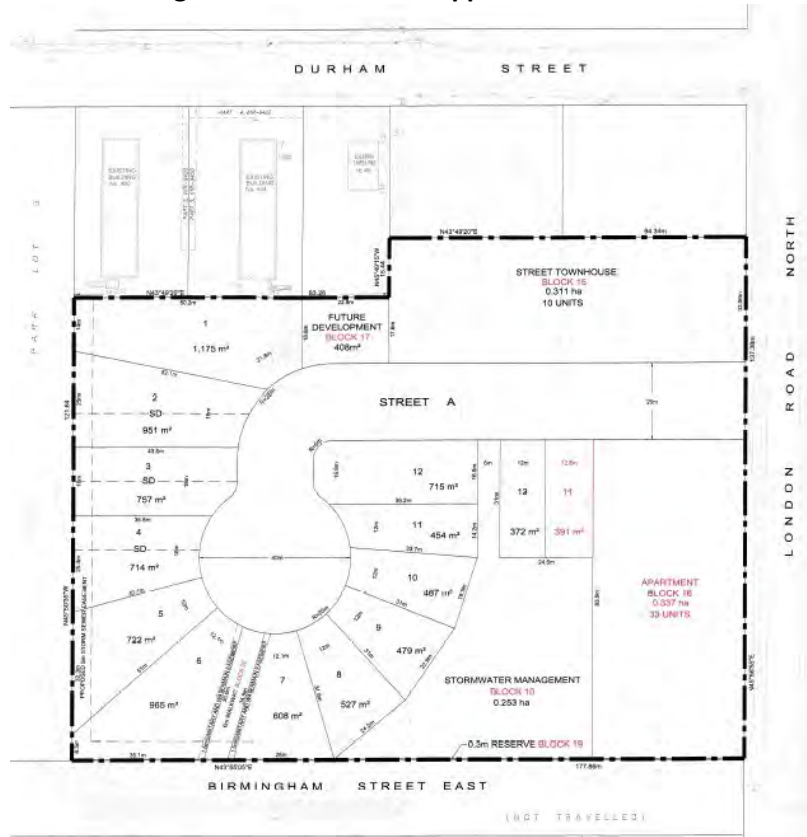


Figure 2. Revised Draft Approved Plan March 2022



APARTMENT BLOCK

A severance was approved by the County of Wellington Land Division Committee in March 2022 for the apartment block in the south-east portion of the plan (Figure 2). The applicant is seeking to develop the apartment on its own in advance of the rest of the plan subject to site plan approval, which will also review drainage and access for the block.

CIRCULATION

The County of Wellington has circulated the proposed redlined revisions to the draft approved plan of subdivision 23T-18004 to the Township and agencies for comments. Comments have been reviewed from the following agencies:

Agency	Position	Comments
Canada Post	No objection	In comments of March 21, 2022, Canada Post indicated that conditions of draft approval include measures be in place for the installing of a mail panel and provide access to Canada Post.
Wellington North Power (WNP)	No objection	In comments of March 21, 2022, WNP indicated that conditions of draft approval include that the owner enter into a construction agreement with WNP and all electrical plans must be reviewed and approved by WNP.
Hydro One	No objection	No additional comments.
Saugeen Valley Conservation Authority (SVCA)	No objection	No additional comments.
Upper Grand District School Board (UGDSB)	No objection	No additional comments.

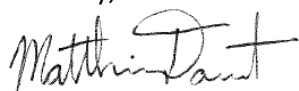
Comments from the Ontario Power Generation, Wellington Catholic District School Board, Bell Canada, Union Gas and the French Catholic School Board have not been received at time of the writing of these comments.

PLANNING COMMENTS

Planning staff have no concerns with the proposed reline revisions. We note that the Draft Plan conditions will be updated to reflect the new changes to the Draft Plan. Planning Staff will review the development conditions with Township Staff to ensure any necessary conditions are included. If council is in support of the reline revisions to the Draft Plan of Subdivision, a resolution of support should be passed by Council and forwarded to the County of Wellington.

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

Sincerely,



Matthieu Daoust, RPP MCIP
Planner



Staff Report

To: Mayor and Members of Council Meeting of April 11th, 2022
From: Dale Small, Economic Development Officer
Cathy Conrad, Deputy Clerk
Subject: EDO 2022-012 Grants & Donations Community Development Program

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer & Deputy Clerk Report EDO 2022-012 being a report on the Grants & Donations Community Development Program

AND FURTHER THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$44,564.99 in grants to a total of 31 organizations as outlined in this report.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- | | |
|---|--|
| EDO 2016-029 dated Nov. 16 th , 2016, | EDO 2017-012 dated April 24 th , 2017 |
| EDO 2018-014 dated April 23 rd , 2018, | EDO 2019-009 dated April 8 th , 2019 |
| EDO 2020-007 dated April 20 th , 2020, | EDO 2021-012 dated April 26 th , 2021 |

BACKGROUND

The Township of Wellington North values the significant role that not-for-profit and community organizations play in delivering events and projects that support our community and in December 2016 approved the Grants & Donations Community Development Program Fund.

This fund supports project and event-based initiatives, for not-for-profit organizations and community groups and encourages a high level of collaboration. Applications are accepted throughout the year with a due date of March 31st each year. Applications include requests for rental fee waivers as well as general donation requests.

This year 32 applications have been received with a total request of \$48,564.99 in funding. This compares to 2021 when we had 32 applications totalling \$29,710.13. All applications have been reviewed as per the fund guidelines.

One application is not being recommended for funding. Our eligibility requirements are clear that *“Not-for-profit community organizations may apply for funding to deliver events and projects in the Township of Wellington North.”* Both the event and the applicant organization are located outside of the Township of Wellington North so is ineligible for funding under

this program. Should council still wish to provide a donation to the Holstein Expo Agro & Rodeo, funds would need to be allocated from another account.

Two applications are being recommended for a reduced level of funding:

- 1. The Arthur Optimist Club have asked for \$3,000. Staff are recommending \$2,500 to be consistent with the Mount Forest Fireworks Festival as well as past years donations.
- 2. Big Brothers & Big Sisters have asked for \$2,000. Staff are recommending \$1,000 which is consistent with previous years funding

Attachment A contains an overview of all the applications. Should council wish to receive a copy of an actual application(s) prior to the council meeting please reach-out to either Cathy or Dale and we would be pleased to send them to you. An overview of the allocation follows:

<u>Category</u>	<u>2021 Allocation</u>	<u>2022 Allocation</u>
Fee Waiver Requests	\$10,497.24	\$ 9,015.01
Donation Requests	\$ 19,212.89	\$35,549.98
Sub-Total	\$ 29,710.13	\$ 44,564.99

FINANCIAL CONSIDERATIONS

\$40,000 in funding has been approved in the Economic Development operating budget to support the Grants & Donations Community Development fund. Should council approve the requests as recommended in this report it will leave a shortfall of \$4,564.99. With Council's approval this shortfall will be covered from the Covid-19 recovery reserve funds.

Once finalized notification letters, along with the funds, will be distributed to each organization. Groups receiving a fee waiver will be advised that once their event is over an accounting entry will be made by the Municipality to cover the fee.

ATTACHMENTS

Attachment A: Grants & Donations Requests 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:	Dale Small, Economic Development Officer	<i>Dale Small</i>
	Cathy Conrad, Deputy Clerk	<i>Cathy Conrad</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

ATTACHMENT A

GRANTS & DONATIONS REQUESTS 2022

GROUP	FUNDS APPROVED 2021	FUNDS REQUESTED 2022	FUNDS RECOMMENDED 2022	PURPOSE/COMMENTS
Arthur Agricultural Society	500.00	500.00	\$ 500.00	Annual contribution to the Agriculture Society to support the Fall Fair and/or other Agricultural Society activities
Arthur Chamber of Commerce	2,000.00	2,000.00	\$ 2,000.00	Annual support to Chambers as included in the Memorandum of Understanding approved by council Feb. 2021 for two years.
Arthur Chamber of Commerce & Arthur Horticultural Society	1,000.00	0.00	0.00	One time application in 2021 for greenery/garden bed at the new Community Service Group Sign location at the north end.
Arthur Horticultural Society	600.00	600.00	\$ 600.00	Annual contribution to assist with planting and maintaining various garden beds around the community
Arthur Horticultural Society	0.00	2,000.00	\$ 2,000.00	One time application for new plants and greenery for flower beds to update/improve gardens for Arthur 150 Celebrations
Arthur Horticultural Society	0.00	1,500.00	\$ 1,500.00	One time application to reface the perimeter of the gardens at McPherson Park with large stones for Arthur 150 Celebrations
Arthur Horticultural Youth Society	200.00	200.00	\$ 200.00	Annual contribution for supplies for gardening projects and seeds for their Youth activities.
Arthur Lions Club	1,095.75	1,436.51	\$ 1,436.51	Fee waiver for 3 hall rentals for drive thru chicken dinner events to fundraise for community betterment/projects.
Arthur Lions Club	1,000.00	0.00	0.00	Fee waiver for Christmas Craft Sale in previous years. Staff have followed up however no application received for 2022.
Arthur Optimist Club	2,500.00	3,000.00	\$ 2,500.00	Contribution to the Arthur Optimist Canada Day event which this year will coincide with the Arthur 150 th celebrations. Level of funding recommended is consistent with MF Fireworks festival.

GROUP	FUNDS APPROVED 2021	FUNDS REQUESTED 2022	FUNDS RECOMMENDED 2022	PURPOSE/COMMENTS
Arthur Optimist Club	283.86	0.00	0.00	One time application in 2021 for the Optimists as they were unable to hold their Canada Day celebrations.
Arthur Opti-Mrs. Club	500.00	500.00	\$ 500.00	Annual contribution to be used towards the Christmas Parade and/or other Opti-Mrs. Club activities.
Big Brothers Big Sisters of North Wellington	1,000.00	2,000.00	\$ 1,000.00	Funds will be used to help provide mentoring programs to children and youth in Wellington North. Recommend maintaining level of funding as in previous years.
Cancer Patients Services	250.00	0.00	0.00	Fee waiver for Cancer Patients Services annual walk. Staff have followed up however no application received in 2022.
Community Resource Centre of North & Centre Wellington	0.00	1,500.00	\$ 1,500.00	Funds to purchase equipment for "Outdoor Family Movie Nights" in Wellington North. Three movie nights- one in June, July and August will be held to increase awareness of this Organization and the services provided to Wellington North residents.
Get in Touch For Hutch	870.10	0.00	0.00	Annual contribution generally made to support however staff have followed up with Myrna Hutchison. No application being submitted this year.
"Git Yer Hillbilly On" ribfest	735.91	423.75	\$ 423.75	Annual Fee Waiver request for this event which is held on the Thursday evening of the MF Fireworks Festival. Proceeds donated back to community initiatives.
Holstein Agro Expo & Rodeo	0.00	2,500.00	0.00	This event promotes agriculture, community, and rodeo. Proceeds from the event go to the LMH Foundation. As the event is located outside Wellington North and is not run by a WN not-for-profit or community organization this application is not eligible for funding under this program.
Little Black Dress Affair	735.91	0.00	0.00	Event not held past two years, and it appears the group organizing the event are no longer in operation.
Lynes Blacksmith Shop	500.00	500.00	\$ 500.00	Funds, representing 10% of total costs, will be used to help support restoration of an active electrical system in the Shop to provide lighting and emergency lighting to meet OBC standards.

GROUP	FUNDS APPROVED 2021	FUNDS REQUESTED 2022	FUNDS RECOMMENDED 2022	PURPOSE/COMMENTS
Metz Giant Pumpkinfest	500.00	500.00	\$ 500.00	Funds, representing 20% of total costs, will be used to support the annual Metz Pumpkinfest (September 24 th) held in conjunction with WN Culture Days.
Mount Forest Agricultural Society	500.00	500.00	\$ 500.00	Annual contribution to be used towards the Fall Fair and/or other Agricultural Society activities
Mount Forest Chamber of Commerce	2,000.00	2,000.00	\$ 2,000.00	Annual support to Chambers as included in the Memorandum of Understanding approved by council Feb. 2021 for two years.
Mount Forest & District Arts Council	350.00	300.00	\$ 300.00	Support to annual music festival by providing scholarships to music students based on performance, poise, and oral presentation.
Mount Forest Fireworks Festival	0.00	2,500.00	\$ 2,500.00	Annual contribution to support the MF Fireworks Festival. This is the 20 th anniversary after being postponed the past two years.
Mount Forest Horticultural Society	600.00	600.00	\$ 600.00	Annual contribution to assist with maintaining various garden beds around the community. 2022 focus is Murphy Park.
Mount Forest Lawn Bowling	4,500.00	1,200.00	\$ 1,200.00	To assist with expenditures and help to get the club back open and operational.
Mount Forest Lions Club	500.00	500.00	\$ 500.00	Annual contribution to be used towards the Christmas Parade and/or other Lions Club activities.
Mount Forest Lions Club	1,095.75	1,436.51	\$ 1,436.51	Fee waiver for 3 hall rentals for drive thru chicken dinner events to fundraise for community betterment/projects.
Mount Forest Louise Marshall Hospital Auxiliary	296.64	500.00	\$ 500.00	To purchase a sign/banner (10' x 2') with the Auxiliary's name and logo to be used for promotion. Possibly purchase a canopy.
Mount Forest Louise Marshall Hospital Foundation	735.91	2,818.22	\$ 2,818.22	Fee waiver for second annual LMHF gala scheduled for the week of June 14-18. Event date June 17 th . This very successful event has been cancelled the past couple of years, but planning is underway to return in 2022.

GROUP	FUNDS APPROVED 2021	FUNDS REQUESTED 2022	FUNDS RECOMMENDED 2022	PURPOSE/COMMENTS
Mount Forest Minor Ball	400.00	0.00	0.00	One time application in 2021. Indoor Baseball Training Registration was impacted by the third wave of Covid. M.F. Minor Ball received a 50% fee waiver for them to break-even.
Mount Forest Museum & Archives/Mount Forest Heritage Society	500.00	500.00	\$ 500.00	Funds represent 15% of the total costs to support shelving and climate control appliances for safe secure storage on the second floor.
New Growth Family Centre	0.00	2,000.00	2,000.00	NGFC primary focus is on youth ages 10 – 15 and on people in the youth's environment. This funding, which represents 30% of the cost of the Learning and Activity Programs, and Adult Coaching Programs is available throughout the year and can be accessed during the day and after school at NGFC. This facility includes a gym space for rollerblade and skateboard plus a climbing wall, Lego room, art room, music area and fitness area to encourage youth to engage in healthy, wholesome activities.
North Wellington Health Care Recruitment	0.00	10,000.00	\$ 10,000.00	Annual Contribution in support of Health Care Recruitment. No funds were requested in 2021. New website has been created to support recruitment activities and Alison Armstrong is back leading this program. https://www.whcrecruit.com/
Saugeen Community Radio Inc. (88.7 The River)	1,911.96	\$2,500.00	\$ 2,500.00	Fee Waiver and donation to support the Mount Forest Aquatics committee, Bubbles Suds & Moonshine event being planned for August 2022. Committee is partnering with 88.7 The River to put on this event and to obtain entertainment.
The Raw Carrot Gourmet Soup Enterprise	500.00	500.00	\$ 500.00	Funds represent 65% of the costs to provide additional storage capacity & some kitchen equipment.
Wellington Heights Secondary School • Warm Winter Wishes Program	648.34	650.00	\$ 650.00	Annual contribution. New committee formed at the start of each school year who then submit the application in the fall.
Wellington Heights Secondary School • Scholarships	900.00	900.00	\$ 900.00	Annual contribution for Scholarships for three graduating WHSS students at \$300.00 each

GROUP	FUNDS APPROVED 2021	FUNDS REQUESTED 2022	FUNDS RECOMMENDED 2022	PURPOSE/COMMENTS
TOTAL GRANTS	\$ 29,710.13	\$ 48,564.99	\$44,564.99	



Staff Report

To: Mayor and Members of Council Meeting of April 11th, 2022

From: Karren Wallace, Director of Legislative Services/Clerk
Mandy Jones, Community Recreation Coordinator
Amy Tollefson, Manager of Human Resources
Dale Small, Economic Development Officer

Subject: EDO 2022-013 Volunteer Engagement Program

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information report EDO 2022-013 being a report on the Volunteer Engagement Program.

AND FURTHER THAT Council, approves the attached Press Release announcing Kay Ayres as the recipient of the Township of Wellington North Senior of the Year Award,

AND FURTHER THAT Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, supports the Mayor’s proclamation, proclaiming April 24-30, 2022, as National Volunteer Week,

AND FURTHER THAT Council invites all volunteers in our community to join us on Thursday May 5th, 2022, from 5:00pm -7:00pm at the Arthur & Area Community Centre for a Volunteer Celebration dinner.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- CLK 2021-026 Volunteer Appreciation Celebration September 24th, 2021
- CLK 2021-028 Volunteer Engagement Program 2022
- EDO 2022-007 Senior of the Year Award Nomination

The Township of Wellington North values the important role that Volunteers and not-for-profit community organizations play in our community and as part of the approved workplan we are providing an update and recommendations on the following three programs.

The Ontario **Senior of the Year Award** gives each municipality in Ontario the opportunity to honour one outstanding local Ontarian who after the age of sixty-five has enriched the social, cultural, or civic life of his or her community. Nominations can only be submitted by a municipality and to be eligible, the nominee must be a resident of Ontario, have contributed to the community after the age of sixty-five and has made their community a better place to live.

In 2021, Faye Craig was the recipient of this award. At this evenings council meeting we are pleased to present the 2022 award to Kay Ayres. Press Release included in the attachments to this report.

The **National Volunteer Week** theme for 2022, Volunteering Is Empathy In Action, affirms the strong connection between volunteerism and empathy. This profoundly human connection is at the heart of healthier individuals and stronger communities. Empathy is a quality that can help people relate to

others and build awareness around different experiences. It connects people in ideas and actions and helps create bonds forged in common goals and aspirations. Volunteering can help us develop empathy, to see the world through the eyes of others. It can connect people from diverse backgrounds and life experiences, expanding our views. It can build our capacity to work collectively and contribute to a vibrant, inclusive society.

During National Volunteer Week we celebrate the contributions of Canada's millions of volunteers: their actions, their understanding, and their genuine concern for the world around them. Locally volunteers in the Township of Wellington North have stepped up during the COVID-19 pandemic to support families, friends, neighbors, and strangers. Wellington North's volunteers are young, old, families, workers, retirees, men and women of all ages and backgrounds; and the collective result of the work done by our communities, volunteers is that the Township of Wellington North is a more desirable place to live, work and play. By proclaiming April 24th – 30th 2022, as National Volunteer Week, council and staff urge our fellow citizens to recognize the crucial role played by volunteers in our community. Full Mayors proclamation included in the attachments to this report.

Volunteer Appreciation Dinner & Celebration May 5th, 2022: Following the very successful Volunteer Celebration held in Kenilworth on September 24th, 2021, we are planning our second event for Thursday May 5th, 2022. We invite all volunteers in our community to join us for this drop-in event to be held between 5:00pm - 7:00pm at the Arthur & Area Community Centre (158 Domville St. Arthur). The event will include a catered meal, cake cutting and Mayors welcome at 5:30pm.

For planning purposes registration is required and registration will close on Thursday, April 21, 2022 at 4:00pm. <https://www.eventbrite.ca/e/volunteer-appreciation-event-tickets-294756944957>. This celebration will fall one week after the 2022 National Volunteer Week.

FINANCIAL CONSIDERATIONS

Council have approved \$10,000 budget to support the Volunteer Engagement Program in 2022 and costs for these three initiatives are contained in this budget.

ATTACHMENTS

Attachment A: Press Release Wellington North 2022 Senior of the Year

Attachment B: Mayors Proclamation National Volunteer Week

Attachment C: Press Release Volunteer Appreciation Dinner & Celebration May 5th, 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:

Karren Wallace, Director of Legislative Services/Clerk
Mandy Jones, Community Recreation Coordinator
Amy Tollefson, Manager of Human Resources
Dale Small, Economic Development Officer

Karren Wallace

Mandy Jones

Amy Tollefson

Dale Small

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens



FOR IMMEDIATE RELEASE

April 11th, 2022

MAYOR LENNOX STATEMENT ON SENIOR OF THE YEAR AWARD- KAY AYRES

At the April 11th, 2022 meeting of Council, Mayor Andy Lennox, on behalf of The Honourable Raymond Cho, Minister for Seniors and Accessibility, The Honourable Elizabeth Dowdeswell Lieutenant Governor of Ontario and Council of the Township of Wellington North, presented the 2022 Senior of the Year Award to Kay Ayres.

“Should a project arise, Kay is always willing to roll up her sleeves and get the job done. Officially or unofficially, she is involved in many volunteer projects and organizations including but not limited to; the Mount Forest Seniors Group, The Seniors Centre of Excellence and 100 Women Who Care Rural Wellington. There are very few events where you will not find Kay”, stated Mayor Lennox.

Mayor Lennox also referenced a couple testimonials received in support of Kay’s nomination

“Wherever Kay goes she brings with her joy, happiness, and laughter. When meeting Kay you might think that she has never had a bad day in her life, but she has lived through adversity, she makes the best of every day. We could all learn a thing or two from this wonderful lady whom I am proud to say is my friend.”
Helen Edwards Program Coordinator, Seniors Centre of Excellence

“Kay’s positive attitude is a joy to work with. Throughout the pandemic, Kay and I kept in touch to see when she could get the seniors back in action in the community hall. She kept the health and safety of the group at the forefront of the conversations at all times. Her caring, good, humoured nature are a true asset to this community.”
Nick Brock, Recreation Team, Township of Wellington North

Kay is a remarkable, warmhearted member of our community and is devoted to helping make Wellington North a great place to live, work and play. We are fortunate that Kay calls Wellington North home and is clearly deserving of this award.

-30-

Contact:
 Karren Wallace, Director of Legislative Services/Clerk
 T. 519.848.3620 ext 4227
 E. kwallace@wellington-north.com



ATTACHMENT B

Mayors Proclamation : Volunteer Week

WHEREAS, 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and

WHEREAS, volunteers in the Township of Wellington North mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in the Township of Wellington North have stepped up during the COVID-19 pandemic to support families, friends, neighbors, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, the Township of Wellington North’s volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our communities volunteers is that the Township of Wellington North is a more desirable place to live; and

WHEREAS, organizations in the Township of Wellington North that rely on volunteers include such fundamental organizations as the Louise Marshall Hospital, Cancer Patient Services, MF Community Pantry, Arthur FoodBank, Lynes Blacksmith Shop, MF Fireworks Festival, our Agricultural Societies, Historical Societies, Horticultural Societies, Lions Clubs, Optimist Clubs, Get-in-touch-for-hutch and many more, and

NOW, THEREFORE, I, *Andy Lennox*, Mayor of the Township of Wellington North do hereby proclaim April 24 – 30th, 2022, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.



FOR IMMEDIATE RELEASE

April 11th, 2022

TOWNSHIP INVITES VOLUNTEERS TO PARTICIPATE IN THE SECOND ANNUAL VOLUNTEER CELEBRATION DINNER

The Township of Wellington North is pleased to invite all volunteers in our community to join us on Thursday May 5th, 2022, to celebrate our volunteers.

This celebration will be a drop-in event held between 5:00pm - 7:00pm at the Arthur & Area Community Centre (158 Domville St. Arthur). The event will include a catered meal, cake cutting and Mayors welcome at 5:30pm.

In order to plan a successful event, registration is required. Registration closes on Thursday, April 21, 2022 at 4:00pm. <https://www.eventbrite.ca/e/volunteer-appreciation-event-tickets-294756944957>

This celebration will fall one week after the 2022 National Volunteer Week. The 2022 theme is Volunteering Is Empathy In Action, and affirms the strong connection between volunteerism and empathy. This profoundly human connection is at the heart of healthier individuals and stronger communities.

Empathy is a quality that can help people relate to others and build awareness around different experiences. It connects people in ideas and actions and helps create bonds forged in common goals and aspirations.

Mayor Andrew Lennox: "Volunteers are the heart of Wellington North, and we look forward to recognizing and celebrating volunteerism in our community with you. Please come out and join us on May 5th".

-30-

Karren Wallace
Director of Legislative Services/Clerk
T. 519.848.3620 x 4227
E. kwallace@wellington-north.com



Staff Report

To: Mayor and Members of Council Meeting of April 11th, 2022

From: Dale Small,
Economic Development Officer

Subject: EDO 2022-014 Employerone Survey & Growth, Housing & Development Public Information Meeting

RECOMMENDATION

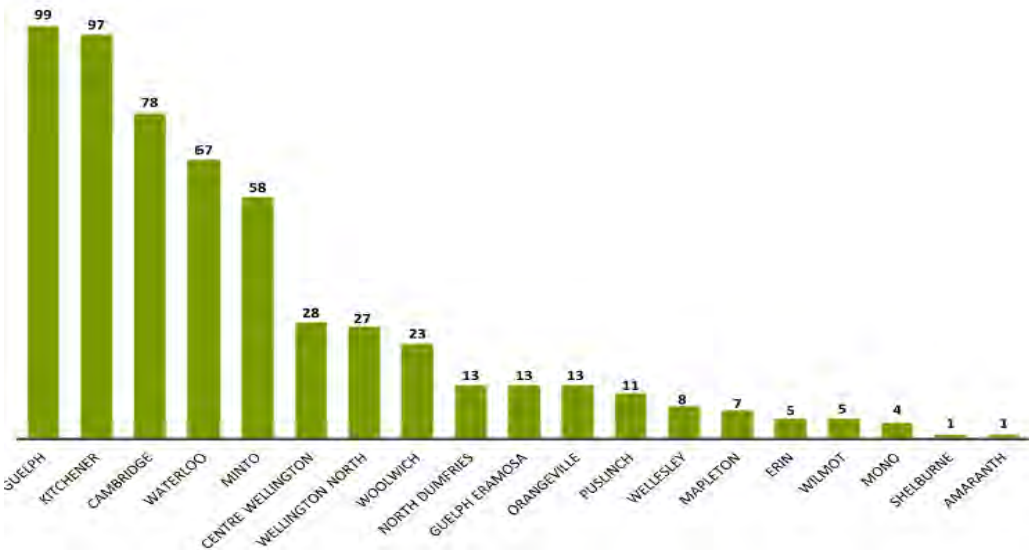
THAT THE Council of the Corporation of the Township of Wellington North receive for information EDO Report 2022 – 014, being a report on the Employerone Survey as well as the April 13th Growth, Housing & Development Public Information Meeting

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2022-010 March 21st, 2022, Growth, Housing & Development Public Information Meeting

BACKGROUND

EmployerOne is an employer survey promoted across Waterloo Region and the Counties of Dufferin and Wellington. After a brief hiatus in 2021, the Workforce Planning Board of Waterloo Wellington Dufferin (WPBWWD) resumed surveying local employers to discuss their skills needs, practices around recruitment and hiring and separation activity for the past year. 538 employers completed the survey which was a significant increase over the 432 that participated in 2020. 52.1% of surveyed employers were from Waterloo Region, 44.4% from Wellington County, 3.5% from Dufferin County. As a small municipality in the survey area W.N. was well represented with twenty-seven businesses completing the survey.



The full report is included as an attachment to this report. Some key highlights follow:

- 81% of responding companies have less than 100 employees.
- The top three industries that responded were Manufacturing, Professional, scientific, and technical services, and Construction.
- 86% of employers hired in 2021 vs 91% of employers in 2019.
- 85% of employers plan to hire in 2022 vs 85% planned in 2019
- Employers plan to hire for 3,089 positions (a conservative estimate based upon ranges) which is a 5% increase in anticipated hires.
- 92% of employers said that they would hire someone who was a fit for their organization, even if they needed some technical training. (94% in 2019)
- Almost 78% of employers reported they had hard-to-fill positions, vs 62% in 2019
- 67% of employers rated the availability of workers as poor or fair vs 59% in 2019
- 58% of employers said that retention was an issue in their company vs 51% in 2019
- 65% of employers have offered or will offer flexible work hours to staff but only 38% offered or are looking to offer flexible work arrangements.

The February unemployment rate in the WPBWW Region was 5.1%. The unemployment rate in the rural part of the Region that includes Wellington North was 4.3%. One of the contributors to our workforce challenge is that increasingly, people are leaving the workforce. Across the Region, at the end of 2021, over 142,500 had left the workforce. By the end of February this number had grown to 155,600. So why 13,000 more? The WPBWW is further exploring this question to help us better understand why more people are “checking-out” of the workforce. Is it driven by a certain age group, 55+ or youth, men vs. women or some other group/reason. Similar trends are occurring at the provincial level which may also provide some insight.

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 across the Region. Manufacturing, followed by Healthcare and Construction are currently the fastest growing sectors in the County. Manufacturing & Construction are seeking the same type of employees: tradespeople and semi/unskilled labour as helpers, labourers, and assemblers. Basic skill requirements: attention to detail, dependable, work independently and problem solve. For Health Care there is a general lack of workers across the entire sector. A PSW analysis determined that, although there were 1781 training spaces available locally for PSW's, there were 2943 available postings. 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.

By 2041 Wellington North's population alone will grow by over 7,000 residents and local employment by 2,370 jobs. This growth has started and will continue for many years to come. While it will have significant impact on our infrastructure as well as our community, it is also vitally important from a Workforce Attraction perspective. Over the past ten years employment in WN has increased by 14% and is expected to increase by another 7% in the next decade. Today most of our employers in Wellington North share the same challenge as others across the Region and continue to be unable to recruit enough workers.

Continuing council's job as “Growth Ambassadors” 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 Employerone report as well as the WOWC Workforce Development Report shared with council on March 21st further reinforces the

importance of this growth to our local business community and municipal economy and our community needs to be open to this growth. The Information session is open to everyone and is being held in the lower hall at the Arthur Community Centre. Informal networking with council and staff will take place from 5:30pm – 6:00pm with the formal discussion starting at 6:00 p.m.

Ensuring a variety of housing options exist so current and future workers can live in our community is also a key priority and crucial in supporting the Workforce Attraction challenge. 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. This will also be a topic for discussion on April 13th.

Email notices have been sent to the Chambers, BIA's, community groups, business & development community and general notices placed in The Advertiser, on 88.7 The River and shared on social media.

**GROWTH,
HOUSING &
DEVELOPMENT**

Public Information Session

Over the next
15 - 20 years
Wellington North's
population is
expected to grow
BY OVER 7,000
residents and
local employment
by 2,370 jobs.

This growth is important to Wellington North's economy as many of our businesses continue to be challenged to recruit workers.

ARE YOU INTERESTED
in learning more about this growth, the impact it will have on our community and how businesses and the community can embrace it, to the betterment of our community, and municipal economy?

**THE TOWNSHIP OF
WELLINGTON NORTH**

If so the Township of Wellington North is hosting a Growth, Development and Housing Public Information Meeting

**Wednesday April 13th
Arthur Community Centre
(Lower Hall)**

Informal networking with staff and council starts at 5:30pm with the Mayor kicking off the formal discussion at 6:00pm.

Open to everyone and registration is not required to attend.

The format includes a combination of staff led presentations followed by time for questions, answers & informal networking. Staff will also prepare a handout and an overview of the agenda follows:

- Mayor Lennox will provide an overview of the challenges & opportunities for our community
- CAO Mike will speak about Community & Employment growth, and the impacts on the township’s transportation, infrastructure, housing, community, and recreation services.
- CBO Darren will overview the current and planned developments as well as the positive impact Development Charges has had on Council’s commitment that “Growth pays for Growth.”
- Director of Operations Matt will update on our sewage allocation policy, its impact on development, and the Growth impacts on Municipal Infrastructure and upgrades required to services/facilities.
- Wellington County’s Director of Economic Development, Crystal Ellis, will cover the County’s attainable housing initiative and the WOWC, Workforce Development Strategy.
- EDO Dale will then facilitate a Question-and-Answer period.

FINANCIAL CONSIDERATIONS

< \$500 to host the Public Information Meeting

ATTACHMENTS

Workforce Planning Board of Waterloo Wellington Dufferin (WPBWWD) Employerone survey

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	<i>Dale Small</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

EMPLOYERone survey

Your Workforce. Our Future.

Waterloo Wellington Dufferin 2022



Workforce Planning Board
of Waterloo Wellington Dufferin

Released March 2022

Our Vision: We envision the continuous development of a leading-edge workforce.

Our Mission: Engage partners to find solutions to local workforce development needs.

The material contained in this report has been prepared by the Workforce Planning Board of Waterloo Wellington Dufferin (WPBWWD) and is drawn from the EmployerOne survey conducted January 2022. In providing this material, WPBWWD does not assume any responsibility of liability.

Canada 

EMPLOYMENT
ONTARIO

Ontario 

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

The views expressed in this document do not reflect those of the Government of Canada or the Government of Ontario.

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Methodology

Information on the Survey

EmployerOne is an employer survey that is promoted to industries across the Waterloo Region and the Counties of Dufferin and Wellington. After a brief hiatus in 2021, the Workforce Planning Board of Waterloo Wellington Dufferin (WPBWWD) resumed surveying local employers to discuss their skills needs, practices around recruitment and hiring and separation activity for the past year. The survey also asked employers about their proposed future hiring needs over the next 12 months. This report summarizes those findings. Further reports will be released in 2022 that focus on specific industries, including technical skills that the industry seeks in applicants.

Methodology

The EmployerOne survey is used across the Western Ontario region to collect employer data around hiring and skills needs. The 9 planning boards across the region meet and develop the questions each year. Each individual board adds 1-2 questions that are relevant to their individual communities. In Waterloo Wellington Dufferin, the survey was shared at a meeting with representatives from some of the 40 partners who support the survey. During this meeting, the questions were shared and the partners identified two additional topics to gather information on: the equity, diversity and inclusion (EDI) efforts of employers and how engaged employers are in future of work trends that the pandemic seemed to accelerate.

The electronic survey opened on December 1st for all employers who had taken the survey in prior years followed by a launch on January 1st and a closing date of January 31st. After January 31st, WPBWWD did some follow-up calls with employer who were almost done to complete their surveys until February 4th. Staff at the planning board then analyzed data to create this report back to the community.

Industry specific reports will be available in the late spring as staff pull together responses. This data in aggregate with partners who would like the raw data, minus any identifiers, and is shared with an academic team who collates the data into a regional report.

Key Highlights

- ⇒ 538 employers completed the survey (432 in 2020).
- ⇒ 81% of responding companies have less than 100 employees.
- ⇒ The top 3 industries that responded remain Manufacturing, Professional, scientific and technical services and Construction.

- ⇒ 86% of employers hired in 2021 vs 91% of employers in 2019.
- ⇒ The number of people hired remained almost the same: 11,604 in 2021 vs 11,781 in 2019.
- ⇒ Almost 78% of employers reported they had hard-to-fill positions. (62% in 2019)
- ⇒ 67% of employers rated the availability of workers as poor or fair. (59% in 2019)

- ⇒ 74% of employers reported separations in 2021. (80% on 2019)
- ⇒ 58% of employers said that retention was an issue in their company. (51% in 2019)
- ⇒ Only 44% of employers had a strategy in place for their recruitment and retention needs over the next 3 to 5 years.
- ⇒ The number one reason why employers felt that they were having problems retaining people was “not enough positions that people can move into”. (29% identified this reason)

- ⇒ 85% of employers plan to hire in 2022 (85% planned in 2020)
- ⇒ Employers plan to hire for 3,089 (a conservative estimate based upon ranges) which is a 5% increase in anticipated hires.
- ⇒ 92% of employers said that they would hire someone who was a fit for their organization, even if they needed some technical training. (94% in 2022)

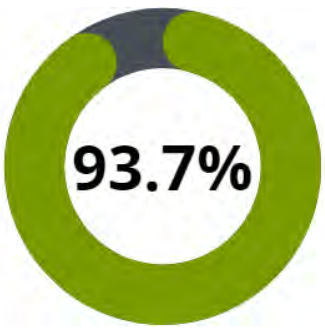
- ⇒ Employers were asked to rate their agreement with the following idea that hiring with a lens to diversity was an important part of their organization’s strategy. That statement scored a 58.9 out of 100.
- ⇒ 70% of employers have added new tech or intend to add new tech in the next 1-2 years to increase collaboration and productivity and 72% have started training on that new tech or will need that training for staff.
- ⇒ 65% of employers have offered or will offer flexible work hours to staff but only 38% offered or are looking to offer flexible work arrangements (gig work, freelancing, etc).

Section A: Organization and Workforce Characteristics

Head Offices

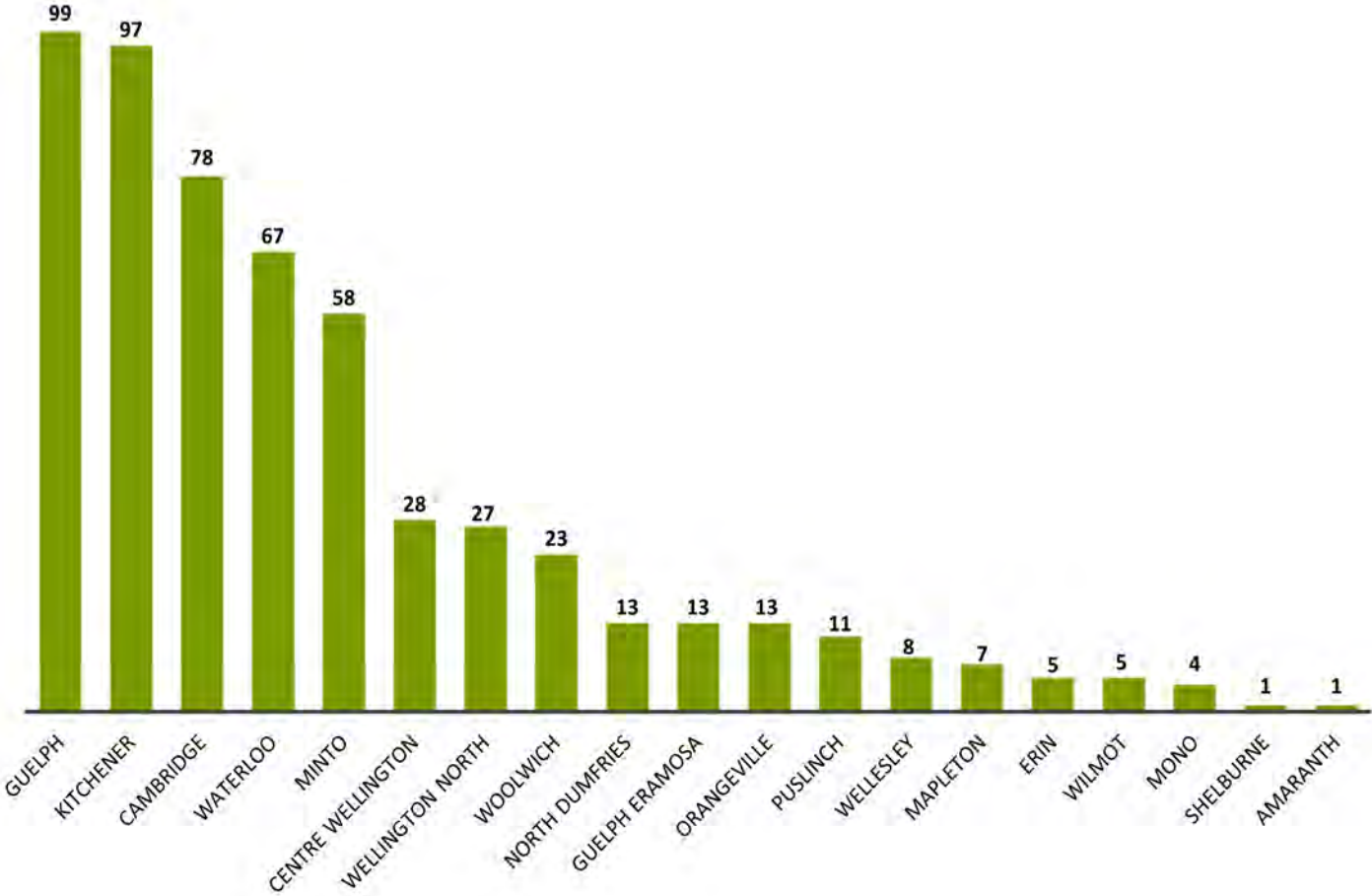


Non start-ups

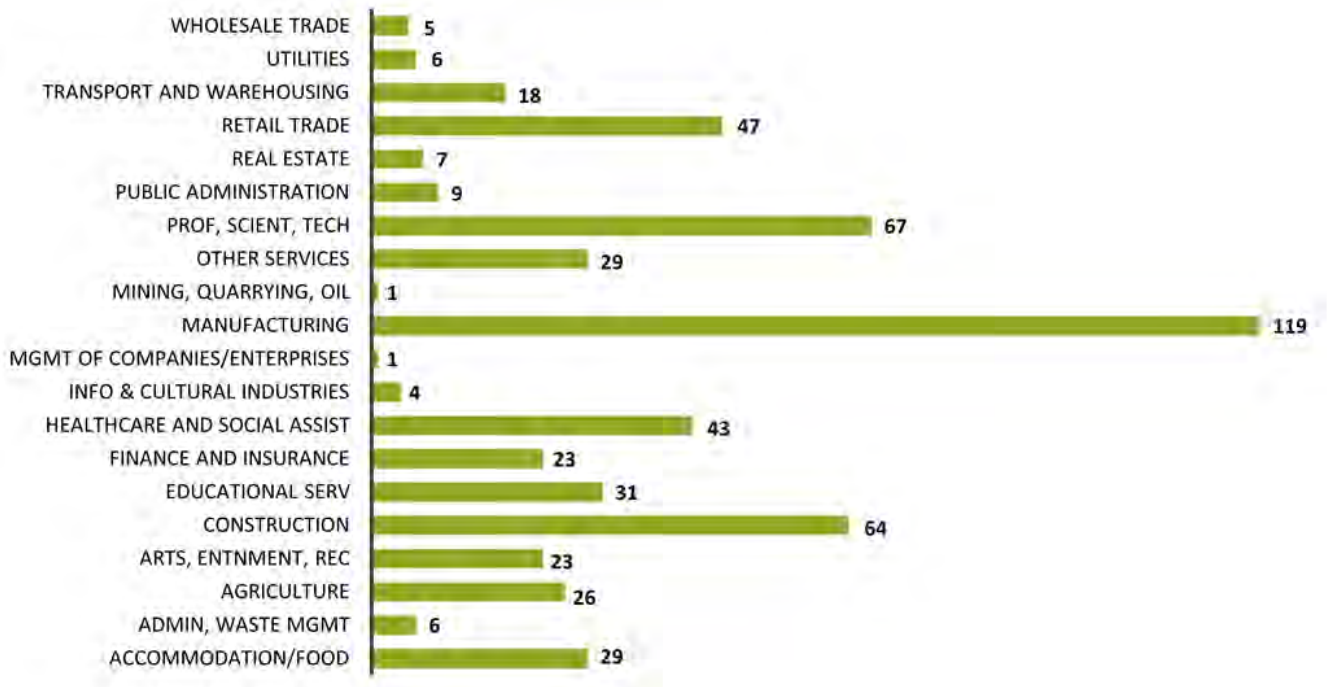


- 52.1% of surveyed employers are from Waterloo Region, 44.4% from Wellington County, 3.5% from Dufferin County.
- 93.7% of all businesses have been in operation for over 5 years.
- Top 3 industries with start-ups in 2021 : Educational Services, Arts, Recreation and Entertainment, and Accommodation and Food Services.

Business Locations



Employers by Industry



Number of Employees

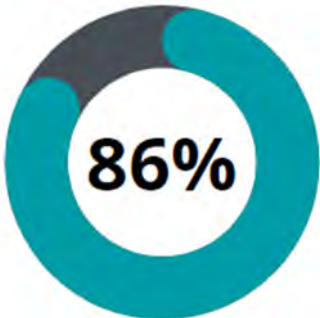
1-4 employees: 70
 5-9 employees: 82
 10-19 employees: 90
 20-49 employees: 123



50-99 employees: 75
 100-199 employees: 40
 200-499 employees: 30
 500+ employees: 32

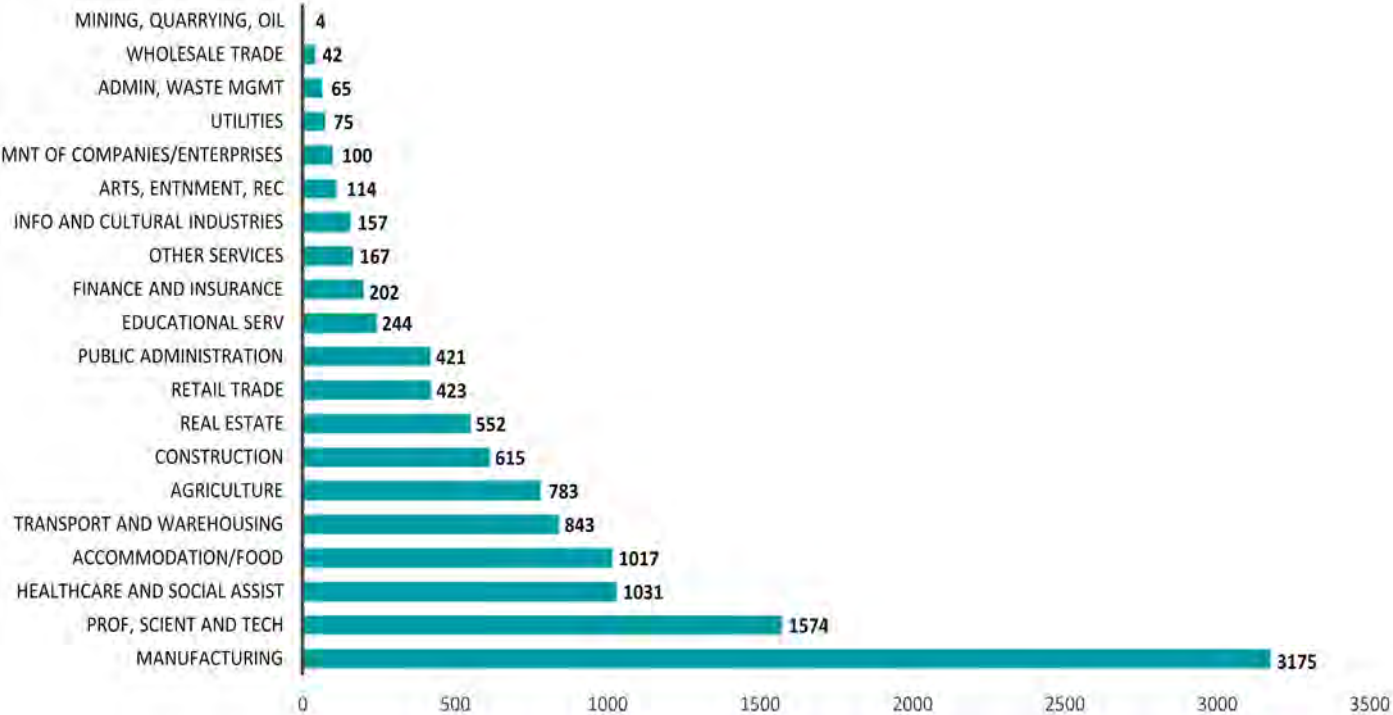


Section B: Hiring in 2021



- 86% (478) of employers hired 11,604 people in 2021.
- 57% of the roles were permanent full-time (unchanged since 2019).
- Top hiring industries in 2021 were Manufacturing, Professional, scientific and technical services, and Healthcare and social assistance.

Hiring by Industry



Every industry was hiring. As in previous years, Manufacturing hired the most workers. Transportation and warehousing was replaced by Professional, scientific and technical services as the industry hiring the second most. Accommodation and food services probably did most of its hiring in 2021 as businesses were permitted to re-open which would explain its higher number than in 2019.

Types of Hires



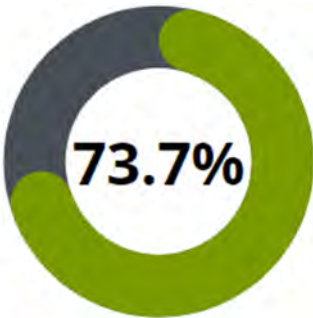
Employers were most likely to hire permanent full-time followed by contract (FT or PT) then permanent part-time.

Hiring Breakdown by Industry

Industry	Full-time Permanent	Contract	Part-time Permanent
Manufacturing	2456	449	270
Professional, scientific & technical	418	1133	23
Healthcare & social assistance	403	330	298
Accommodation & food	258	73	686
Transportation & warehousing	712	55	76
Agriculture, forestry, hunting	539	242	2
Construction	458	149	8
Real estate, leasing & rental	504	30	18
Retail trade	220	15	188
Public administration	68	340	13
Educational services	122	68	54
Finance & Insurance	126	46	30
Other Services (except public admin)	78	47	42
Info & cultural industries	103	51	3
Arts, entertainment & recreation	7	95	12
Management of companies & enterprises	60	40	0
Utilities	38	33	4
Admin & support, waste management	41	24	0
Wholesale trade	42	0	0
Mining, quarrying, oil & gas	0	4	0
TOTAL	6,653	3,324	1,727

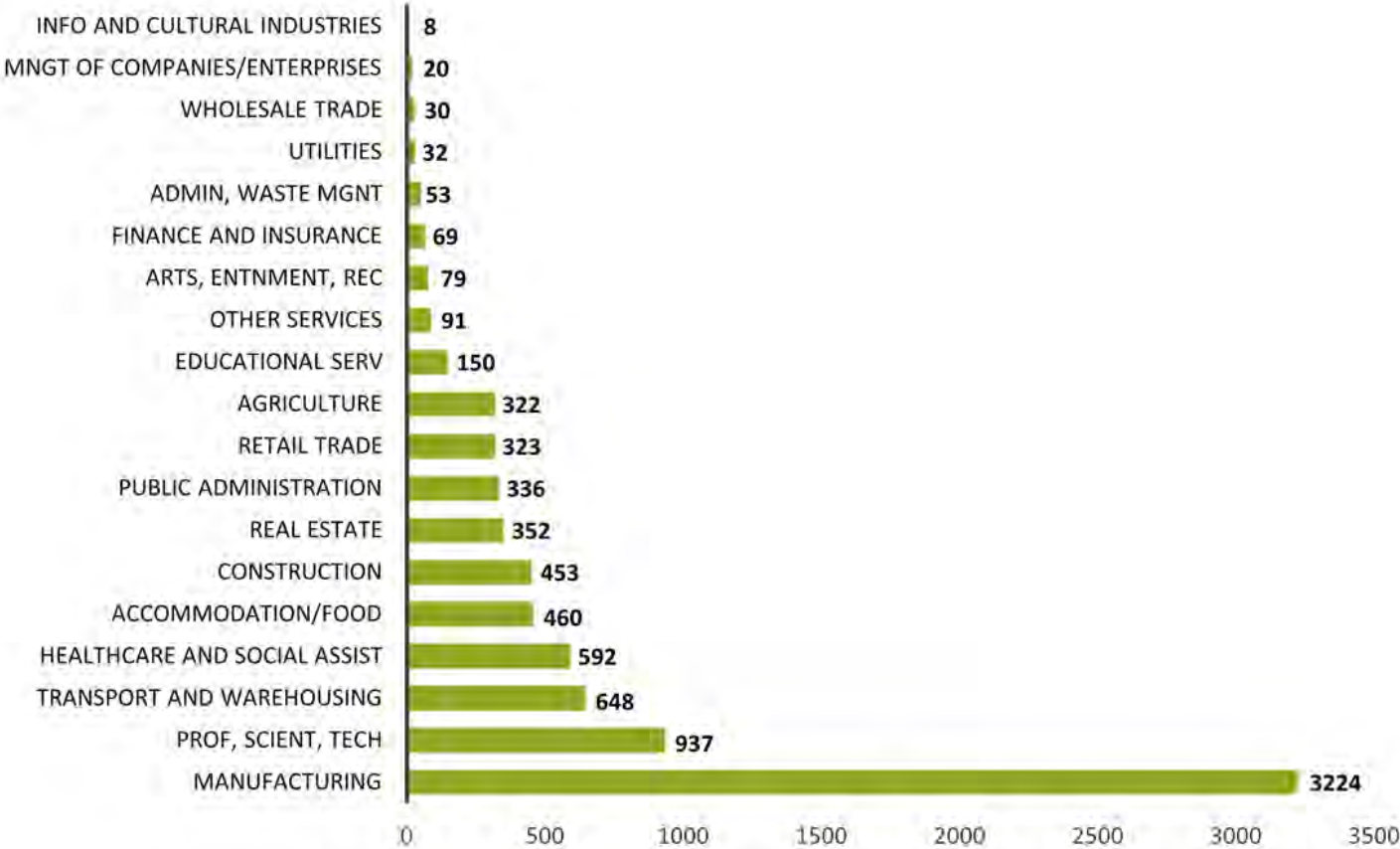
Section C: Separations in 2021

Separations are defined as retirements, dismissals, lay-offs (both temporary and permanent), quits or other times when staff have left positions.



- 73.7% of employers (411) had employees leave the company.
- Those 411 employers reported 8,179 separations in 2021.
- Manufacturing, Transportation & warehousing and Professional, scientific and technical services reported the most separations.

Separations by Industry



Manufacturing has often had the most separations. In 2019, Manufacturing only had 800 more separations than the next industry. In 2021, that number far exceeds the separations of any other industry.

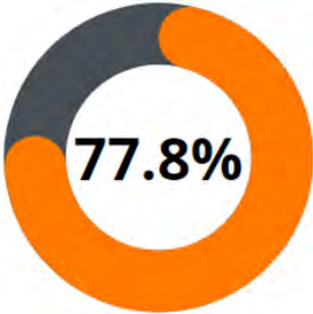
Type of Separations by Industry

Industry	Quits	Retirement	Layoffs	Dismissal	Other
Manufacturing	1430	183	900	500	211
Professional, scientific, technical	184	14	63	53	623
Transportation & warehousing	507	63	30	47	1
Healthcare & social assistance	430	19	10	49	84
Accommodation & food	267	22	104	29	38
Construction	196	22	140	64	31
Real estate, leasing, rental	315	5	20	12	0
Public administration	127	17	35	13	144
Retail trade	245	9	16	46	7
Agriculture, forestry, hunting	245	66	4	5	2
Educational services	62	43	15	19	11
Other services	52	4	13	19	3
Arts, entertainment, recreation	18	3	53	4	1
Finance and insurance	40	14	0	12	3
Admin, waste management	37	3	0	12	1
Utilities	15	8	3	6	0
Wholesale trade	18	6	1	5	0
Management of companies & enterprises	10	6	0	4	0
Info & cultural industries	3	1	0	3	1
Total	4201	508	1354	902	1161

Most industry separations were dominated by employees quitting their jobs. 34% of all quits were in Manufacturing as were 66% of all lay-offs and 55% of all dismissals.

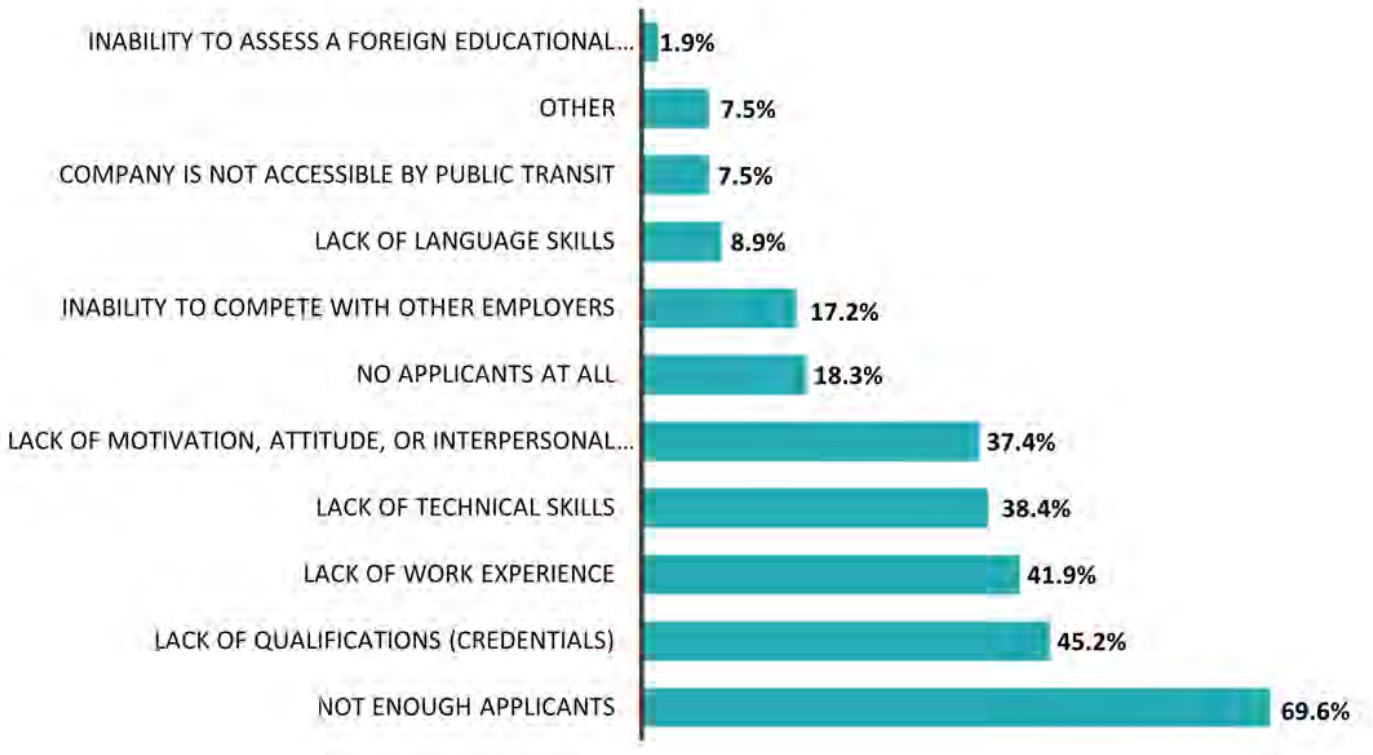
The top 3 industries had 59% of all separations reported. There is a lot of churn happening in these three industries with Professional, scientific and technical churn happening due to contract end dates most likely as many of their hires were contracts and Manufacturing and Transportation & warehousing employee quits driving the churn.

Section D: Hard-to-fill Positions in 2021



- 77.8% of surveyed employers had positions they found hard to fill—a significant rise from 2019 when 62% of employers answered the same.
- Shifts in the labour market, and workforce needs, are most likely driving this increase.
- A hard-to-fill position is one which takes longer than the usual amount of time to fill.

Reasons employers said positions were hard-to-fill



- Not enough applicants remains the number 1 reason for hard-to-fill positions but 70% of employers chose it as a reason in 2022 vs 51% of employers in 2020.
- The rest of the top 5 remains in place. However, lack of qualifications and work experience have switched places.
- More employers reported no applicants at all and inability to compete with other employers as reasons for hard-to-fill roles.

Top 3 hard-to-fill positions by industry

The answers provided by employers to this questions were grouped into similar roles to provide some insight into where employers are struggling. Some have a National Occupational Classification (NOC) equivalency and some groupings may represent a number of NOCs.

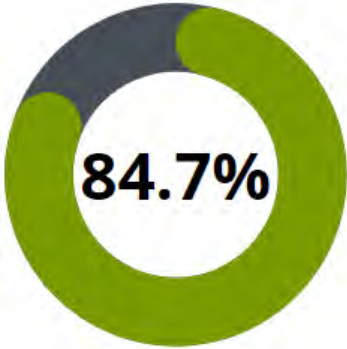
Industry (NAICS categories)	Top-3 Hard-to-Fill Positions
Accommodation and food services	Cooks and line cooks Counter and kitchen helpers Servers and bartenders
Administration and support, waste management and remediation services	Lawncare technicians Skilled trade—mechanics, millwrights Equipment operators
Agriculture, forestry, fishing and hunting	Agriculture technicians Store operation and management Equipment operators/ farm labourers
Arts, entertainment and recreation	Design and marketing Office and financial support Instructors—fitness and art-based
Construction	Skilled trades Construction trade helpers Construction managers/supervisors
Educational services	Educators Early childhood educators Software developers
Finance and insurance	Accountants Financial advisors and client support Administrative
Healthcare and social assistance	Registered practical nurse Physiotherapist/occupational therapist Support roles
Information and cultural industries	Technical specialist
Management of companies and enterprises	Bookkeeping Truck drivers

Top 3 hard-to-fill positions by industry

Many industries were finding it difficult to find staff who could fulfill administrative duties, sales roles and skilled trades positions. As well, more than one industry was looking for people to fill labour or equipment operator roles. Talent competition appears to be much more cross-sectoral.

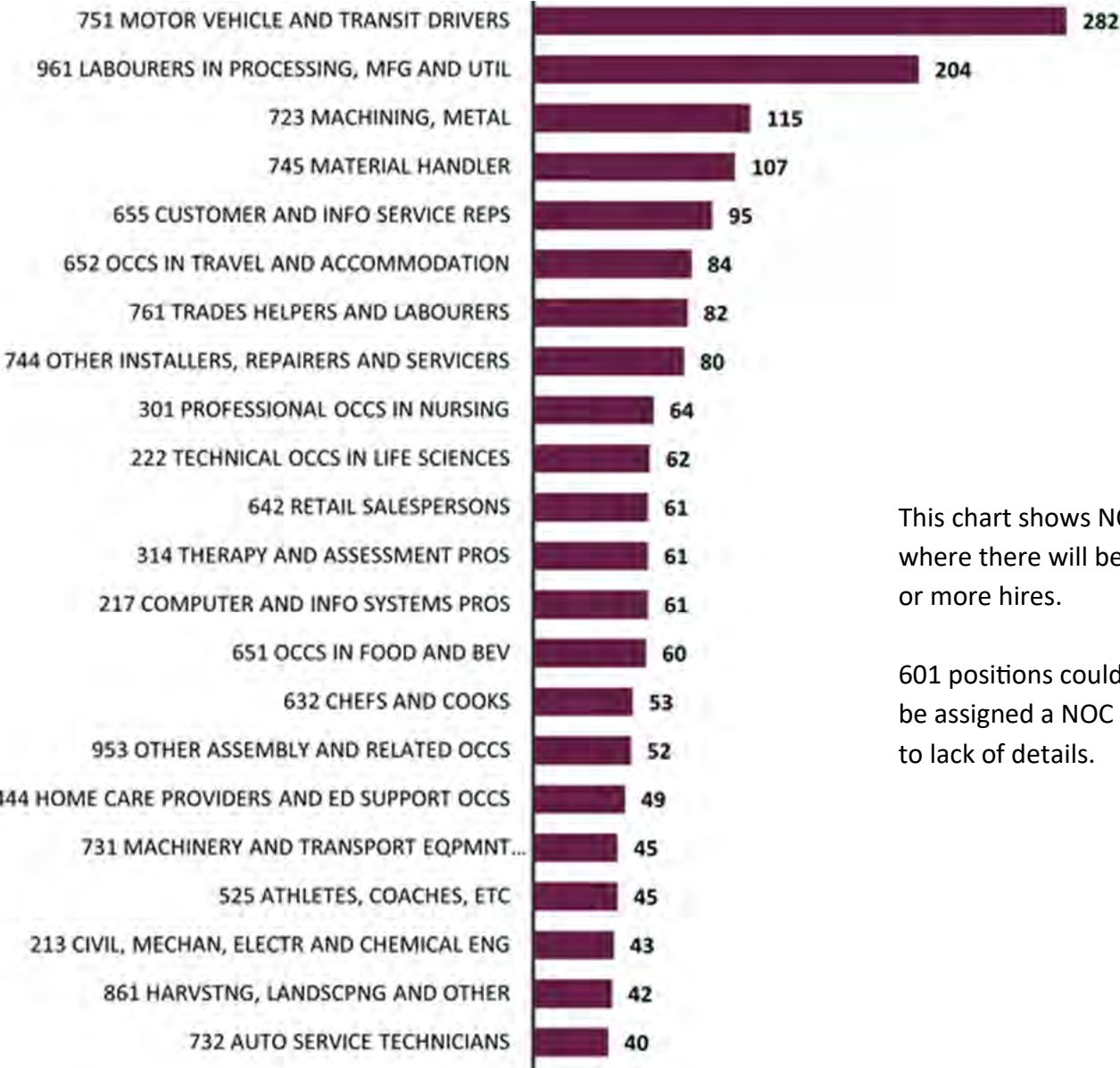
Industry (NAICS categories)	Top 3 Hard-to-Fill Positions
Manufacturing	Production associate/machine operators Welders Millwrights, machinists and CNC programmers
Other services	Administrative and office Skilled trades—auto service techs, heavy mechanics, HVAC technicians Sales
Professional, scientific and technical services	Software engineers and developers Technicians/technologists—various specialties Project managers
Public administration	Science, engineering Recreational instructors—includes casual, students Public works labour
Real estate, rental and leasing	Maintenance associates Clerks Marketing professionals
Retail trade	Store and sales associates Service technicians Managers and supervisors
Transportation and warehousing	Drivers—truck and courier Administrative Mechanics and technicians
Utilities	Skilled trades—mechanics, fibre installation techs, gasfitters Quality control Customer service
Wholesale Trade	Administrative and finance Forklift operators Shippers

Section E: Planned Hires for 2022



- 84.7% of employers (435) were planning to hire in 2022—similar to 2020 estimates.
- While we do ask for a range, conservative estimates are that those 435 employers will hire for at least 3,089 positions in 2022. That is a 5% increase in positions over 2020.

Anticipated Hiring by Occupations

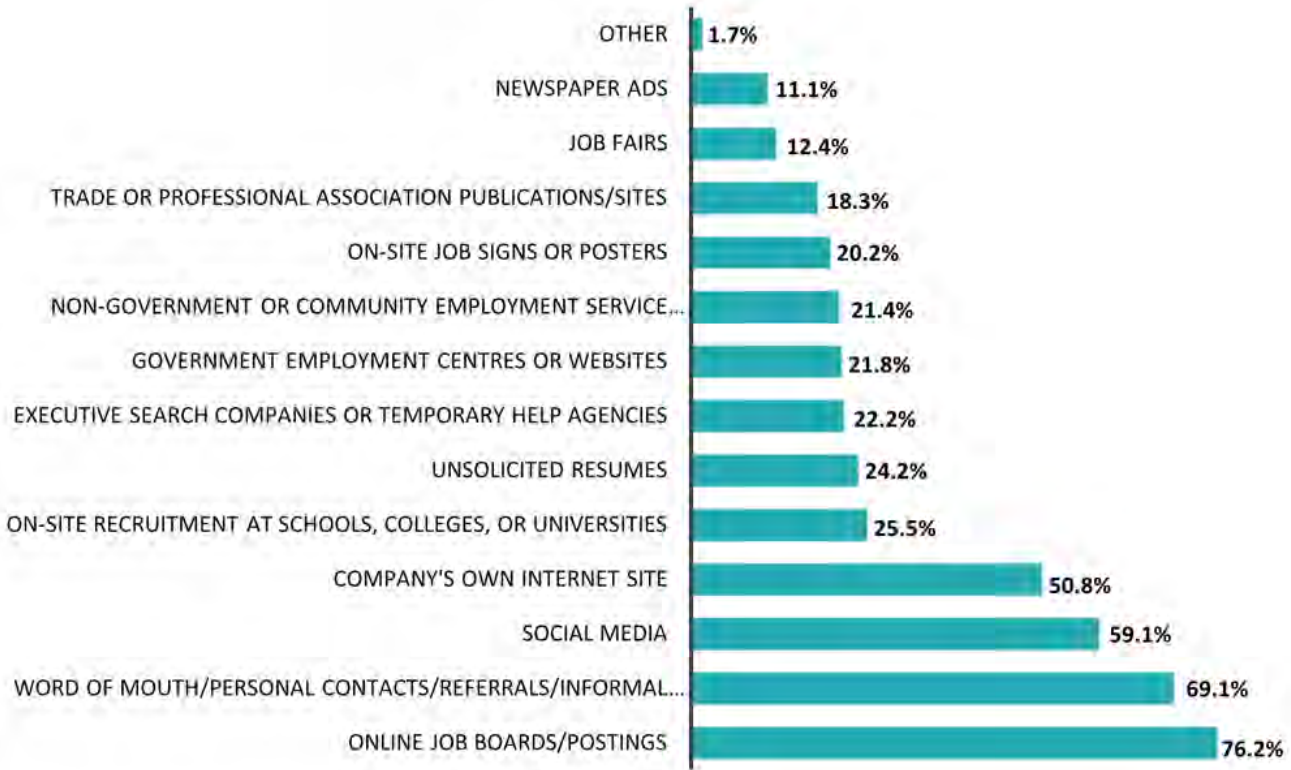


This chart shows NOCs where there will be 40 or more hires.

601 positions could not be assigned a NOC due to lack of details.

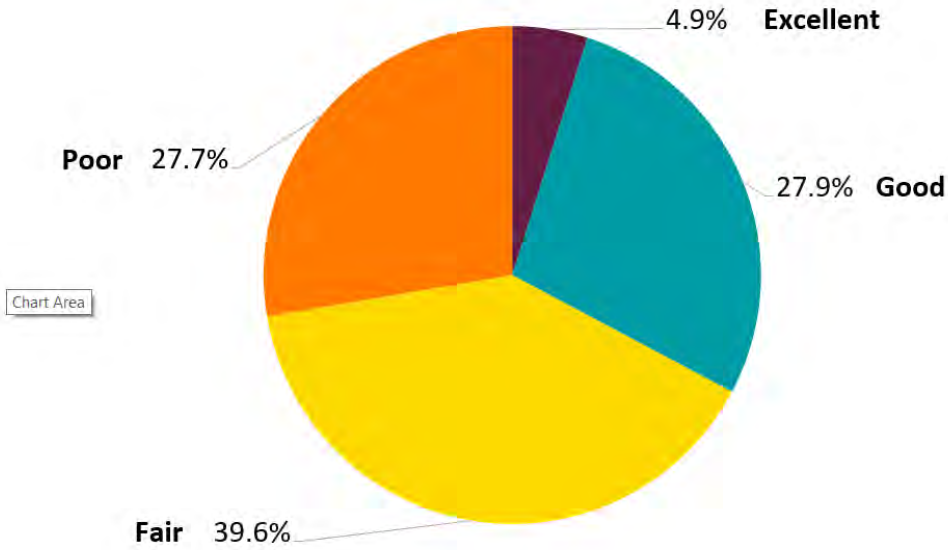
Section F: Recruitment and Retention

Recruitment Methods

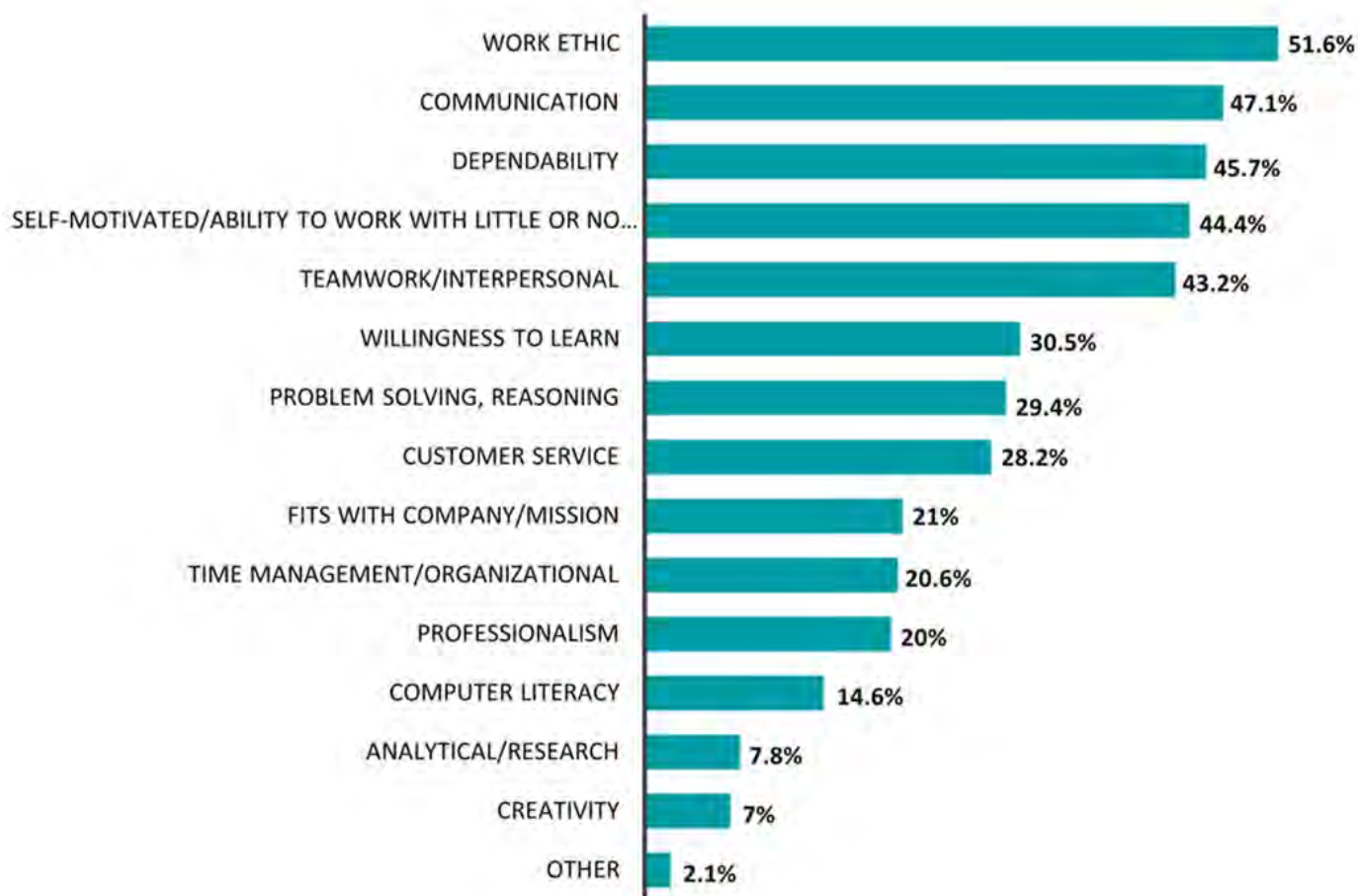


- The most used recruitment methods stayed the same - “online job boards” and “word of mouth, referrals, informal networks”.
- Social media is becoming a very popular way to recruit and advertise hiring , even surpassing “company’s own internet site” .

Availability of Workers in Waterloo Wellington Dufferin

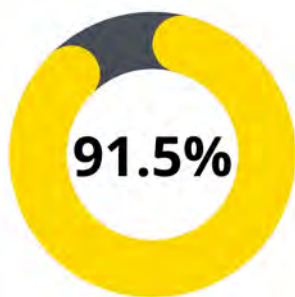


Top Competencies Employers Seek



- Work ethic and Dependability were top 3 competencies in 2020 and 2022.
- Communication has been replaced in the top 3 by Willingness to learn.

Training a Candidate to Join your Organization



- 91.5% of employers are willing to train a candidate who is a fit for their organization but may lack some technical skills.
- 84.4% of those employers would do that training in-house
- For those who would outsource training, employers would use a
 - private trainer or consultant(68%)
 - industry association (65%)
 - on-line courses (58%)
 - postsecondary partner (47%)

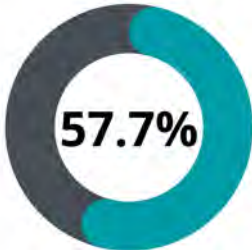
Do Companies Have Recruitment and Retention Strategies?



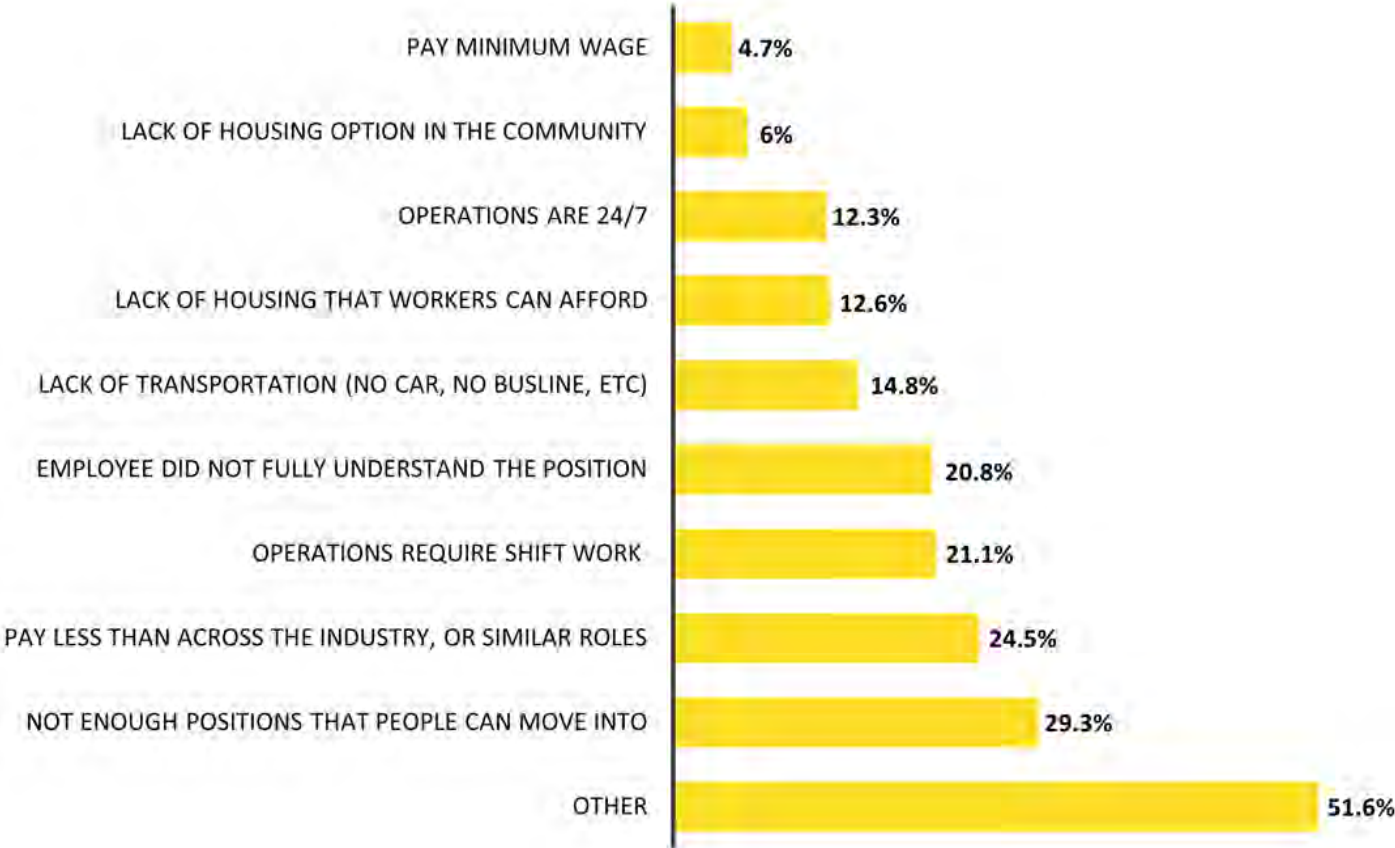
- Over 50% of employers who responded do not have a recruitment and retention strategy in place to help them address company growth over the next 3 to 5 years.

Is Retention a Concern for your Company?

- Almost 58% of employers identified that retention is a concern for their organization.

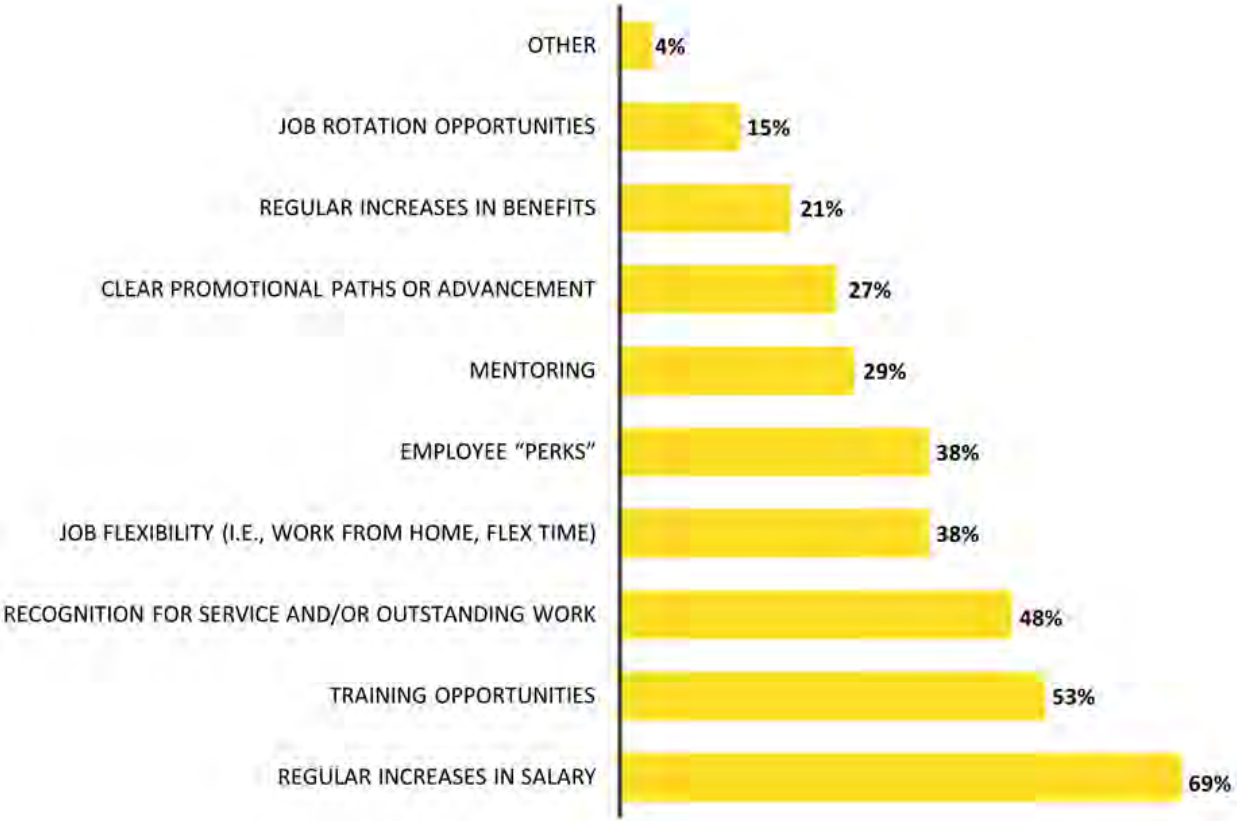


Why Retention is a Concern



Other includes: high competition for workers, lack of stability in workplace, the pandemic, emotional and physical burn-out, seasonality of work, jobs oversaturating the labour market, rural location, no benefits.

Retention Strategies Employers Use



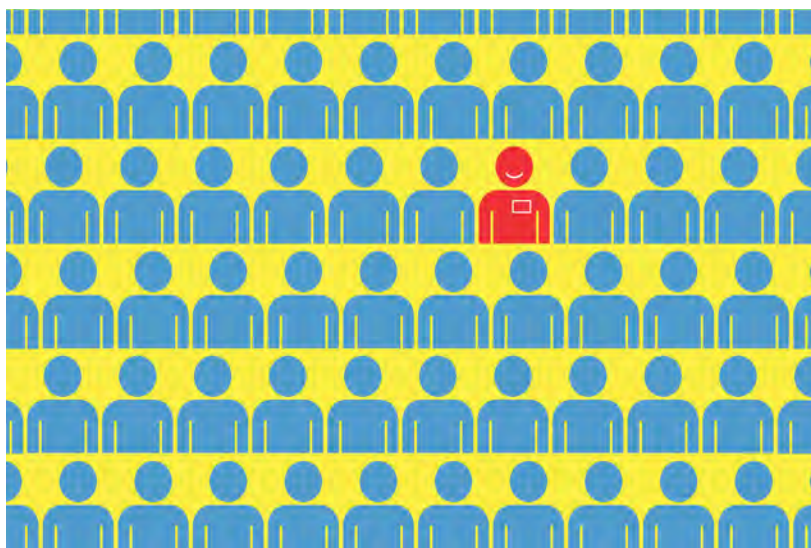
Other Retention Strategies That Could be Supported

We asked employers to identify other types of strategies they think may solve recruitment and retention issues. Below are trends that emerged from the analysis:

- Hiring incentives: (including referral, hiring and signing bonuses): 2.8%
- Clearer COVID-19 mandates and operating requirements: 3.8%
- Immigration: 3.8%
Attract international talent, hire international nurses, more translators to support newcomers to join the labour market
- Opportunities for advancement, development, and clear career paths: 4.7%
- Public outreach and networking: 5.7%
Foster relationships with colleges and educational institutions including new graduate outreach, develop tie to that large talent pool, promote the industries needing talent (e.g. Agriculture, LTC)

A continuation of the recruitment and retention strategies from the previous page:

- **Training opportunities: 5.7%**
Pre-employment training, more training and mentorship opportunities, update educational to meet employers' needs and job requirements, expand funding to students and workers
- **Flexibility for workers: 8.5%**
Consistent work hours, flex time/work from home/job rotation opportunities, change shift periods and offer flexible shifts (for youth), offer more work hours
- **Trades: 10.4%**
Attract more youth to trades, more trade classes for elementary students, more opportunities to start trades career in high school, engage and attract more labour to the area for mentorship programs, promote trades as a career path
- **Supportive work environments for employees: 12.3%**
Checking in with staff to understand their needs, work-life balance initiatives, changing company culture, employee input into strategies and policies, informal after-work events
- **Government supports: 12.3%**
Government to support most vulnerable in community, improve existing government services to make process more efficient, collaborate with business to ensure benefits and growth for all stakeholders, less government supports (unclear if to business or workers)
- **Wage, benefits, and recognition: 30.2%**
Wage and salaries increase, more government funding to support wage enhancement and sustainability, childcare assistance, better benefits, sufficient vacation days and paid time off, matched retirement options, performance bonuses/stock options/profit sharing, benefits for part-time employees, discounts on partnership services, create meaningful work



Section G: Equity, Diversity and Inclusion

With a world that is consistently shifting and more awareness about systemic barriers to full participation in society, and the workplace, employers were asked some questions around Equity, Diversity and Inclusion (EDI) initiatives that they may have or be considering.

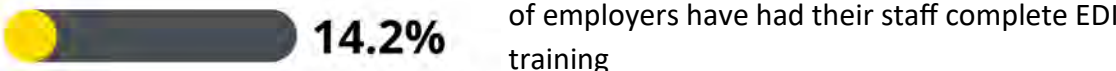
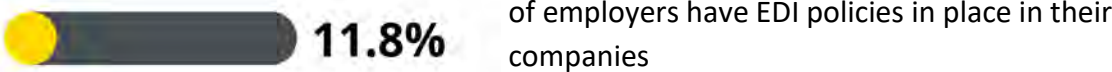
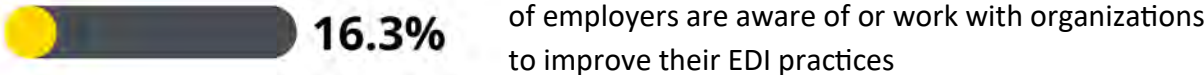
These questions help to determine if employers are ready to welcome all talented people into their organization or if there may still be work to be done to make workplaces fully accessible.

Hiring with a Lens to Diversity

Employers rated their level of agreement around hiring with a lens to diversifying the workforce being an important part of their organization’s strategy. The combined responses indicated that the level of agreement with the statement averaged out to **58.9 out of 100**.



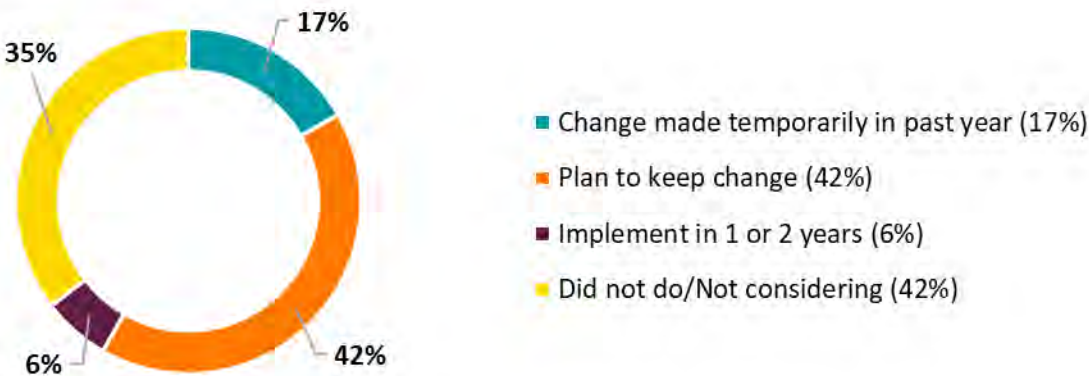
There is a lot of uncertainty and confusion around the EDI and its role in accessing, hiring and retaining talent. Many employers responded that they hire based upon qualifications, and do not discriminate based upon identity or background. They “keep EDI in mind” but could not define how they do so.



Section H: Work Trends

Through the pandemic, many experts have talked about the workforce being attracted to employers who understand and attempt to accommodate worker needs. Considering how an organization can build upon current trends is quickly becoming a recruitment and retention tool. This section is to help determine if local employers are making changes and which ones.

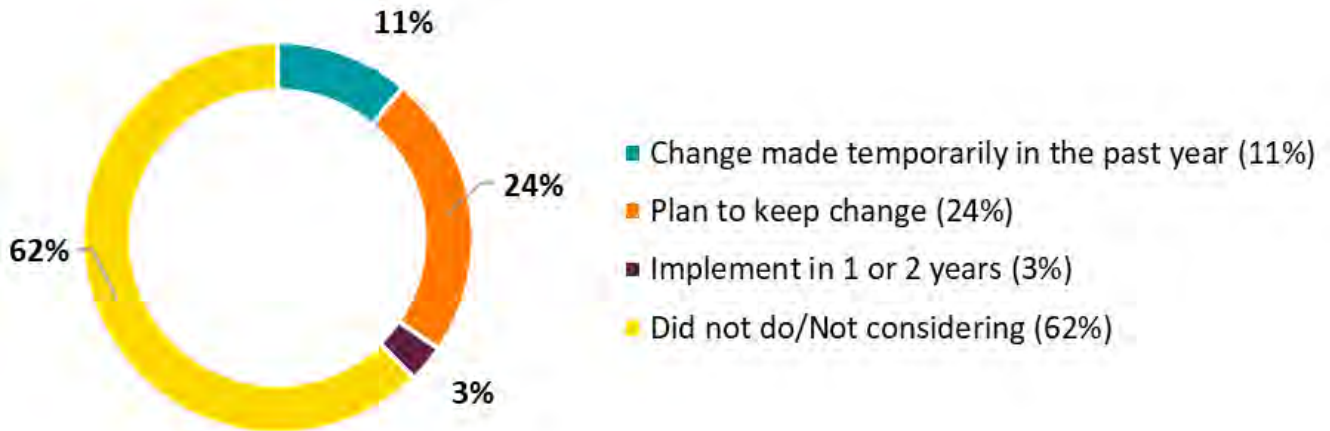
Offer flexible work hours to promote work-life balance



Shift to work from home (FT or PT) for at least some of workforce

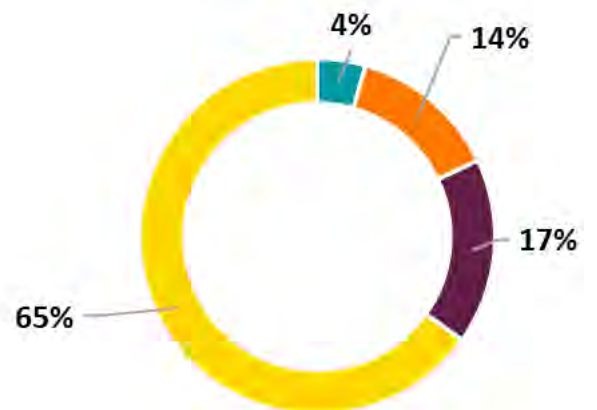


Increase in flexible work arrangements (gig work, freelance, etc.)



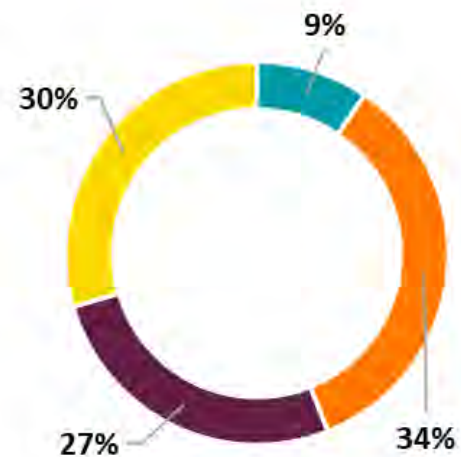
Introduce automation or AI to some roles

- Change made temporarily in past year (4%)
- Plan to keep this change (14%)
- Implement this in 1 or 2 years (17%)
- Did not do/Not considering (65%)



Add new tech to promote collaboration or productivity

- Change made temporarily in past year (9%)
- Plan to keep change (34%)
- Implement in 1 or 2 years (27%)
- Did not do/Not considering (30%)



Offer formal training for all staff on new technology introduced

- Changes made temporarily in past year (10%)
- Plan to keep change (38%)
- Implement in 1 or 2 years (24%)
- Did not do/Not considering (28%)





Workforce Planning Board
of Waterloo Wellington Dufferin

To get involved with EmployerOne as a partner or if you have further inquiries about the data

Workforce Planning Board of Waterloo Wellington Dufferin
218 Boida Ave, Unit 5
Ayr, ON N0B 1E0

info@workforceplanningboard.com

www.workforceplanningboard.com



Media Release (For Release April 4th)

Saugeen Connects launches 3rd Annual Summer Student Start-up Program, a Chance for Youth to Receive Grants to Try Entrepreneurship

In 2019, the Saugeen Connects Partnership consisting of Brockton, Hanover, Minto, Wellington North and West Grey, along with the Saugeen Economic Development Corporation (SEDC), launched the Saugeen Student Start-Up Program (SSUP). The Saugeen SSUP provided 41 youth the chance to run 34 businesses in the Saugeen Region that year. In 2021, this program was re-launched and assisted 59 students with the operation of 50 businesses! In 2022, we are pleased to welcome Arran-Elderslie and South Bruce to the partnership, which will allow this program to support even more youth entrepreneurs in the region.

This program is designed to fuel the creativity and business skills of Saugeen Area Students. Entrepreneurs grow in the Saugeen Region, and we want to continue to support students in Grades 6-12. We have committed time, resources, and cash to spark this program and are now looking for companies and organizations to join us in investing in the Saugeen Region's future.

By completing a relaxed business plan, eligible applicants can earn \$150 cash to help get their business idea started or expanded. As a bonus, if they post a photo on social media engaged in their business, use the hashtag #saugeenssup and send us a final report, they can receive a \$150 bonus! Students can also participate in five workshops that will help them in running their business and for each workshop they attend they will receive \$25. If they attend all five workshops they will receive a \$25 bonus.

Applications must be in no later than 4:30pm on May 6th, with successful applicants being notified by May 27th.

If you're a youth with a summer business idea or are a business or organization who would like to sponsor a student, visit saugeenconnects.com/youth or email info@saugeenconnects.com.

"We believe that our youth have an impact on our community and are the source of skills, labour force and entrepreneurship for our future."

-30-

For more information:

Jamie Doherty
Saugeen Economic Development Corporation
519-799-5750 Ext 303
info@saugeenconnects.com

3/31/22

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
78016	Arthur Foodland	3/16/22	\$29.56
78017	Bell Mobility	3/16/22	\$991.35
78018	Broadline Sanitation	3/16/22	\$282.50
78019	Cedar Creek Tools	3/16/22	\$67.79
78020	Chalmers Fuels Inc	3/16/22	\$1,261.29
78021	Duncan, Linton LLP, Lawyers	3/16/22	\$5,848.53
78022	Hydro One Networks Inc.	3/16/22	\$69.24
78023	Jim's Auto Service	3/16/22	\$99.44
78024	Kronos Canadian Systems Inc.	3/16/22	\$1,129.99
78025	Letco Limited	3/16/22	\$461.04
78026	Mount Forest Foodland	3/16/22	\$13.16
78027	Mt Forest Lawn Bowling Club	3/16/22	\$1,500.00
78028	Owen Sound Highway Maintenance	3/16/22	\$21,580.39
78029	PepsiCo Beverages Canada	3/16/22	\$666.95
78030	Jim Robinson	3/16/22	\$2,938.00
78031	Royal Bank Visa	3/16/22	\$14,754.12
78032	Telizon Inc.	3/16/22	\$763.25
78033	The Ontario Aggregate Resource	3/16/22	\$7,400.02
78034	Enbridge Gas Inc.	3/16/22	\$2,740.66
78035	Wajax	3/16/22	\$1,965.75
78036	Waste Management	3/16/22	\$980.41
78037	Wightman Telecom Ltd.	3/16/22	\$424.77
EFT0003272	ARTHUR BIA	3/16/22	\$4,812.50
EFT0003273	Arthur Home Hardware Building	3/16/22	\$346.73
EFT0003274	BackSpace Computer	3/16/22	\$3,955.00
EFT0003275	Barclay Wholesale	3/16/22	\$259.90
EFT0003276	B M Ross and Associates	3/16/22	\$14,481.40
EFT0003277	CARQUEST Arthur Inc.	3/16/22	\$331.64
EFT0003278	Carson Supply	3/16/22	\$333.85
EFT0003279	Clark Bros Contracting	3/16/22	\$1,017.00
EFT0003280	Coburn Insurance Brokers Ltd.	3/16/22	\$281,996.60
EFT0003281		3/16/22	\$82.00
EFT0003282	County of Wellington	3/16/22	\$128,114.05
EFT0003283	Dewar Services	3/16/22	\$783.09
EFT0003284	Fire Marshal's Public Fire Saf	3/16/22	\$105.56
EFT0003285	Frey Communications	3/16/22	\$5,029.08
EFT0003286	Hawthorne Security & Investiga	3/16/22	\$21,341.18
EFT0003287	HETEK Solutions Inc.	3/16/22	\$932.25
EFT0003288	Highway Sterling Western Star	3/16/22	\$105.43
EFT0003289	Huronina Welding	3/16/22	\$97.00
EFT0003290	Ideal Supply Inc.	3/16/22	\$6.97
EFT0003291	Innovative	3/16/22	\$428.27
EFT0003292	International Trade Specialist	3/16/22	\$162.84
EFT0003293	Maple Lane Farm Service Inc.	3/16/22	\$39.96
EFT0003294		3/16/22	\$210.60
EFT0003295	Martin Drainage	3/16/22	\$137.60
EFT0003296		3/16/22	\$275.00
EFT0003297	Mt Forest Business Improvement	3/16/22	\$9,564.24
EFT0003298	North Wellington Co-op Service	3/16/22	\$2,175.68

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0003299	Paul Dray Legal Services	3/16/22	\$388.44
EFT0003300	Pryde Truck Service Ltd.	3/16/22	\$4,987.63
EFT0003301	Purolator Inc.	3/16/22	\$28.18
EFT0003302	Reeves Construction Ltd	3/16/22	\$6,892.73
EFT0003303	SGS Canada Inc.	3/16/22	\$1,969.59
EFT0003304	Spacesaver Solutions Inc.	3/16/22	\$166.47
EFT0003305	STRONGCO LIMITED PARTNERSHIP	3/16/22	\$799.52
EFT0003306	Suncor Energy Inc.	3/16/22	\$4,862.00
EFT0003307	T&M BBQ Catering Ltd	3/16/22	\$500.00
EFT0003308	T&T Power Group	3/16/22	\$1,272.22
EFT0003309	Town of Minto	3/16/22	\$2,475.13
EFT0003310	Triton Engineering Services	3/16/22	\$11,274.02
EFT0003311	Wellington Comfort Systems Ltd	3/16/22	\$956.41
EFT0003312	Wellington North Power	3/16/22	\$10,659.84
EFT0003313	WJF Instrumentation (1990) Ltd	3/16/22	\$553.70
EFT0003314	Work Equipment Ltd.	3/16/22	\$303.99
EFT0003315	Young's Home Hardware Bldg Cen	3/16/22	\$38.62
78038	5053745 Ont Inc	3/24/22	\$12,200.00
78039	Bluewater Fire & Security	3/24/22	\$298.32
78040	Chalmers Fuels Inc	3/24/22	\$2,301.64
78041	Duncan, Linton LLP, Lawyers	3/24/22	\$735.07
78042	Fasken Martineau DuMoulin LLP	3/24/22	\$237.30
78043	Horrigan Overhead Doors 2019	3/24/22	\$203.40
78044	PBJ Cleaning Depot	3/24/22	\$225.98
78045	Robin and Sam Pennisi	3/24/22	\$400.00
78046	Royal Bank Visa	3/24/22	\$160.57
78047	Sign Matters	3/24/22	\$1,000.00
78048	Tom Shupe Plumbing & Heating	3/24/22	\$2,531.20
78049	Troll Bridge Creek Inc.	3/24/22	\$144.00
78050	Wellington Catholic Dist Sch B	3/24/22	\$154,281.75
78051	Wightman Telecom Ltd.	3/24/22	\$269.95
EFT0003316	Arthur Chrysler Dodge Jeep Lim	3/24/22	\$70.34
EFT0003317	B M Ross and Associates	3/24/22	\$15,882.16
EFT0003318	CARQUEST Arthur Inc.	3/24/22	\$64.24
EFT0003319	Coburn Insurance Brokers Ltd.	3/24/22	\$20,981.72
EFT0003320	Conseil scolaire catholique Mo	3/24/22	\$3,512.75
EFT0003321	County of Wellington	3/24/22	\$2,794,453.61
EFT0003322	Eric Cox Sanitation	3/24/22	\$507.40
EFT0003323	Frey Communications	3/24/22	\$747.59
EFT0003324		3/24/22	\$35.76
EFT0003325	Ideal Supply Inc.	3/24/22	\$252.93
EFT0003326	Innovative Access Technologies	3/24/22	\$124.30
EFT0003327	KORE Mechanical Inc.	3/24/22	\$1,322.59
EFT0003328	Conseil Scolaire Viamonde	3/24/22	\$3,922.00
EFT0003329	Maple Lane Farm Service Inc.	3/24/22	\$737.14
EFT0003330	Marcc Apparel Company	3/24/22	\$433.78
EFT0003331	Maitland Valley Conservation	3/24/22	\$48,881.00
EFT0003332	New-Lift Hydraulics	3/24/22	\$727.96
EFT0003333	Officer's Auto Care Inc.	3/24/22	\$723.00
EFT0003334	PACKET WORKS	3/24/22	\$169.50
EFT0003335	ROBERTS FARM EQUIPMENT	3/24/22	\$1,345.68
EFT0003336	Suncor Energy Inc.	3/24/22	\$2,225.87
EFT0003337	Toromont Industries Ltd.	3/24/22	\$349.11
EFT0003338	Turris Sites Development Corp.	3/24/22	\$68.74
EFT0003339	Upper Grand Dist School Board	3/24/22	\$768,149.75

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0003340	Upper Grand Dist School Board	3/24/22	\$53,328.00
EFT0003341	Wellington Advertiser	3/24/22	\$512.79
EFT0003342	Wellington North Power	3/24/22	\$54,095.31
EFT0003343	Yake Electric Ltd	3/24/22	\$247.47
EFT0003344	Young's Home Hardware Bldg Cen	3/24/22	\$15.80
78052	Assoc Ont Road Superintendents	3/30/22	\$694.95
78053	Arthur Foodland	3/30/22	\$207.56
78054	Broadline Equipment Rental Ltd	3/30/22	\$190.97
78055	Canadian Tire #066	3/30/22	\$138.97
78056	Chalmers Fuels Inc	3/30/22	\$863.48
78057	Corporate Express Canada Inc.	3/30/22	\$135.39
78058	Horst Excavating Inc	3/30/22	\$8,610.60
78059	Hydro One Networks Inc.	3/30/22	\$3,716.78
78060	Information Network Systems	3/30/22	\$105.34
78061	Kurt Penwarden Tree Services	3/30/22	\$3,559.50
78062		3/30/22	\$4,300.00
78063	Saugeen Connects	3/30/22	\$5,000.00
78064	Tom Shupe Plumbing & Heating	3/30/22	\$1,948.85
78065	Enbridge Gas Inc.	3/30/22	\$5,504.96
EFT0003345	Arthur Chrysler Dodge Jeep Lim	3/30/22	\$114,756.50
EFT0003346	Arthur Home Hardware Building	3/30/22	\$401.02
EFT0003347	Arthurs Fuel	3/30/22	\$1,609.11
EFT0003348	B & I Complete Truck Centre	3/30/22	\$1,485.54
EFT0003349	Canada's Finest Coffee	3/30/22	\$128.00
EFT0003350	CARQUEST Arthur Inc.	3/30/22	\$507.77
EFT0003351	Carson Supply	3/30/22	\$3,971.96
EFT0003352	City of Guelph	3/30/22	\$2,796.75
EFT0003353	CMT Engineering Inc.	3/30/22	\$15,016.57
EFT0003354	Coffey Plumbing, Div. of KTS P	3/30/22	\$2,310.12
EFT0003355	County of Wellington	3/30/22	\$23,164.00
EFT0003356	Darroch Plumbing Ltd.	3/30/22	\$361.60
EFT0003357	DeBoer's Farm Equipment Ltd.	3/30/22	\$39.85
EFT0003358	Frey Communications	3/30/22	\$372.87
EFT0003359		3/30/22	\$18.64
EFT0003360	Harold Jones Enterprises	3/30/22	\$30.45
EFT0003361	Ideal Supply Inc.	3/30/22	\$466.50
EFT0003362	J J McLellan & Son	3/30/22	\$80.22
EFT0003363	Lifesaving Society	3/30/22	\$370.00
EFT0003364	M & L Supply, Fire & Safety	3/30/22	\$125.87
EFT0003365	Maple Lane Farm Service Inc.	3/30/22	\$12.07
EFT0003366	North Wellington Co-op Service	3/30/22	\$1,227.53
EFT0003367	Ont Clean Water Agency	3/30/22	\$29,823.60
EFT0003368	Purolator Inc.	3/30/22	\$5.09
EFT0003369	REALTAX Inc.	3/30/22	\$3,220.50
EFT0003370	Resurface Corporation	3/30/22	\$1,941.57
EFT0003371	Suncor Energy Inc.	3/30/22	\$1,974.99
EFT0003372	Triton Engineering Services	3/30/22	\$20,265.01
EFT0003373	Upanup Studios Inc.	3/30/22	\$33,431.05
EFT0003374	Viking Cives Ltd	3/30/22	\$6,787.20
EFT0003375	Wellington Comfort Systems Ltd	3/30/22	\$372.90
EFT0003376	Young's Home Hardware Bldg Cen	3/30/22	\$235.55
	Total Amount of Cheques:		\$4,842,387.34



Staff Report

To: Mayor and Members of Council Meeting of April 11, 2022
From: Matthew Aston, Director of Operations
Corey Schmidt, Manager, Environmental and Development Services
Subject: OPS 2022-015 being a report on the award of a valve turning trailer

RECOMMENDATION

THAT the Council of the Township of Wellington North receive Report OPS 2022-015 being a report on the award of a valve turning trailer;

AND FURTHER THAT Council award the supply of the new valve turning trailer to Wachs Canada Ltd. at a cost of \$99,877.50 plus applicable taxes;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2022 Capital Budget

BACKGROUND

The request for proposal (RFP) was advertised on the Township’s website starting February 7, 2022, and closed March 22, 2021.

Township had only one bid takers for this RFP.

The Township received one submission prior to RFP close: Wachs Canada Ltd. Submission was assessed based on cost – see Financial Section below.

Wachs was the only bid received, which makes comparing bids impossible. Wachs did meet the RFP as specified within the approved 2022 capital budget. Township’s existing valve turning trailer was manufactured by Wachs and it has performed well for the environmental service team. Township staff are very comfortable recommending award to Wachs of this specialized piece of equipment.

FINANCIAL CONSIDERATIONS

Equipment	2022 Budget	Quote^
Valve Turning Machine	\$115,000	\$99,877.50

^ - plus applicable taxes

The Township expects to generate approximately \$5,000.00 from the sale of the existing valve turning trailer. This will occur after the new equipment is received.

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 Corey Schmidt, Manager, Environmental and Development Services
Recommended By:	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Special Meeting of April 11, 2022

From: Matthew Aston, Director of Operations
Corey Schmidt, Manager, Environmental Services

Subject: OPS 2022-011 being a report on the 2022 sanitary allocations

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2022-011 being a report on the 2022 sanitary allocations;

AND FURTHER THAT Council review and adopt the 2022 Reserve Capacity Calculations for Arthur and Mount Forest as prepared by Triton Engineering Services Limited dated April 4, 2022;

AND FURTHER THAT Council direct staff to work towards entering a sewage allocation agreement with the following developers in Wellington North:

Cachet Developments (Arthur) Inc. – 59 units
Deer Ridge Heights Inc. – 75 units

AND FURTHER THAT Council award ten (10) units of sewage allocation to the Building Department for distribution for infill lots within the Arthur;

AND FURTHER THAT Council award zero (0) units of sewage allocation to the Building Department for distribution during the next year for infill lots within Mount Forest.

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law to enter into the agreements;

AND FURTHER THAT Council direct staff to submit a copy of this resolution, copies of the reports prepared by Triton Engineering Services Limited, and the resolution from this report to the Ministry of the Environment, Conservation & Parks.

OPTIONAL

AND FURTHER THAT Council direct staff to invite the developer's contained within this report, who have submitted an application for sewage allocation but do not meet the submission requirements, be provided a request for deputation form in order that they may discuss with Council the details / merits of their project.

AND FURTHER THAT Council waive the restriction within the Township's procedural by-law as it relates to deputations concerned with the developers who have submitted sewage allocation applications.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2021-013 being a report on the 2021 sewage allocations

Report OPS 2021-031 being a report on the Township's 2021 wastewater reserve capacity be received

BACKGROUND

The Township's current sewage allocation policy, dated April 12, 2021, provides that 15% of the uncommitted sewage reserve is available for allocation each April. This means that, given the Triton Engineering Services Limited (TESL) letters dated April 4, 2022, Township Council can allocate a total of 59 units of sewage allocation in Arthur and 118 units of sewage allocation in Mount Forest, in 2022, by policy.

Township's current revision of the "Sewage Allocation" policy can be reviewed at <https://wellington-north.com/content/government/sewage-allocation-policy-2021.pdf> .

Township staff have evaluated each application based on the criteria (or characteristics) within the policy and detailed them on the chart which follows:

ARTHUR WASTEWATER TREATMENT PLANT	
2022 Uncommitted Reserve Capacity	391 Units
15% of Uncommitted Reserve	59 Units

Table 1

Developer / Project Location	# of Units	Score per Policy
Cachet Developments (Arthur) Inc. Preston Street	197 (39 units allocated in 2021)	35
TOTAL	158	NA

Table 2

Developer / Project Location	# of Units	Score per Policy
12375532 Canada Incorporated 335/341 Smith Street*	15 – Townhouses / Free- Hold	27
Sarah Properties Ltd.*	395 + Commercial Block	18
Surinder Chaundry 171 Smith Street*	59	34
TOTAL	469	NA

After reviewing the applications, Township staff feel that award of all sewage allocations units in Arthur should be committed to Cachet Developments (Arthur) Inc., which is reflected in the recommendation of this report.

Township staff would note the following for Council's awareness:

- Cachet still requires 99 units of sewage allocation in order to proceed with their entire development
- Township staff feel that all sewage allocation, or a plan for the developer to receive all sewage allocation, should be provided prior to the Township entering a subdivision agreement with any developer
- Construction is disruptive, and although there is a benefit to controlling or throttling growth, there are other advantages to providing certainty, providing clear direction to staff on development priorities, and limiting the amount of time future neighbourhoods are construction zones
- Recommendation, contained within this report, reflects Township staff interpretation of the Council approved policy related to sewage allocation

MOUNT FOREST WASTEWATER TREATMENT PLANT	
2022 Uncommitted Reserve Capacity	785 Units
15% of Uncommitted Reserve	118 Units

Table 3

Developer / Owner	# of Units	Score per Policy
Deer Ridge Heights Inc. (Formerly Avila Investments Ltd. or Murphy Property)	75 (411 units required for entire subdivision)	26
TOTAL	75	NA

After reviewing the applications, Township staff feel that award of seventy-five (75) sewage allocations units in Mount Forest should be committed to Deer Ridge Heights Inc. (formerly Avilia, aka Murphy Property), which is reflected in the recommendation of this report.

Township staff would note the following for Council's awareness:

- Deer Ridge Heights Inc. will require many more sewage allocations in order to complete this develop
- Deer Ridge Heights Inc. will require the new sanitary pumping station on South Water Street to be constructed prior to any building within this development
- Design is complete for South Water Sanitary Pumping Station, however, to date, construction dollars have not been committed by Council or the developer. Project identified in the Development Charges Background study. Township should require front ending agreement from developer to facilitate the construction.

Table 4

Developer / Owner	# of Units	Score per Policy
Sunvale Homes Subdivision*	141	26
Wellington Street East Subdivision*	113	23
Reeves Construction Wellington Street East Subdivision*	23	16
178 Main Street South Mount Forest, Ontario	16	47
391 Main St N – Lot Line Adjustment	17	42
TOTAL	310	NA

Applicants within Table 2 & 4 do not meet clause two within the procedure of the Township’s “Sewage Allocation Policy” dated April 12, 2021. As per the optional part of the recommendation, Council can decide that these applicants be contacted and asked to appear as a deputation to Council to speak about their project and why their request for sewage allocation should be considered by Council. Any decision by Council to award sewage allocation to these projects will require that Council waive procedure clause two and, depending on the project, recommendation may be to have commitment of sewage allocation conditional.

For ease of reference Procedure Clause 2 of the Township’s “Sewage Allocation Policy reads:

Requests for sewage allocation units will only be considered by Council once the development has achieved draft plan approval or site plan agreement or subdivision agreement or development agreement or similar approvals.

Per the policy and giving consideration to the uncommitted units remaining within the building department at year-end 2021 (Schedule E), the recommendation contained in this report would see the building department start 2022 with an allocation of twenty sewage allocations for Arthur and twenty sewage allocations for Mount Forest for in-fill projects.

It’s worth noting that in Wellington North we experienced a reduction of 123.2mm of precipitation between 2020 to 2021.

FINANCIAL CONSIDERATIONS

A unit of sewage allocation, based on the Arthur WWTP – Phase 1 project budget, has a value of approximately \$21,000 per unit.

ATTACHMENTS

Schedule A – TESL Letter dated April 4, 2022, titled “Township of Wellington North Community of Arthur 2022 Reserve Capacity Calculations”

Schedule B – TESL Letter dated April 4, 2022, titled “Township of Wellington North Community of Mount Forest 2022 Reserve Capacity Calculations”

Schedule C – 2021 Township staff scoring of “Application for Sewage Allocation”

Schedule D – Template of “Sewage Allocation Agreement”

Schedule E – Detailed Breakdown of Outstanding Sewage Allocation Units

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Matthew Aston, Director of Operations Corey Schmidt, Manager, Environmental Services
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Recommended By:	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>
------------------------	--



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 Fergus
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 Tel: (519) 843-3920
 Fax: (519) 843-1943
 Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

April 4, 2022

Township of Wellington North
 Box 125, 7490 Sideroad 7 West
 Kenilworth, Ontario N0G 2E0

Attention: Darren Jones,
 Chief Building Official

RE: Township of Wellington North
 Community of Arthur
 2022 Reserve Capacity Calculation
 Our File: A5510(22) R05 & R46

Dear Sir:

The attached tables outline the 2022 reserve capacity calculations for the water supply and sewage treatment systems in Arthur. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. **50** equivalent residential units were issued building permits and assumed occupied within the municipal systems in Arthur in 2021.

Water System:

The three (3) year average maximum day demand of the water system decreased from 1,572m³/day to **1,531m³/day** over the past year. The 2022 uncommitted reserve capacity of the water system has increased from 444 to **489** new development equivalent residential units (ERUs) based on the systems firm capacity of **2,255m³/day**.

The Arthur water system is a single pressure zone watermain distribution network that includes two elevated towers and three supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. The current storage volume requirement is **994m³** which is below the system storage volume currently available of 1,137m³. Note: This current volume does not include the multileg tower volume as the recent inspection indicated that the structure is nearing the end of its service life and further maintenance and/or modifications to extend this are not advisable.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage is expected to be sufficient to service the committed developments.

Refer to Table 1.0 and Table 1.1 for additional information.

Wastewater Treatment Plant:

The Arthur WWTP has a treatment capacity of 1,860m³/day. The three-year annual average day flow decreased from 1,333m³/day to **1,293m³/day**. Calculations provided in Table 2 (attached) indicate the uncommitted reserve capacity has increased from 342 to **391** new development ERUs.

Based on Golden Valley Farm's most recent monitoring report dated December 2021, the number of remaining committed units for this industry is zero (**0**) ERUs as reflected in Table 3.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Arthur sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the extraneous flows over and above the expected amount within a typical system is, on average, **134m³/day**, which equates to an estimated **142 ERUs**. The relationship between the wastewater flows, precipitation and temperature is indicative of a system that is subject to groundwater infiltration and sump pump connections to the sanitary system, but not necessarily direct inflow (i.e., roof leaders, catchbasins), given the high wastewater flows noted during the spring melt with little correlation noted to high precipitation events during lower groundwater periods (i.e., June & July).

Summary:

It is important to note that Forest View Estates, Seawaves Homes and Phase 3 of the Eastridge Landing Subdivision are included as committed development in these calculations as per Table 3, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Respectfully,
Triton Engineering Services Limited



Dustin Lyttle, P. Eng.



Ray Kirtz, P.Eng.

Encl.

cc: Tammy Stevenson, Development Technologist, Township of Wellington North
Mike Given, Chief Administrative Officer, Township of Wellington North
Matt Aston, Director of Operations, Township of Wellington North
Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North

TABLE 1.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WATER SUPPLY 2022 RESERVE CAPACITY

DESCRIPTION	2022
1 Firm Capacity ¹	2,255
2 Three-Year Max Day Demand (m ³ /d) ²	1,531
3 Three-Year Average Day Demand (m ³ /d) ³	1,036
4 Reserve Capacity (m ³ /d) (1) - (2)	724
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.48
6 Three-Year Average Day Residential Demand (m ³ /d) ⁴	604
7 Peaked Max Day Residential Flow (m ³ /d) (5) x (6)	893
8 Occupied Serviced Households ⁵	968
9 Persons Per Existing Residential Unit (2016 Census Data)	2.4
10 Population Served (8) x (9)	2,323
11 Maximum Residential Day Demand Per Capita (m ³ /d) (7) ÷ (10)	0.384
12 Additional Population that can be Served (4) ÷ (11)	1,885
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.7
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	701
15 Committed Equivalent Residential Units (Table 3)	212
16 Uncommitted Reserve Capacity Equivalent Residential Units (14) - (15)	489
¹ Based on production for Well 8A/8B only (2,255m ³ /day each), assumes Well 7A (1,961m ³ /d) is off-line.	
² Max day demand is the average of the maximum day demand of 2019, 2020 and 2021 adjusted (1,478m ³ /d , 1,572m ³ /d and 1,542m ³ /d respectively).	
³ Average day demand is the average daily demand from 2019, 2020 and 2021 (1,080m ³ /d , 1,025m ³ /d and 1002m ³ /d respectively)	
⁴ Average residential demand is the average daily demand with the ICI users discounted from 2019, 2020 and 2021 (636m ³ /day, 587m ³ /day and 589m ³ /day, respectively)	
⁵ 918 (2020) + 50 additional ERUs occupied in 2021.	

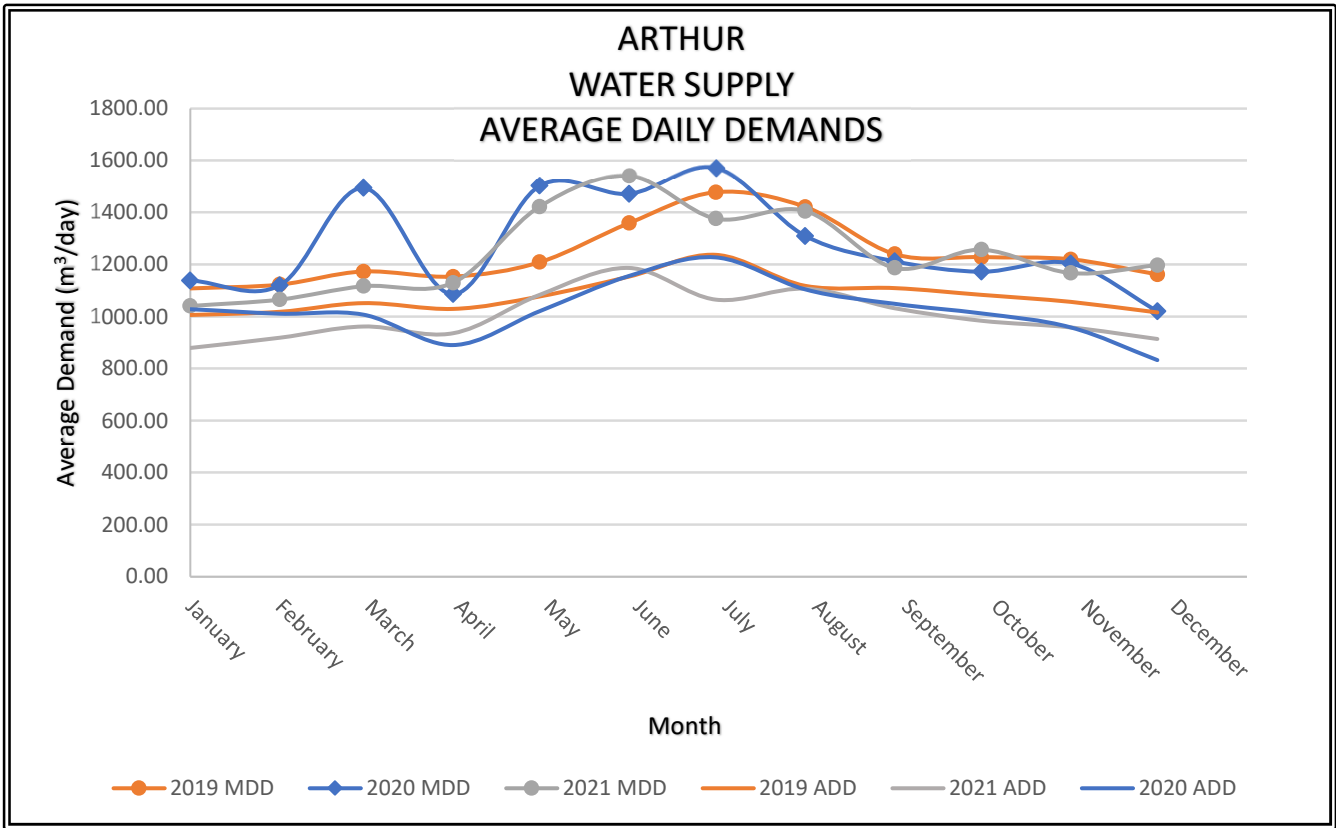


TABLE 1.1
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WATER SYSTEM 2022 STORAGE ASSESSMENT

DESCRIPTION	2021
1 Existing System Storage (m ³) ¹	1,137
2 Three-Year Max Day Demand (m ³ /d) (Table 1)	1,531
3 Storage Required (m ³) (as per MECP Guidelines)	994
4 Existing Surplus Storage Available (m³) (1) - (3)	143
5 Committed Equivalent Residential Units (Table 3)	212
6 Storage Required to Service Committed Developments (m ³)	1,085
7 Additional Storage Available (m³) (1) - (6)	52
¹ Existing multi-leg tower is nearing the end of its expected service life. Therefore, its volume (227m ³) has not been included in available storage assessment.	

TABLE 2.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WASTEWATER 2022 RESERVE CAPACITY

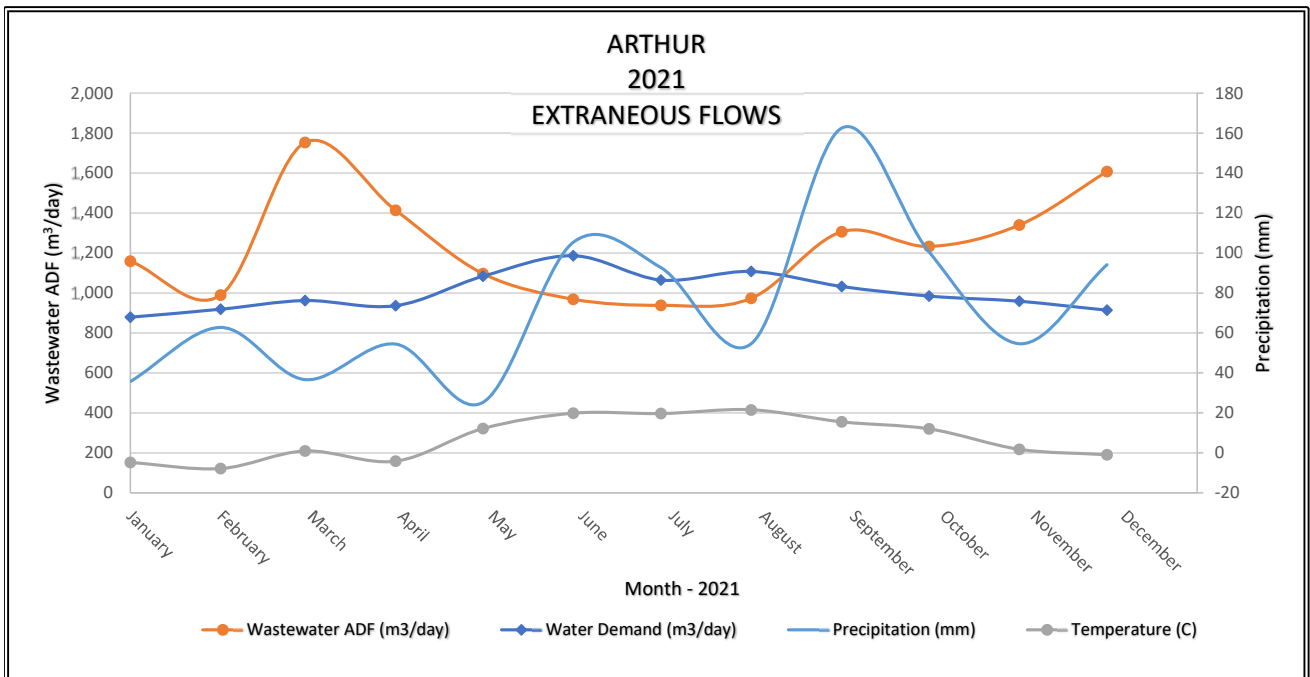
DESCRIPTION	2021
1 Design Capacity of Sewage Treatment Facility (m ³ /d)	1,860
2 Average Day Flow ¹ (m ³ /d) (Average of 2019, 2020 and 2021 Average Day Flows)	1,293
3 Reserve Capacity (m ³ /d) (1) - (4)	567
4 Expected New Development Per Capita Flow ² (m ³ /d)	0.350
5 Additional Population that can be Served (3) ÷ (4)	1,621
6 Person Per Equivalent Residential Unit (2018 Growth Management Plan)	2.7
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.942
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	603
9 Committed Development Residential Units (Table 3)	212
10 Uncommitted Reserve Capacity New Development Equivalent Residential Units (7) - (8)	391
¹ Average of 2019, 2020 and 2021 (1,326m ³ /day, 1,316m ³ /day and 1,236 m ³ /day respectively).	
² Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	

TABLE 3.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
SUMMARY OF DEVELOPMENTS 2022

COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS OCCUPIED 2021	REMAINING UNITS AT END OF 2021
Eastridge Landing (Phase 3 & 4)	103	28	75
Forest View Estates (Domville St.)	50	0	50
Seawaves Homes (Gordon St.)	37	0	37
Arthur Green Developments Inc. (164 George St.)	12	12	0
D. Martin Development (Conestoga Street)	1	0	1
Cachet Development (Preston Street) ¹	197	0	39
INFILL LOTS ²	20	10	10
SUB-TOTAL		50	212
GOLDEN VALLEY ³	0		0
TOTAL COMMITTED UNITS			212
¹ 39 Units committed in 2021. Remaining 158 units (197-39) have not been allocated.			
² 10 infill lots to be allocated each year.			
³ Golden Valley Semi-Annual Monitored Flow is noted at 195m ³ /day in excess of the allowable flow rate of 181m ³ /day			

**TABLE 4.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
EXTRANEOUS FLOWS 2021**

MONTH	PRECIPITATION ¹ (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m ³ /day)	WATER ADD (m ³ /day)	EXTRANEOUS FLOW (m ³ /day)
January-2021	35.6	-4.89	1,159	879	280
February-2021	62.8	-7.88	990	919	71
March-2021	36.6	0.93	1,754	962	792
April-2021	54.5	-4.20	1,414	936	478
May-2021	25.2	12.1	1,097	1,084	13
June-2021	105.4	19.8	969	1,187	0
July-2021	92.7	19.6	938	1,065	0
August-2021	54.6	21.5	973	1,107	0
September-2021	162.5	15.5	1,307	1,032	0
October-2021	100.5	12.0	1,233	984	249
November-2021	54.6	1.79	1,340	958	382
December-2021	94.2	-1.00	1,609	914	695
AVERAGE	879.2 (TOTAL)	7.10	1,232	1,002	247
REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m³/day)²					113
EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m³/day)					134
EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)³					142
¹ As recorded at the Shand Dam.					
² Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.					
³ Based on Future Development Unit Sanitary Flow Rate					





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ORANGEVILLE • FERGUS • HARRISTON

April 4, 2022

Township of Wellington North
 Box 125, 7490 Sideroad 7 West
 Kenilworth, Ontario N0G 2E0

Attention: Darren Jones,
 Chief Building Official

RE: Township of Wellington North
 Community of Mount Forest
 2022 Reserve Capacity Calculations
 Our File: A5510(22) R03 & R47

Dear Sir:

The attached tables outline the 2022 reserve capacity calculations for the water supply and sewage treatment systems in Mount Forest. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. **90** equivalent residential units were issued building permits and assumed occupied within the municipal systems in Mount Forest in 2021.

Water System:

The three (3) year average maximum day demand of the water system increased from 2,312m³/day to **2,546m³/day** over the past year. The 2022 uncommitted reserve capacity of the water system has decreased from 4,363 to **3,723** new development equivalent residential units (ERUs) based on the systems operational firm capacity of **5,976m³/day**.

The Mount Forest water system is a single pressure zone watermain distribution network that includes one elevated standpipe and four supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. Given this, the current storage volume requirement is **2,841m³** which is above the system storage volume currently available of 2,000m³.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage is expected to be insufficient to service the committed developments.

Refer to Table 1.0 and Table 1.1 for additional information.

Wastewater Treatment Plant:

The Mount Forest WWTP has a rated treatment capacity of 2,818m³/day. The three-year annual average day flow increased from 1,977 m³/day to **1,962m³/day**. Calculations provided in Table 2 (attached) indicate the uncommitted reserve capacity has decreased from 1,164 to **785** equivalent residential units.

Table 2 summarizes the sewage treatment reserve capacity calculations for 2022.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Mount Forest sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the system is not subject to extraneous flows over and above a reasonable amount within a typical system. There does appear to be a relationship between the wastewater flows, precipitation and temperature however the resulting infiltration/inflow on an annual basis is not significant.

Summary:

It is important to note that the active developments as listed in Table 3 are included as committed development, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

The need for additional municipal water storage is apparent based on the calculations. Although the storage deficit is becoming significant, the excess supply in the system provides a safe guard to supplement storage deficiencies. However, with growth the excess supply will diminish as storage requirements increase at the same time, therefore it is recommended that the process of establishing addition system storage commence as soon as possible. This process would start with a Municipal Class EA for the construction of a new water storage facility.


Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Respectfully,
Triton Engineering Services Limited



Dustin Lyttle, P. Eng.



Ray Kirtz, P.Eng.

Encl.

cc: Tammy Stevenson, Development Technologist, Township of Wellington North
Mike Given, Chief Administrative Officer, Township of Wellington North
Matt Aston, Director of Operations, Township of Wellington North
Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North

TABLE 1.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
WATER SUPPLY 2022 RESERVE CAPACITY

DESCRIPTION	2021
1 Firm Operational Capacity ¹	5,976
2 Three-Year Max Day Demand (m ³ /d) ²	2,546
3 Three-Year Average Day Demand (m ³ /d) ³	1,409
4 Reserve Capacity (m³/d) (1) - (2)	3,430
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.81
6 Three-Year Average Day Residential Demand (m ³ /d) ⁴	1,099
7 Peaked Max Day Residential Flow (m ³ /d) (5) x (6)	1,986
8 Occupied Serviced Households ⁵	2,200
9 Persons Per Existing Residential Unit (Technical Servicing Update)	2.5
10 Population Served (8) x (9)	5,500
11 Maximum Residential Day Demand Per Capita (m ³ /d) (7) ÷ (10)	0.361
12 Additional Population that can be Served (4) ÷ (11)	9,496
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.4
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	3,957
15 Committed Equivalent Residential Units (Table 3)	234
16 Uncommitted Reserve Capacity Equivalent Residential Units (14) - (15)	3,723
¹ Operational Capacity is noted as the historic maximum flow rates at each of the Wells, as per the 2020 Technical Study Update.	
² Max day demand is the average of the maximum day demand of 2019, 2020 and 2021 (2,447m ³ /d, 2,322m ³ /d, 2,870m ³ /d respectively).	
³ Average day demand is the average daily demand from 2019, 2020 and 2021 (1,420m ³ /d and 1,376m ³ /d , 1,432m ³ /d respectively)	
⁴ Average residential demand is the average daily demand with the ICI users discounted from 2019, 2020 and 2021 (1,097m ³ /day, 1,075m ³ /day and 1,127m ³ /day, respectively)	
⁵ 2,110 (2020) + 90 ERUs connected in 2021	

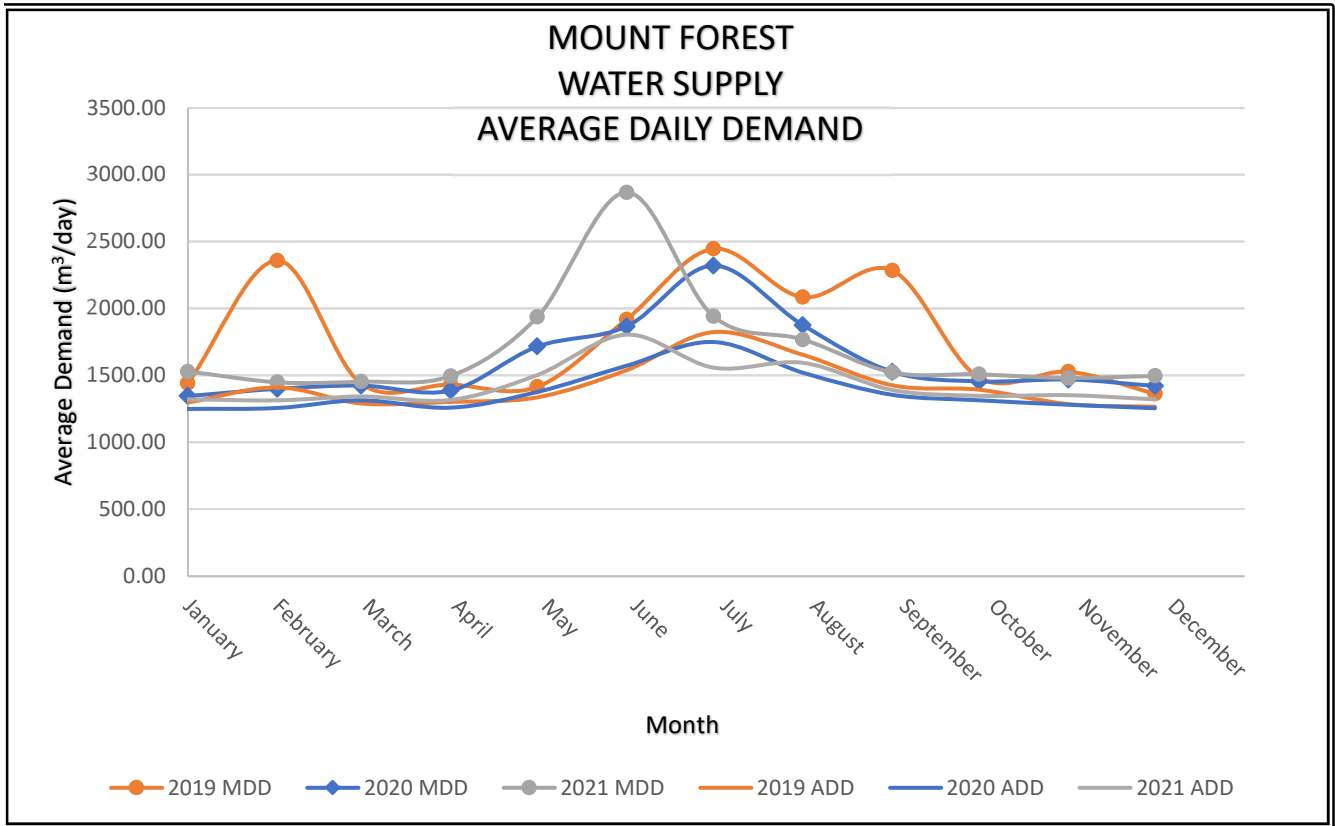


TABLE 1.1
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
WATER SYSTEM 2022 STORAGE ASSESSMENT

DESCRIPTION	2021
1 Existing System Storage (m ³) ¹	2,000
2 Three-Year Max Day Demand (m ³ /d) (Table 1)	2,546
3 Existing Storage Required (m ³) (as per MECP Guidelines)	2,841
4 Existing Surplus Storage Available (m³) (1) - (3)	-841
5 Committed Equivalent Residential Units (Table 3)	234
6 Storage Required to Service Committed Developments (m ³)	3,118
7 Additional Storage Available (m³) (1) - (6)	-1,118
¹ Existing System Storage provided by Stand Pipe constructed in 1985.	

TABLE 2.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
WASTEWATER 2022 RESERVE CAPACITY

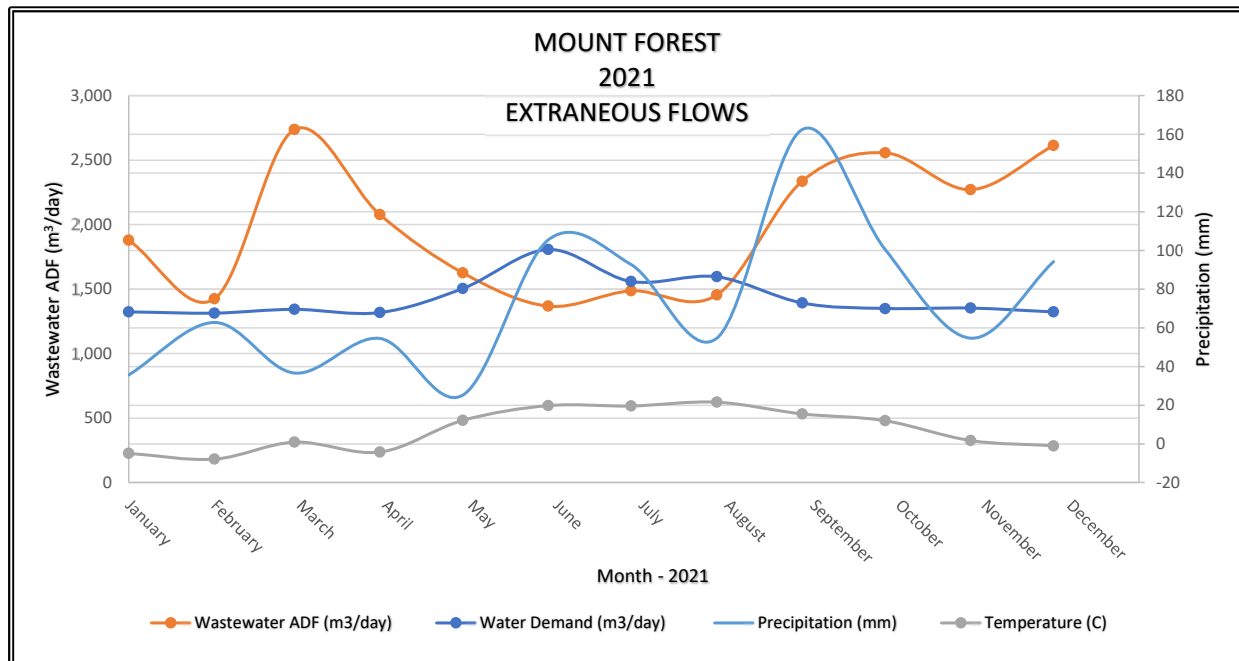
DESCRIPTION	2021
1 Design Capacity of Sewage Treatment Facility (m ³ /d)	2,818
2 Average Day Flow ¹ (m ³ /d) (Average of 2019, 2020 and 2021 Average Day Flows)	1,962
3 Reserve Capacity (m ³ /d) (1) - (4)	856
4 Expected New Development Per Capita Flow ² (m ³ /d)	0.350
5 Additional Equivalent Population that can be Served (3) ÷ (4)	2,447
6 Person Per Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.4
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.840
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	1,019
9 Committed Development Residential Units (Table 3)	234
10 Uncommitted Reserve Capacity New Development Equivalent Residential Units (7) - (8)	785
¹ Average day flow is the average daily flow from 2019, 2020 and 2021 (1,954m ³ /d, 1,937m ³ /d, 1,994m ³ /d respectively)	
² Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	

TABLE 3.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
SUMMARY OF DEVELOPMENTS 2022

COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS OCCUPIED 2021	REMAINING UNITS AT END OF 2021
Albert Street Estates (Reeves)	1	0	1
Lucas Subdivision (Reeves)	19	12	7
Martin Street (Betty Dee Ltd.)	1	1	0
Cork Street (South Saugeen Developments Inc.)	6	6	0
London Road Subdivision (Bye)	30	4	26
Marlanna Homes Subdivision (400 King Street East)	24	0	24
310 Sligo Road West (Sharpe)	12	12	0
Mount Forest Developments Inc. (Church/Durham)	30	14	16
Sharon Farms - 730 Princess St	15	0	15
Jack's Way Subdivision (Wilson)	60	0	60
Wellington Street Townhouses (Wilson)	24	24	0
391 Main St N Apartments (Wilson)	33	0	33
Archcon Group Ltd (773 Princess St)	32	0	32
INFILL LOTS ¹	37	17	20
SUB-TOTAL		90	234
TOTAL COMMITTED UNITS			234
¹ 20 infill lots to be allocated each year.			

**TABLE 4.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
EXTRANEOUS FLOWS 2021**

MONTH	PRECIPITATION ¹ (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m ³ /day)	WATER ADD (m ³ /day)	EXTRANEOUS FLOW (m ³ /day)
January-2021	35.6	-4.89	1,878	1,324	555
February-2021	62.8	-7.88	1,424	1,314	110
March-2021	36.6	0.93	2,737	1,343	1,394
April-2021	54.5	-4.20	2,076	1,318	759
May-2021	25.2	12.1	1,626	1,504	123
June-2021	105.4	19.8	1,368	1,806	0
July-2021	92.7	19.6	1,486	1,559	0
August-2021	54.6	21.5	1,456	1,595	0
September-2021	162.5	15.5	2,337	1,392	0
October-2021	100.5	12.0	2,557	1,349	1,208
November-2021	54.6	1.79	2,271	1,353	918
December-2021	94.2	-1.00	2,614	1,323	1,291
AVERAGE	879.2 (TOTAL)	7.10	1,986	1,432	530
REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m³/day)²					570
EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m³/day)					-40
EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)³					-48
¹ As recorded at the Shand Dam.					
² Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.					
³ Based on Future Development Unit Sanitary Flow Rate					



SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 14, 2022		
APPLICANT	Cobide Engineering		
ADDRESS	517 10th Street, Hanover		
PHONE	519-506-5959	EMAIL ADDRESS	tburnside@cobideeng.com

DEVELOPER	WT Land LP		
ADDRESS	569 Perth Street, PO Box 7, Mount Forest, ON		
HOME PHONE	519-509-8000	EMAIL ADDRESS	brad@wilsoncorp.ca

PROJECT NAME	Church Property Apartment		
ROLL #	2349000004190000000		
STREET	Main Street		
LEGAL DESCRIPTION	Part of Park Lot 1, West Side of Main Street and East Side of Foster Street		
# OF ALLOCATIONS	17		
PROJECT DESCRIPTION	Apartment Building		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.

Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.

Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).

Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).

Project will utilize existing sanitary infrastructure.

Project meets the unit density required by current planning policy.

Project includes the building of purpose built rental. The intent for the 17 unit apartment building to register it as a condo and WT Land will rent the units out.

Project includes provisions that are consistent with the Township's Community Growth Plan:

Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).

Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED: March 31, 2022

PRINT NAME: Travis Burnside

200
 391 main St. N/
 LOT LINE

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

42
//

SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 30 2022		
APPLICANT	Dan Prospero & Ines Prospero		
ADDRESS	48 mccauley dr, Bolton, ON L7E 0B3		
PHONE	416-677-9822	EMAIL ADDRESS	ines@accrueltd.com dan@accrueltd.com

DEVELOPER	Dan Prospero & Ines Prospero		
ADDRESS	48 mccauley dr, Bolton, ON L7E 0B3		
HOME PHONE	416-677-9822	EMAIL ADDRESS	ines@accrueltd.com dan@accrueltd.com

PROJECT NAME	178 Main Street, Mount Forest		
ROLL #	23 49 - 000 - 002 - 10900 - 0000		
STREET	178 Main Street, Mount Forest		
LEGAL DESCRIPTION	Mount Forest E/S Main St PT Lot 18		
# OF ALLOCATIONS			
PROJECT DESCRIPTION	16 residential rental units with ground floor retail		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES Site Plan Agreement applicaiton has been submitted not for formally approved yet.

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED:

March 29/22

PRINT NAME:

Dan Prospero

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

= 47

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SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 29, 2022		
APPLICANT	Cobide Engineering		
ADDRESS	517 10th Street, Hanover		
PHONE	519-506-5959	EMAIL ADDRESS	tburnside@cobideeng.com

DEVELOPER	Reeves Construction		
ADDRESS	372 Main Street North, Mount Forest, ON		
HOME PHONE	519-323-1241	EMAIL ADDRESS	rclimited@hotmail.com

PROJECT NAME	Wellington Street Subdivision		
ROLL #	2349000003203000000		
STREET	Wellington Street/ London Road/ King Street		
LEGAL DESCRIPTION	Part of Lot 71 Concession 3		
# OF ALLOCATIONS	23		
PROJECT DESCRIPTION	Residential Subdivision		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE: 

DATED: 3/29/2022

PRINT NAME: TRAVIS BURNSIDE

Wellington St. East
(Keeves)

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

1002 do not pull
(19/3/18)

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

= 16

SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 7, 2022		
APPLICANT	Deer Ridge Heights Inc., Attn. Mr. Pat George		
ADDRESS	PO Box 249, 5093 Fountain Street North Breslau, ON N0B 1M0		
PHONE	519-648-2285	EMAIL ADDRESS	pgeorge@gamasonry.com

DEVELOPER	Deer Ridge Heights Inc., Attn. Mr. Pat George		
ADDRESS	PO Box 249, 5093 Fountain Street North Breslau, ON N0B 1M0		
HOME PHONE	519-220-9763	EMAIL ADDRESS	pgeorge@gamasonry.com

PROJECT NAME	Mount Forest Subdivision		
ROLL #	234900000607600000		
STREET	Main Street South, Mount Forest		
LEGAL DESCRIPTION	Part Park Lots Q & R, Survey MacDonald's Mount Forest; Part Lot 2, Concession WOSR, Divisions 3 & 4; geographic Arthur Township; being Part 1 on Reference Plan 61R-7881, Township of Wellington North in the County of Wellington		
# OF ALLOCATIONS	75 (65 single-detached and 10 semi-detached)		
PROJECT DESCRIPTION	Phase 1 of draft-approved subdivision 23T-13002		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
* Application has been submitted
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:

Patrick George

DATED:

march 7, 2022

PRINT NAME: Pat George

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

yet to be determined

Deer Ridge Heights Inc.

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

= 26

SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 14, 2022		
APPLICANT	Cobide Engineering		
ADDRESS	517 10th Street, Hanover		
PHONE	519-506-5959	EMAIL ADDRESS	tburnside@cobideeng.com

DEVELOPER	John Welton Custom Homebuilding Ltd.		
ADDRESS	685 Riddell Road, Unit 6, Orangeville, ON L9W 5J7		
HOME PHONE	416-346-0883	EMAIL ADDRESS	johnzwelton@sunvalehomes.com

PROJECT NAME	Sunvale Homes Subdivision		
ROLL #	2349000004001750000		
STREET	Cork Street/ Martin Street		
LEGAL DESCRIPTION	Pt Park Lots 10,11,12 S of Princess St., Pt Park Lots I, K L McDonalds Survey and Pt of Division 1 Lot 2 Conc WOSR		
# OF ALLOCATIONS	141		
PROJECT DESCRIPTION	Residential Subdivision		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

Draft Plan has been submitted and Public Meeting has occurred. We are working through comments with the Township, County and SVCA.

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental. Depending on who buys the multi-family block, there is potential these could be purpose built rentals
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED:

3/17/2022

PRINT NAME:

TRAVIS BURDSIDE

Sunvale

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Yet to be
Determined

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

= 26
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SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 14, 2022		
APPLICANT	Cobide Engineering		
ADDRESS	517 10th Street, Hanover		
PHONE	519-506-5959	EMAIL ADDRESS	tburnside@cobideeng.com

DEVELOPER	Wilson Developments		
ADDRESS	569 Perth Street, PO Box 7, Mount Forest, ON		
HOME PHONE	519-509-8000	EMAIL ADDRESS	brad@wilsoncorp.ca

PROJECT NAME	Wellington Street Subdivision		
ROLL #	2349000002023100000		
STREET	Wellington Street/ Birmingham Street		
LEGAL DESCRIPTION	Part 4, 61R-21979		
# OF ALLOCATIONS	113		
PROJECT DESCRIPTION	Residential Subdivision		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental. The intent for the 92 unit apartment building to register it as a condo and WT Land will rent the units out.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED: 3/17/2022

PRINT NAME: TRAVIS BURKSIDE

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

yet to be determined.

Wellingtons ²²¹ East

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

= 23
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SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	23 MARCH 2022		
APPLICANT	GRINHAM ARCHITECTS (CAROLINE PROCHAZKA)		
ADDRESS	15 YARMOUTH ST., GUELPH, ONTARIO, N1H 4G2		
PHONE	519-766-1580	EMAIL ADDRESS	CPROCHAZKA@GRINHAM.CA

DEVELOPER	SURINDER CHAUDRY		
ADDRESS	87 HILLSIDE DRIVE, BRAMPTON, ONTARIO, L6S 1A7		
HOME PHONE	647-221-5142	EMAIL ADDRESS	SURINDER.CHAUDHRY@ABCTECH.COM

PROJECT NAME	ARTHUR APARTMENTS		
ROLL #	23-49-000-012-06102-0000		
STREET	171 SMITH STREET (FREDERICK ST. ACCESS / ADDRESS YET TO BE ASSIGNED)		
LEGAL DESCRIPTION	PART OF PARK LOT 2, SOUTH SIDE OF SMITH ST & PART OF LOTS 6&9 CARROLL'S SURVEY		
# OF ALLOCATIONS	59 UNITS		
PROJECT DESCRIPTION	4-STOREY APARTMENT BUILDING, 59 UNITS, ALL RENTAL		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO *SITE PLAN PRECONSULTATION MEETING WAS HELD ON 24 JAN 2022*

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy. * *WILL MEET UNIT DENSITY OF PROPOSED R3 REZONING*
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s). * *TO BE CONFIRMED*
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

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SIGNATURE:



DATED: 23 MARCH 2022

PRINT NAME: CAROLINE PROCHAZKA

171 Smith St

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
<i>yet to be determined</i>	
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

= 34
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SCHEDULE A
APPLICATION FOR SEWAGE ALLOCATION

DATE	February 23, 2022		
APPLICANT	Cachet Developments (Arthur) Inc.		
ADDRESS	361 Connie Crescent Suite 200, Concord, L4K5R2		
PHONE	647-283-1405	EMAIL ADDRESS	marcus@cachetdevelopments.com

DEVELOPER	Same as above		
ADDRESS	361 Connie Crescent Suite 200, Concord, L4K5R2		
HOME PHONE		EMAIL ADDRESS	marcus@cachetdevelopments.com

PROJECT NAME	Cachet Arthur		
ROLL #			
STREET	Domville Street / Preston Street		
LEGAL DESCRIPTION	PART OF PARK LOTS 6, 7 & 8 NORTH SIDE OF SMITH STREET; PART OF PARK LOTS 3 & 4 SOUTH SIDE OF DOMVILLE STREET CROWN SURVEY (GEOGRAPHIC VILLAGE OF ARTHUR) TOWNSHIP OF WELLINGTON NORTH, COUNTY OF WELLINGTON		
# OF ALLOCATIONS	158 units remaining to be allocated		
PROJECT DESCRIPTION	Proposed : 133 detached houses, 64 townhouses (39 units allocated in 2021)		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

- YES The draft plan of subdivision was approved in July 2021. We have also entered into a pre-servicing agreement and commenced servicing, and will be entering into a subdivision agreement shortly.
- NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).

- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED: February 23, 2022

PRINT NAME: Cachet Developments (Arthur) Inc.

Marcus Gagliardi

Land Development Manager

Cachet Arthur

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

- GRCA

= 35
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12375532 CANADA INCORPORATED

SCHEDULE A**APPLICATION FOR SEWAGE ALLOCATION**

DATE	March 2, 2022		
APPLICANT	12375532 CANADA INCORPORATED		
ADDRESS	335/341 SMITH STREET ARTHUR, ON		
PHONE	5197801130	EMAIL ADDRESS	navidmfg@gmail.com

DEVELOPER	12375532 CANADA INCORPORATED		
ADDRESS	5-79 Regal Rd, Gueloh, ON- N1K1B6		
HOME PHONE	5197801130	EMAIL ADDRESS	navidmfg@gmail.com

PROJECT NAME			
ROLL #			
STREET	335/341 SMITH STREET ARTHUR, ON		
LEGAL DESCRIPTION			
# OF ALLOCATIONS	15		
PROJECT DESCRIPTION	Attached townhouses/free hold		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administering the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED: 3/2/2022

PRINT NAME: **Navid Yazdani**

335/341 Smith

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
<i>yet to be determined</i>	
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

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SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	March 10, 2022		
APPLICANT	Sarah Properties Ltd.		
ADDRESS	836 Normandy Drive Woodstock, ON N4T 0E6		
PHONE	519-536-0221	EMAIL ADDRESS	wbroos@broos.ca

DEVELOPER	Same as applicant		
ADDRESS			
HOME PHONE		EMAIL ADDRESS	

PROJECT NAME	211 Eliza Street, Arthur
ROLL #	2349 000 011 0450
STREET	211 Eliza Street, Arthur
LEGAL DESCRIPTION	Part of Lot 1, Concession 1
# OF ALLOCATIONS	Up to 395 units + Commercial Block
PROJECT DESCRIPTION	Draft Plan of Subdivision with single detached, townhouse, apartment units + Commercial block.

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental, (apartment of up 130 units proposed - could be ownership or rental units)
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year. Subject to development approvals

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

Sarah Properties Ltd.
Per:

SIGNATURE:



DATED: March 11, 2022

PRINT NAME:

Walter Broos

Sarah Properties

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

yet to be determined

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	5
Yes or N/A	5

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SEWAGE ALLOCATION AGREEMENT

THIS AGREEMENT made this ____ day of _____, 202__.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the “Township”)

- and -

Enter Company Name Here

(the “Owner”)

WHEREAS:

- A. The Owner is the owner of the lands described in Schedule “A” (the “Owner’s Lands”);
- B. The County of Wellington Planning and Land Division Committee has approved [ENTER NAME OF SUBDIVISION] pursuant to the County of Wellington Notice of Draft Approval [ENTER DATE] (the “Development Lands”) subject to the conditions of approval;
- C. The Owner is ready to proceed with the development of the Development Lands and has filed a request with the Township for [ENTER TOTAL NUMBER OF UNITS] sewage allocation units pursuant to the Township’s Sewage Allocation Policy;
- D. The Township has passed a resolution approving the [ENTER TOTAL NUMBER OF UNITS] sewage allocation units and requires the Owner to enter into this agreement pursuant to the Township’s Sewage Allocation Policy; and,
- E. The Township requires the allocation to be allotted over time to achieve controlled growth in the Township whereby the [ENTER TOTAL NUMBER OF UNITS] sewage allocation units will be released over 36 months including [ENTER APPROX 1/3 OF UNITS] units within 12 months, [ENTER APPROX 1/3 OF UNITS] additional units within 24 months, and [ENTER APPROX 1/3 OF UNITS] additional units within 36 months of this agreement.

NOW THEREFORE in consideration of the premises and terms contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the parties agree as follows:

1. Approval.

- (i) Upon the registration of the subdivision agreement, the Township shall grant provisional approval to the Owner for [ENTER TOTAL NUMBER OF UNITS] sewage allocation units for the Development Lands allocated over the following time periods:
 - a. [ENTER NUMBER LISTED IN “E”] units within 12 months of execution of this agreement;

- b. [ENTER NUMBER LISTED IN “E”] additional units within 24 months of execution of this agreement; and,
 - c. [ENTER NUMBER LISTED IN “E”] additional units within 36 months of execution of this agreement.
- (ii) The provisional allocation is granted for a period of thirty (36) months from the date of this agreement, expiring on [ENTER EXPIRY DATE] (the “Expiry Date”).
 - (iii) Any sewage allocation units not completed by the Expiry Date shall lapse and be returned to the general pool of available uncommitted sewage allocations. No further building permits may be issued after the Expiry Date until such time as the Owner has obtained an extension or further sewage allocation.
2. **Acknowledgment of Owner.** The Owner acknowledges that:
- (i) the Township is not obligated to extend the Expiry Date or to grant further provisional sewage allocation units for the Development Lands or any future phases of the development;
 - (ii) the Township may approve sewage allocation units to other developments prior to approving further provisional sewage allocation units for the Development Lands or any future phases of the development; and,
 - (iii) the granting of sewage allocation is based upon the continued availability of sewage treatment facility capacity; that such capacity may change or be reduced over time; and, provisional sewage allocation units may have to be withdrawn in instances of inadequate sewage treatment facility capacity or other reason.
3. **Compliance with By-laws, Rules and Regulations.** The Owner agrees to comply with all federal, provincial and municipal laws, rules, regulations, by-laws and polices including the Township Sewage Allocation Policy.
4. **The Township’s Professional Fees and Disbursements.** The Owner shall reimburse the Township for all of its engineering and legal expenses including professional fees and disbursements in connection with the development and implementation of this agreement.
5. **Development Charges Credits.** The Owner hereby releases and forever discharges the Township from any and all claims relating to payments under this agreement, for credits against Development Charges payable under any by-law of the Township passed under the *Development Charges Act, 1997* with respect to the development of the Development Lands.
6. **Waiver.** The failure of the Township at any time to require performance by the Owner of any obligation under this agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Township of the performance of any obligation be taken or be held to be a waiver of the performance of the same or any other obligation

at any later time. The Township shall specifically retain its rights at law to enforce this agreement.

- 7. **No Challenge to Agreement.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the party’s right to enter into and enforce this agreement. The law of contract applies to the agreement and the parties are entitled to all remedies arising from it.
- 8. **Assignment.**
 - (i) The Owner may assign any of the [ENTER TOTAL NUMBER OF UNITS] sewage allocation units to builders within the Development Lands with the prior written approval of the Township.
 - (ii) The [ENTER TOTAL NUMBER OF UNITS] sewage allocation units may not be assigned to any lands outside of the Development Lands.
 - (iii) The Owner agrees that it shall not transfer, assign its rights, interests, liabilities and obligations under this agreement without first ensuring that the proposed assignee has entered into an assumption agreement in a form satisfactory to the Township, requiring the assignee to be bound by all of the terms and conditions of this agreement.
- 9. **Acceptance by Fax or Email.** The parties acknowledge and agree that the communication of this agreement may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.
- 10. **Counterparts.** This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.
- 11. **Severability.** If any provision of this agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.
- 12. **Enforcement.** The Owner acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.
- 13. **Enurement Clause.** The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and their heirs, administrators, successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

-----remainder of this page left intentionally blank-----

IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

ANDY LENNOX – Mayor

KARREN WALLACE - Clerk

We have authority to bind the corporation.

COMPANY NAME

Signing Authority - Title

Signing Authority - Title

I/we have the authority to bind the corporation

DEVELOPER'S MAILING ADDRESS:

DEVELOPER'S PHONE NUMBER:

DEVELOPER'S EMAIL ADDRESS:

Schedule "A"
DESCRIPTION OF THE OWNER'S LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

[ENTER LEGAL DESCRIPTION]

PIN: [ENTER PIN NUMBER]

LRO #61

As of December 31, 2021

TABLE 3.0

ARTHUR VILLAGE - SUMMARY OF COMMITTED DEVELOPMENT - 2021

REGISTERED/UNBUILT	DATE OF ISSUANCE	DATE OF EXPIRY	REMAINING UNITS AT END OF 2020 / ALLOCATED 2021	UNITS ISSUED IN 2021
D. Martin Development (Conestoga Street)	27-May-02	proceeding	1	0
Eastridge Landing (Phase 3)	15-Mar-21	15-Mar-24	103	28
Forest View Estates (Domville Street)	26-Apr-21	26-Apr-24	50	0
Seawaves Homes (Gordon Street)	12-Apr-21	12-Apr-24	37	0
Cachet Developments Inc. (Domville/Preston)	25-May-21	25-May-24	39	0
Arthur Green Developments Inc. (164 George Street)	25-May-21	25-May-24	12	12
AV Infill Lots	26-Apr-21		20	10

As of December 31, 2021

TABLE 3.0

MOUNT FOREST - SUMMARY OF COMMITTED DEVELOPMENT - 2021

REGISTERED/UNBUILT	DATE OF ISSUANCE	DATE OF EXPIRY	REMAINING UNITS AT END OF 2020 / ALLOCATED 2021	UNITS ISSUED IN 2021
Albert Street Estates (Reeves)	14-Jun-10	proceeding	1	0
Lucas Subdivision (Reeves)	19-Dec-16	proceeding	19	12
Martin Street (Betty Dee Ltd.)	28-Aug-17	proceeding	1	0
Cork Street (South Saugeen Developments Inc.)	24-Apr-17	proceeding	6	6
Wellington Street East (Peter and Mary Reeves)	22-Jan-18	proceeding	0	0
London Road Subdivision (Bye)	22-Jan-18	proceeding	30	4
Marlanna Homes Subdivision (400 King Street East)	10-May-21	10-May-24	24	0
310 Sligo Road West (Sharpe)	05-Nov-18	proceeding	12	12
Mount Forest Developments Inc. (Church/Durham)	19-Nov-18	proceeding	30	14
Sharon Farms - 730 Princess St	13-Aug-19	13-Aug-22	15	0
Jack's Way Subdivision (Wilson)	10-May-21	10-May-24	60	0
Wellington Street Townhouses (Wilson)	10-May-21	10-May-24	24	24
391 Main St N Apartments (Wilson)	10-May-21	10-May-24	33	33
Archcon Group Ltd (773 Princess St)	26-Apr-21	26-Apr-24	32	0
MF Infill Lots	26-Apr-21		46	17



Staff Report

To: Mayor and Members of Council Meeting of April 11, 2022

From: Tasha Grafos, Administrative Support

Subject: Report CLK 2022-010 Being a report on Municipal and School Board Elections Sign Policy

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2022-010 being a report on Municipal and School Board Elections Signs guidelines;

AND FURTHER THAT Council endorses the municipal election sign policy for the Township of Wellington North;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to amend By-Law 117-21 Schedule A to establish fees and charges for various services provided by the municipality.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Currently, the Township of Wellington North does not have a by-law or formal policy to regulate the placement, location and timing of municipal election campaign signage.

The County of Wellington, through By-Law 5579-18, regulates the placement and location of signs on and adjacent to County roads.

The Ministry of Transportation has a policy for the placement of election signs after an official election has been called on provincial highways.

To formalize past practices for the regulation of placement and timing of election signs on municipal roadways, staff recommends bringing forth a policy, attached hereto.

The Election Sign Policy proposed provides a \$20.00 fee for the recovery of any signs that are in contravention to the policy and as such are removed by the municipality. An amendment to By-Law 117-21, Schedule A, is proposed to add Election Sign(s) Removal / Retrieval Fee of \$20.00 per sign.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report or passing the By-laws. The \$20.00 per sign removal fee is cost recovery only.

ATTACHMENTS

Schedule A Wellington North Policy on municipal election sign placement and timing

Schedule B County By-law 5579-18

Schedule C MTO municipal election sign policy

STRATEGIC PLAN 2019 - 2022

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

Yes

Modernization and Efficiency


Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By:	Tasha Grafos, Administration Support/Election Official	
	Karren Wallace, Director of Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

MUNICIPAL AND SCHOOL BOARD ELECTION SIGN POLICY

	DEPARTMENT: Clerk	POLICY NUMBER: 007-22
	EFFECTIVE DATE: April 11, 2022	LEGISLATIVE AUTHORITY: Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.
	APPROVED BY: Resolution #	

PURPOSE

This policy is to provide candidates, third parties, staff and the public with guidance related to campaign election signage within the Township of Wellington North.

SCOPE

This policy applies to all Wellington North municipally owned buildings, land, roads. It does not apply to private property. Ministry of Transportation or County of Wellington facilities or roads may have their own By-laws and restrictions on the placement of signage.

POLICY

Election signs are not permitted on any Wellington North municipally owned land, including but not limited to parks, road allowances, and vacant land.

GUIDELINES

Election signs are not permitted in any municipal facility, other than an all-candidates meeting, providing all candidates are invited to attend at full rental rates with no campaigning or promotional material on the common areas outside of the room booked

Signs may not be erected before nomination day

Signs must be removed 48 hours after election day

COMPLAINTS

All complaints about illegally placed election signage must be made in writing to the Clerk on the form attached hereto.

Complaints about signage placed on a road allowance may only be made by the property owner adjacent to the road allowance.

REMOVAL

Any sign(s) that are determined by the Clerk, or designate, to be contravention of this policy shall be removed by the municipality.

Prior to removal by the municipality, the Candidate shall be notified via email only of the contravention and be given 24 hours to relocate the sign.

A fee of \$20.00 per sign shall be payable by the candidate to reclaim a sign(s).



WELLINGTON NORTH

SEMPER PORRO

SCHEDULE A – ELECTION SIGN COMPLAINT FORM

Please note that complaints can only be made by the property owner whose property is adjacent to the road allowance.

Name:			
Address:			
Phone:		Email:	

Please provide location and description of sign(s) (Photos may be attached):

Office Use Only	Complaint #:	
Received By:	Date:	
Forwarded To:	Date:	
Candidate notified:	Date:	
Action Taken:		

Please submit complaint to township@wellington-north.com



THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NUMBER 5579-18

A by-law to repeal and replace by-law 4555-03 being a by-law to regulate the erection and location of signs or advertising devices on and adjacent to county roads.

WHEREAS pursuant to Section 11 of the Municipal Act S.O. 2001 C.25 authority is given to the upper tier municipality to pass a by-law to regulate signs and pursuant to Section 59 of the said Act, authority is given to an upper-tier municipality to pass a by-law to prohibit or regulate the placing or erecting of signs, notices or advertising devices on County roads and within 400 metres of any limit of an upper-tier highway;

AND WHEREAS The Corporation of the County of Wellington deems it necessary and expedient to enact a by-law to regulate the erection and display of signs and other advertising devices on county roads and within 400 metres of any limit of County roads, except within urban system as defined in the County of Wellington's Official Plan;

NOW THEREFORE The Corporation of the County of Wellington, enacts as follows:

1. DEFINITIONS

The definitions of words that appear in italics in this by-law, are set out in Appendix A.

2. ADMINISTRATION

The County Chief Administrative Officer (CAO) or any person designated in writing by the CAO shall be responsible for the administration of this by-law.

3. INTERPRETATION

- (1) Words importing the singular number or the masculine gender only, include more persons, parties, or things of the same kind than one, and females, as well as males, and the converse.
- (2) A word interpreted in the singular number has a corresponding meaning when used in the plural.
- (3) In case of conflict between the provisions in this by-law and the provisions of other applicable by-laws or regulations, the most restrictive provisions shall apply.

4. GENERAL PROVISIONS

- (1) No *person* shall *erect*, display, *alter* or allow the *erection*, display or alteration of any *sign*, notice or *advertising device* on or overhanging a *county road* and on publicly or privately owned lands within 400 metres of any limit of a *county road line* without obtaining a permit under this by-law with the exception of the signs listed in section 4(2) where it is stated that no permit is required. Notwithstanding the fact that no permit is required for signs listed in section 4 (2), all other aspects of this by-law apply. This by-law does not apply within the Urban System as defined in the County's Official Plan.

Signs that are permitted on a *County road* are restricted to the following:

- (2) **Signs not requiring a permit:**
- a) election *signs*, which may be displayed after the issuance of writs for a provincial or federal election, or within six weeks immediately preceding a municipal election, and which are to be removed at the candidates' expense within 48 hours after the day of the election;
 - b) temporary *signs* to advertise fresh farm produce or Christmas trees not exceeding 1.5 square metres in *sign area*;
 - c) a non-illuminated *real estate sign*, placed in front of the property for sale, up to a maximum of one *sign* for each 200 m along the property frontage, not exceeding 0.8 square metres in *sign area*;
 - d) emergency or municipal address numbering and identification *signs* not exceeding 0.3 square metres in *sign area*;
 - e) farm gate/farm name or crop identification signs
 - f) non-illuminated trespassing, safety or warning *sign* not exceeding 0.5 square metres in *sign area*;
- (3) **Signs that are permitted on a County Road and require a permit**
- a) *signs* identifying municipalities, with the exemption of County of Wellington gateway signs
 - b) service club *signs*;
 - c) *signs* pertaining to public community safety *signs* such as County of Wellington Crime Stopper, *signs*;
 - d) *signs* marking walking trails, and snowmobile crossings;
 - e) *signs* which gives directions or instructions for the control of vehicular or pedestrian traffic and shall include an entry and exit sign;
 - f) *signs* advertising community events such as fall fairs;
 - g) official signs;
 - h) blue and white approved TODS trail blazer *signs* (Tourism Oriented Directional Signage);

- i) Signs approved through the County Directional Tourism Signage Programme
- (4) **The following *signs* are specifically prohibited:**
 - (a) a *sign* larger than 3.0 square metres (4' x 8') on a *County road*, with the exception of municipal entrance signage and, a *sign* larger than 9.0 square metres within 400 metres of any limit of a County line;
 - (b) *abandoned sign*;
 - (c) *portable sign* on any *county road*;
 - (d) *flashing or animated sign*;
 - (e) a *sign* in any location on *county roads* or within 400 m of any *county road line* which interferes or obstructs the view of any traffic signal or is in any manner hazardous or dangerous to pedestrian or vehicular traffic;
 - (f) a *sign* which does not comply with the provisions of this by-law or of the Ontario Building Code;
 - (g) a *sign* encroaching on a fire route or obstructing fire exits;
 - (h) a *sign* supported by a tree;
 - (i) a *sign* in a location which may interfere with or damage any above or below ground municipal or utility services which have been lawfully placed at the location;
 - (j) a *sign* or advertising device affixed, attached or displayed on a utility pole or light standard except for an *official sign* or *sign* pertaining exclusively to public safety;
 - (k) a *sign* or advertisement attached on a vehicle or trailer which is parked or located for the primary purpose of displaying the said *sign* or advertisement;
 - (l) a *sign* which does not comply with the provisions of a by-law of the member municipality in which it is proposed;
 - (m) a *sign* which has lighting facilities, used to illuminate *signs*, that fails to deflect light away from operators of motor vehicles;
 - (n) a *sign* or advertising device constructed on any County road with a support system that will not break away if struck by a vehicle;
 - (o) more than two signs advertising a business, which are remote from that place of business, other than those businesses referred to in clauses:
 - 4(2) (b) i.e. farm fresh produce and Christmas tree vendor locations,
 - 4(3) (h) blue and white approved Tourism Orientated Directional Signage (TODS) trail blazer signs,
 - 4(3) (i) Signs approved through the County Directional Tourism Signage Programme.
 - (p) banners across County roads.
- (5) No *person* shall *erect a sign on a County road* other than by *County* forces, or by a contractor approved by the *County* in writing and such *erection* of *signs* and *advertising devices* shall be at such *person's* expense.

5. APPLICATION FOR SIGN PERMIT

Subject to the General Provisions:

- (1) Every applicant for a *sign* permit shall complete a *sign* permit application provided by the *County*, submit all necessary plans and drawings, a letter of permission from the *property owner* on whose land the *sign* is proposed to be erected, unless the *sign* is proposed to be on a *County road*, and an installation deposit as may be determined by the *County* for signs proposed for installation on a *County road*.

- (2) *Sign Permit Information*

All plans and drawings accompanying a *sign* permit application on a *county road* shall contain the following information:

- (a) a key plan showing the location of the land on which the proposed *sign* is to be located and the nearest major intersection;
- (b) the location of the proposed *sign*;
- (c) details of the *sign* drawn to scale, including dimensions, *sign area*, colour scheme and any other information as may be requested to assist in the review to determine compliance with this by-law;
- (d) the location of any existing structures, above ground utilities, underground utilities, walkways, driveways, vehicular access and egress points;
- (e) identification of adjacent buildings, structures and *signs*;

6. VARIANCES

- (1) Where the provisions of this by-law are proposed not to be met, an application may be made to the *Council* for a variance to the by-law.
- (2) Applications for a variance shall clearly set out why the provisions of the by-law cannot be met and the necessity for the *sign*.
- (3) Council may, upon application for a variance from the provisions of this by-law, authorize such minor variances where the general intent and the purpose of the by-law are maintained.

7. EXPIRATION OF A SIGN PERMIT

If a sign, covered by a sign permit, is not erected or displayed for its intended purpose within 12 months of the issuance of said permit; the permit will be deemed null and void.

8. REVOCATION OF A SIGN PERMIT

The County may revoke a permit under the following circumstances:

- (1) where the permit has been issued in error by the *County*; or
- (2) where the *sign* does not conform with this by-law, the Ontario Building Code, or any other applicable regulation or legislation; or

- (3) where the permit has been issued as the result of false, mistaken, incorrect, or misleading statements, or undertakings on the application.

9. MAINTENANCE OF SIGNS

- (1) The *owner* of any sign, shall maintain or cause such *sign* to be maintained in a proper state of repair, so that such *sign* remains completely operative at all times and does not become *unsafe*, defective, dangerous, or an eye sore in the opinion of the County. All *signs* and *sign structure* shall be kept clean, neatly painted, and not allowed to fade.
- (2) Maintenance or repairs using materials identical to the materials of the component being maintained or repaired does not constitute an alteration so as to require a permit to be issued.

10. PENALTIES AND ENFORCEMENT

- (1) Every *person* who contravenes any provision of this by-law is guilty of an offence. Pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990 c P.33, as amended, upon conviction a *person* is liable to a fine of not more than \$5,000.00 exclusive of costs;
- (2) Where a *sign* is deemed not to comply with this by-law, the *CAO* may forward a notice by personal service or regular post, to the *owner*. The notice may require that the illegal *sign* be removed or that the illegal *sign* be made to comply with this by-law not later than the date and time stipulated in the notice. The notice may advise that if the *sign* is not so removed or made to comply within the specified period of time, then the *County* may pull down and remove the *sign* without any further notice at the cost of the *sign owner* and the cost therefor may be collected in like manner as municipal taxes;
- (3) If the notice set out in subsection (2) is not complied with within the specified period of time, the *CAO* may direct *County* forces or an independent contractor to pull down and remove the *sign* at the cost of the *sign owner* and the cost therefore may be collected in like manner as municipal taxes;
- (4) Any *sign* removed as provided for in this section shall be stored by the *County* or an independent contractor for a period of not less than thirty (30) days. During this time the *sign owner* or his agent is entitled to redeem such *sign*, upon completing a signed acknowledgment and release on the prescribed form and upon mailing payment satisfactory to the *County* of the amounts noted below:
- (a) the sum of \$200.00 or the *County's* actual cost of removing the *sign*, whichever is greater; and
- (b) a storage charge of \$20.00 per day of part thereof, or \$2.00 per metre square of *sign face* per day or part thereof, whichever is greater.
- (5) Where the *County* has removed a *sign* and stored it for a period of thirty (30) days and the *sign* has not been redeemed, the *County* may then destroy or otherwise dispose of the *sign* without notice to the *sign owner* or his agent.
- (6) None of the foregoing shall limit the *County* from enforcing the provisions of this by-law by any other action or remedy permitted in law.

11. LIABILITY FOR DAMAGES

The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any *person* who *erects* or causes or permits or allows to be *erected* any *sign*, from personal injury including injury resulting in death or property damage resulting from such *sign* or from the acts or omissions of such *person*, or his agents, servants, employees, contractors or subcontractors, in the *erection*, alteration, repair or removal of any *sign erected* in accordance with this by-law or any permit issued hereunder. Likewise, the provisions of this by-law shall not be construed as imposing on the *County*, its officers, employees, servants or agents any responsibility or liability whatsoever by reason of the approval of or issuance of a permit for any *sign* or removal of any *sign*.

12. INDEMNIFICATION

The applicant for a *sign* permit and the *sign owner* shall be jointly and severally responsible to indemnify the *County*, its officers, employees, servants and agents from all loss, damages, costs, expenses claims, demands, actions, suits or other proceedings of any nature and kind arising from and in consequence of the *erection*, alteration, repair or removal of such *sign*.

13. VALIDITY

If a Court of competent jurisdiction declares any section or any part of a section of this by-law invalid, it is the intention of the *County* that the remainder of the by-law shall continue to be in force.

14. GRAND FATHERING

Existing free standing signs that do not present a safety concern, but do not comply with other provisions of this bylaw, will be allowed to remain for a period of three years from the effective date of this by-law, after which they shall be removed or modified.

15. EFFECTIVE DATE

This by-law takes effect on May 24, 2018.

16. SHORT TITLE

This by-law may be referred to as the Sign By-law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS MAY 24, 2018.





 DENNIS LEVER - WARDEN



 DONNA BRYCE - CLERK

APPENDIX A

The following words shall have the following meanings in this By-law:

“abandoned sign” means any sign located on property which becomes vacant and unoccupied for a period of ninety (90) days or more, or any sign which pertains to a time, event or purpose which no longer applies;

“advertising device” means any device or object erected or located so as to attract public attention to any goods or services or facilities or events and includes flags, banners, pennants and lights;

“alter” means any change to the sign structure or the sign face with the exception of the rearrangement of numerals, letters or copy applied directly to the face of a sign and specifically designed and intended to be periodically rearranged, the repair and maintenance of a sign, and a change in sign copy;

“animated sign” means any kinetic or illusionary motion of all or any part of a sign and includes the rotation of a sign but does not include a changing copy sign;

“CAO” means the Chief Administrative Officer of the County or his designate;

“Council” means the Council of the *County* of Wellington;

“County” means the Corporation of the County of Wellington;

“County road” means county road allowances comprising the entire right of way of any county road including daylight corners lying outside urban system and hamlets, as defined in the County Official Plan, under the jurisdiction, control or ownership of the County;

“County road line” means the limit of the county road allowance and is the dividing line between a lot and a county road;

“erect, erected and erection” include the construction, maintenance, display, alteration, placing or relocation of any sign or portion thereof, and the posting of notices;

“flashing sign” means a sign which contains an intermittent or flashing light source or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted light source but does not include an automatic changing sign or electronically controlled message centre;

“owner” means the registered owner of the lands or premises, or the person or the person’s authorized agent in lawful control of premises, building, occupancy, sign or other structure;

“person” means an individual, business, firm, corporation, association or partnership;

“portable sign” means a sign not permanently affixed to the ground and designed in such a manner as to be capable of being moved from place to place;

“premises” means a lot under registered ownership and includes all buildings and structures thereon;

“property” means a parcel of land having specific boundaries which is capable of legal transfer;

“real estate sign” means a temporary non-illuminated sign installed, erected or displayed for the notification that a building, premises or portion thereof is offered for sale, rent or lease;

“sign” means any surface, structure and other component parts, which are used or capable of being used as a visual medium to attract attention to a specific subject matter for identification, information or advertising purposes and includes an advertising device or notice;

“sign area” means the entire area of a sign face;

“sign face” means that portion of a sign, excluding the sign structure, upon which, as part of, against or through which the message of the sign is displayed. Where a sign is composed of individually installed letters, numerals or shapes, the sign face shall mean the area of the smallest polygon containing a maximum of eight (8) right angle sides that encloses the grouping of letters, numerals or shapes;

“sign owner” means the owner or lessee of a sign, or his agent. Where there is no owner, lessee or agent for a sign or such persons cannot be determined with certainty, the sign owner shall be deemed to be the person or business having the use or major benefit of the sign, or if such person or business is unknown, the sign owner shall be deemed to be the registered owner of the land upon which the sign is situated;

“sign structure” means anything used to support or brace a sign face and which is attached to the ground or a building or structure;

“sight triangle” means any sight triangle that is set out in a relevant section of the County zoning by-laws, or a sight triangle otherwise approved by the County;

“tourist attractions” means recreational areas, wineries, breweries, golf courses, theatres, and community events such as fall fairs and festivals;

“tourist service business” means bed and breakfasts, hotels, motels, restaurants, churches;

“unsafe” when used with respect to a sign or a sign structure means a condition which is structurally inadequate or faulty, or could be hazardous to a pedestrian or motorist.

Election Signs – General Guideline

The Ministry of Transportation (“MTO”) requires the following arrangements be followed for the placement of election signs after an official election has been called.

- Election signs must not be placed upon or adjacent to the right-of-way of a controlled-access Freeway (i.e. Highway 401) or divided Staged Freeway (i.e. Highway 6 – Hanlon Expressway, Guelph).
- Election signs may be erected on the right-of-way or adjacent to an undivided Staged Freeway (i.e. Highway 7/8 – New Hamburg) or any other 2 or 4 lane King’s highway.
- Signs up to 0.7 m² (8 sq. ft.) in size must be placed a minimum of 4m (12 ft.) from edge of pavement.
- Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the highway right-of-way.
- An election sign must not be affixed to any signs within the highway right-of-way (i.e. guide signs, speed limit signs, etc.) or to the guide rail or other highway structure or facility and must not be placed where it may interfere with the visibility of an official sign, traffic signal, or other safety device.
- Portable read-o-graph sign trailers are prohibited on the right-of-way of a highway. Such portable read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of MTO.
- Permits or Letters of Approval for election signs erected are not required provided they meet the requirements of this guideline.
- Candidate committees, or workers shall be allowed three (3) working days after election day in order to remove candidate advertising (election signs) from MTO’s right-of-way and adjacent private properties.
- Signs not retrieved by this time will be picked up by MTO patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

For further information, contact the Corridor Management Office in London.

Corridor Management Section
Engineering Office
Ministry of Transportation
659 Exeter Road
London, ON N6E 1L3
Phone: 519-873-4203
Toll Free: 1-800-265-6072 + extension 519-873-4203
Fax: 519-873-4228



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 11, 2022

From: Michael Givens, CAO

Subject: CAO 2022-002 Post Pandemic Council Meeting Format

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information Report CAO 2022-002 Post Pandemic Council Meeting Format;

AND FURTHER THAT the Council of the Township of Wellington North authorizes the Clerk and Clerks Department to implement in phases the necessary provisions, policies and technology required to host hybrid meetings that will allow for in-person, simultaneous virtual participation and live streaming of Council meetings effective May 9, 2022;

AND FURTHER THAT Municipal Modernization funds be authorized to cover costs associated with implementing hybrid meetings.

PREVIOUS PERTINENT REPORTS

CLK 2020-008 Electronic Council and Committee Meeting Policy

Electronic Council and Committee Meeting Policy

CLK 2020-016 Procedure By-law amendment to provide for continued remote participation in meetings

BACKGROUND

In August of 2020, council endorsed changes to the procedural by-law to all for continued remote participation in meetings.

Virtual meetings allowed council to continue to conduct the business of council without skipping a beat when the pandemic hit. The flexibility virtual meetings provided have resulted in a number of delegations and views of Council meetings far exceed what was the normal of in-person participants that came to Council meetings pre-pandemic.

With the lifting of COVID-19 restrictions and capacity limits across the Province, it is recommended we move to hybrid meetings that would allow for both in-person and virtual participation in a Phased manner.

Phase 1-May Council Meetings

- Council and senior staff, only, to have the option to be present in council chambers;
- Delegations, the media and consultants, including County Planners to remain as virtual participants;
- Meetings to be live streamed and archived via the Township's YouTube channel.

Phase 2-June and all subsequent Council and Committee Meetings

- Council and committee meetings will be open to council, senior staff, delegations and the public to attend in person or virtually;
- Meetings to continue to be live streamed and archived via the Township's YouTube channel.

Note-Current Procedure By-law section 19.14 Members shall attend no more than 2 consecutive meetings of Council remotely, unless approved by a majority vote of Council.

FINANCIAL CONSIDERATIONS

Technological requirements, training and consultations to allow for hybrid meetings will likely be in the magnitude of \$5000.00.
Municipal Modernization funds remain to support this type of initiative.

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

Hybrid meetings acknowledge that modern technology allows for participation in different ways than was the historic norm. Virtual participation promotes accessibility and reduces travel requirements and thus green house gas emissions.

Prepared By:	Michael Givens, CAO	<i>Michael Givens</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



SPRING 2022

CSGW NEWS

CRIME STOPPERS 
 GUELPH WELLINGTON
 1-800-222-TIPS (8477)
www.csgw.tips

CORNERSTONE AWARD

CSGW is proud to announce **Brown Insurance Brokers** as this year's recipient.

This award is given to a business, organization or individual for outstanding support to the CSGW program.



| Accepting the award from Brown Insurance Brokers is Paula Klooster and Holly Grotenhuis (right) presented by CSGW Board Chair Deryck West (left) |

Brown Insurance Brokers has been a long standing and valued partner with our program since 1993 with an exceptional contribution totalling \$32,322 over the past 29 years.

BOARD MEMBERS WANTED

CSGW is currently looking for representation in the Town of Erin area. You can help make a difference in keeping your community safe by get involved. Log onto our website for more information and apply.

www.csgw.tips

CSGW PRESENTATIONS

Sign up for these FREE informative training presentations, offered on line and in person.

Contact: info@csgw.tips

AUTO THEFT AWARENESS EVENT

There has been an increase in keyless ignition auto thefts, so CSGW has teamed up with **KYCS** and **GARDA** to help keep yours safe.

On **April 21st**, CSGW will be holding a drive thru awareness event at Stone Road Mall parking lot off of Edinburgh Road (Homesense).

The first 50 vehicles will get a FREE key fob signal pouch protector! These pouches will protect your key fob signal from being intercepted by would be thieves.

Representatives will be on hand to answer any questions you may have. Following the event, pouches will be also available for purchase through the CSGW website.

MAY IS MULCH MONTH at JL's Home Hardware — GUELPH

During the month of May, **JL's Home Hardware** will donate \$1 from every bag of mulch purchased to CSGW.

Offered at all three Guelph locations:

- 545 Wellington Road
- 295 Grange Road
- 1027 Gordon Street

MOUNT FOREST MULCH SALE

On **Saturday May 7th**, CSGW will also be holding a one day drive-thru event in Mount Forest at **Young's Home Hardware**, 525 Main St North. Follow us on social media and on our website for further updates.



Working Together for a Safer Community!

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-378

March 24, 2022

Dear Head of Council:

**RE: Phase 2 Consultation on Urban River Valleys to Grow the Greenbelt:
Proposed amendments to the Greenbelt Plan (2017) and Greenbelt Area
Boundary Regulation (O. Reg 59/05) and Ideas for Adding more Urban River
Valleys to the Greenbelt**

I am writing today to announce that the Ministry of Municipal Affairs and Housing (MMAH) is launching the next phase in its consultation on Growing the Greenbelt.

In Ontario's 2020 and 2021 budgets, the government committed to protecting and expanding the Greenbelt.

In the spring of 2021, our government held consultations focused on ways to grow the size and enhance the quality of the Greenbelt, which included seeking ideas for adding, expanding and further protecting Greenbelt lands.

Since the close of the [first phase of consultation](#), our government has been undertaking work to identify potential boundaries to grow the Greenbelt that takes a balanced approach to supporting smart growth to create much-needed housing and jobs.

As a result, this phase of the consultation (Phase 2) will seek feedback on both:

1. **Proposed amendments to the Greenbelt Plan (2017) and the Greenbelt Area boundary regulation (O. Reg 59/05)** that includes the addition of 13 new and expanded Urban River Valley areas. The consultation is open for 30 days and ends on April 23, 2022; and
2. **Ideas for adding more Urban River Valleys to the Greenbelt** through new Urban River Valleys and expansions to existing Urban River Valleys that could include tributaries or parcels of publicly owned land. This part of the consultation is open for 30 days and ends on April 23, 2022.

This proposal is about growing the size and quality of the Greenbelt, and the government will not consider the removal of any lands from the existing Greenbelt, nor will it consider any changes that reduce existing policy protections in the Greenbelt.

.../2

For more information on these proposals, please visit [ERO 019-4485 - Proposed Amendment to the Greenbelt Plan - Growing the size of the Greenbelt](#) and [Ontario.ca/Greenbelt](#) where you will find information including the proposed amendments to Greenbelt Plan Schedules 1, 2 and 4, proposed mapping amendments to the Greenbelt Area boundary regulation (O. Reg 59/05) and interactive mapping displaying the proposed URV additions at various scales.

If you have any questions about the consultation, please contact the ministry at greenbeltconsultation@ontario.ca

I look forward to receiving your input on this proposal.

Sincerely,



Steve Clark
Minister

c: Planning Head and/or Clerks

THINKING OF RUNNING FOR COUNCIL?

JOIN US FOR THIS FREE WORKSHOP!

Thursday, April 21, 2022, 7 p.m.
Aboyne Hall
Wellington County Museum and
Archives
536 Wellington Road 18, Fergus, ON

WHO SHOULD ATTEND?

- Potential Candidates
- Spouse or Partner
- Anyone interested in learning more about local government

**NO REGISTRATION IS REQUIRED,
ALL ARE WELCOME.**

*Depending on the nature of the COVID-19 pandemic, this event could be moved to a virtual event, pending public health restrictions.

SPEAKERS:

JOHN MASCARIN

John Mascarin is a partner with the law firm Aird & Berlis LLP. John is widely regarded as a leader in municipal, planning and local government law. He is a prolific author, editor and speaker, and is often called upon by the media to comment on current issues. His vast experience and depth of knowledge enables him to solve municipal law and governance issues, while strategically identifying impending challenges.

LYNDA WHITE

Lynda White was born and raised in Fergus Ontario and moved to Arthur over 40 years ago. She became involved in municipal politics in 1993 when she was elected councillor for the Village of Arthur. She was a village councillor for 3 years and served as Deputy Reeve for 3 years. She was elected county councillor in the year 2000 for Ward 4 and retired in 2018. She was elected Warden in 2004 which was the County's 150th year.

TOPICS WILL INCLUDE:

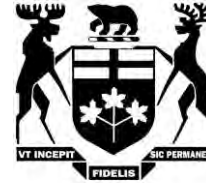
- Municipal Powers
- Roles & Responsibilities
- Public's Role in Local Government
- Difference between Governance and Administration
- Municipal Conflict of Interest and other personal responsibilities
- Impact on Family Life

HOSTED BY THE MUNICIPALITIES OF WELLINGTON COUNTY





John Nater, MP
Perth—Wellington



Ontario
Randy Pettapiece, MPP
Perth—Wellington

March 29, 2022

Hon. David Lametti, P.C., M.P.
Attorney General of Canada
House of Commons
Ottawa, ON K1A 0A6

Hon. Doug Downey, M.P.P
Attorney General of Ontario
Legislative Assembly of Ontario
Toronto, ON M7A 1A2

Dear Attorney General Lametti and Attorney General Downey:

We are writing concerning the fundraising capabilities of municipalities and service clubs in Perth—Wellington and across Canada.

Currently, municipalities cannot benefit from the proceeds of lotteries they conduct themselves or those which are conducted by local service clubs.

In 2015 and again in 2017, we raised this issue with two of your predecessors following some issues that arose in North Perth. Unfortunately, neither level of Government was willing to take responsibility for this situation.

In 2015 then-Attorney General of Ontario Madeleine Meilleur claimed the federal *Criminal Code*, not the rules of the Alcohol and Gaming Commission of Ontario (AGCO), prohibited municipalities from receiving the proceeds of charitable gaming events.

However, in 2017 then-Attorney General of Canada Jody Wilson-Raybould claimed the “Criminal Code itself does not prevent a municipality from receiving proceeds from a charitable lottery scheme if those proceeds are specified and used for a charitable purpose”, and that “a province is free to set lottery licensing policies that govern which charitable schemes the province will license”

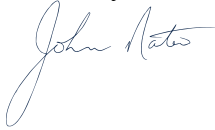
-2-

This issue has emerged again in our riding with this prohibition limiting the fundraising efforts of the Mount Forest Lions Club and the Arthur Lions Club.

Given that service clubs have experienced two years of significantly diminished opportunities to raise funds for philanthropic causes in their communities, it has become more important than ever to resolve this jurisdictional impasse.

We urge you to work together and come to an agreement on how the law should be interpreted and what statutes or regulations need to be amended to reach a solution. There is no reason our service clubs should not be able to conduct lotteries to raise money for municipally owned community projects.

Sincerely,



John Nater, M.P.
Perth—Wellington



Randy Pettapiece, M.P.P.
Perth—Wellington

Enclosed: Letter from the Mount Forest Lions Club
Correspondence from 2015 and 2017

c. Mount Forest Lions Club
Arthur Lions Club
Wellington North Council



March 31, 2022

Good Afternoon,

On March 30, 2022, the government released its [More Homes for Everyone Plan](#), that proposes targeted policies and initiatives for the immediate term to address market speculation, protect homebuyers and increase housing supply.

Details about the range of measures in the government's plan can be found in the news release here: [Ontario is Making It Easier to Buy a Home | Ontario Newsroom](#).

The More Homes for Everyone Plan is informed by a three-part consultation with industry, municipalities and the public. This includes the Rural Housing Roundtable and the first ever Ontario-Municipal Housing Summit, letters to all 444 municipalities asking for their feedback, and follow-up meetings with the leaders of municipal organizations. On behalf of the ministry, thank you for being part of our consultations and sharing your valuable input.

The government also introduced [Bill 109 - the More Homes for Everyone Act, 2022](#), and is seeking feedback on the changes proposed under the legislation and on other initiatives, through a series of housing related public consultations. This includes seeking input on how to support gentle density for [multi-generational and missing middle housing](#), as well as addressing [housing needs in rural and northern communities](#). These and other related consultations can be found through the [Environmental Registry of Ontario and the Ontario Regulatory Registry](#).

The government committed to prioritizing implementation of the [Housing Affordability Task Force's recommendations](#) over the next four years, with a housing supply action plan every year, starting in 2022-23. To facilitate this, the government plans to establish a Housing Supply Working Group, that would engage with municipal and federal governments, partner ministries, industry, and associations to monitor progress and support improvements to its annual housing supply action plans.

Ontario looks forward to continued collaboration with municipalities to address the housing crisis and hear your ideas and advice on the More Homes for Everyone Plan.

Sincerely,

A handwritten signature in black ink that reads "K. Manson-Smith".

Kate Manson-Smith

Deputy Minister

- c. Joshua Paul, Assistant Deputy Minister – Housing Division
- Sean Fraser, Assistant Deputy Minister – Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister – Local Government Division

Community Infrastructure and Housing Accelerator – Proposed Guideline

Proposal Overview:

Bill 109, the More Homes for Everyone Act, 2022 was introduced in the Legislature on March 30, 2022. If passed, section 5 of Schedule 5 to the Bill would amend the Planning Act to establish a new “community infrastructure and housing accelerator” tool. The Minister of Municipal Affairs and Housing would have the power to make orders to respond to municipal council resolutions requesting expedited zoning outside of the Greenbelt Area.

Subsection 34.1 (25) of the Planning Act would require the Minister to establish guidelines governing how community infrastructure and housing accelerator orders may be made. The guidelines may, among other matters, restrict orders to certain geographic areas or types of development. The guidelines would have to be in place before a community infrastructure and housing accelerator order could be issued and would need to be published on a website of the Government of Ontario.

The draft guidelines outlined below have been prepared for consultation purposes. This consultation draft of proposed guidelines is intended to facilitate dialogue and stimulate feedback. The comments received during consultation will be considered during the final preparation of the guidelines.

Caution: The content, structure, form and wording of the consultation draft are subject to change.

Draft Guidelines: Minister’s Orders at Request of Municipalities (Community Infrastructure and Housing Accelerator Tool)

Where the tool may be used

Subsection 34.1 (11) of the Planning Act provides that a community infrastructure and housing accelerator order cannot be made in the Greenbelt Area (as defined in [Ontario Regulation 59/05 “Designation of Greenbelt Area”](#)) which includes specified lands within:

- the Oak Ridges Moraine Area
- the Niagara Escarpment Plan Area
- the Protected Countryside plan areas

- the Glenorchy Addition plan area
- the 2017 Urban River Valley Area Additions plan area
- Any additional Urban River Valley Areas that may be added through the current [Growing the Greenbelt phase II consultation](#)

Local municipalities (lower and single tier only) may request a community infrastructure and housing accelerator order relating to lands within their geographic boundaries.

Community infrastructure and housing accelerator orders

The Minister will consider making a community infrastructure and housing accelerator order on the request of the council of a local municipality (lower or single tier) where the Minister believes it is in the public interest to do so.

A community infrastructure and housing accelerator order can be used to regulate the use of land and the location, use, height, size and spacing of buildings and structures to permit certain types of development.

The requesting municipality is responsible for providing public notice, undertaking consultation and ensuring the order, once made, is made available to the public.

In issuing an order, the Minister is able to:

- provide an exemption for other necessary planning-related approvals from provincial plans, the Provincial Policy Statement and municipal official plans, but only if this is specifically requested by the municipality, and
- impose conditions on the municipality and/or the proponent.

Types of development

The Minister may make a community infrastructure and housing accelerator order to expedite the following types of priority developments:

- community infrastructure that is subject to Planning Act approval including: lands, buildings, and structures that support the quality of life for people and communities by providing public services for matters such as health, long-term care, education, recreation, socio-cultural activities, and security and safety
- any type of housing, including community housing, affordable housing and market-based housing
- buildings that would facilitate employment and economic development, and
- mixed-use developments.

For greater clarity, a community infrastructure and housing accelerator order will address zoning matters and will not address environmental assessment matters related to infrastructure.

Subsequent approvals

When making a community infrastructure and housing accelerator order, subsection 34.1 (15) of the Planning Act would allow the Minister, upon request of a local municipality, to provide that specific subsequent approvals are not subject to provincial plans, the Provincial Policy Statement and municipal official plans. Subsequent approvals are licences, permits, approvals, permissions or other matters that are required before a use permitted by a community infrastructure and housing accelerator order could be established, such as plans of subdivision and site plan control.

The Minister will only consider an exemption from provincial policy requirements if the subsequent approval is needed to facilitate the proposed project, and the municipality provides a plan that would, in the opinion of the Minister, adequately mitigate any potential impacts that could arise from the exemption. This includes, but is not limited to, matters dealing with:

- Community engagement
- Indigenous engagement
- Environmental protection/mitigation

Conditions

The Minister may impose conditions on the approval of a community infrastructure and housing accelerator order. Conditions could be imposed to ensure that certain studies, assessments, consultations and other necessary due diligence associated with any proposed development that would be subject to the community infrastructure and housing accelerator order would be adequately addressed before construction or site alteration can begin. The lifting of a Minister's condition is at the sole discretion of the Minister.

Existing Aboriginal or treaty rights

This guideline shall be implemented in a manner that is consistent with the recognition and affirmation of existing Aboriginal and treaty rights in section 35 of the Constitution Act, 1982.



FOR IMMEDIATE RELEASE

‘The Value of Volunteerism and Building Forward Together’

Guelph, ON – April 1, 2022 –

“We are all connected to a volunteer” says Kim Cusimano, executive director at PIN – The People and Information Network. “Your child’s sport coach, your youth’s mentor, meals delivered to your grandfather, drives for your mom’s cancer treatment; volunteers provide leadership through board service, they fundraise, plan and deliver events, programs and services that we interact with and support our community’s most vulnerable. Local nonprofits and charities leading missions powered by volunteers.”

Through the Statistics Canada General Social Survey on Giving, Volunteering and Participating, 12.7 million Canadians volunteer formally. 1.6 billion hours which would be valued at approximately \$32.7 billion. In Ontario, there are 5 million volunteers donating 820 million hours: the equivalent of 400,00 full-time jobs.

“Volunteerism has impact” says Cusimano, “placing value on these efforts, appreciating and focusing efforts on investing in the future of volunteer engagement is key to building forward together. As the local hub of volunteerism since 2001, PIN acts as lynchpin to connect our community to meaningful volunteer opportunities and build capacity in the community benefit sector. We believe in the power and impact of volunteerism and the need for accessible, barrier free opportunities to contribute.”

Kim continues “The Ontario Government commitment to eliminate fees for levels 1 and 2 Police Records Checks is a step in the right direction. Individuals seeking to volunteer with children, persons living with disabilities, older adults, individuals new to Canada as example, will still require to pay for a vulnerable sector check. It is important for our community to have a clear understanding and PIN is happy to answer questions our community may have”

As an advocate for volunteerism and appropriate volunteer screening, PIN delegated to City of Guelph Council in 2020 and 2021 with the request to cover Police Records Checks for all volunteers in Guelph. With thanks to the leadership of Council and the value placed on volunteerism, this financial support has been an incredible investment into community through the pandemic.

Through two Community Benefit Sector surveys led by PIN over the last two years, there has been a noted 61% decrease in volunteerism, the same decrease noted through the Ontario Nonprofit Network State of the Sector reports.

“Investing in volunteerism is essential” says Cusimano, “reducing/eliminating barriers is key as is access and understanding of volunteer opportunities. We know key reasons why people do not volunteer; they **don’t** know where/how to contribute their time and no one asked them. PIN is here to help.”

- 2 -

"As we move into April, PIN is pleased to launch the Caring Community Cards in appreciation of volunteers; a unique initiative that supports local. Appreciation for volunteers by business that value volunteers and shopping local by using the cards. In addition:

- PIN will be celebrating volunteerism during National Volunteer Week (NVW) April 24 – 30 with our annual '**Time to Give**' on Friday, April 29. Welcoming Dr. Megan Conway, CEO, Volunteer Canada, Volunteer Awards and video caps off a weeklong appreciation of volunteers. Our community is invited to join us. Tickets available at PINnetwork.ca
- The call for nominations is open for the Dr. William Winegard Exemplary Volunteer Involvement Awards which recognizes the contributions of U of G students, faculty and staff who are making our community stronger. Full nomination package available at PINNetwork.ca

The theme of National Volunteer Week 2022 is 'Volunteering is Empathy in Action' affirming the strong connection between volunteerism and empathy. "We have seen this caring and human kindness in action; the generosity of spirit is a shining light even in our recent dark times. Volunteerism is a connector, a powerhouse, a community asset."

- ENDS -

Contact:

Kim Cusimano
Executive Director
PIN - The People and Information Network
kim@PINnetwork.ca
(519) 822-0912 ext. 229
55 Wyndham St. N – Suite 4A
Guelph, Ontario N1H 7T8

PIN, The People and Information Network

We provide connections and leadership in Guelph and Wellington County to support the development of individuals and organizations. PIN is the local hub for volunteer opportunities and engagement, we enable best practices and continuous learning for professionals in the non-profit sector. PINnetwork.ca

Old Quebec Street Shoppes
55 Wyndham Street North, Suite 4A
Guelph, Ontario N1H 7T8
t 519-822-0912 • 1-866-693-3318
f 519-822-1389
PINnetwork.ca



February 14th, 2022

Township of Wellington-North
Planning and Development Department
7490 Sideroad 7 W, PO Box 125
Kenilworth, Ontario
N0G 2E0

Re: **Proposed New Telecommunications Tower Installation**
6832 Wellington Road 109 Kenilworth, ON N0G 2E0
File No. STC0234- Teviotdale

Introduction

On behalf of our client, Shared Tower Inc., Steward Logistics is proposing a new wireless telecommunications facility at 6832 Wellington Road in the Township of Wellington-North. The subject property is an Agricultural zoned site, approximately 125.4 acres in size. The proposed tower will be located at the back of the existing barn on site within a 15m x 15m compound. For reference, the tower will be located at the following coordinates: 43.845809, -80.735124.

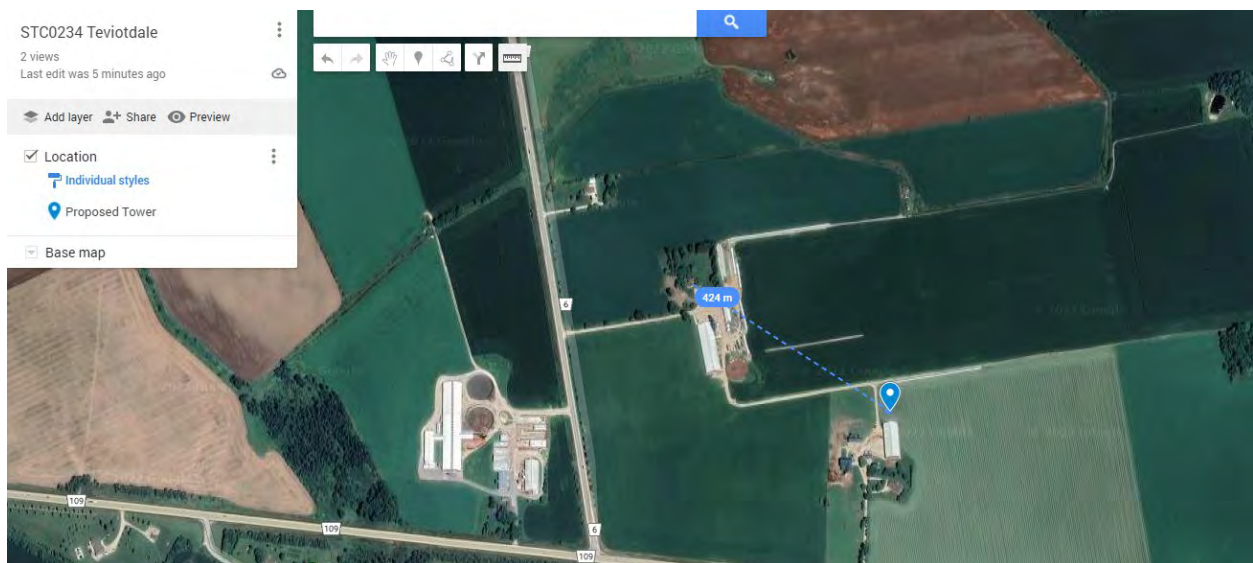


Figure 1: Proposed 70m Self-Support Tower Location (Blue marker) and distance from closest residential area

The proposed tower is a 70m Self-Support Tower installation, engineered to accommodate initial and future loading for all carriers interested in collocating on the tower, as well as supporting additional fixed wireless equipment as required.

As the proposed tower is located within an Agricultural (A) zoned area the location is separated from dense residential areas while still ensuring coverage and network capacity for all wireless network providers. Currently there is no tower in the area within a 6km radius, resulting in a gap in signal propagation and no opportunity to improve service for other providers.

Coverage Objective

The proposed installation is designed to improve wireless services in Teviotdale and the surrounding residential areas to the north and west of County Road 109. The tower is required to address the continually increasing demand for wireless voice and data services to provide a reliable level of service for devices such as cellphones and a host of other connected devices and sensors.

The surrounding residential community in Teviotdale will greatly benefit from increased cellular coverage, since cellular devices are increasingly used over the use of traditional land lines and are therefore the primary means of accessing 911/emergency services. These services are important for rural areas since they are located farther away from dense urban areas where many of these essential services are concentrated. Furthermore, as more residents shift to working from home there will be a need for additional capacity for high quality data and voice services.

Site Selection / Land Use Considerations

Shared Tower Inc. acknowledges the *Provincial Policy Statement (2020)* which provides policy direction on matters of provincial interest related to land use planning and development. This policy forms the foundation for regulating development and use of land while supporting the provincial goal to enhance the quality of life for all Ontarians. The PPS recognizes municipal official plans as the vehicle for achieving and implementing comprehensive, integrated and long-term planning goals in Ontario. *The Provincial Policy Statement (2020)* specifies that the goal of long-term economic prosperity includes supporting telecommunication infrastructure. In addition to providing a greater area of coverage, this new tower installation will promote economic growth by connecting the local rural community to urban areas and increasing working opportunities via telework.

According to the *Wellington County Official Plan (2019)*, the site is designated as Prime Agricultural and Core Greenland. Prime agricultural areas are reserved for all types of agricultural uses and, as per section 6.4 of the Official Plan, normal farm practices are promoted in these areas in accordance with provincial standards under. In accordance with section 6.4.9, community service facilities can be located in prime agricultural areas for reasons of public safety or government service delivery. Our team believes that having a reliable communication service fits both of these criteria and telecommunication towers, such as the proposed, helps to support the growth of rural community in Teviotdale.

Section 8.9 describes core Greenland as being identified as hazardous areas, which pose a threat to property or human life or have inherent limitations to development. The lands are characterized hazardous, because of steep slopes and uneven terrain. We do acknowledge that there is a small portion of the property with this designation but it is not within proximity to the proposed area of the tower. Furthermore, we have contacted the Maitland Valley Conservation Authority and requested a property check that has verified our location. This property check will be attached in a separate document as part of our application.

The site is zoned as Agricultural (A) and Natural Environment (NE), under sections 8 and 30 respectively in the Zoning By-law (2018), but does not explicitly permit the development of a telecommunication tower in its list of permitted uses. However, section 6.34 states that nothing contained in this By-Law shall prevent the any telecommunication provider from installation or maintaining utilities or services that includes a communication or cellular telephone tower. Our team has provided appropriate setbacks from property lines and maintained a setback of 434m from the closest residential area as illustrated in Figure 1.

Shared Tower Inc. will continue to work with the Township of Wellington-North and follow ISED Canada's Protocol for Tower Installations.

Screening Measures / Design

The proposed structure is a Self-Support Tower as illustrated in the photo simulations in Exhibit "B" of this report. It will be located at 6832 Wellington Road at the rear of the barn on site within a 15m X 15m compound. In addition, because of its positioning on the subject property, the existing residential building and barn will screen the base and lower portion of the proposed tower, and ensure limited visibility of the base of the tower from the neighboring residents. The proposed tower will occupy unused space and will not impact any of the existing residential areas or

agricultural activities. All cabinets to support the tower will be located within the fenced compound in the same area as the tower, which will be surrounded by a 1.8m high chain link fence to avoid graffiti. The tower will be a steel, non-reflective self-supported style tower and any additional lighting and markings will be detailed pending our application to NAV Canada.

Setbacks from Existing Antenna Sites / Co-location Opportunities

The configuration of modern wireless networks requires relatively close proximity between cellular towers / base stations to ensure sufficient coverage and network capacity.

Currently there is no existing tower within a 6km radius of the proposed site to provide collocation opportunities. As illustrated by Figure 2, the proposed tower is ideally situated in the area to support service for all wireless service providers and is consistent with the configuration of wireless networks throughout the municipality. The other identified towers do not have the required height, cannot support the equipment required for additional carriers, or are outside the coverage area for collocation. Additionally, the proposed tower will be suitable for multi-carrier collocation and eliminate the need for additional towers in the immediate area.

The majority of Teviotdale has towers around major intersections. In the vicinity of the proposed tower, there is a Rogers tower installation at Road 152 and County Road 109 with a height of 100m. It is a Guyed Wire Tower that is outside the service area of Teviotdale and is the closest tower installation in proximity the proposed installation. Additionally, there is a Bell Mobility installation atop a water tower in a CNR (Canadian North Railway) Park at a height of 51m. It is an antenna that does not possess the capacity or equipment to support collocation.

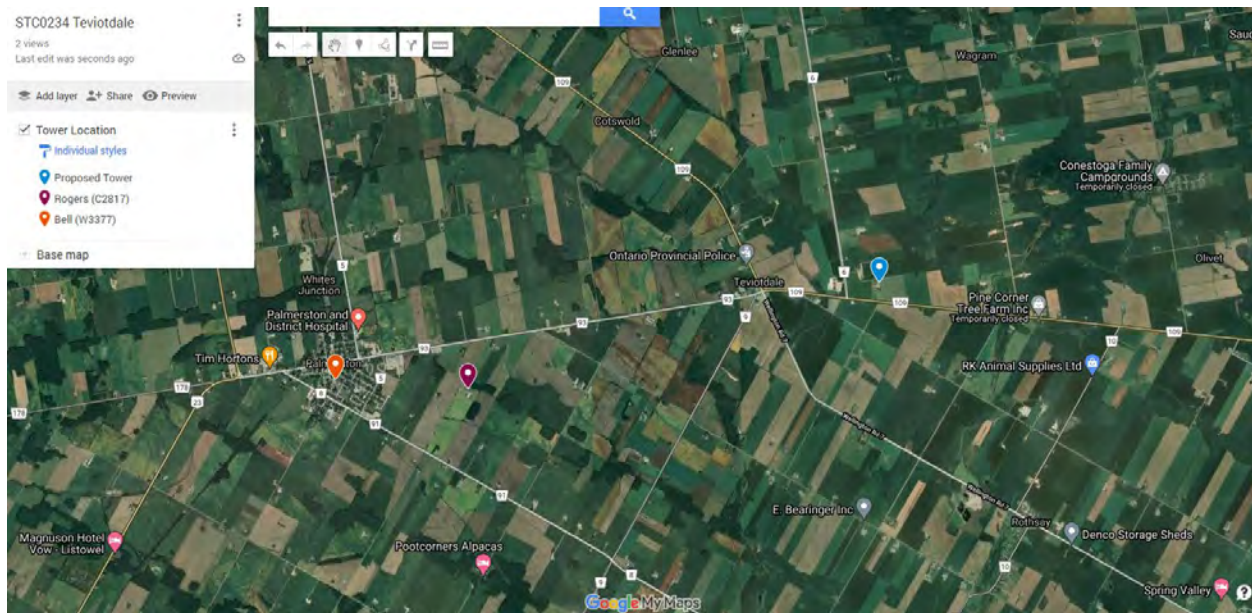


Figure 2: Existing Cellular Facilities in the Vicinity of the Subject Property

Control of Public Access

Equipment to support the tower will be located within the tower compound with no public access. All service provider equipment cabinets will be monitored for unauthorized access and be further protected with lights / motion detectors.

Health Canada Safety Code 6 Compliance

Health Canada's role is to protect the health of Canadians, so it is the Department's responsibility to research and investigate any possible health effects associated with exposure to electromagnetic energy, such as that coming from cell phones and base stations. Health Canada has developed guidelines for safe human exposure to RF energy, which are commonly known as Safety Code 6. Safety Code 6 has been adopted by ISED Canada and is included in their regulatory documents on radiocommunication licensing and operational requirements. ISED Canada requires all proponents and operators to ensure that their installations and apparatus comply with the Safety Code 6 at all times.

Shared Tower Inc. attests that the radio antenna system described in this notification package will comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment. For more information on Safety Code 6, please visit the following Health Canada site: www.healthcanada.gc.ca/radiation.

Canadian Environmental Assessment Act

Shared Tower Inc. attests that the radio antenna system as proposed for this site will comply with the Canadian Environmental Assessment Act, as the facility is exempt from review. The Federal government revised the Canadian Environmental Assessment Act in July 2012. Only radiocommunication antenna and supporting structures that are part of or incidental to projects that are designated by the Regulations Designating Physical Activities or otherwise designated by the Minister of the Environment as requiring an environmental assessment are subject to the CEAA, 2012. The proposed location creates no impact on area environmental features. No trees or vegetation will be removed to accommodate the installation.

Transport Canada's Aeronautical Obstruction Marking Requirements

Shared Tower Inc. attests that the radio antenna system described in this justification report will comply with Transport Canada / NAV CANADA aeronautical safety requirements. When Transport Canada / NAV Canada have determined if any aeronautical safety features are required for the installation, such information will be provided to the City.

For additional detailed information, please consult Transport Canada at:

<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-512.htm>

Engineering Practices

Shared Tower attests that the radio antenna system as proposed for this site will be constructed in compliance with the applicable CSA codes (S37-18), or any applicable successor code) and comply with good engineering practices including structural adequacy.

Contact Information

Share Tower Inc.'s agent for this proposal, Steward Logistics, can be contacted via the following methods:

Steward Logistics Inc., on behalf of Shared Tower Inc.
146 Thirtieth Street, Suite 100
Etobicoke, ON M8W 3C4
steven@stewardlogistics.com

Municipal Consultation Process

Shared Tower Inc. builds and operates shared wireless telecommunications infrastructure, designed to ensure that service providers can address their customers' needs in the most efficient manner. In Canada, wireless communications facilities are a federal undertaking, and consequently Shared Tower is required by ISED Canada to consult with land-use authorities in siting telecommunication infrastructure locations.

The consultation process established under ISED Canada's authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the Federal government's exclusive jurisdiction over the siting and operation of wireless and data systems.

Shared Tower Inc. welcomes comments from the municipality and its agencies to address any expressed comments that are deemed relevant by Industry Canada's CPC-2-0-03 Issue 5.

ISED Canada's Spectrum Management

Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through ISED Canada. Shared Tower Inc. is participating in this consultation in accordance with ISED Canada's guidelines CPC-2-0-03 Issue 5.

For more information on ISED Canada's consultation guidelines including CPC-2-0-03 contact <http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html> or the local ISED Canada office:

ISED Canada, Spectrum Management
Southwestern Ontario District Office
4475 North Service Road, Suite 100
Burlington, ON L7L 4X7
Tel: 1-855-465-6307
Fax: 905-639-6551
Email: SpectrumSWODO-SpectreBDSOO@ised-isde.gc.ca

General information relating to antenna systems is available on ISED Canada's Spectrum Management and Telecommunications website: <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>

Conclusion

Steward Logistics believes that the proposed site is the only possible solution to maintain and enhance the current coverage area and network capacity in the vicinity of the tower and provide service for the other major network providers. The siting of the tower on an Agriculture zoned property, at the furthest point possible away from the residences in the area, greatly increases the setback to residents relative to the existing tower and meets the recommendations and the spirit of the Town's Official Plan and Zoning By-law.

Best regards,

Steven Ramjass

Steward Logistics, on behalf of Shared Tower Inc.

Exhibit B: Photo Simulations (Before / After Views)



Before (View 1 from County Road 109 and Side Road 3)



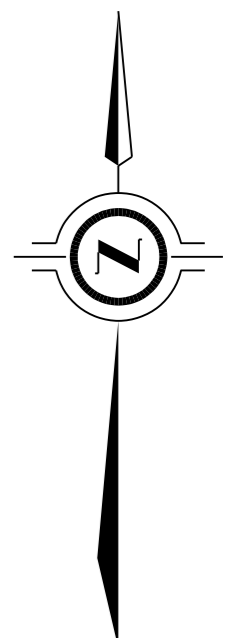
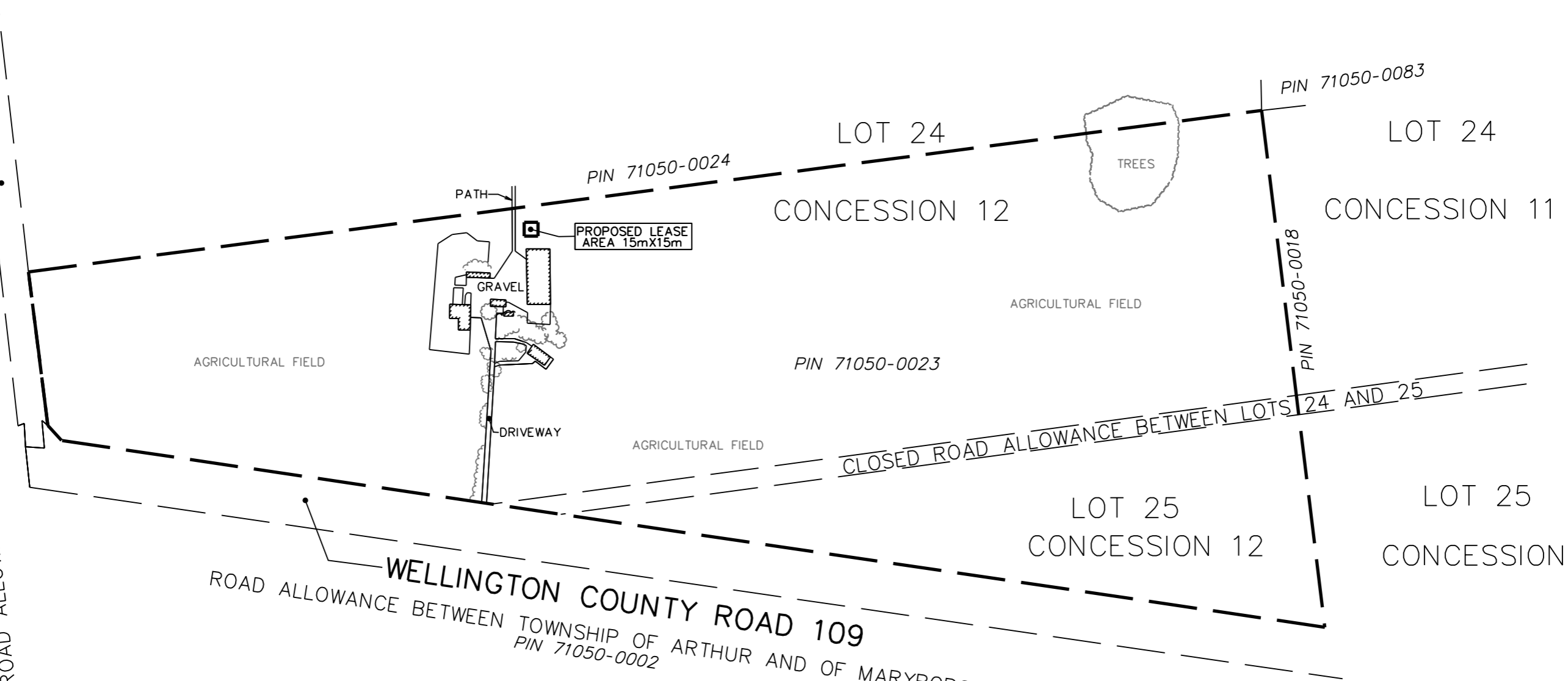
After (View 1 tower superimposed on artist's rendering)

SKETCH SHOWING LEASE AREA 280

PART OF LOT 24
 CONCESSION 12
 GEOGRAPHIC TOWNSHIP OF ARTHUR
 NOW IN THE TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON



WELLINGTON COUNTY ROAD 6
 TOWNSHIPS OF MINTO AND OF ARTHUR
 PIN 71050-0001



STRUCTURES:
 70m SELF-SUPPORT TOWER
 LEASE AREA 15mx15m

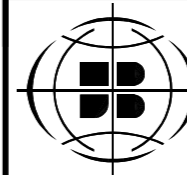
TOWER
 LATITUDE NAD 83
 N 43°50'47.3"
 LONGITUDE NAD 83
 W 80°44'6.9"

HYDRO CONNECTION AND ROUTING TO BE
 DETERMINED BY QUALIFIED PERSONNEL IN
 CONSULTATION WITH LOCAL AUTHORITY.



SHARED TOWER INC.

SITE: STC0234 TEVIOTDALE



J.D. BARNES
 LIMITED

LAND INFORMATION SPECIALISTS
 140 RENFREW DRIVE, SUITE 100, MARKHAM, ON L3R 6B3
 T: (905) 477-3600 F: (905) 477-3882 www.jdbarnes.com

SURVEYING
 MAPPING
 GIS

RF	DRAWN
GM	CHECKED
DEC. 16, 2021	DATED

Ref. No.
 21-15-319-00

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-1674

April 6, 2022

Dear Head of Council:

For the past two years, you, your council colleagues and municipal staff have been at the forefront of the response to COVID in Ontario. I deeply appreciate your continued collaboration with the province and your inspiring dedication.

With key public health and health system indicators continuing to remain stable or improve, Ontario is cautiously and gradually easing public health and workplace safety measures with [all remaining measures, directives and orders to end by April 27, 2022](#).

Today I am writing to inform you of the status of the emergency orders that were led by my ministry and made in early 2020 under the *Emergency Management and Civil Protection Act*, and later continued under the *Reopening Ontario Act, 2020*, to help municipalities address some of the challenges brought on by the pandemic.

The Work Deployment Measures for Municipalities Order will end on April 27, 2022

Since April 16, 2020, [O. Reg. 157/20](#), Work Deployment Measures for Municipalities (order) provided municipalities with the flexibility to deploy certain staff to where they were needed most in response to COVID-19 pressures.

The order was a temporary measure and, in line with the province's lifting of public health measures, it will end on April 27, 2022.

Any deployments your municipality has made using the authority in the order will need to end by April 27, 2022. If your municipality is relying on the order to deploy staff, it is important to work collaboratively and in good faith with your bargaining agents to develop staffing plans beyond April 27, 2022.

The Patios Order will end on April 27, 2022

[O. Reg. 345/20](#), Patios, eliminated Planning Act requirements for notice and public meetings and removed the ability to appeal when municipalities passed temporary use by-laws for new or expanded restaurant and bar patios. This allowed municipalities to pass or amend these by-laws quickly to address local circumstances and needs as they evolved.

The order was a temporary measure and, in line with the province's lifting of public health measures, will end on April 27, 2022.

Heads of Council
Page 2

As the order will end on April 27, 2022, your municipality may wish to consider making any necessary changes to temporary use by-laws for restaurant and bar patios prior to this date. Changes were made as part of Bill 13, the *Supporting People and Businesses Act, 2021* in December 2021 to help streamline the planning system and provide municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws, should they choose to (and subject to having appropriate official plan policies in place).

Temporary Health or Residential Facilities

[O. Reg 141/20](#) came into effect on April 9, 2020. It has exempted temporary shelters and health facilities, established to respond to the effects of the pandemic, from the requirement to obtain a building permit or a change of use permit under the Building Code Act, from complying with the technical requirements of the Building Code and with certain by-laws and approvals under the Planning Act, subject to certain conditions related to protecting public health and safety.

This order will also end on April 27, 2022. I understand that some of these temporary facilities are still in use to respond to the effects of the pandemic. I intend to make amendments to the Building Code that would continue to exempt these facilities from the need for a building permit and compliance with the Building Code on a temporary basis, while ensuring they continue to be regularly inspected. Your municipality may wish to consider if any new temporary use or zoning by-laws or amendments to existing temporary use or zoning by-laws may be needed before the order ends on April 27, 2022.

There may be other emergency orders that are ending and may impact your municipality. For the latest information, please visit the government's page on [COVID-19 emergency information](#).

If your municipality has any questions about any of the changes outlined above, we encourage your staff to contact [your local Municipal Services Office](#).

Thank you again for your continued support in protecting the health and well-being of Ontarians while delivering the services they depend upon.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

C: Chief Administrative Officers
Municipal Clerks
Kate Manson Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

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

BY-LAW NUMBER 038-22

**BEING A BY-LAW TO AUTHORIZE A CONTRACT FOR QUEEN
STREET EAST RECONSTRUCTION AND PAGE STREET STORM
SEWER BETWEEN THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AND COX CONSTRUCTION LIMITED**

WHEREAS the Corporation of the Township of Wellington North and Cox Construction Limited have agreed to enter into a Contract for Queen Street Reconstruction and Page Street Storm Sewer.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH** enacts as follows:

1. The Corporation shall enter into a Contract in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11TH DAY OF APRIL 2022**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 039-22

BEING A BY-LAW TO AUTHORIZE A SEWAGE ALLOCATION AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND ARCHCON GROUP INC.

WHEREAS the Corporation of the Township of Wellington North and Archcon Group Inc. have agreed to enter into a Sewage Allocation Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

1. The Corporation shall enter into a Sewage Allocation Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11TH DAY OF APRIL 2022**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**SCHEDULE A
SEWAGE ALLOCATION AGREEMENT**

THIS AGREEMENT made this 11th day of April, 2022.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the “Township”)

- and -

ARCHCON GROUP INC.

(the “Owner”)

WHEREAS:

- A. The Owner is the owner of the lands described in Schedule “A” (the “Owner’s Lands”);
- B. The Owner applied with the Township for Site Plan Approval on June 30, 2021 for the property located in Schedule “A”;
- C. The Township has passed a resolution (2021-129) approving the 32 sewage allocation units and requires the Owner to enter into this agreement pursuant to the Township’s Sewage Allocation Policy.

NOW THEREFORE in consideration of the premises and terms contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the parties agree as follows:

1. **Approval.**
 - (i) Upon the registration of the subdivision agreement, the Township shall grant provisional approval to the Owner for 32 sewage allocation units for the Development Lands allocated over the following time periods:
 - a. 32 units within 36 months of execution of this agreement;
 - (ii) The provisional allocation is granted for a period of thirty (36) months from the date of this agreement, expiring on March 21, 2025 (the “Expiry Date”).
 - (iii) Any sewage allocation units not completed by the Expiry Date shall lapse and be returned to the general pool of available uncommitted sewage allocations. No further building permits may be issued after the Expiry Date until such time as the Owner has obtained an extension or further sewage allocation.
2. **Acknowledgment of Owner.** The Owner acknowledges that:

- (i) the Township is not obligated to extend the Expiry Date or to grant further provisional sewage allocation units for the Development Lands or any future phases of the development;
 - (ii) the Township may approve sewage allocation units to other developments prior to approving further provisional sewage allocation units for the Development Lands or any future phases of the development; and,
 - (iii) the granting of sewage allocation is based upon the continued availability of sewage treatment facility capacity; that such capacity may change or be reduced over time; and, provisional sewage allocation units may have to be withdrawn in instances of inadequate sewage treatment facility capacity or other reason.
3. **Compliance with By-laws, Rules and Regulations.** The Owner agrees to comply with all federal, provincial and municipal laws, rules, regulations, by-laws and polices including the Township Sewage Allocation Policy.
4. **The Township's Professional Fees and Disbursements.** The Owner shall reimburse the Township for all of its engineering and legal expenses including professional fees and disbursements in connection with the development and implementation of this agreement.
5. **Development Charges Credits.** The Owner hereby releases and forever discharges the Township from any and all claims relating to payments under this agreement, for credits against Development Charges payable under any by-law of the Township passed under the *Development Charges Act, 1997* with respect to the development of the Development Lands.
6. **Waiver.** The failure of the Township at any time to require performance by the Owner of any obligation under this agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Township of the performance of any obligation be taken or be held to be a waiver of the performance of the same or any other obligation at any later time. The Township shall specifically retain its rights at law to enforce this agreement.
7. **No Challenge to Agreement.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the party's right to enter into and enforce this agreement. The law of contract applies to the agreement and the parties are entitled to all remedies arising from it.
8. **Assignment.**
 - (i) The Owner may assign any of the 32 sewage allocation units to builders within the Development Lands with the prior written approval of the Township.
 - (ii) The 32 sewage allocation units may not be assigned to any lands outside of the Development Lands.

(iii) The Owner agrees that it shall not transfer, assign its rights, interests, liabilities and obligations under this agreement without first ensuring that the proposed assignee has entered into an assumption agreement in a form satisfactory to the Township, requiring the assignee to be bound by all of the terms and conditions of this agreement.

9. **Acceptance by Fax or Email.** The parties acknowledge and agree that the communication of this agreement may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.

10. **Counterparts.** This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

11. **Severability.** If any provision of this agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

12. **Enforcement.** The Owner acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

13. **Enurement Clause.** The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and their heirs, administrators, successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

-----remainder of this page left intentionally blank-----

IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

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

ANDY LENNOX – Mayor

KARREN WALLACE - Clerk

We have authority to bind the corporation.

ARCHCON GROUP INC.

Ken Matthews, Vice President

I/we have the authority to bind the corporation

DEVELOPER'S MAILING ADDRESS: 155 Viola May Crt., Mount Forest, ON, N0G 2L0

DEVELOPER'S PHONE NUMBER: 519-509-6363, Ext. 124

DEVELOPER'S EMAIL ADDRESS: ken@churchbuilder.ca

Schedule "A"
DESCRIPTION OF THE OWNER'S LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PART PKLT 9 S/S WATERLOO ST PL TOWN OF MOUNT FOREST PART 1, 61R7008
SAVE & EXCEPT PARTS 1 & 2, 61R21581; TOGETHER WITH AN EASEMENT OVER
PART 1 ON PLAN 61R21951 AS IN WC630033; TOWNSHIP OF WELLINGTON NORTH

PIN: 71055-0155

LRO: 61

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

BY-LAW NUMBER 040-22

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS AND THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH (Rural Economic Development Program – Mount Forest Street Scaping Project)

WHEREAS it is deemed necessary to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs with respect to the Rural Economic Development Program.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:

1. That the Corporation of the Township of Wellington North enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs with respect to the Rural Economic Development Program in substantially the same form as the agreement attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required under the Rural Economic Development Program on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF APRIL, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

RURAL ECONOMIC DEVELOPMENT PROGRAM**AGREEMENT BETWEEN:**

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs
(the "Province")
- and -
TOWNSHIP OF WELLINGTON NORTH
CRA # 873073530
(the "Recipient")

In consideration of the mutual covenants and agreements contained in this agreement (the "Agreement") and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the "Parties") agree as follows:

1.0 ENTIRE AGREEMENT**1.1** This Agreement, including:

Schedule "A" – General Terms and Conditions,
Schedule "B" – Operational Requirements and Additional Provisions,
Schedule "C" – Project Description,
Schedule "D" – Financial Information,
Schedule "E" – Payments and Reports,
And any amending agreement entered into as provided below,

Constitutes the entire agreement between the Parties, with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representation and agreements.

2.0 COUNTERPARTS**2.1** This Agreement may only be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.**2.2** Both Parties consent to and agree to accept electronic signatures, (as defined in the *Electronic Commerce Act*, 2000), as binding the Parties to the terms and conditions of this Agreement.**3.0 AMENDING AGREEMENT****3.1** This agreement may only be amended by a written agreement duly executed by the Parties.**4.0 ACKNOWLEDGEMENT****4.1** The Recipient acknowledges and agrees:

- (a) It has read and understands the provisions contained in the entire Agreement;
- (b) It will be bound by the terms and conditions in the entire Agreement;
- (c) By receiving and using the Funds provided under this Agreement that it may become subject to the *BPSAA*, the *PSSDA* and the *AGA*;
- (d) The Funds are:

- (i) To assist the Recipient to carry out the Project and not to provide goods or services to the Province, and
- (ii) Funding for the purposes of the *BPSAA*, the *PSSDA* and the *AGA*;
- (e) The Province is not responsible for managing or carrying out the Project; and
- (f) The Province is bound by the *FIPPA* and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with the *FIPPA* or other applicable Requirements Of Law.

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,
as represented by the Minister of Agriculture, Food and Rural Affairs



Name: Alan Crawley
Title: Director, Rural Programs Branch

Mar 24, 2022

Date:

I have the authority to bind the Crown pursuant to delegated authority.

TOWNSHIP OF WELLINGTON NORTH



Name: Dale Small
Title: Economic Development Officer

Date:

MARCH 14/22



Name: Mike Givens
Title: Chief Administrative Officer

Date:

March 15/22

I have authority to bind the Recipient.

SCHEDULE "A" GENERAL TERMS AND CONDITIONS

ARTICLE 1 INTERPRETATION AND DEFINITIONS

A.1.1 Interpretation. For the purposes of interpreting the Agreement:

- (a) Unless specifically defined otherwise in this Agreement, words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of the Agreement provides otherwise; and
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles.

A.1.2 Definitions. In the Agreement, the following terms will have the following meaning:

"Additional Terms And Conditions" means the terms and conditions specified in sections A.8.1 and B.2 of this Agreement.

"AGA" means the *Auditor General Act, 1990*

"Agreement" means this contract between the Province and the Recipient,

"Arm's Length" has the same meaning as set out in the *Income Tax Act* (Canada) as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

"BPSAA" means the *Broader Public Sector Accountability Act, 2010*.

"Budget" means the budget attached to section D.2 of this Agreement.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory holidays of the Province and any other day on which the Province is closed for business.

"Claim Submission Deadline" means the date or dates set out under section E.1 (b) of this Agreement.

"Contract" means an agreement between the Recipient and a third-party whereby the third-party agrees to provide a good or service for the Project in return for financial consideration that may be claimed by the Recipient as an Eligible Cost.

"Cost-Share Funding Percentage" means the percentage the Province will pay toward the Recipient's Eligible Costs, as set out under section D.1.1 of this Agreement.

"Effective Date" means the date on which this Agreement is effective, as set out under section B.1.1 of this Agreement.

“Eligible Costs” means those costs set out under in the Guidelines and which the Province has approved as eligible for reimbursement under the terms of this Agreement and also includes any additional costs permitted under section D.2 of this Agreement.

“Event of Default” has the meaning ascribed to it in section A.14.1 of this Agreement.

“Expiration Date” means the date on which this Agreement will expire, as set out under section B.1.2 of this Agreement, unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

“FAA” means the *Financial Administration Act*.

“Failure” means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

“Final Report” means a final Report on the Project in the form set out in section E.2 (a) of this Agreement.

“FIPPA” means the *Ontario Freedom of Information and Protection of Privacy Act*.

“Funding Year” means:

- (a) In the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first; and;
- (b) In the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first.

“Funds” means the money the Province provides to the Recipient pursuant to this Agreement.

“Guidelines” means the documents of the Province setting out the criteria governing the operation of the Program, that were made available on the Program website, at the time the Recipient applied for funding from the Program

“Holdback” means the amount set out under section D.1.3 of this Agreement.

“Incurred” in relation to costs, means a cost that a Recipient has become liable for, regardless whether actual payment has occurred.

“Indemnified Parties” means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

“Ineligible Costs” means those costs set out in the Guidelines as ineligible for reimbursement by the Province and includes any additional costs identified as ineligible under section D.2.2 of this Agreement.

“Maximum Funds” means the maximum amount of Funds the Province will provide to the Recipient under this Agreement, as set out under section D.1.2 of this Agreement.

“Minister” means the Minister of Agriculture, Food and Rural Affairs or such other Minister who may be designated from time to time as the responsible Minister in relation to the Program in accordance with the *Executive Council Act*, R.S.O. 1990, c. E. 25, as amended.

“MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act*.

“Notice” means any communication given or required to be given pursuant to this Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient, unless the context implies otherwise.

“**Program**” means the program created by the Province entitled Rural Economic Development Program under *Order-in-Council 201/2011*, as amended.

“**Project**” means the undertaking described in Schedule “C” of this Agreement.

“**Project Approval Date**” means the same as the Effective Date, as set out in section B.1.1 of this Agreement.

“**Project Completion Date**” means the date that the Recipient must complete its Project under this Agreement, as set out in section B.1.3 of Schedule “B” of this Agreement.

“**PSSDA**” means the *Public Sector Salary Disclosure Act, 1996*.

“**Reports**” means the reports set out under Schedule “E” of this Agreement.

“**Requirements of Law**” means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

“**Term**” means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

“**Timelines**” means the Project schedule set out in Schedule “B”.

- A.1.3 Conflict.** Subject to section 8.1 of Schedule “A” of this Agreement, in the event of a conflict between this Schedule “A” of the Agreement and any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

ARTICLE A.2 REPRESENTATIONS, WARRANTIES AND COVENANTS

- A.2.1 General.** The Recipient represents, warrants and covenants that:

- (a) It is, and will continue to be for the Term of this Agreement, an eligible applicant as described in the Guidelines with full power to fulfill its obligations under this Agreement;
- (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
- (c) It has the financial resources necessary to carry out the Project and is not indebted to any person(s) to the extent that that indebtedness would undermine the Recipient's ability to complete the Project by the Project Completion Date;
- (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law for the Term related to any aspect of the Project, the Funds or both for the term of this Agreement; and
- (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

- A.2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) The full power and authority to enter into this Agreement; and
- (b) Taken all necessary actions to authorize the execution of this Agreement.

- A.2.3 Governance.** The Recipient represents, warrants and covenants that it has, and will maintain, in writing, for the term of this Agreement:
- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
 - (b) Procedures to ensure the ongoing effective functioning of the Recipient;
 - (c) Procedures to enable the Recipient to manage the Funds prudently and effectively;
 - (d) Procedures to enable the Recipient to successfully complete the Project;
 - (e) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;
 - (f) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
 - (g) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.
- A.2.4 Supporting Documentation.** Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article 2 of Schedule "A" of this Agreement.
- A.2.5 Additional Covenants.** The Recipient undertakes to advise the Province within five (5) Business Days of:
- (a) Any changes that affect its representations, warranties and covenants under sections A.2.1, A.2.2 or A.2.3 of this Agreement during the Term of the Agreement;
 - (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement; and
 - (c) Any change in ownership or ownership structure.

ARTICLE A.3 FUNDS AND CARRYING OUT THE PROJECT

- A.3.1 Funds Provided.** The Province will:
- (a) Provide Funds to the Recipient up to the Maximum Funds, based on the Cost-Share Funding Percentage, for the sole purpose of carrying out the Project;
 - (b) Provide the Funds to the Recipient in accordance with section D.2 of this Agreement provided that the Recipient makes claims for payment of Funds in accordance with section E.1 of this Agreement;
 - (c) Provide funding as long as the total combined amount of provincial and federal assistance for the Eligible Costs actually incurred and paid by the Recipient do not exceed ninety per cent (90%) of those costs; and
 - (d) Deposit the Funds into an account designated by the Recipient, provided that account:
 - (i) Resides at a Canadian financial institution, and
 - (ii) Is in the name of the Recipient.
- A.3.2 Limitation On Payment Of Funds.** Despite section A.3.1 of this Agreement:

- (a) The Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section A.10.2 of this Agreement;
- (b) The Province is not obligated to provide any Funds until it is satisfied with the progress of the Project;
- (c) The Province may adjust the amount of Funds it provides to the Recipient without liability, penalty or costs in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to Article A.6 of this Agreement;
- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
 - (ii) Recover Funds already paid to the Recipient; or
 - (iii) Terminate the Agreement pursuant to section A.13.1 of this Agreement;
- (e) The Province shall impose a Holdback on any payment of Funds and will not be obligated to pay that Holdback to the Recipient until after the Province approves the Recipient's Final Report pursuant to Article A.6 of this Agreement; and
- (f) The Province is not obligated to pay interest on the Holdback as described in (e) or any other payments under this Agreement.

A.3.3 Use Of Funds And Project. The Recipient will:

- (a) Carry out the Project in accordance with the terms and conditions of this Agreement;
- (b) Complete the Project by the Project Completion Date;
- (c) Not use the Funds for Ineligible Costs;
- (d) Use the Funds only:
 - (i) For Eligible Costs that are necessary for the purposes of carrying out the Project; and
 - (ii) For those activities set out in section C.3. of this Agreement; and
- (e) Use the Funds only in accordance with the Budget.

A.3.4 Province's Role Limited To Providing Funds. For greater clarity, the Province's role under this Agreement is strictly limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project. Without limiting the generality of the foregoing, the fact that the Province may conduct reviews and/or audits of the Project as provided for in this Agreement or issues directions, approves changes to the Project or imposes conditions upon an approval in accordance with the terms and conditions of this Agreement will not be construed by the Recipient as the Province having a management, decision-making or advisory role in relation to the Project. The Recipient further agrees that the Recipient will not seek to include the Province as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.

A.3.5 No Changes. The Recipient will not make any changes to the Project, including to the Budget or timelines, without the prior written consent of the Province.

A.3.6 No Payment of Funds until Eligible Expenses are approved. The Province will provide the Funds to the Recipient for Eligible Costs upon receipt of proof of the expense and according to the Budget only. The Province shall not advance any of the Funds to the Recipient.

- A.3.7 No Provincial Payment Of Interest.** The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient.
- A.3.8 Maximum Funds.** The Recipient acknowledges and agrees that the Funds available to it pursuant to this Agreement will not exceed the Maximum Funds.
- A.3.9 Rebates, Credits And Refunds.** The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.
- A.3.10 Funding, Not Procurement.** The funding the Province is providing under this Agreement is funding for the purposes of the PSSDA.

ARTICLE A.4

RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

- A.4.1 Acquisition.** If the Recipient acquires goods or services or both with the Funds, it will:
- (a) Do so through a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient; and
 - (b) Comply with any Requirements of Law that may be applicable to how the Recipient acquires any goods or services or both.
- A.4.2 Contracts.** The Recipient will ensure that all Contracts:
- (a) Are consistent with this Agreement;
 - (b) Do not conflict with this Agreement;
 - (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
 - (d) Require that any parties to those Contracts comply with all Requirements of Law; and
 - (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project as the Province sees fit in connection with Article A.6 of this Agreement .
- A.4.3 Disposal.** The Recipient:
- (a) Will, where Ontario's contribution to the cost of an asset created or purchased using the Funds, exceeds twenty-five thousand dollars (\$25,000.00) at the time of purchase or creation of the asset, retain ownership of the asset for at least two (2) years from the Expiration Date of this Agreement; unless otherwise provided under this Agreement or directed by the Province in writing; and
 - (b) Will not, without the Province's prior written consent, lease or otherwise encumber assets referred to under section A.4.3(a) for at least two (2) years from the Expiration Date of this Agreement unless otherwise provided under this Agreement or as the Province directs in writing.

In the event the Recipient does not comply with section A.4.3 of this Agreement, the Province may recover the Funds provided to the Recipient for the assets referred to under section A.4.3.

**ARTICLE A.5
CONFLICT OF INTEREST**

- A.5.1 *No Conflict Of Interest.*** The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.
- A.5.2 *Conflict Of Interest Includes.*** For the purposes of this Article, a conflict of interest includes any circumstances where:
- (a) The Recipient; or
 - (b) Any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.
- A.5.3 *Disclosure To The Province:*** The Recipient will:
- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
 - (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

**ARTICLE A.6
REPORTING, ACCOUNTING AND REVIEW**

- A.6.1 *Preparation And Submission.*** The Recipient will:
- (a) Provide any information that is requested by the Province as the Province directs and within the timeline set out in the direction;
 - (b) Submit to the Province (at the address referred to in section B.1.5 of this Agreement) all Reports in accordance with the timelines and content requirements set out in Schedule "E", or in a form as specified by the Province from time to time and ensure that all reports are:
 - (i) Completed to the satisfaction of the Province; and
 - (ii) Signed on behalf of the Recipient by an authorized signing officer and that the accompanying attestation has been completed.
- A.6.2 *Records Maintenance.*** The Recipient will keep and maintain:
- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
 - (b) All non-financial documents and records relating to the Funds or otherwise to the Project.
- A.6.3 *Inspection.*** The Province, its authorized representatives or an independent auditor identified by the Province may, at their own expense, upon twenty-four (24) hours' Notice to the Recipient during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:
- (a) Inspect and copy the records and documents referred to in section A.6.2 of this Agreement;
 - (b) Remove any copies made pursuant to section A.6.3(a) of this Agreement from the Recipient's premises; and
 - (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

- A.6.4 Disclosure.** To assist in respect of the rights set out under section A.6.3 of Schedule "A" of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.
- A.6.5 No Control Of Records.** No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.
- A.6.6 Auditor General.** For greater certainty, the Province's rights to audit under this Article 6 of the Agreement are in addition to any rights provided to the Auditor General.

ARTICLE A.7 COMMUNICATIONS

- A.7.1 Acknowledgement And Support.** Unless otherwise directed by the Province, the Recipient will:
- (a) acknowledge the support of the Province in the form and manner set out under section B.1.6 of this Agreement.
 - (b) The Recipient will indicate, in all of its Project-related publications – whether written, oral or visual – that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.
- A.7.2 Publication By The Province.** The Recipient agrees that the Province may, in addition to any obligations the Province may have under FIPPA, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise.

ARTICLE A.8 ADDITIONAL TERMS AND CONDITIONS

- A.8.1 Additional Terms And Conditions.** The Recipient will comply with any Additional Terms and Conditions set out under section B.2 of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule "A" of the Agreement, the Additional Terms and Conditions will prevail.

ARTICLE A.9 INDEMNITY

- A.9.1 Indemnification.** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or willful misconduct of the Province.
- A.9.2 Recipient's Participation.** The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

- A.9.3 Province's Election.** The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.
- A.9.4 Settlement Authority.** The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province, as the case may be, will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.
- A.9.5 Recipient's Co-operation.** If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province, as the case may be, to the fullest extent possible in the proceedings and any related settlement negotiations.

ARTICLE A.10 INSURANCE

- A.10.1 Recipient's Insurance.** The Recipient represents and warrants that it has, and will maintain for the Term of this Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000.00) per occurrence. The policy will include the following:
- (a) A cross-liability clause;
 - (b) Contractual liability coverage;
 - (c) A thirty (30) day written notice of cancellation or termination provision.
- A.10.2 Proof Of Insurance.** The Recipient will:
- (a) Upon request of the Province provide the Province with either:
 - (i) Certificates of insurance that confirm the insurance coverage required under section A10.1 of this Schedule "A" is in place within the time limit set out in the request, or
 - (ii) Other proof that confirms the insurance coverage required under section A10.1 of this Schedule "A" is in place within the time limit set out in that request; and
 - (b) In the event that:
 - (i) A claim is made against the Province in relation to this Agreement, and
 - (ii) The insurer does not agree to defend and indemnify the Province in relation to that claim, make available to the Province, upon request and within the time limit set out in that request, a copy of each insurance policy the Recipient is required to have under section A.10.1 of this Agreement.

ARTICLE A.11 TERMINATION ON NOTICE

- A.11.1 Termination On Notice.** The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

A.11.2 Consequences Of Termination On Notice By The Province. If the Province terminates this Agreement pursuant to section A.11.1 of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further payments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) Permit the Recipient to offset such costs against the amount owing pursuant to section A.12.2(b) of this Agreement; and
 - (ii) Subject to section A.3.8 of this Agreement, provide Funds to the Recipient to cover such costs.

ARTICLE A.12 TERMINATION WHERE NO APPROPRIATION

A.12.1 Termination Where No Appropriation. If, as provided for in sections A.3.2(d) of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

A.12.2 Consequences Of Termination Where No Appropriation. If the Province terminates this Agreement pursuant to section A.12.1 of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further payments of the Funds;
- (b) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A.12.2(b) of this Agreement.

A.12.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section A.12.2(c) of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

ARTICLE A.13 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A.13.1 Events Of Default. Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
 - (i) Carry out the Project;

- (ii) Use or spend the Funds;
 - (iii) Provide, in accordance with section A.6.1, Reports or any such other reports as may have been requested pursuant to section A.6.1(b), under this Agreement; or
 - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement.
- (b) The Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;
 - (c) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
 - (d) The Recipient ceases to operate.

A.13.2 Consequences Of Events Of Default And Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds by an amount the Province determines is appropriate, acting reasonably;
- (e) Cancel any further payments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A.13.3 Opportunity To Remedy. If, in accordance with section A.13.2(b) of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

A.13.4 Recipient Not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A.13.2(b) of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;
- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province;

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A.13.2(a), (c), (d), (e), (f), (g), (h) and (i) of this Agreement.

A.13.5 *When Termination Effective.* Termination under Article A.13 of this Agreement will take effect as set out in the Notice.

ARTICLE A.14 LIMITED TERMINATION OF AGREEMENT

A.14.1 *Limited Termination Of Agreement.* Without limiting the Province's rights under this Agreement, if the Province exercises its right of termination pursuant to Articles A.11, A.12 or A.13 of this Agreement, the Province may limit such termination to one or more activities set out under Article C.3 of this Agreement without terminating this Agreement as a whole.

A.14.2 *Impact Of Limited Termination Of The Agreement.* If the Province exercises its right under section A.14.1 of this Agreement, the Province will adjust the Funds being provided under this Agreement to account for the limited termination and the remainder of the Agreement not terminated will remain in effect.

ARTICLE A.15 FUNDS AT THE END OF A FUNDING YEAR

A.15.1 *Funds At The End Of A Funding Year.* Without limiting any rights of the Province under Article A.13 of this Agreement, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may, at its sole and absolute discretion, adjust the amount of any further payments of Funds accordingly.

ARTICLE A.16 REPAYMENT

A.16.1 *Repayment Of Overpayment.* If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement, the Province may:

- (a) Deduct an amount equal to the excess Funds from any further payments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess Funds to the Province.

A.16.2 *Interest Rate.* The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A.16.3 *Payment Of Money To Province.* The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section 18.1 of Schedule "A" of this Agreement.

A.16.4 *Repayment.* Without limiting the application of section 43 of the *FAA*, if the Recipient fails to repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

A.16.5 Funds Are Part Of A Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

ARTICLE A.17 NOTICE

A.17.1 Notice In Writing And Addressed. Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section B.1.7 of this Agreement or as either Party later designates to the other by Notice.

A.17.2 Notice Given. Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

A.17.3 Postal Disruption. Despite section A.17.2(a) of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email, personal delivery or fax.

ARTICLE A.18 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A.18.1 Consent. When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing that consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

ARTICLE A.19 SEVERABILITY OF PROVISIONS

A.19.1 Invalidity Or Unenforceability Of Any Provision. The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

ARTICLE A.20 WAIVER

A.20.1 Waivers In Writing. If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A.17 of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide such a waiver.

**ARTICLE A.21
INDEPENDENT PARTIES**

A.21.1 *Parties Independent.* The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

**ARTICLE A.22
ASSIGNMENT OF AGREEMENT OR FUNDS**

A.22.1 *No Assignment.* The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

A.22.2 *Agreement Binding.* All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

**ARTICLE A.23
GOVERNING LAW**

A.23.1 *Governing Law.* This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

**ARTICLE A.24
FURTHER ASSURANCES**

A.24.1 *Agreement Into Effect.* The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

**ARTICLE A.25
JOINT AND SEVERAL LIABILITY**

A.25.1 *Joint And Several Liability.* Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

**ARTICLE A.26
RIGHTS AND REMEDIES CUMULATIVE**

A.26.1 *Rights And Remedies Cumulative.* The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

**ARTICLE A.27
JOINT AUTHORSHIP**

A.27.1 Joint Authorship Of Agreement. The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

ARTICLE A.28 FAILURE TO COMPLY WITH OTHER AGREEMENT

A.28.1 Other Agreements. If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

ARTICLE A.29 SURVIVAL

A.29.1 Survival. The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the date of expiry or termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the date of expiry or termination: Articles A.1 and any other applicable definitions, A.9, A.16, A.17, A.19, A.20, A.23, A.24, A.26, A.27, and A.28 as well as sections A.3.2, A.3.4, A.3.8, A.3.9, A.6.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), A.6.2, A.6.3, A.6.4, A.6.5, A.6.6, A.11.2, A.12.2, A.13.1, A.13.2, A.13.4 of this Agreement and any cross-referenced Schedules therein as well as any other provision in this Agreement that specifically sets out it will survive the expiration or early termination of this Agreement. Despite the above, section A.4.3 of this Agreement shall survive for a period of two (2) years from the date of expiry or termination of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "B" FOLLOWS]

SCHEDULE "B" OPERATIONAL REQUIREMENTS AND ADDITIONAL TERMS AND CONDITIONS

ARTICLE B.1 OPERATIONAL REQUIREMENTS

B.1.1 Effective Date. The Effective Date of this Agreement is: **April 1, 2022**

B.1.2 Expiration Date. The Expiration Date of this Agreement is: **June 30, 2024**

B.1.3 Project Completion Date. The Project Completion Date is: **June 30, 2023**

The Project Completion Date may be extended at the request of the Recipient by up to 6 months, provided that:

- (a) The proposed extended date is at least 6 months prior to the Expiration Date
- (b) The request is made in writing to the address in section B.1.6 of this Agreement; and
- (c) The request is approved by the Province in writing.

Extensions of the Project Completion Date not being at least 6 months prior to the Expiration Date will require a written amendment to this Agreement duly executed by the Parties.

B.1.4 Submission Of Publications For Approval And Reports. All Reports and Project-related publications under this Agreement shall be submitted to:

Name: Ontario Ministry of Agriculture, Food and Rural Affairs
Address: Rural Programs Branch
 4th Floor NW, 1 Stone Road West
 Guelph, Ontario N1G 4Y2
Attention: Administrative Service Representative, Agriculture and Rural Programs Unit
Email: RED@ontario.ca

or any other person identified by the Province in writing.

B.1.5 Recognition Of Provincial Support: In addition to the requirements under section A.7.1 of this Agreement, the Recipient will acknowledge the Province's support for the Project in the following manner: "The project is funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs".

B.1.6 Providing Notice. All Notices under this Agreement shall be provided to:

	The Province:	The Recipient:
Name:	Ontario Ministry of Agriculture, Food and Rural Affairs	Township of Wellington North
Address:	Rural Programs Branch 4th Floor NW, 1 Stone Road West Guelph, Ontario N1G 4Y2	PO Box 125, 7490 Sideroad 7 West Kenilworth, Ontario N0G 2E0
Attention:	Director, Rural Programs Branch	Dale Small, Economic Development Officer
Email:	RED@ontario.ca	dsmall@wellington-north.com

or any other person identified by the Parties in writing through a Notice.

ARTICLE B.2
ADDITIONAL TERMS AND CONDITIONS

B.2.1 Notice Of Recipient's Insolvency. The Recipient will:

- (a) Provide the Province with Notice at least five (5) Business Days prior to making an assignment, proposal, compromise or arrangement for the benefit of its creditors and will not incur any additional costs for the Project under this Agreement without the Province's prior written consent from the date the Notice is sent to the Province; and
- (b) Provide the Province with Notice within five (5) Business Days of a creditor providing the Recipient with a notice of an intent to enforce security or applying for an order adjudging the Recipient bankrupt or the appointment of a receiver, and will not incur any additional costs under this Agreement without the prior approval of the Province from the date that the Recipient received notice of the creditor's action.

B.2.2 Special Circumstances The Parties recognize and acknowledge, that at the time of entering into this Agreement; due to restrictions under the Emergency Management and Civil Protection Act, R.S.O. 1990, and its regulations, put in place in response to an ongoing pandemic known as the CoVID19 pandemic; there were and continue to be limitations on the activities permitted under law (the "Limitations").

B.2.2.1 Notice of Special Circumstances Should the Limitations, defined in section B.2.2 of this Agreement, result in a delay in completing the Project or Reports; the Recipient shall immediately notify the Province in writing. The notification from the Recipient should include:

- (i) The specific reasons for the delay;
- (ii) The nature of the delay; and
- (iii) What the Recipient has done and plans to do to mitigate the delay.

B.2.2.2 Response to Notice of Special Circumstances Upon receiving a Notice of Special Circumstances (as described in section B.2.2.1 of this Agreement) from the Recipient; the Province will, acting reasonably and in a timely manner, take the following steps;

- (i) Review the notification provided by the Recipient to determine what possible action(s), if any, could be taken to advance the successful completion of the Project;
- (ii) Provide the Recipient with Notice of the Province's determination of what actions will be taken in response to the Notice of Special Circumstances provided by the Recipient, (including any actions the Recipient will be required to take to address the Special Circumstances); and
- (iii) Prepare any amendments to the Agreement which the Province determines at its sole and absolute discretion, are needed.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "C" FOLLOWS]

SCHEDULE "C"
PROJECT DESCRIPTION

C.1 PROJECT NAME

Mount Forest Streetscaping Program

C.2 PROJECT STREAM

Strategic Economic Infrastructure Stream

C.3 PROJECT OBJECTIVE

The Township of Wellington North will continue work on the revitalization & streetscaping of the downtown corridor.

PROJECT ACTIVITIES ELIGIBLE FOR FUNDING INCLUDE
Community Park/Outdoor Gym
Main Street Mural
Downtown wifi
Parklet Project

All activities identified above will be completed by the Project Completion Date identified under section B.1.3 of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "D" FOLLOWS]

SCHEDULE "D" PROJECT FINANCIAL INFORMATION

ARTICLE D.1 FUNDING INFORMATION

- D.1.1** *Cost-Share Funding Percentage.* The Cost-Share Funding Percentage is thirty per cent (30.00%) of incurred paid Eligible Costs up to the Maximum Funds.
[Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project's Total Eligible Costs.]
- D.1.2** *"Maximum Funds".* The Maximum Funds the Recipient is eligible to receive from the Province under this Agreement is \$32,195.85
- D.1.3** *Holdback.* The Holdback will be up to ten per cent (10%) of Maximum Funds from the final payment of Funds made under this Agreement.

ARTICLE D.2 COSTS

- D.2.1** *Eligible Costs.* Eligible Costs are those costs or percentage of a cost defined as Eligible Costs in the Guidelines and are limited to costs which the Province has determined, at its sole and absolute discretion, to be costs properly and reasonably incurred, paid or reimbursed by the Recipient, and are necessary for the successful completion of the Project.
- For greater clarity, Eligible Costs are those costs that are:
- (a) Incurred by the Recipient in the Province of Ontario on or after the Effective Date and on or before the Project Completion Date;
 - (b) Paid by the Recipient to an Arm's Length third party;
 - (c) Consistent with the applicable list of Eligible Costs set out in the Guidelines from time to time;
 - (d) If related to travel or meals, are consistent with the requirements for travel and meal costs set out in section D.3.1 of this Agreement; and
 - (e) In the Province's sole and absolute discretion, directly attributable and necessary for the successful completion of the Project and properly and reasonably incurred, paid or reimbursed by the Recipient.

When purchasing goods or services for the Project, Recipients must follow a process that is transparent and fair, that promotes the best value for the money expended and is at competitive prices that are no greater than the fair market value, including when retaining consultants and contractors.

- D.2.2** *Incurring Eligible Costs.* The Recipient will incur Eligible Costs as described in section D.2.1 and in accordance with the following Project Budget chart and no later than by the Project Completion Date:

BUDGET OF PROVINCIAL CONTRIBUTION					
FUNDING YEAR	QUARTER 1 (APR. – JUN.)	QUARTER 2 (JUL. – SEP.)	QUARTER 3 (OCT. – DEC.)	QUARTER 4 (JAN. – MAR.)	FUNDING YEAR TOTAL
The lesser of 30.00% of Eligible Costs, up to the maximum listed below:					
2022-23	\$9,000.00	\$1,200.00	\$0.00	\$12,050.49	\$22,250.49
2023-24	\$9,945.36	\$0.00	\$0.00	\$0.00	\$9,945.36
MAXIMUM PROVINCIAL FUNDS FOR THE PROJECT					\$32,195.85

D.2.3 *Ineligible Costs.* Ineligible Costs are any costs that do not meet the requirements for Eligible Costs in section D.2.1 of this Agreement or were not approved by the Province in writing before the Recipient incurred the costs. Ineligible Costs include but are not limited to:

- (a) Any cost incurred prior to the Effective Date or after the Project Completion Date;
- (b) Any cost that will be funded or reimbursed through any other agreement with any third party other than other ministries, agencies and organizations of the Government of Ontario.
- (c) Any cost associated with providing any Reports to the Province pursuant to Schedule "E" or other information required by the Province; and
- (d) Any cost associated with lobbying the Province, including other Ministries, agencies and organizations of the Government of Ontario;

ARTICLE D.3 TRAVEL AND MEAL COSTS

D.3.1 In order to be considered Eligible Costs, travel and meal costs must be:

- (a) Identified in section C.3 of this agreement
- (b) Incurred only by persons who were hired to work 100 per cent of their time on the Project and whose position is reimbursed by the Funds;
- (c) Aligned with the most current Travel, Meal and Hospitality Expenses Directive (a copy will be provided upon request).

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "E" FOLLOWS]

SCHEDULE "E" PAYMENTS AND REPORTS

- E.1 Claim Submission Requirements.** The Recipient shall submit claims electronically using the Province's claims portal. Instructions on receiving access to the portal will be provided to the Recipient by the Province at the time of approval. Claims shall be provided as set out in the table below. Claims are not considered delivered until reviewed and approved by the Province.

Name of Claim		Due Date
(a)	Progress Update and Claim Statement	A minimum of one claim must be submitted prior to the final claim, unless waived at the sole and absolute direction of the Province.
(b)	Final claim	The final claim is to be completed and submitted to the Province within three (3) months of the Project Completion Date.

- E.2 Reporting Requirements.** Reports shall be provided as set out in the table below. Reports are not considered delivered until reviewed and approved by the Province.

Name of Report		Due Date
1.	Final Report	The Final Report is to be completed and submitted to the Province on or before: Project Completion + 4 months A copy of the Final Report Template will be provided to you upon request.
2.	Other Reports Any other Report regarding the Project or evidence of project completion that the Province requests.	As directed by the Province.

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

BY-LAW NUMBER 041-22

BEING A BY-LAW TO REPEAL SUPERSEDED BY-LAWS

AND WHEREAS it is deemed necessary to repeal several by-laws.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH HEREBY ENACTS AS FOLLOWS:**

1. **THAT** By-law Number 062-2000 being a By-law to provide for the appointment of Fire Chiefs Charles Truax and Brent Barnes be repealed.
2. **THAT** By-law Number 030-2006 being a By-law to appoint fence-viewers and fix remuneration be repealed.
3. **THAT** By-law No. 10-2001 being a By-law to provide for the appointment of Fire Chiefs Ronald MacEachern and William Hieber be repealed.
4. **THAT** By-law Number 100-2007 being a By-law to provide for the appointment of James Morrison as Fire Chief and Robert McKenzie as Deputy Fire Chief be repealed.
5. **THAT** By-law No. 016-2011 being a By-law to provide for the appointment of Troy Lawlor Deputy Fire Chief be repealed.
6. **THAT** By-law Number 066-2013 being a By-law to provide for the appointment of Debbie Zehr as Director Public Works be repealed.
7. **THAT** By-law No. 020-2004 being a By-law to provide for the appointment of John J. Jeffery as Treasurer be repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11TH DAY OF APRIL, 2022.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 042-22

**BEING A BY-LAW TO APPOINT A DIRECTOR OF
FINANCE/TREASURER FOR THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH AND REPEAL 085-17**

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law to appoint a Director of Finance/Treasurer and to repeal By-law No. 085-17 being a By-law to appoint Adam McNabb as Director of Finance/Treasurer.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH HEREBY ENACTS AS FOLLOWS:**

1. That Michael Givens, is hereby appointed as Director of Finance/Treasurer of The Corporation of the Township of Wellington North, responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:
 - (a) collecting money payable to the municipality and issuing receipts for those payments, and
 - (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
 - (c) paying all debts of the municipality and other expenditures authorized by the municipality, and
 - (d) maintaining accurate records and account of the financial affairs of the municipality, and
 - (e) providing the Council with such information with respect to the financial affairs of the municipality as it requires or request, and

By-law No. 042-22
Page 2 of 2

- (f) ensuring investments of the municipality are made in compliance with the regulations made under the Municipal Act, 2001 Section 418, and
 - (g) perform such duties as set out on Schedule "A" attached hereto which forms part of this by-law (Township of Wellington North – Treasurer – Finance Department).
2. That By-law No. 085-17 appointing Adam McNabb as Director of Finance/Treasurer be hereby repealed.
 3. This appointment shall be effective as of April 11, 2022 to May 31, 2022.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
11th DAY OF APRIL 2022**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 042-22
SCHEDULE "A"**



Director of Finance/Treasurer

Job Description

REPORTS TO	Chief Administrative Officer (CAO)
POSITION STATUS	Full-time
LOCATION	Kenilworth, ON
PAY METHOD	Salary
GROUP BENEFITS	Yes
WEEKLY HOURS	35 hours per week
OVERTIME	Ineligible
ON CALL	No

JOB SUMMARY:

The Director of Finance contributes to the overall success of the Township by effectively managing all financial tasks in accordance with all statutory obligations and municipal standards. The Director is responsible for the effective administration and management of financial assets by establishing financial policies, procedures, controls and reporting systems in the areas of budgeting, accounting, investing, fund management, asset management, taxation, IT, payroll and purchasing. This is a key role that is critical in partnering with the Senior Management Team and Council to ensure excellent internal and external service delivery and to provide strategic operational recommendations to support decision making.

CORE RESPONSIBILITIES:

- Exercises general directions over the Finance Department, including the leadership, development and training of staff to support departmental operations, goals and initiatives;
- Performs the statutory duties of the *Treasurer* as set out in the *Municipal Act* and other applicable legislation, including preparation for and supervision of annual audit;
- Works closely with members of the Senior Management Team to ensure a high level of communication and co-ordination between departments on policy and operational issues;
- Responsible for prioritizing staff work assignments, making resource allocation decisions and approving expenditures;
- Directs the department toward the realization of Council’s strategic directions and policies;
- Provides leadership and direction in the development of short- and long-term financial plans in connection with the Township’s Asset Management Plan;
- Ensure proper preparation of year-end Financial Statements, Financial Information Return, and Municipal Performance Measurements Program report;
- Prepares, schedules, presents and monitors the annual capital and operating budgets, assisting and educating all departments with completion;

- Calculates and recommends to Council the annual tax rate resulting from the budget;
- Develops and administers effective financial and cash management systems. Secures necessary banking services including borrowing and investment arrangements;
- Provides oversight to the Township payroll function;
- Monitors federal/provincial programs and grants and, in conjunction with Department Heads, makes application on behalf of the Municipality; administers grants as received;
- Ensures that timely financial information is presented to Council reporting on operating performance versus budget expectations, noting variances and providing follow up as directed;
- Provides strategic leadership and oversight for Township information technology systems, overseeing the implementation of hardware and software as needed; ensure adequate resources, training and guidance is provided to system users to support their success;
- Manages all accounting systems, including receivables, payables, payroll and taxation;
- Oversees the corporate procurement process;
- Administers the Municipal insurance program, ensuring required insurance coverage is in place, oversees the corporate risk management process and coordinates response to all insurance related claims and actions against the Township;
- Responsible for overall Water & Sewer billing process;
- All other related duties as assigned.

JOB QUALIFICATIONS:

- Minimum of 10 years experience in Finance/Accounting, with 3-5 years in a supervisory role.
- Post-secondary degree in Business Administration, Accounting/Finance or Public Administration.
- CPA, CA, CGA or CMA designations (or working towards)
- Ability to prioritize departmental functions and staff workload/assignments to meet deadlines and handle contingencies.
- Ability to communicate information and ideas including complex or technical issues, orally and in writing.
- Proficiency with financial software and Microsoft Office tools (Excel, Word, Outlook).
- Analytic and strategic thinker with the ability to assess complex situations and make effective recommendations.
- Strong interpersonal and communication skills with a particular strength in dealing with a wide variety of individuals at various levels within and outside of the organization.
- Team-oriented; demonstrates a commitment to shared success and collaboration.

Preferred:

- Municipal Finance Experience
- AMCTO and MFOA certifications related to Municipal administration and financial management and reporting

WORKING CONDITIONS

Physical demands: Sedentary work – Occasional exertion up to 10 pounds of force to lift, carry, push, pull or otherwise move objects. Extensive sitting and possible physical strain from long hours of focus at the computer.

Mental demands: Strong mental attention and concentration in all tasks. Frequent interruption from task is to be expected, including responding to public inquires. This position works towards major deadlines regularly and as a result, may work long hours.

Working Conditions: Office environment

POSITION OVERVIEW	
<i>Department:</i>	Finance
<i>Supervisory Responsibilities</i>	Yes
<i>Category:</i>	Management
<i>Date Prepared:</i>	March 31, 2017
<i>Revision Date:</i>	October 26, 2017

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

BY-LAW NUMBER 043-22

**BEING A BY-LAW TO AUTHORIZE A SITE PLAN AGREEMENT
WITH ARCHCON GROUP INC.**

WHEREAS Archcon Group Inc. is the registered Owner

WHEREAS it is deemed expedient to enter into such an Agreement with Archcon Group Inc. on the following lands:

PART PKLT 9 S/S WATERLOO ST PL TOWN OF MOUNT FOREST PART 1,
61R7008 SAVE & EXCEPT PARTS 1 & 2, 61R21581; TOGETHER WITH AN
EASEMENT OVER PART 1 ON PLAN 61R21951 AS IN WC630033;
TOWNSHIP OF WELLINGTON NORTH

***NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH*** enacts as follows:

1. **THAT** The Corporation shall enter into a Site Plan Agreement with Archcon Group Inc. in the form, or substantially the same form as the draft Agreement attached hereto as Schedule A.
2. **THAT** the Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the By-law to enter into the Agreement on behalf of the Corporation
3. **AND THAT** the Clerk be hereby directed to cause notice of the said Agreement to be registered on the title to the lands.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11th DAY OF APRIL, 2022.**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

**SCHEDULE A
SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2022.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(the "Township")
OF THE FIRST PART

-and-

ARCHCON GROUP INC.
(hereinafter collectively called the "Owner")
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the lands described as

PART PKLT 9 S/S WATERLOO ST PL TOWN OF MOUNT FOREST PART 1, 61R7008 SAVE & EXCEPT PARTS 1 & 2, 61R21581; TOGETHER WITH AN EASEMENT OVER PART 1 ON PLAN 61R21951 AS IN WC630033; TOWNSHIP OF WELLINGTON NORTH

PIN: 71055-0155

(hereinafter called the "Lands")

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the Lands described in Schedule "A" attached hereto;

AND WHEREAS the Township approved the plans and drawings submitted by the Owner subject to certain conditions;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the mutual covenants hereinafter expressed, the Township's approval of the plans and drawings described herein and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "Plans").
2. The Owner covenants and agrees to construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only

to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.

4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph Section 3 of this Agreement.
5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catch basins, where necessary, in a manner approved by the Township and/or The Corporation of the County of Wellington (the "County").
6. The Owner agrees that snow shall be removed from the parking lot area for the Lands.
7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
9. The Owner shall, where required by Township and/or County resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
10. The Owner hereby releases and indemnifies the Township, and, where applicable, the County, its servants, consultants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township, referred to as offsite Works, the Owner shall:
 - a) The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, completed operations insurance, and automobile liability insurance, providing coverage for a limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, with the Township and the Township's consulting engineer as additional insurers, and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period described in 11 (e) of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. Proof of insurance shall be provided prior to the start of construction and on an annual basis. The policy shall specify that it cannot be altered, cancelled or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the Township.

- b) Prior to the commencement of the Works, the Developer's Contractor shall forward a Certificate of Insurance evidencing this insurance with the executed Agreement.
 - c) It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Developer and that this coverage shall preclude subrogation claims against the Township and will be primary insurance in response to claims.
 - d) The Township's claims process for Third Party claims is to refer the claimant, including lien claimants, directly to the Developer and to leave the resolution of the claim with the Contractor. This applies regardless of whether or not it is an insured loss.
 - e) The Owner shall, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the "Security") in form satisfactory to the Chief Administrative Officer ("CAO") and in an amount of FORTY THREE THOUSAND, THREE HUNDRED AND SIXTY FOUR DOLLARS AND SIXTY FIVE CENTS (\$43,364.65) as found in Schedule C, sufficiently guaranteeing the satisfactory completion of the offsite works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a period of two (2) years from the date that such works are constructed and achieve substantial completion, and receive written approval from the Township Engineer. The Security must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer, the Security may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said two (2) year period.
12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, referred to as onsite Works, the Owner shall:
- a) Provide the Township with, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with a letter of credit or other satisfactory security in an amount equal to 50% to a maximum of FIFTY THOUSAND (\$50,000) of the cost of works and facilities relating to onsite servicing, storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works.
 - b) Complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within two (2) years of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the Owner's sole expense. When a substantial amount of the work is completed to the satisfaction of the Township, the Security may be reduced to an amount determined by the Township for each phase and shall not be further reduced until the Township has approved the works.
 - c) Upon failure of the Owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby

authorized to enter upon the relevant lands to perform the said works and facilities.

13. The Owner shall grade the Lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Plans. The Owner shall not use or cause or permit to be used any new construction on the Lands until after an as-built grading survey has been provided by an Ontario Land Surveyor and a professional engineer or architect has given the Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the Lands which fall within the provisions of Section 41 of the *Planning Act* and are required for this development by the Plans and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
14. The Owner covenants and agrees not to permit the Lands to drain otherwise than into a properly installed drainage system with proper catch basins and the grades and drainage facilities shall be so established as to provide roof water onto the internal system and maintain an on-site storm water management system to limit storm run-off from the site to a predevelopment rate of flow and to indemnify and save harmless the Township from any liability for excess run-off as a result of construction or development on the Lands.
15. The Owner covenants and agrees to implement and monitor on-site sediment and erosion control measures, during construction of this development, to the satisfaction of the Township.
16. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the Owner may be required to apply dust suppressants, covering stockpiles of topsoil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
17. The Township and Owner agree that the Owner may choose to develop the Lands in phases and in accordance with the approved phasing plan, as shown on the approved Site Plans. In such case, the Owner agrees as follows:
 - a) that the Owner will not apply for nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
 - b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
 - c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CAO or the Chief Building Official (the "CBO"), and the provisions of this Agreement shall apply to such security with respect to such phase(s); and
 - d) that the provisions of this Agreement shall apply to all such phases.
18. The Owner covenants and agrees to prepare and submit As Recorded Drawings following completion of construction of any services to the Township's Development Technologist for review. Electronic files (PDF) to be submitted to the Township for review, until approved by Township, at which time Township requests three (3) bound sets of hard copies of drawings printed on 24" x 36" paper copies and electronic files (PDF & AutoCAD or similar & GIS shape files). Refer to current Township Municipal Servicing Standards for current as constructed drawing submission requirements.

19. The Owner covenants and agrees to prepare and submit to the Township, following completion of construction of any services, an individual Service Record Sheet (SRS) (8.5" x 11") for each property. SRS to be submitted to the Township for review, until approved by Township, at which time Township requests two (2) paper copies of SRS 8.5" x 11" paper copies and electronic files (PDF). SRS are required for each municipal service within the development; drinking water, sanitary sewer and storm sewer. Refer to current Township Municipal Servicing Standards for current Service Record Sheets submission requirements and template.
20. The Owner covenants and agrees to make all necessary arrangements and to be solely responsible for the costs of removing and relocating any existing municipal or public services requiring relocation in the course of, or in connection with, the construction, installation or provision of the works, services and facilities under this Agreement.
21. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
22. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
23. The Owner shall obtain from all mortgagees, charges and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.
24. The covenants, agreements, conditions and understandings set out herein and in Schedule "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
25. If the proposed development governed by this Agreement is not commenced within two (2) years from the date of the execution of this Agreement, or if the Owner does not make a submission for site plan approval of its broader development of the Lands within two (2) years from the date of the execution of this Agreement, the Township may, at its sole option and on sixty (60) days' notice to the Owner, declare this Agreement null and void and of no further force and effect. The refund of any fees, levies or other charges paid by the Owner pursuant to this Agreement shall be in the sole discretion of the Township, but under no circumstances will interest be paid on any refund.
26. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

THIS AGREEMENT is executed by the Township this ____ day of _____, 2022.

**THE CORPORATION OF
THE TOWNSHIP OF WELLINGTON NORTH**
Per:

ANDREW LENNOX - Mayor

KARREN WALLACE - Clerk

We have authority to bind the corporation.

THIS AGREEMENT is executed by the owner this ____ day of _____, 2022.

ARCHCON GROUP INC.

Per:

Ken Matthews, Vice President
I/we have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 155 Viola May Crt, Mount Forest, ON, N0G 2L0

DEVELOPER'S PHONE NUMBER: 519-509-6363, Ext 124

DEVELOPER'S EMAIL ADDRESS: ken@churchbuilder.ca

SCHEDULE “A”

Approved Plan and Drawings

DOCUMENT NO	DOCUMENT NAME	LAST REVISION DATE	PREPARED BY
21006 – A000	Drawing List, OBC Matric	2021/10/28	Reinders + Law Ltd.
21006 – A001	Renderings	2021/06/25	Reinders + Law Ltd.
21006 – A004	Renderings	2021/10/28	Reinders + Law Ltd.
21006 – A100	Basement and Ground Floor Plan	2021/10/28	Reinders + Law Ltd.
21006 – A101	Second Floor Plan	2021/10/28	Reinders + Law Ltd.
21006 – A102	Roof Plan	2021/10/28	Reinders + Law Ltd.
21006 – A103	Storage Garage	2021/10/28	Reinders + Law Ltd.
21006 – A200	Building Elevations	2021/10/28	Reinders + Law Ltd.
21006 – SP1	Site Plan	2022/01/28	Reinders + Law Ltd.
21006 – SP3	Site Servicing Plan	2022/01/28	Reinders + Law Ltd.
21006 – SP4	Site Grading Plan	2022/01/28	Reinders + Law Ltd.
21006 – SP5	Erosion & Sediment Control Plan, Notes & Details	2022/01/28	Reinders + Law Ltd.
L1	Planting Plan	01/31/2022	OMC Landscape Architecture
L2	Details	01/31/2022	OMC Landscape Architecture
SL1	Site Lighting Plan	2021/10/21	Mighton Engineering
	Functional Servicing & SWM Report	December 8, 2021	Reinders + Law Ltd.
	Geotechnical Investigation Report	June 30, 2021	Toronto Inspection Ltd.
	Planning Justification Report	June 2021	MHBC Planning
	Sketch Showing Topographic Information	June 8, 2021	Wilson-Ford Surveying & Engineering
WC630033	Storm Easement Transfer	2021/04/12	

SCHEDULE “B”

Site Specific Requirements

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

- The Owner agrees to provide the Township with, prior to the execution of this Agreement by the Township, prepayment for Future Princess Street upgrades. The Owner agrees to pay their share, fifty percent (50%) of the actual construction price of the works described. Notwithstanding the prepayment for Costs of Construction, the Owner and the Township agree to pay for the entire actual costs even if such costs are greater than the estimate. Upon signing of this Agreement, the Owner agrees to pay the sum of \$ 50,000) to the Township by bank draft or certified cheque as a prepayment of the Owner's share of the cost for installation of sidewalk on south side of Princess Street. The timing of the said Works is summer 2022. Cost shall be updated based on the accepted tender pricing, at which time the Owner agrees to provide the Township secondary payment to reflect the actual construction costs.
- The Owner agrees that the building or buildings to be constructed will meet the definition of Purpose Built Rental Housing as per Township of Wellington North By-Law No. 059-18
 - "Purpose-Built Rental Housing" means a residential use building or structure that consists of four (4) or more dwelling units that will remain as rental housing for a period of at least 20 years from the date of issuance of a building permit.
- The Owner agrees that all of the services, works, facilities and matters required under this Agreement located on the lands shall be maintained for the life of the proposed development covered by the Site Plan at the Owner's cost and expense, including the buried stormwater management works, private fire hydrant and perimeter board fence, and the Owner shall give the Township and its agents reasonable access on reasonable notice to the lands for the purpose of verification of compliance with the terms of this Agreement.
- Prior to commencement of construction, as part of the Building Permit application, the Owner shall provide to the Township a detailed engineering design submission for the apartment building's water supply and fire suppression system signed and sealed by a professional engineer, to the satisfaction of the Township's Building Department.
- Comment 4.1 from Triton Engineering Memorandum dated February 18th, 2022 is addressed in the construction drawings and building permit application drawings.
 - Top of foundation (TF) wall elevation is not indicated for the proposed storage building. This is to be a minimum 0.15m above the highest grade at the building. Based on the grading plan provided, the minimum TF wall elevation required will be 415.35m.
- The Owner agrees the onsite private fire hydrant, as shown in the site plan, is to be inspect and maintained to ensure they operate as per the fire hydrant design requirements. The onsite private fire hydrant is to be annually inspected by a person duly licenced to perform that function and shall maintain written records including date and time when inspection was completed, corrective measures, and list of what maintenance work was completed. The written records shall be retained at the building premises for examination by the Township's Chief Fire Official upon request. The annual fire hydrant inspection and maintenance work has been duly performed and completed and is to the satisfaction to the current Building Code.

SCHEDULE "C"

Estimated Cost of the Offsite Works

Princess Street Development
773 Princess Street, Mount Forest, Ontario
Construction Cost Estimate
Offsite Civil Works

RRL#210006
21-Mar-22

Item	Description of Work	Unit	Estimated Quantity	Unit Price (\$)	Estimated Price (\$)
1	300 mm dia. PVC Storm Sewer	m	15	180.00	\$ 2,700.00
2	Connect to existing storm - Princess Street	ea.	1	3000.00	\$ 3,000.00
3	200 mm dia. PVC Sanitary Sewer	m	10	150.00	\$ 1,500.00
4	Connect to existing sanitary Manhole	ea.	1	3000.00	\$ 3,000.00
5	Sanitary Manhole 1200 mm Dia.	ea.	1	5500.00	\$ 5,500.00
6	150 mm dia. PVC Watermain	m	5	180.00	\$ 900.00
7	150 mm Valve and Box for Watermain	ea.	1	3000.00	\$ 3,000.00
8	Connect to existing Watermain using tapping valve and sleeve	ea.	1	3000.00	\$ 3,000.00
9	Heavy Duty Pavement consisting of 65m HL3, 150mm Granular 'A' and 300mm Granular 'B'	m ²	75	50.00	\$ 3,750.00
10	Road restoration within Municipal right-of-way (ROW) to existing conditions as per Municipal Standard for local road (40mm HL3, 50mm HL8, 150mm Granular A, 450mm Granular B, or to match existing thickness). All pavement reinstatement shall be completed with lap joint (minimum of 0.4m width) and minimum milling of 40mm within Municipal ROW.	m ²	25	50.00	\$ 1,250.00
11	Concrete curb & Gutter	m	15	125.00	\$ 1,875.00
12	Concrete Sidewalk	m	14	140.00	\$ 1,960.00
13	Road restoration	m ²	26	45.00	\$ 1,170.00
TOTAL					\$ 32,605.00
10 % Contingency					\$ 3,260.50
10 % Engineering					\$ 3,260.50
13 % HST					\$ 4,238.65
GRAND TOTAL					\$ 43,364.65



Preserving, promoting, and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.

CULTURAL MOMENT FOR APRIL 11TH CELEBRATES ARTHUR ; 150 YEARS

This 2022 Canada Day weekend, the village of Arthur will celebrate 150 years of incorporation.

The site that became Arthur was established at the northern end of the Six Nations Land Grant set by the Jones Baseline survey in 1792. Eighty years later, Arthur village entered the railroad age just as it began incorporation. The end of 1871 and beginning of 1872 brought freight and passenger trains through the area, allowing for growth from a widespread rural settlement into a thriving community. The addition of telephone service in 1891 further connected Arthur with the wider world.

By this time immigration of Eastern and Western Europeans, particularly Ireland, the British Isles and Germany, served to build the village's population and expand businesses and services needed to serve the area. Much later the devastation of World War II brought waves of immigrants from countries like Holland and Italy. In the 21st Century, Arthur has welcomed more diversity among those families who enjoy their homes in the village after workdays in large urban centres. And their children can flourish in a place closer to nature.



From its beginning Arthur proved to be the heart of its rural area. Saturdays were the time for residents and farm families to conduct business, catch up on the news, perhaps attend the latest horse races, and enjoy a weekly break. Farmers who supplied milk and cream to the Wellington County Creamery picked up the checks which paid for necessities and small indulgences.

The arduous work of carving out family farms and building successful village businesses established traditions of both self-reliance and service to others. While preserving individuality, the residents of Arthur are ready to support fellow citizens. This has always been a village of volunteers through service clubs, churches, schools, sports, and numerous other ways.

Long before its designation as "Canada's Most Patriotic Village" Arthur's residents rallied to the call from the British mother country to give sons and daughters to wars across the ocean. The Boer war and the "war to end all wars" brought deeds of heroism and daily tragedy for every Arthur resident. In World War II the acts of bravery and sacrifice continued. One hundred and fifty years into Arthur's incorporation, dedication to the protection of lives and freedom continues to inform the village's identity.



In 2022, the foundations on which Arthur was built continue to sustain this community: hard work, support for one's neighbour, resourcefulness, and respect for our history. The planned celebration embodies all these qualities. We can be assured that the citizens of Arthur will safeguard them for the next 150 years.

Submitted by Gail Donald, Wellington North Cultural Roundtable

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

BY-LAW NUMBER 044-22

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 APRIL 11, 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 April 11, 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 11TH DAY OF APRIL, 2022.**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK