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# Regular Meeting of Council

Monday, January 11, 2016

Following Court of Revision

Municipal Office Council Chambers, Kenilworth

## AGENDA

AGENDA ITEM	PAGE NO.
<b><u>CALLING TO ORDER</u></b>	
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<b><u>PASSING AND ACCEPTANCE OF AGENDA</u></b>	
<b><u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u></b>	
<b><u>MINUTES OF PREVIOUS MEETING(S)</u></b>	
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<p><b><u>CULTURAL MOMENT</u></b></p> <p>‘Artwork by June Wagg being featured at The Gift Artivity Centre – Renew Northern Wellingtons First Business Opening’</p> <p><b><u>NOTICE OF MOTION</u></b></p> <p><b><u>ANNOUNCEMENTS</u></b></p> <p><b><u>CONFIRMING BY-LAW NUMBER 005-16 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL</u></b></p> <p><b><u>ADJOURNMENT</u></b></p>	<p>175</p>

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

001

The meeting was held in the Municipal Office Council Chambers, Kenilworth.

**Members Present:**

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

**Staff Present:**

**CAO/Deputy Clerk: Michael Givens  
Clerk: Karren Wallace  
Executive Assistant: Cathy Conrad  
Director of Public Works: Matthew Aston  
Treasurer: Paul Dowber  
Fire Chief: Dave Guilbault**

**CALLING THE MEETING TO ORDER**

Mayor Lennox called the meeting to order.

**SINGING OF O' CANADA**

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION 2015-561**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Agenda for the December 21, 2015 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF**

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING(S)**

**RESOLUTION 2015-562**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on December 7, 2015 be adopted as circulated.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

002

**BUSINESS ARISING FROM MINUTES**

Wellington Farm & Home Safety together with Wellington County OPP

- ATV information session, January 20 at 7:00 p.m. at the NW Operations Centre, 6725 Wellington County Road 109

Discussion took place regarding possible delegations at the ROMA/OGRA Combined Conference, including the Alcohol and Gaming Commission

- No direction from Council was provided to staff to proceed with delegation requests

**PRESENTATIONS**

Grand River Conservation Authority

- 2016 Draft Budget

Pat Salter, Wellington North Representative; Jane Mitchell, Board Chair; Joe Farwell, CAO; and Keith Murch, Assistant CAO/Secretary Treasurer appeared before Council to present the Grand River Conservation Authority 2016 Draft Budget.

**RESOLUTION 2015-563**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North supports the Grand River Conservation Authority 2016 Draft Budget as presented at the Regular Council meeting held on December 21, 2015.*

**CARRIED**

Jeff Coburn, Coburn Insurance Brokers

Jennifer Roach & Meghan Callaghan, Jardine Lloyd Thompson Canada Inc.

- 2016 Insurance Proposal

The 2016 insurance proposal was reviewed with a minimal increase from last year.

**RESOLUTION 2015-564**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North accept the proposal from Jardine Lloyd Thompson Canada Inc. to provide insurance coverage for the Township of Wellington North for the year beginning January 1, 2016, as submitted.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

003

**DELEGATIONS**

Wayne and Lori Billings  
– Sunday Gun Hunt

Mr. Billings appeared before Council to express his support for Sunday Gun Hunting.

**STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS**

Report from Jameson Pickard, Planner  
- Chris and Tanja Checkley – Lot 31, Con. 4 (West Garafraxa),  
7413 Third Line, Correction to Site Specific Zone

**RESOLUTION 2015-565**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the report prepared by Jameson Pickard, Planner, dated November 23, 2015, regarding Chris and Tanja Checkley – Lot 31, Concession 4 (West Garafraxa), 7413 third Line, correction to site specific zone.*

**CARRIED**

Report from Andrew Lennox, Mayor and Karren Wallace, Clerk  
- CLK 2015-062 being a report regarding Ministry of Municipal Affairs and Housing Municipal Services Office (West) Conference, November 20, 2015 London, Ontario “Linkages”

**RESOLUTION 2015-566**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2015-062 being a report on the Ministry of Municipal Affairs and Housing Municipal Services Office (West) Conference November 20, 2015 “Linkages.*

**CARRIED**



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

004

Report from Karren Wallace, Clerk

- CLK 2015-066 being a report on a Municipal Complaint Policy

**RESOLUTION 2015-567**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Township of Wellington North receive Report CLK 2015-066 being a report on a Municipal Complaint Policy;*

*AND FURTHER THAT the Council of the Township of Wellington North approve the Municipal Complaint Policy.*

**CARRIED**

Report from Karren Wallace, Clerk

- CLK 2015-067 being a report on Public Sector and MPP Accountability and Transparency Act, 2014 (Bill 8)

**RESOLUTION 2015-568**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2015-067 being a report on Public Sector and MPP Accountability and Transparency Act, 2014 (Bill 8);*

*AND FURTHER THAT the Council of the Township of Wellington North approve the Ontario Ombudsman as being the investigator for complaints as they relate to the Public Sector and MPP Accountability and Transparency Act;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law designating the Mayor as the "Head" pursuant Section 3.1 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), for the term of Council;*

*AND FURTHER THAT the Mayor delegate, in writing, that the Clerk shall be the delegated "Head" for the purposes of MFIPPA pursuant to Section 23.1(1) of the Municipal Act, 2001, for the term of Council;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law designating the Mayor as the "Head" of the Public Sector Body pursuant to Section 1.1(1) of the Ombudsman Act, for the term of Council;*

*AND FURTHER THAT the Mayor delegate, in writing, that the Chief Administrative Officer shall be the delegated "Head" of the Public Sector Body, pursuant to Section 23.1(1) of the Municipal Act, 2001, for the term of Council;*

*AND FURTHER THAT the Clerk be directed to provide notice that the Procedure bylaw shall be amended at the January 11, 2016 meeting of Council to include the new closed meeting provisions of the Municipal Act, 2001, effective January 1, 2016 and other amendments as required.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

005

Report from Karren Wallace, Clerk

- CLK 2015-068 being a report on Council Appointments to Standing Committees (internal/external)

**RESOLUTION 2015-569**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-068 being a report on Council Appointments to Standing Committees (Internal and External) as amended by:*

- *Listing Councillor McCabe as a member of the Economic Development Committee and the Mount Forest and District Chamber of Commerce*
- *By deleting Councillor Burke as a member of the Mount Forest and District Chamber of Commerce*

**CARRIED**

Report from Michael Givens, CAO

- CAO 2015-032 being a report on a Land Lease Agreement for the purposes of farming croplands owned by the Township

**RESOLUTION 2015-570**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2015-032 being a report on a land lease agreement for the purposes of farming croplands owned by the Township;*

*AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and the CAO to enter into a lease agreement with Simon Martin for the purposes of farming croplands owned by the Township.*

**CARRIED**

Report from Michael Givens, CAO

- CAO 2015-034 being an update on the Township Strategic Plan

**RESOLUTION 2015-571**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2015-034 being an update on the Township Strategic Plan.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

006

Wellington North Fire Service

- Communiqué #25, December 11, 2015

**RESOLUTION 2015-572**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #025 dated December 11, 2015.*

**CARRIED**

Recreation & Culture Committee

- Minutes, December 8, 2015

**RESOLUTION 2015-573**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation and Culture Committee meeting held on December 8, 2015.*

**CARRIED**

**RESOLUTION 2015-574**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North authorize the donation of \$150.00 to the Wes for Youth Online.ca "Battle for Mental Health" from Grants and Donations, as recommended by the Recreation and Culture Committee at the December 8, 2015 Recreation and Culture Committee meeting.*

**CARRIED**

Public Works Committee

- Minutes, December 15, 2015

**RESOLUTION 2015-575**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Public Works Committee meeting held on December 15, 2015.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

007

**RESOLUTION 2015-576**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North authorize the Mayor and Clerk to sign the Collaboration Agreement for Local Source Water Information Management System, as recommended by the Public Works Committee at the December 15, 2015 Public Works Committee meeting.*

**CARRIED**

Cheque Distribution Report dated December 15, 2015

**RESOLUTION 2015-577**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated December 15, 2015.*

**CARRIED**

**CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION**

No correspondence was tabled.

**BY-LAWS**

**RESOLUTION 2015-578**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT By-law Number 092-15 being a by-law to authorize the execution of the Mount Forest and District Sports Complex Agreement between the Corporation of the Township of Southgate and the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2015-579**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 093-15 being a by-law of the Corporation of the Township of Wellington North to authorize a Lease Agreement for purposes of farming cropland owned by the Municipality be read a First, Second and Third time and finally passed. (Part Lot 7, Concession 11, 61R-11113, Part 2, (former Township of Arthur) – Simon Martin)*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

008

**RESOLUTION 2015-580**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT By-law Number 094-15 being a by-law to designate the Mayor as the Head of the Municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act (MFFIPA) be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2015-581**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 095-15 being a by-law to designate the Mayor as the Head of the Public Sector Body for the purposes of the Ombudsman Act be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2015-582**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT By-law Number 096-15 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part Lot 31, Concession 4, Geographic Township of West Garafraxa, 7413 Third Line - Chris and Tanja Checkley)*

**CARRIED**

**RESOLUTION 2015-583**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 097-15 being a by-law to authorize the execution of the Collaboration Agreement for Local Source Water Information Management System between the Upper Thames River Conservation Authority (UTRCA); the Corporation of the Township of Centre Wellington; the Corporation of the Town of Erin; the Corporation of the Township of Guelph/Eramosa; the Corporation of the Township of Mapleton; the Corporation of the Town of Minto; the Corporation of the Township of Puslinch; the Corporation of the County of Wellington; the County of Oxford; the Corporation of the City of Guelph; the Grand River Conservation Authority (GRCA) and the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

009

**ITEMS FOR COUNCIL'S INFORMATION**

AMO Watchfile

- December 3, 2015
- December 10, 2015
- December 17, 2015

AMO

- Thank you for donation to help aid Syrian refugees

Grand River Conservation Authority

- News Release dated December 3, 2015, Grand River Source Protection Plan approved

Saugeen Valley Conservation Authority

- Board of Directors Meeting Minutes, October 22, 2015

Norh Wellington Health Care and Groves Memorial Community Hospital

- CEO/Administration Report, November/December 2015

County of Wellington

- January 2016 Meeting Schedule

Ministry of Municipal Affairs and Housing and Ministry of Natural Resources and Forestry

- Correspondence dated December 7, 2015 regarding a co-ordinated review of the Growth Plan for the Greater Golden Horseshoe, the Niagara Escarpment Plan, the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan

Alcohol and Gaming Commission of Ontario

- Correspondence to Randy Pettapiece, MPP, Perth-Wellington, dated November 26, 2015 regarding municipal lotteries

Rural Ontario Institute

- Correspondence dated December 8, 2015 regarding nomination of James Craig for Rural Youth Engagement Showcase

**RESOLUTION 2015-584**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the December 21, 2015 Regular Council Meeting Agenda.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 21, 2015 – 7:00 P.M.**

010

**NOTICE OF MOTION**

No notice of motion tabled.

**ANNOUNCEMENTS**

Each member of Council thanked Paul Dowber, Treasurer, for his expertise, professionalism and easy going manner while working for Wellington North and wished him well in his new position with the Township of Hamilton.

Council wished staff, the press and the public a Merry Christmas and Happy New Year.

Councillor Hern thanked Matthew Aston, Director of Public Works, for a tour of the Waste Water Treatment Plant and wells.

**CONFIRMING BY-LAW**

**RESOLUTION 2015-585**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 098-15 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 December 21, 2015 be read a First, Second and Third time and finally passed.*

**CARRIED**

**ADJOURNMENT**

**RESOLUTION 2015-586**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Regular Council meeting of December 21, 2015 be adjourned at 8:30 p.m.*

**CARRIED**

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**MAYOR**

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**CLERK**



978 First Ave. West  
Owen Sound, Ont. N4K 4K5  
Tel: (519) 372-9790 Fax: (519) 372-9953

Mr. Michael Givens  
CAO  
Township of Wellington North  
7490 Sideroad 7 W, PO Box 125  
Kenilworth ON N0G 2E0

January 4th, 2016.

*Subject: Proponent Response  
DRAFT Road Upgrade Agreement  
Proposed Ghent Pit (Part Lots 5 & 6, Concession 5, former Township of Arthur)*

Dear Mr. Givens:

Thank you for the opportunity to review and respond to the above noted DRAFT Road Upgrade Agreement and associated staff report with respect to the above noted proposed gravel pit.

The following outlines our main response points at this time.

- Section 2-Road Upgrades – Third (3<sup>rd</sup>) Bullet

The 3<sup>rd</sup> Bullet of Section 2 includes a requirement for the installation of guide rails on Reidy Bridge. This requirement is based on a recommendation contained in the July 31<sup>st</sup>, 2015 Peer Review by Triton Engineering (Peer Review). It is important to note the following:

1. The Peer Review notes the lack of guide rails at the location is an *existing roadside safety deficiency* which the Township of Wellington North (Township), may consider resolving.
2. Within the September 9<sup>th</sup>, 2015 Township Roads Department correspondence related to the Peer Review, it was noted that "Township roads does not have concern with respect to the structures impacted by this increased traffic".

Additionally, the Ghent pit entrance location has also been moved approximately 150 metres south. It will now be approximately 170 metres south of the existing Ferguson pit access point. Therefore, operational concerns related to close spacing of these entrances is no longer a concern.

It is therefore questionable as to whether or not guide rails are warranted at the Reidy Bridge location.

Should the Township consider the installation of guide rails a necessity, it would be appropriate that costs associated with the installation be shared between the operator of the Ferguson pit (Township) and the operator of the Ghent pit (H Bye Construction Ltd. (H. Bye)), as the two main industrial users of the haul route, and in consideration of the fact that it is an existing deficiency. Any future aggregate operators using the same



haul route should also be included in any future costs associated with the maintenance of the haul route and associated structures.

It is our recommendation that the H. Bye share of guide rail installation costs be taken from the \$25,000.00 noted in the First (1<sup>st</sup>) Bullet of Section 2 of the DRAFT road upgrade agreement.

- Section 2 – Highway 89 –Taper Lane – Fourth (4<sup>th</sup>) Bullet

With respect to the installation of a future eastbound right-turn taper on Highway 89, please note the following:

1. Consideration of any future right-turn taper would be at the discretion of the Ministry of Transportation (MTO).
2. The MTO has indicated in its October 22, 2015 correspondence , that MTO agrees with the recommendations in the June 2015 Paradigm report, that geometric improvements at the intersection of Highway 89 and Concession 4N are not warranted.
3. Gravel truck movement monitoring at this intersection has been recommended within the June 2015 Paradigm report.

It would therefore be reasonable to include all existing and future gravel trucks using the subject intersection and haul route within any required monitoring program. Should a right-turn taper lane be considered a requirement at some point in the future (at the discretion of MTO), all existing and future operators would be required to contribute to relevant costs associated with the construction and maintenance of the taper lane. Contributions would be based on road usage/truck volumes and the subject agreement could be re-negotiated at that time.

Again, it would be our recommendation that the \$25,000.00 noted in the 1<sup>st</sup> Bullet of Section 2 of the DRAFT road upgrade agreement be used toward the H. Bye portion of shared costs associated with the taper lane.

- In regard to signage at the Highway 89 and Concession 4N intersection, the MTO has noted in its October 22, 2015 comments that signage is not warranted.
- This agreement should be renegotiated should future operators commence using the same haul route. Cost-sharing of haul route upgrades/maintenance should be based on road usage/truck volumes stemming from individual pit operations.
- Should Aggregate Resources Act (ARA) tonnage levies (to municipalities) increase as a result of revisions to the ARA, this agreement should be renegotiated to reflect this increase.

Finally, it should be noted that, within the “Financial Considerations” section of the associated staff report, the maximum annual ARA fee to the Township from the proposed Ghent pit would be \$4500.00 while the Township’s annual maintenance costs per kilometre of gravel road is estimated at \$2400.00. Considering the fact that a single user of any municipal road is not obligated to cover 100% of maintenance costs, it would appear that the annual fee stemming from the proposed Ghent pit is more than an adequate contribution to the on-going maintenance of the proposed haul route (3 kilometres of Concession 4 N). The Township may want to consider allocating this ARA fee directly toward maintenance costs associated with the subject haul route.

It is also worthy to note that, to our knowledge, this is the first aggregate application in the Township, where an operator has approached the Township with a proposed road upgrades contribution of \$25,000 to be used entirely at its discretion. The intent of the offer was to alleviate or offset any relevant maintenance or upgrade costs which may be incurred by the Township along the proposed haul route.

Again, thank you for the opportunity to comment on the DRAFT road upgrade agreement. We welcome the opportunity to meet with staff and council to review the agreement and our correspondence prior to the meeting of January 11<sup>th</sup>, 2016.

Sincerely,

A handwritten signature in blue ink that reads "Genevieve Scott". The signature is written in a cursive, flowing style.

Genevieve Scott  
Cuesta Planning Consultants Inc.

cc: H. Bye Construction Ltd.  
Linda Redmond

January 4, 2016

To: Mayor and Councillors, Township of Wellington North

CC: Mike Givens, CAO

Re: H. Bye Construction Ltd., rezoning application  
 Ghent Pit Application, EBR# 012-1311  
 Part Lots 5 & 6, Concession 5, Geographic Township of Arthur  
 60.5 acres (24.5 hectares), 2.5 million tonnes @ 75,000 tonnes/year

Ferguson Pit, EBR# 011-5531  
 North Part Lot 5, Concession 5 & 6, Geographic Township of Arthur  
 22 acres (8.9 hectares), 1 million tonnes @ 75,000 tonnes/year

Laverne & Erma Weber Pit Application, EBR# 012-5235  
 Part Lot 4, Concession 5, Geographic Township of Arthur  
 33 acres (13.31 hectares), 1 million tonnes @ 75,000 tonnes/year

This letter addresses concerns regarding:

- Provincial Policy Statement 2014 as utilized to expedite new aggregate pits:
  - need
- Provincial Policy Statement 2014 re:
  - markets
  - interim use
  - agriculture
  - health and safety
- gravel haul route, MTO
- cumulative impact, Hunder Pit
- Bumstead Pit
- Triton peer review

The Provincial Policy Statement 2014 begins with a directive:

**Read the Entire Provincial Policy Statement**

The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together.

(PPS pg. 2)

Aggregate pit applicants often utilize the quote:

Demonstration of need for *mineral aggregate resources*, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of *mineral aggregate resources* locally or elsewhere.

(PPS pg. 27, 2.5.2.1)

Basically applicants are not required to include documentation demonstrating need, however applicants often infer that this statement indicates that they are entitled to extract aggregate at any location that meets Industrial Extractive zoning requirements.

Does this mean that townships are required to rezone any such application to allow for any number of gravel pits? Let's hope not.

The first part of the above quote reads:

As much of the *mineral aggregate resources*, as is realistically possible shall be made available as close to markets as possible.  
(PPS pg. 27, 2.5.2.1)

This clarifies that although applicants are not required to provide documentation showing need, they are required to locate their aggregate operations in marketable areas.

Consider the following chart sourced from TOARC The Ontario Aggregate Resources Corporation, Production Statistics, showing how many tonnes of aggregate were extracted in each of the past 15 years, for the township, the county, and the province:

(figures in tonnes)	Township of Wellington North	Wellington County	Ontario
2014 (preliminary)	136,778	6,409,452	141,339,674
2013	106,494	6,458,778	131,971,726
2012	103,815	7,038,173	139,307,605
2011	74,266	6,531,930	143,732,131
2010	100,855	6,773,767	151,757,076
2009	254,622	6,626,674	139,041,177
2008	274,339	8,012,857	153,880,107
2007	361,154	8,960,525 plus wayside permit of 45,000	158,758,914
2006	141,603	8,824,704	151,881,306
2005	174,238	8,342,276	149,713,016
2004	205,971	9,095,796	149,851,875
2003	173,471 plus wayside permit of 178,920	9,084,598	143,207,158
2002	167,721	8,909,832	141,810,373
2001	152,862	8,903,313	145,326,729
2000	151,632	8,280,772 plus wayside permit of 100,000	146,075,592

This chart clearly shows that preliminary 2014 aggregate extraction levels are below 2000 levels, not only for the township, but also for the county and the province. Currently the Township of Wellington North holds yearly license extraction for a total well over 1 million tonnes per year. Considering the actual extraction volumes in the

above chart, this data translates into a current yearly extraction rate approximating 10% per year. Which indicates that there is no apparent current market for about 90% of per year available aggregate.

Adding one or two more gravel pits allowing extraction of yet another 75,000 tonnes/year each, only exacerbates the 90% surplus, and effectively extends the life of all existing pits. Even if demand from licensed pits in the Township of Wellington North doubled, there would still be an 80% surplus. It is not realistic to expect markets to materialize where there is a lack of demand for current available product.

The Provincial Policy Statement also states:

*In prime agricultural areas, on prime agricultural land, extraction of mineral aggregate resources is permitted as an interim use provided that the site will be rehabilitated back to an agricultural condition.*  
(PPS pg. 28, 2.5.4.1)

The word "interim" has been bandied about to mean any given length of future time. However, since the recognized procedure in opening up a gravel pit is to stockpile topsoil for future rehabilitation, it should also be recognized that stockpiled topsoil loses significant nutrient value over time. Both the interim time frame and rehabilitation become redundant if years pass and nutrient value is lost and rehabilitation to an agricultural condition cannot be realized.

The newly released "A Blueprint for Change: A proposal to modernize and strengthen the Aggregate Resources Act policy framework" EBR# 012-5444, recommends:

**b. New study requirements for applications on agricultural lands**

It is proposed that new agriculture impact studies be required for all sites proposed on prime agricultural lands (Class 1-3) or any lands located within prime agricultural areas as defined by the Provincial Policy Statement 2015. These studies will consider provincial policies/standards (including those pertaining to municipal land use planning) and impacts to soil capability and surrounding agricultural land uses.

They would also clearly establish the pre-extraction agricultural capability of the site, the extent to which the lands will be rehabilitated to the same soil capability and the performance measures that would be used to demonstrate success of the rehabilitation plans. (A Blueprint for Change pg. 9)

The Provincial Policy Statement also protects agricultural lands:

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

*Prime agricultural areas are areas where prime agricultural lands predominate. Specialty crop areas shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the prime agricultural area, in this order of priority.*

Planning authorities shall designate *prime agricultural areas* and *specialty crop areas* in accordance with guidelines developed by the Province, as amended from time to time. (PPS pg. 24, 2.3 Agriculture)

Since all three referenced pits fall under the classification of *Prime Agricultural Areas, Class 1 Soil*, it is important that consideration is given to the implications of this

designation. Although H. Bye Construction has been in business for over 60 years, it has not yet shown any record of rehabilitation of an exhausted pit back to an agricultural condition.

The Provincial Policy Statement equally protects the health and safety of the residents and taxpayers of the Township of Wellington North:

It is equally important to protect the overall health and safety of the population. The Provincial Policy Statement directs development away from areas of natural and human-made hazards. This preventative approach supports provincial and municipal financial well-being over the long term, protects public health and safety, and minimizes cost, risk and social disruption.  
(PPS pg. 5)

Truck traffic from all three referenced pits have no option but to spill out onto the gravel road surface of Concession 4N. At a 100% extraction rate of 225,000 tonnes/year, a truck would be coming or going at a rate of over 20,000 trucks/year.

Ministry of Transportation Ontario guidelines recommend pavement on any road with traffic levels above 200 Annual Average Daily Traffic (with a higher AADT range for higher truck percentages).

A gravel road surface is noted for spring road bans, dust, stones breaking windshields, potholes, washboards, sloppy road conditions, degradation, increased stoppage time, and inherently increased danger of adverse effects to others using the roadway.

The photograph below shows the approach to Hwy. 89 from Concession 4N:



The width of the gravel surface between the grass shoulders measures 22 feet. The pavement width measures 24 feet.

The following photograph is one example of deep ditches along Concession 4N:



The shoulder drops off well before it measures 1 metre in width.

Cumulative impact is also a factor. In April 2014, the Ontario Municipal Board ruled against the *Hunder Pit* located in Woolwich Township, not only because of the loss of prime agricultural land, but also because of the cumulative impact of the proposed pit along with the existing *Jigs Hollow Pit*.

The *Bumstead Pit* in the Township of Chatsworth was required to pave the haul route to receive a license to extract 150,000 tonnes/year.

Did the Township of Wellington North receive and document a Road Assessment Report as analysed by a Geotechnical Engineer? As stated in the peer review Memorandum dated July 31, 2015, from Triton Engineering Services Limited, this is a separate assessment and not normally a part of a Traffic Impact Study.

As a result of their analysis of the Traffic Impact Study, Triton advises that:

The description of Concession Road 4N should include details of the cross-section - platform width, lane width, shoulder width. The report should address whether the existing road meets the required width standard for two-way operation, considering trucks.

and advises:

Highway 89 is under the jurisdiction of the Ministry of Transportation, and the impact on the intersection with Concession Road 4N is subject to review by MTO.

and concludes with:

The report does not address dust control for the gravel surfaced Concession Road 4N. The report does not address whether Concession Road 4N is structurally adequate to

support truck traffic.

On June 22, 2015, Council carried Resolution 2015-269 which reads in part:

*2. THAT the scope of the peer review of the traffic impact study be expanded to include surface, profile, ditches of Concession 4 North.*

Have all of these concerns, including ditches, been addressed and satisfactorily resolved?

The residents and taxpayers of the Township of Wellington North should not be required to finance upgrades, after the fact, to enable industrial use of existing rural roads.

Hours upon hours of volunteer time, effort, and documentation has been spent by residents and taxpayers of the Township of Wellington North and beyond, to research, meet with individuals, organizations, and other townships in order to provide Council members with numerous letters and documents containing relevant information and data regarding industrial aggregate operations and the costs involved to accommodate a change to industrial extractive.

Considering that as of this date, objection letters sent last summer by concerned parties to H. Bye Construction have not yet received a response, it would not be unreasonable to ask council members to defer a decision on zoning changes until questions have been answered.

Rehabilitation records, cumulative impact, road safety, current land classification, effect on municipalities, costs to taxpayers, all play a role in determining the suitability of any industrial extractive application to any particular location.

Residents and taxpayers of the Township of Wellington North feel that Council should have the opportunity to inform concerned citizens how outstanding concerns and issues will be resolved, by the township, prior to rezoning Class1Soil, Prime Agricultural lands, within an agricultural community, to a Class A Industrial Extractive zone. If rezoning occurs, the onus will be on taxpayers to foot the bill to resolve all outstanding concerns and issues, and to bear the brunt of inadequate solutions.

Sincerely,

Joanne Booi  
9592 Arthur Con.4N  
RR1 Mount Forest, ON  
N0G 2L0





# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

## Delegation Request Form

Name of Delegate(s) Bonnie Littley

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

Name of Group/Organization/Business

\_\_\_\_\_

### Contact Information

Mail: 9567 Conc 4N RR#1 Mount Forest, ON

Email: tinrooftrusedfarm@gmail.com

Telephone: 519-261-0330

### Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting Jan 11/16

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

Questions about TIS & peer review

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

Request that more work needs to be done concerning the haul routes & negotiation with applicant - health & safety  
Consider lowering speed limit

SIGNATURE: B Littley

Delegations shall not be permitted to address Council or its Committees on the following matters:

- Labour relations or employee negotiations
- Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact
- Other matters before a tribunal or that have been ruled on at a tribunal
- Tenders, RFPs or other procurement matters
- Any other matter that is properly the subject of the closed meeting provisions in the *Municipal Act, 2001*

**Council or Committee, may in their discretion, refuse to hear any delegation.**



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

## Delegation Request Form

Name of Delegate(s) Brett McHugh  
 Attending as an individual OR  Representing a group/organization/business

Name of Group/Organization/Business \_\_\_\_\_

### Contact Information

Mail: 9391 Arthur 4th Con Kenilworth Ont. N0G2E0

Email: bstangbranco@gmail.com

Telephone: 519-323-1518

### Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting Jan 11 2016

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

Grant Pit Bylaw amendment

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

SIGNATURE: Brett McHugh

Delegations shall not be permitted to address Council or its Committees on the following matters:

- Labour relations or employee negotiations
- Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact
- Other matters before a tribunal or that have been ruled on at a tribunal
- Tenders, RFPs or other procurement matters
- Any other matter that is properly the subject of the closed meeting provisions in the *Municipal Act, 2001*

*Council or Committee, may in their discretion, refuse to hear any delegation.*

(November 2015)



**PLANNING REPORT  
for the TOWNSHIP OF WELLINGTON NORTH**

Prepared by the County of Wellington Planning and Development  
Department

**DATE:** December 21, 2015  
**TO:** Mike Givens, C.A.O.  
Township of Wellington North  
**FROM:** Linda Redmond, Senior Planner  
County of Wellington  
**SUBJECT:** **H Bye Construction – “Ghent” Gravel Pit  
Part Lot 5 & 6, Concession 5  
Zoning By-law Amendment**

Please find attached the amending by-law for the above property, to amend the above subject lands to allow a gravel pit operation. Official Plan Amendment No. 97 for the Ghent pit was approved by the County of Wellington Council on November 26, 2015 (attached). We can now move forward and approve the rezoning. The draft by-law proposes to change the zoning of the proposed licensed area from Agricultural (A) to Extractive Industrial exception (EI-177). The exception is in place to address the requirement that the extraction of the pit does not go below the water table. Once the zoning is in place, the Ministry of Natural Resources may consider granting the associated aggregate license.

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

Respectfully submitted

A handwritten signature in cursive script, appearing to read "L. Redmond".

---

Linda Redmond  
Senior Planner

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

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

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 5 & 6, Concession 5, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural (A)** to **Extractive Industrial Exception (E1-177)**

1. THAT Section 33, Exception Zone 3 – Rural Area, is amended by the inclusion of the following new exception:

<p><b>33.177</b> Part Lots 5 &amp; 6, Con 5</p>	<p><b>EI-177</b> Notwithstanding any provisions of this By-law to the contrary all uses permitted within the EI Zone are permitted in accordance with the approved aggregate site plans for the subject land pursuant to the Aggregate Resources Act, subject to the following additional provision:</p> <p style="margin-left: 40px;">a) Notwithstanding the provisions of Section 26 or any provisions of this By-law to the contrary, the land zoned <b>EI-177</b> may be included within a licenced pit pursuant to the Aggregate Resources Act, R.S.O., 1990, as amended, for the operation of a pit use whereby the depth of aggregate extraction shall not occur below any point which is 1.5 metres above the high water table.</p> <p style="margin-left: 40px;">b) Within the <b>EI-177</b> zone an asphalt or concrete plant shall not be permitted.</p>
---	---

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

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015

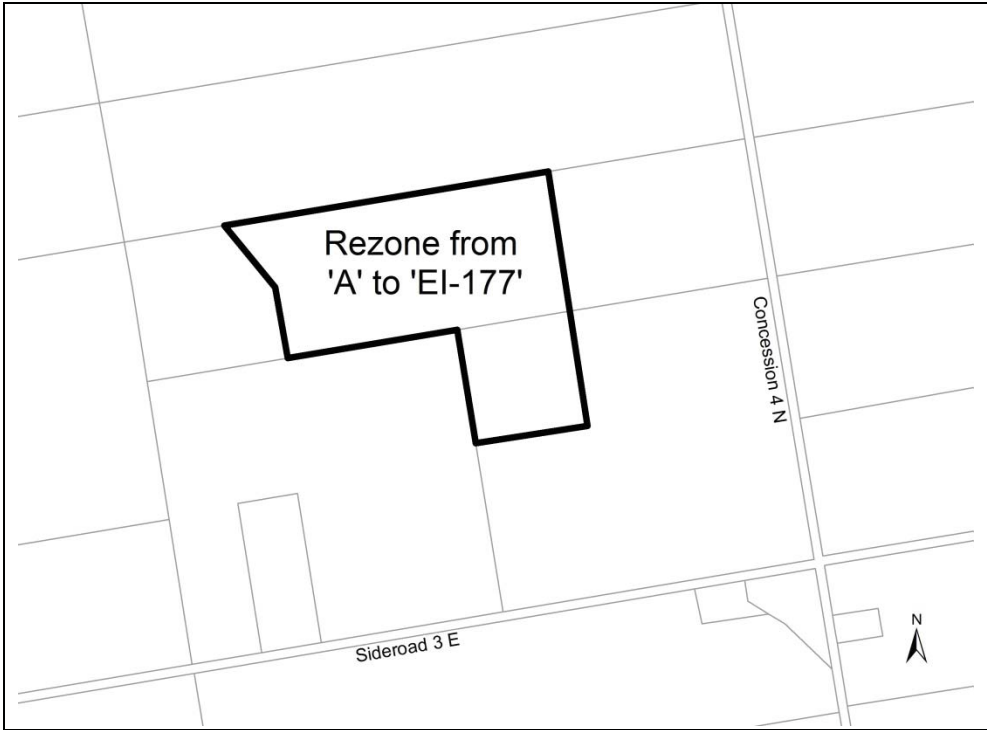
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE TOWNSHIP OF WELLINGTON NORTH

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

Schedule "A"



Passed this \_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**EXPLANATORY NOTE****BY-LAW NUMBER \_\_\_\_\_.**

**THE LOCATION** being rezoned is described as Part Lot 5 & 6, Concession 5 with municipal addresses of 9458 Concession 4N.

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands from Agricultural (A) to Extractive Industrial exception (EI-177) to permit a gravel pit operation pursuant to the Aggregate Resources Act. The zoning also includes a requirement that the extraction of the pit does not go below the water table.

Areas currently zoned Natural Environment (NE) on the lands shall remain.



**THE CORPORATION OF THE COUNTY OF WELLINGTON**

**BY-LAW NO 5451-15**

A by-law to adopt Official Plan Amendment No. 97 (Ghent Pit)  
to the Wellington County Official Plan.

**WHEREAS** The Council of The Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O., 1990, as amended, does hereby enact as follows:

1. **THAT** Amendment Number 97 to the Official Plan for the County of Wellington, consisting of the attached text and schedules is hereby adopted.
2. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof, subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS NOVEMBER 26, 2015.**



  
GEORGE BRIDGE, WARDEN

  
DONNA BRYCE, COUNTY CLERK

**AMENDMENT NUMBER 97  
TO THE OFFICIAL PLAN FOR THE  
COUNTY OF WELLINGTON**

**November 2015**

Please be advised that this amendment may be revised after the statutory public meeting at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County.

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Official Plan Amendment No. 97  
Ghent Pit, Township of Wellington North  
County File No. OP-2014-02



**THE CORPORATION OF THE COUNTY OF WELLINGTON**

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

A By-Law to adopt Amendment No. 97  
to the Official Plan of the County of Wellington.

The Council of the Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, does hereby enacts as follows:

1. THAT Amendment Number 97 to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
2. THAT this By-law shall come into force and take effect on the day of the final passing thereof.

**READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

**READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
**WARDEN**

\_\_\_\_\_  
**CLERK**

\_\_\_\_\_  
Official Plan Amendment No. 97  
Ghent Pit, Township of Wellington North  
County File No. OP-2014-02

**AMENDMENT NUMBER 97  
TO THE  
COUNTY OF WELLINGTON OFFICIAL PLAN**

**INDEX**

**PART A – THE PREAMBLE**

The Preamble provides an explanation of the proposed amendment including the purpose, location and background information, but does not form part of this amendment.

**PART B – THE AMENDMENT**

The Amendment describes the changes and/or modification to the Wellington County Official Plan, which constitute Official Plan Amendment Number 97.

**PART C – THE APPENDICES**

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

## **PART A – THE PREAMBLE**

### **PURPOSE**

The purpose of this amendment is to amend Schedule C (Mineral Aggregate Resource Overlay) of the County Official Plan by adding the extent of the mineral aggregate area within an existing Prime Agricultural designation. This will permit development of a gravel pit operation pursuant to the Aggregate Resources Act, on the subject property.

### **LOCATION**

The lands subject to the amendment are located at Part Lot 5 & 6, Concession 5 with municipal addresses of 7572 Sideroad 3 and 9458 Concession 4 N. The property is located in the northerly part of the Township approximately 6 km east of Mount Forest. These properties are owned by Alette Holsteins who have entered into an extraction agreement with H. Bye Construction Ltd.

### **BASIS**

The County Official Plan provides consideration for the establishment of new aggregate extraction operations, subject to an assessment of the potential impacts of such a land use on the natural environment, agricultural operations and surrounding land uses. The subject lands are outside the "Mineral Aggregate Area". To permit an extraction operation an Official Plan Amendment is required to include these lands (24.5 hectares) within the Mineral Aggregate Area. In addition, appropriate municipal zoning and an aggregate extraction license (Pit License) from the Ministry of Natural Resources (MNR) are also required in order to establish a new aggregate extraction operation.

In support of the new proposed Gravel Pit, the applicant has prepared a Summary Statement and Site Plans. Site plans describing existing site conditions, method of aggregate extraction and progressive rehabilitation are also contained within the Summary Statement.

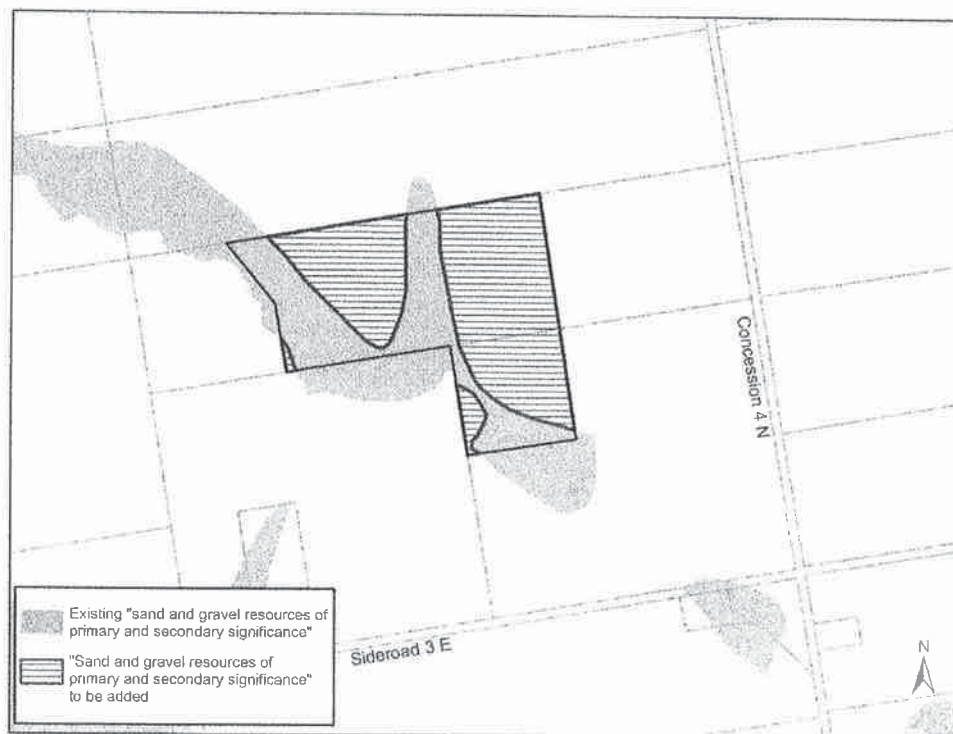
The Pit License application currently before the MNR is a Category 3, Class "A" license. This application covers 24.5 hectares of land (the proposed licensed area) of that 21.8 ha are proposed to be extracted. The main haul route will be north on Concession 4N to Highway 89 and then west to the Mount Forest area.

The available aggregate resource of the subject land is estimated to be 2,500,000 tonnes, of non-absorbent, hard aggregate. There will be no excavation below the water table and limits excavation to 1.5 metres above the water table. The projected pit life is 10-20 years.

In addition to the County Official Plan Amendment, the proponent (H. Bye Construction Ltd.) has also submitted a Re-Zoning Application to the Township of Wellington North. This land is presently zoned as *Agricultural (A) Zone* and *Natural Environment (NE) Zone*.

OFFICIAL PLAN AMENDMENT NO. 97

SCHEDULE 'A'



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Official Plan Amendment No. 97  
Ghent Pit, Township of Wellington North  
County File No. OP-2014-02



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

032

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2016-001 GHENT PIT APPLICATION-ROAD  
UPGRADE AGREEMENT**

#### **RECOMMENDATION**

**THAT** Report CAO 2016-001 being a report on the Ghent Pit Application-Road Upgrade Agreement be received for information;

**AND FURTHER THAT** the Council of the Township of Wellington North direct staff to forward the draft Road Upgrade Agreement to the Township solicitor for final review;

**AND FURTHER THAT** following final review the Agreement is forwarded to the applicant for their authorization.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- January 7, 2015 Correspondence from Ministry of Natural Resources and Forestry to the applicant-"no further concerns and withdraws its objections..."
- January 21, 2015 Correspondence from Saugeen Valley Conservation Authority to the applicant- "no objection to the proposed Application for Category 3 Pit Licence."
- January 26, 2015 Correspondence from the Applicant addressing the issues raised at the June 23, 2014 Public Meeting
- March 12, 2015 Correspondence from Gerald and Joanne Booi
- March 23, 2015 CAO 2015-07 Report to Council-Ghent Pit Application
- March 31, 2015 Correspondence from Linda Redmond (Senior Planner) to applicant
- June 2015 Paradigm - Ghent Pit Transportation Impact Study
- June 1, 2015 Correspondence from Randy Bye

- June 5, 2015 Correspondence from Township of Southgate CAO-Dave Milliner
- June 22, 2015 CAO 2015-17 Report to Council-Ghent Pit Application 2
- July 31, 2015 Correspondence from Triton Engineering-Peer Review of the Traffic Impact Study (see attached)

## BACKGROUND

On June 23<sup>rd</sup>, 2014 the Township hosted a public meeting under the Planning Act to receive public input regarding a proposed amendments to the County of Wellington Official Plan and the Township Zoning By-law related to a proposed gravel pit located on Parts of Lots 5 and 6 Concession 5.

The process for approval of a licence for a gravel pit is multi-tiered and in this case involves the Township (zoning by-law amendment), County of Wellington (official plan amendment), Saugeen Valley Conservation Authority and the Ministry of Natural Resources and Forestry.

The Ministry of Natural Resources and Forestry (MNR):

- oversees the rules governing aggregate management
- **issues licences**, permits and changes to existing approvals
- inspects aggregate operations and responds to complaints
- **enforces compliance**
- **ensures rehabilitation is carried out on sites**

The Class A Category 3 License applied for would license an area of approximately 24.5 ha, with an extraction area of 21.8 hectares. The proposed site contains approximately 2.5 million tonnes of aggregate, maximum removal in any calendar year is 75,000 tonnes. The license application includes a Site Plan that covers items like hours of operation, dust control, noise, dust or groundwater interference problems as well as rehabilitation requirements. These items all form part of the approved licence and enforcement is the responsibility of the MNR.

On March 23, 2015 a second public meeting was held to allow Council to receive information about steps taken by the applicant and then to offer comments about the Official Plan Amendment. At the conclusion of the meeting the Senior Planner was directed to issue correspondence to the applicant requesting a Traffic Impact Study and a “more detailed response of the concerns raised during the public meeting and circulation.”

Following that correspondence the applicant submitted a Traffic Impact Study (TIS). At the June 22, 2015 meeting of Council the TIS was presented to Council along with report CAO 2015-07. At that meeting Council passed two resolutions-

*Resolution 2015-269*

*THAT the Council of the Corporation of the Township of Wellington North Amendment to resolution 270-2015, that the scope of the peer review of the traffic impact study be expanded to include surface, profile, ditches of Conc 4 North.*

*Resolution 2015-270*

*THAT the Council of the Corporation of the Township of Wellington North receive for information report CAO 2015-17 Ghent Pit Application;*

*AND FURTHER THAT Council supports the recommendation of the County Planner with regard to the H. Bye Construction – “Ghent” Gravel Pit Part Lot 5 & 6, Concession 5 Official Plan and Zoning By-law Amendments;*

*AND FURTHER THAT Council of the Township of Wellington North directs staff to notify the County of Wellington that they support the Official Plan Application, conditional on the Pit Operator fulfilling the recommendations of the County Planner in the Planning Report dated June 17, 2015 including:*

- 1. That the Township of Wellington North enter into an agreement with the Pit Operator to establish a requirement for annual inspections of Concession 4N and the agreement shall include the operator’s obligations regarding road repairs during the life of the pit, dust mitigation on the external haul route and signage.*
- 2. That the Traffic Impact Study (prepared by Paradigm Transportation Solutions – dated June 2015) is peer reviewed and that any changes that may result be included in the aggregate pit site plan and the agreement with the Township of Wellington North, if required.*
- 3. That Wellington North Council advise the County of Wellington of its position regarding the proposed Official Plan Amendment for the County’s consideration.*

Based on the above resolutions, Triton Engineering was engaged to complete a peer review of the Traffic Impact Study. Their Peer review is included as an attachment to this report (Appendix A).

At the November 12, 2015 Wellington County Planning Committee meeting the Committee approved the required Official Plan Amendment to allow the pit. County Council ratified that decision on November 26, 2015.

Additionally, staff have consulted with the Township solicitor and other municipalities while working towards the development of a Road Upgrade Agreement. The agreement reflects recommendations from the TIS, the Peer Review and the offer submitted by the applicant. The draft agreement is attached as Appendix B for Council’s review.

Key components of the draft agreement that should be given consideration by Council include-

- a. H. Bye will pay the Township \$25,000.00 to be utilized at the sole discretion of the Township as a contribution towards possible road or bridge upgrades, current and

future road or bridge maintenance, legal fees, cost of registering this pit agreement on title, and necessary road safety signage.

- i. This is based on a June 1, 2015 proposal submitted to my attention by the applicant.*
- b. H. Bye will be responsible for the installation of any culvert, construction and maintenance of the entrance to the pit to the standards and dimensions established by the Township in their entrance permit policies.
  - i. Standard for any development require an entrance onto a Township road.*
- c. H. Bye will be responsible for the installation of guide rails on the structure known as Reidy Bridge located approximately 65 metres north of the proposed pit access to a standard acceptable to the Township engineer. (Township Site #7, MTO Number 35-23)
  - i. Noted in the Peer Review completed by Triton Engineering.*
  - ii. The applicant has noted that the entrance to the Ferguson Pit, currently utilized by the Township for aggregate resources is closer to Reidy Bridge.*
  - iii. Installation of guide rails does create future maintenance requirements for the Township and can cause snow accumulation during the winter months.*
- d. H. Bye will be responsible for installing an eastbound right-turn taper as described in Section 7.1 of the *Geometric Design Manual for Ontario Highways* if monitoring of eastbound right-turn movement from Highway 89 onto Concession 4N results in low-speed off tracking as a result of Ghent Pit gravel truck traffic.
  - i. Noted in the Traffic Impact Study completed by Paradigm Transportation Solution Limited.*
  - ii. Highway 89 is not a Township road, any works on this section of the road would have to be completed with the consent of and to the MTO's standards.*
  - iii. On October 22, 2015, John Morrissey (Corridor Management Planner, Engineering Office of MTO) commented that as a result of his review of the Traffic Impact Study "That geometric improvements at the intersection of Highway 89 and Concession 4N are not warranted" and further stated that "truck entrance signs are not warranted" on highway 89.*
- e. H. Bye agrees to comply with any seasonal half load restrictions imposed by the Township of Wellington North as necessary.
  - i. Standard on Township gravel roads.*
- f. H. Bye will ensure that all drivers of gravel trucks using the Ghent Pit are educated on the protocol regarding the presence of horse & buggy traffic and be trained in the required approach to safely overtake horse & buggy traffic.
  - i. Recommended in the Traffic Impact Study.*

Any of the above components could be removed from the Draft agreement at Council's discretion. Entering into said agreement would be a show of good faith from the applicant and further acknowledge their commitment to the safety of the residents and other travellers that utilize Concession 4 N. **Establishing this type of agreement will set precedent for future pit applications.**



Please note that all individuals who signed in at the Public Meetings held in regards to the proposed amendments to the County of Wellington Official Plan and the Township of Wellington North Zoning by-law were mailed a notice indicating that the zoning by-law amendment would be considered at the January 11, 2016 Council meeting. These notices were mailed December 30, 2015.

### **FINANCIAL CONSIDERATIONS**

All parties involved in this matter agree that development and operation of this pit and any other future pit in the Township of Wellington North should not have a negative financial impact on the taxpayer's of Wellington North.

In this instance the applicant has offered a lump sum payment of \$25,000 to the Township to be utilized at the Township's discretion to offset any financial impact. The Peer Review of the Traffic Impact Study noted that structures on the traffic route from the pit do not currently have guide rails or end treatments and this could be seen as a roadside safety deficiency, although this scenario exists throughout the Township and the Province for that matter. Beyond this, the completed Traffic Impact Study does not relay any specific financial impacts that may result from the operation of the gravel pit outside of potential signage. The study concludes that "no immediate requirements for off-site geometric or traffic operational improvements" are required but does suggest that truck warning signs be installed on Highway 89 and that depending upon the future impact of gravel truck movement a right turn taper may be required. No monetary amounts have been assigned to these recommendations.

The Aggregate Resource Act states that "every licensee shall pay an annual fee of ..."

- Class A licence, 11.5 cents per tonne

Here is the breakdown expressed in monetary terms:

1. \$0.06 per tonne to the lower tier municipalities
2. \$0.015 per tonne to the upper-tier municipalities
3. \$0.035 per tonne to the Crown
4. \$0.005 per tonne to the Abandoned Pits and Quarries Rehabilitation Fund

In the applicants licence application indications were that 75,000 tonnes per year were to be extracted resulting in an annual fee to the Township of \$4500.00.

Per the application total extraction may be up to a total of 2,500,000 tonnes (\$150,000 in total fees to the Township, assuming fees remain the same).

Gravel pits are assessed as Industrial for tax purposes. Total taxes collected in 2014 range from \$376.00 to \$8,435.53 for the existing gravel pits in the Township.

2014 Industrial tax rate = 0.04458528

Township Roads Department has indicated that Concession 4N is in good shape. There are two bridge structures (No. 1 and No. 7-Reidy) that will accommodate the majority of the traffic from the proposed pit. The bridge evaluation completed in 2013 by a Professional Engineer assigned a score of 74 (fair condition) to bridge 1 and bridge 7 was assigned a score of 88 (good condition). Increased use of the road and the bridges as a result of pit operation may impact future maintenance costs of the road and reduce the useful life of the bridge structures but what these future impacts will be were not addressed in the TIS and are extremely difficult to estimate. Township's annual maintenance costs per kilometre of gravel road including gravel application and dust suppressant is approximately \$2400.00. Note this reflects the gravel prices the Township has negotiated at existing pits. It is estimated that the haul route along 4N is just over 3km.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

X Yes                                       No                                       N/A

Which pillars does this report support?

<input type="checkbox"/> Community Growth Plan	<input type="checkbox"/> Community Service Review
<input type="checkbox"/> Human Resource Plan	<input type="checkbox"/> Corporate Communication Plan
<input type="checkbox"/> Brand and Identity	<input type="checkbox"/> Positive Healthy Work Environment
X Strategic Partnerships	

The entering into of a Road Upgrade Agreement with the applicant ensures that impact of this gravel pit is mitigated and acknowledges the concerns that have been raised by neighbouring property owners.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Michael Givens</i>	<i>Michael Givens, CAO</i>
<b>MICHAEL GIVENS CAO</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>



## Memorandum

DATE:	July 31, 2015
TO:	Linda Redmond
FROM:	Howard Wray, P. Eng.
RE:	Traffic Impact Study Ghent Pit
FILE:	A690015 01

We have undertaken a peer review of the Traffic Impact Study, June 2015, prepared by Paradigm Transportation Solutions Limited on behalf of H. Bye Construction for the proposed Ghent Pit in the Township of Wellington North.

Our comments are referenced to the applicable sections in the report.

As a general comment, the methodology used to determine trip generation and traffic operations is in accordance with accepted practice, and we did not identify any concerns with that portion of the analysis. As the traffic volumes on the subject roadways are relatively low, level of service both now and after development is not a concern.

### 2.2 Existing Roads

The description of Concession Road 4N should include details of the cross-section – platform width, lane width, shoulder width. The report should address whether the existing road meets the required width standard for two-way operation, considering trucks. This is partially addressed later in section 5.6 with respect to horse and buggy traffic, but should be identified here in relation to general traffic.

Highway 89 is under the jurisdiction of the Ministry of Transportation, and the impact on the intersection with Concession Road 4N is subject to review by MTO.

### 5.3 Structures

The width of the road at the structures should be identified, in particular, the railing to railing width at the rigid frame.

The report states that no structural deficiencies were noted in the Bridge Inspection by BM Ross & Associates. The photos show that the concrete railings are not protected by guide rail or end treatments. This is a roadside safety deficiency. While there is no requirement to upgrade structures to meet current Roadside Safety requirements unless other work is being done to the structure, the increased traffic and use by heavy trucks is a potential concern and we would recommend that approved guide rail end treatments be installed on the structure.

### 5.4 Ferguson Pit

The proposed pit access will be only 20 metres from the existing access to Ferguson Farm and Pit. The report undertakes an analysis to demonstrate that due to low traffic volumes there will be no operational concerns. However, this close spacing should be avoided, especially when large vehicles are involved. There appears to be ample opportunity to shift the proposed access to the south to provide more separation from the existing commercial entrance. We recommend that a minimum of 50 metres separation be provided.

## **5.6 Horse and Buggy Traffic**

This section appears to have been included in response to a particular concern. As it is not a common situation the authors do not have the benefit of accepted practice for their analysis. We consider their methodology to be reasonable and accept their conclusion that any risk is within acceptable limits.

### **OTHER**

The report does not address dust control for the gravel surfaced Concession Road 4N.

The report does not address whether Concession Road 4N is structurally adequate to support truck traffic. This is not normally part of a Traffic Impact Study, as it requires analysis by a Geotechnical Engineer.

## Road Upgrade Agreement

This AGREEMENT made in quadruplicate on the XXth day of XXXX, 2016

BETWEEN

The Corporation of the Township of Wellington North  
Hereinafter called the "Township"  
Being the Party of the FIRST PART

-and-

H. Bye Construction Ltd.  
Hereinafter called "H. Bye"  
Being the Party of the SECOND PART

**WHEREAS** H. Bye has entered into an extraction agreement with Alette Holsteins Ltd. and is the future operator of a gravel pit "Ghent Pit" located on the subject lands described as Part of Lots 5 and 6, Concession 5 in the Township of Wellington North (former Arthur Township) with a municipal address of 7572 Sideroad 3 E and 9458 Concession 4 N, and identified on Schedule "A" attached hereto;

**AND WHEREAS** the pit truck traffic leaving the pit will travel on Township Concession 4 N (Subject Road), from the pit entrance north to Provincial Highway 89;

**AND WHEREAS** the Township has deemed it advisable and in the public interest to enter into an agreement with H. Bye as part of the gravel pit development process;

**AND WHEREAS** the parties agree that maintenance on the Subject Road is desirable in order to accommodate truck traffic from the proposed pit on the subject road and reduce the impact financial our otherwise on the Township and area residents;

**AND WHEREAS** the parties agree that this agreement and the matters contained therein will be of benefit to the Township, the general public and H. Bye, notwithstanding that there is no legal requirement under the Planning Act, the Aggregate Resources Act or any other provincial statute requiring any aggregate proponent to enter into such an agreement;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the sum of one dollar (\$1.00), paid by H. Bye to the Township the receipt of which is hereby acknowledged, H. Bye covenants and agrees with the Township to the following:

**1. The Township agrees upon signing of this agreement it shall:**

- a) Recognize that the Ministry of Natural Resources is the approval authority on matters pertaining to site plans. The Township reserves the right to provide comments to the MNR including requests for further study and rehabilitation of the proposed pit should the site plans or operations change.

- b) That should the County and Local official plan and zoning by-law amendment and related land use planning approvals not receive final and binding approval, the Township agrees that the terms of this agreement are null and void.

## 2. Road Upgrades

- a) H. Bye acknowledges and agrees that the Ghent Pit should not have a negative financial impact on the Township and further agrees that road safety is a priority. The Township and H. Bye agree that the Township will upgrade at its sole discretion Township of Wellington North Concession 4 N north of the proposed pit entrance with the following conditions:
- i. H. Bye will pay the Township \$25,000.00 to be utilized at the sole discretion of the Township as a contribution towards possible road or bridge upgrades, current and future road or bridge maintenance, legal fees, cost of registering this pit agreement on title, and necessary road safety signage.
  - ii. H. Bye will be responsible for the installation of any culvert, construction and maintenance of the entrance to the pit to the standards and dimensions established by the Township in their entrance permit policies.
  - iii. H. Bye will be responsible for the installation of guide rails on structure Reidy Bridge located approximately 65 metres north of the proposed pit access to a standard acceptable to the Township engineer. (Township Site #7, MTO Number 35-23) **(Peer Review)**
  - iv. H. Bye will be responsible for installing an eastbound right-turn taper as described in Section 7.1 of the *Geometric Design Manual for Ontario Highways* if monitoring of eastbound right-turn movement from Highway 89 onto Concession 4N results in low-speed off tracking as a result of Ghent Pit gravel truck traffic. **(TIS)**

## 3. Road Use

- H. Bye agrees to comply with any seasonal half load restrictions imposed by the Township of Wellington North as necessary.
- H. Bye will ensure that all drivers of gravel trucks using the Ghent Pit are educated on the protocol regarding the presence of horse & buggy traffic and be trained in the required approach to safely overtake horse & buggy traffic. **(TIS)**

## 4. Covenants

- a) H. Bye hereby acknowledges that approval relating to the lands described on Schedule "A" in no way binds or indicates support for any other development on the said lands.

## 5. Binding

This agreement shall be binding upon and endure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns until such time as the license is surrendered.

Any delay or failure of the Township to enforce its rights pursuant to this Agreement shall not constitute a waiver of its rights to enforce any provision of the Agreement.

**IN WITNESS WHEREOF the parties have executed this agreement**

**SIGN and SEALED this    day of    , 2016**

**H. Bye Construction Ltd.**  
I have the authority to bind the Corporation

**The Corporation of the  
the Township of Wellington North**  
I have the authority to bind the Corporation

\_\_\_\_\_

\_\_\_\_\_  
Andrew Lennox, Mayor

\_\_\_\_\_

\_\_\_\_\_  
Michael Givens, Chief Administrative Officer

**SCHEDULE "A"**

**LEGAL DESCRIPTION OF LAND**

The subject lands are legally described as Parts of Lots 5 and 6, Concessions 5, geographic Township of Arthur, Township of Wellington North, County of Wellington.

These properties are owned by Alette Holsteins Ltd. who has entered into an extraction agreement with H. Bye Construction Ltd.





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1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: MICHAEL GIVENS, CAO  
KARREN WALLACE, CLERK**

**SUBJECT: REPORT CAO 2016-003/CLK 2016-001 STRATEGIC PLAN-  
COMMITTEE STRUCTURE ALIGNMENT**

**RECOMMENDATION**

**THAT** Report CAO 2016-003/CLK 2016-001 being a report on the Strategic Plan-Committee Structure Alignment be received;

**AND FURTHER THAT** pending future changes to the Township Committee Structure, that Council of the Township of Wellington North approve the appointment of Councillor Hern to the below committees-

- Arthur & District Chamber of Commerce
- Administration and Finance Committee
- Economic Development Committee
- Recreation and Culture Committee

**AND FURTHER THAT** the following Council members be removed from the following committees:

- Administration & Finance Committee: Councillor McCabe
- Economic Development Committee: Councillor Yake
- Recreation & Culture Committee: Councillor Burke
- Arthur & District Chamber of Commerce: Councillor McCabe

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

CLK 2015-068 being a report on Council Appointments to Standing Committees (Internal and External)

CAO 2014-29 Council Representatives on Township of Wellington North Standing Committees

CAO 2014-31 Council Representatives to External Boards and Committees

Township of Wellington North-Standing Committee Structure

By-Law 1-14 Council Remuneration By-Law

By-Law 63-14 Procedural By-Law

<b>BACKGROUND</b>
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At the December 21<sup>st</sup> meeting of Council, Mayor Lennox presented the 2016-2018 Proposed Strategic Leadership Structure document for Council's consideration (attached for reference).

Subsequent to the Strategic Planning process that was completed in 2015, the Mayor and CAO have discussed the opportunity to align Township Committees with the Strategic Priorities that were identified during the process. This would be a significant departure from the historical practice of aligning committees along department lines.

Subsequent to the meeting on the 21<sup>st</sup>, I circulated the Proposed Strategic Leadership Structure to the Senior Management Team soliciting feedback. Below are the comments/questions that were received.-

1. Will this include the Cultural Roundtable? That group is starting to get some great traction from our Public Members and I would like to see them have the opportunity to continue to blossom and see the opportunity and successes that will come from the initiatives we've been planning. When the Township approved the Cultural Plan, Council at the time did adopt applying a cultural lens to all decision making. I think it is important to ensure it is reflected in the Strategic Plan (as per the Cultural Roundtables feedback) and in other strategic planning.
2. Where feasible I believe the new structure, except for Human Resources, should also contain members of the public.
3. Based on the currently approved mandate for EDC it would appear most of EDC's priorities fall under one of the two sub-committees under the Community Growth Plan.
4. It's unclear where the focus on Culture, (Wellington North Cultural Roundtable) as well as the new priority on Youth (Wellington North Youth Council) would fit within the proposed structure.

5. Wellington North has established good strategic partnerships with Minto and Mapleton through many joint Economic Development Committee meetings and programs we are partnering on. If Wellington North does not have an Economic Development Committee it is unclear what joint meetings will look like in the future.
6. There is an overarching question amongst staff about who will be part of each committee from staff and what their role on the Committee will be.
7. Currently our agreement with the Township of Southgate provides that Southgate shall appoint one person to represent the municipality on the Wellington North Recreation Committee. This should be considered when deciding as to how best to amend our structure.

### Committee System

The intent of a committee system is to allow committee members to discuss and debate the issues that have been presented to the committee by using less strict rules than those used in a formal Council meeting.

Currently Wellington North has the following committees:

- Administration and Finance Committee – meets 4 times a year or at the call of the Chair
- Recreation and Culture Committee – meets 6 times a year or at the call of the Chair
- Economic Development Committee – meets monthly
- Public Works Committee – meets 4 times a year or at the call of the Chair

In a true committee system all reports are forwarded to a committee for discussion and recommendation after which the committee reports to Council. Any recommendations made by a committee are to be presented to Council for approval, or at a Council member's request, further discussion.

With the sporadic timing of Wellington North committee meetings and in order to meet deadlines that require Council motions and by-laws, quite often reports circumvent the committee and go directly to Council. This would seem to defeat the purpose of a committee system.

The following are options available to Council for consideration:

### **OPTION 1 – Recommended Option**

Council Meetings three times a month except July & August for a total of 32 meetings per year

- a) Call to order
- b) Singing of O Canada
- c) Approval of Agenda
- d) Disclosure of pecuniary interest(s) and the general nature thereof
- e) Presentations
- f) Delegations
- g) CONSENT AGENDA ITEMS
  - Identify items for separate discussion
  - Approval of minutes of Council and committees and recommendations therein
  - Approval of staff reports and recommendations therein
  - Approval of correspondence for Council's review and direction
  - Approval of Items for information
- h) By-laws
- i) Township of Wellington North Cultural moment (first meeting of the month)
- j) Notices of motion
- k) Announcements
- l) Closed meeting session (if required)
- m) Confirmatory by-law
- n) Adjournment

<b>PROS</b>	<b>CONS</b>
By eliminating the committee structure it makes the process much more streamlined	
By eliminating the committee structure and having only Council meetings it simplifies the process and may make it easier for the public to understand the system	Passing the majority of reports and recommendations in one motion may create some tracking issues with resolutions and reporting
Reducing the number of meetings may reduce overtime costs of administrative staff	Reducing the number of meetings may impact the remuneration paid to Council members
Reducing the number of meetings provides for better time management for staff enabling them to focus on departmental duties	
Reducing the number of meetings means less paper being generated resulting in a savings of greenhouse gases (less copying, less paper)	
Reducing the number of meetings may result in higher turnout of the public at the meetings	
Reducing the number of meetings may lead to the public perception that time is being better spent on day to day activities and duties than report writing and attending meetings	

**OPTION 2**

Meetings three times a month except July & August for a total of 32 meetings per year

## Committee of Council

- o) Call to order
- p) Singing of O Canada
- q) Approval of Agenda
- r) Disclosure of pecuniary interest(s) and the general nature thereof
- s) Presentations
- t) Delegations
- u) Staff reports
- v) Correspondence for review and recommendation by Council
- w) Items for information
- x) Announcements
- y) Closed meeting session (if required)
- z) Adjournment

## RISE AND REPORT TO COUNCIL

## Council

- a) Call to order
- b) Approval of Agenda
- c) Disclosure of pecuniary interest(s) and the general nature thereof
- d) Adoption of minutes of Council meeting(s)
- e) Adoption of minutes of Committee of Council meetings
- f) Approval of Committee recommendations
- g) By-laws
- h) Township of Wellington North Cultural moment (first meeting of the month)
- i) Notices of motion
- j) Closed meeting session (if required)
- k) Confirmatory by-law
- l) Adjournment

PROS	CONS
Holding Council immediately after CoW ensures prompt decision making/ratification of recommendations	Does not allow time to elapse between Council and CoW for "sober second thought"
The implementation of a CoW that includes all Councillors ensures that all members are privy to the discussion and decision making at the committee level	
Reducing the number of meetings may reduce overtime costs of administrative staff	Reducing the number of meetings may impact the remuneration paid to Council members
Reducing the number of meetings and increasing committee membership may reduce the incidents of not meeting quorum	
Reducing the number of meetings provides for better time management for staff enabling them to focus on departmental duties	

Reducing the number of meetings means less paper being generated resulting in a savings of greenhouse gases (less copying, less paper)	
Reducing the number of meetings may result in higher turnout of the public at the meetings	
Reducing the number of meetings may lead to the public perception that time is being better spent on day to day activities and duties than report writing and attending meetings	
Having CoW rise and report directly to Council ensures the public sees the decisions of CofW ratified immediately-increases transparency	

### **OPTION 3**

Committee of the Whole, comprised of all members of Council, to meet twice monthly  
January – June: September – December: once a month in July and August for a total of 42 meetings per year

Committee of the Whole order of proceedings:

- a) Call to order
- b) Singing of O Canada
- c) Approval of Agenda
- d) Disclosure of pecuniary interest(s) and the general nature thereof
- e) Presentations
- f) Delegations
- g) Staff reports
- h) Correspondence for review and recommendation to Council
- i) Items for information
- j) Announcements
- k) Closed meeting session (if required)
- l) Adjournment

Council, to meet twice monthly January – June: September – December: once a month in July and August for a total of 42 meetings per year.

Council order of proceedings:

- a) Call to order
- b) Singing of O Canada
- c) Approval of Agenda
- d) Disclosure of pecuniary interest(s) and the general nature thereof
- e) Adoption of minutes of Council meeting(s)
- f) Adoption of minutes of Committee of Council meetings
- g) Identify items from Committee minutes for further discussion
- h) Approval of Committee recommendations
- i) By-laws
- j) Township of Wellington North Cultural moment (first meeting of the month)
- k) Notices of motion

- l) Closed meeting session (if required)
- m) Confirmatory by-law
- n) Adjournment

PROS	CONS
Provides time between CoW and Council meetings for “sober second thoughts”	Decision making/ratification of recommendations is delayed
Reducing the number of meetings may reduce overtime costs of administrative staff	Reducing the number of meetings may impact the remuneration paid to Council members
Reducing the number of meetings and increasing committee membership may reduce the incidents of not meeting quorum	
The implementation of a CoW that includes all Councillors ensures that all members are privy to the discussion and decision making at the committee level	
Reducing the number of meetings provides for better time management for staff enabling them to focus on departmental duties	
Reducing the number of meetings means less paper being generated resulting in a savings of greenhouse gases (less copying, less paper)	
Reducing the number of meetings may result in higher turnout of the public at the meetings	
Reducing the number of meetings may lead to the public perception that time is being better spent on day to day activities and duties than report writing and attending meetings	

#### Wellington North 2015 meeting statistics:

	ADMIN & FIN	EDC	PW	REC	COUNCIL	CLOSED MEETINGS			TOTAL
# meetings	10	8	8	7	22	13		# mtgs	68
hours	22	37	18	12	34.5			Hours	123.5
no quorum	1	1		1		1		No quorum	4
	CAO	CLERK	PW	REC	EDC	BUILDING	FIRE	TREASURY	
# reports	34	68	100	11	42	18	8	23	304
Communiques							25		25
Usage reports				12					12
<b>TOTAL REPORTS</b>									<b>341</b>

#### Anticipated meeting statistics under Option 1:

	COUNCIL	
# meetings	32	
# hours*	72	*based on 2015 average
# reports**	341	** based on 2015 actual

**FINANCIAL CONSIDERATIONS**

There are no financial implications by receiving this report.

Should there be a change to the current system, there may be financial implications in terms of remuneration for Council, overtime for staff, etc.

**STRATEGIC PLAN**

Do the report's recommendations advance the Strategy's implementation?

X Yes                                       No                                       N/A

Which pillars does this report support?

- |                          |                                     |
|--------------------------|-------------------------------------|
| X Community Growth Plan  | X Community Service Review          |
| X Human Resource Plan    | X Corporate Communication Plan      |
| X Brand and Identity     | X Positive Healthy Work Environment |
| X Strategic Partnerships |                                     |

Aligning Township Committees to the Strategic Priorities identified in the Township's Strategic Plan will require broader consideration of Township projects and require involvement of a cross section of Township staff and councillors further promoting a team environment and providing focus to the key challenges facing the Township.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Michael Givens, CAO*  
*Karren Wallace, Clerk*

*Michael Givens, CAO*

<b>MICHAEL GIVENS, CAO</b> <b>KARREN WALLACE, CLERK</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-002 BEING A REPORT ON SUNDAY GUN  
HUNTING IN WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT** Report CLK 2016-002 being a report on Sunday Gun Hunting in Wellington North be received for information.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Report CLK 2015-052 being a report on Sunday Gun Hunting in Wellington North

#### **BACKGROUND**

In the fall of 2015 Council considered permitting Sunday Gun Hunting in Wellington North.

As noted above, a staff report was submitted to Council outlining the options available.

Schedule "A" lists the names of delegations, correspondence and petitions received on this issue.

#### **FINANCIAL CONSIDERATIONS**

There are no costs associated with receiving this report.

**STRATEGIC PLAN**

Do the report’s recommendations advance the Strategy’s implementation?

- Yes
- No
- N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Karren Wallace, Clerk*

*Michael Givens, CAO*

<b>KARREN WALLACE CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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## SCHEDULE "A"

**Delegations:**

- Brian McRae –
  - Support
- John Northcote –
  - Opposed
- Andrew Tarc –
  - Opposed
- Wayne Hendry –
  - Support
- Joel Tost –
  - Support
- Bob Armstrong –
  - Opposed
- Bill Blackwell –
  - Support
- Adrian Wise –
  - Support
- Wayne Billings –
  - Support

**Correspondence:**

- Shep Shepetunko –
  - Opposed
- Robert Bell –
  - Opposed
- Ervin Bauman –
  - Opposed
- Liam Franklin –
  - Support
- Daryl Hutton –
  - Support
- Mike David –
  - Support
- Trish Rohrbacher –
  - Support
- Matt Rohrbacher –
  - Support
- Jesse Hutton –
  - Support
- Raymond and Julia Goetz –
  - Support
- Ruth Edgcumbe –
  - Opposed
- Monica and Tom Landoni –
  - Opposed
- Richard Turner –
  - Support
- James Florence –
  - Support
- Terence Rothwell –
  - Opposed
- Jim Phillips –
  - Opposed

FOR SUNDAY HUNTING

OPPOSED TO SUNDAY HUNTING

Brian O'Leary

~~Michael V...~~

Mavis Stewart

Isabella McLellan

(4)

SUNDAY GUN HUNTING IN WELLINGTON NORTH 056

IN FAVOR OF SUNDAY HUNTING

AGAINST SUNDAY HUNTING

~~Janet Taylor~~  
~~John D.~~  
Jeffrey Higgins  
Kevin Arthur

SUNDAY HUNTING

AGAINST SUNDAY HUNTING

~~Tom Seider~~ ~~Howie Seider~~

Ron Harper

Wm Cummings

R Dyer

RG McFARLANE

Fred Miller

Brenda Chelvy

Marian & Ron Flanigan

Ryan Halliday

Amy Leigh

Nancy Whetton

John Secord

Brad Spurd

Tom

Mealy Smith

INSP Alex R Smith

Johan Thessen

Jean Clout

Paul

Candy McBride

B Krist

Linj Harg

(5)

110

52

52

~~REMOVED~~

FOR SUNDAY HUNTING

1  
 Len Gowan

AGAINST SUNDAY HUNTING

Kirsten Aale

Juan Forbes

Edgar B Martin

Simon Mack

David West

Paul Mober

Helen W Brulacher

Dorothy M Nabb

~~John~~  
 Ann

John Duke

Paul Kelly

Mervin + Reta Martin

(2)

Wayne + Emma Martin

(2)

Marm Baum

Eileen Fry

Bob

Leg. JTB

Janet Raper

Robert + Louise Hors

Wilfred Dwyer

Robert + Lams

Rees Bird

Harvey Bowman

Edward Wicks

Paul Hitt

B. F. E.

W. J.

Jim Ramme

(34)

Have Moran

1  
 For

1

FOR SUNDAY HUNTING

Wayne Hendley  
Carolyn Hendley

2

AGAINST SUNDAY HUNTING

Frank Ferrist  
Phyllis Small  
Randy Wilson  
Wanda Wilson  
Christine Richens  
Jason Cowan  
Harold Jones  
Barbara Jones  
Mahon McBeainger  
Tom Wolfe  
Ed Larter  
Ann Beainger  
M. Redmond  
Ray [unclear]  
Bob [unclear]  
[unclear]  
Butterby  
Hugh McIn  
Fred [unclear]  
Tom Bowden  
Winston Sallans  
[unclear]  
John Southgate  
Margaret Northcote  
Pete Bell  
Bill Balch  
Maki Hand  
Alan Myers  
Ray [unclear]

Dave Finin  
Dary McCall  
La Farrell  
Wyn [unclear]  
Tom Noonan  
Dyott [unclear]  
Dore [unclear]  
Dona Bowden  
Jim Gough  
[unclear]  
Diane Newton  
Dave Hewton  
Catherine Heffernan  
Heffernan  
Duff Heffernan  
Doris [unclear]  
Kam Chapman  
Ben [unclear]  
MEL PRITTY  
CYRIL PRITTY  
Bert Green  
Miriam Green

51



FOR SUNDAY HUNTING

OPPOSED TO SUNDAY HUNTING

Melanie Smith

Guy C. Brown

Burt Dwyer

Lynn Bates

Marilyn Metzger

Paul McQuigley

Roger Purcell

Clair Day

Pat Shady

David B. Montico

Doug McRae

Marilyn Wagner

Mike Siddle

Lynne Spang

Shirley Aikin

Ralph Booth

Gene Reid Keller

Ken Benson

Rien Dekker

John Kinkert

Evan Brown

Eli Bauman

Jorge Bauman

Kris White

Lynne Gaji

Ken Keller

Lu

## PATTISON

FOR SUNDAY HUNTING

GARY MACFACHEN <sup>AFT 1 PM</sup>  
<sub>TO: DARK</sub>

Alan

509-1064

Ran Mater 8 James St.  
Trevor Piller

OPPOSED TO SUNDAY HUNTING

For County

Totaling

GARY MACFACHEN

KALN

W-J-KRIPS

BOB ARMSTRONG

Hay Smith

As Dundee

Carm Robb

Verne Mills

CHARLES VENTHAM

Robert Hill

~~John~~

Aaron Weber

Meris Weber

~~Robert Barclay~~

Connie Clemmer

Nanman Dool

Elini Mart

Mark Mart

Gerald Wideman

Merlin Bowman

Carolyn Wideman

Miriam Dool

Loretta Martin

Catharine Wideman

Sophia Martin

~~John~~~~John~~

C. Ciardella

SUNDAY HUNTING SURVEYN 006214  
WELLINGTONFOR SUNDAY HUNTING OPPOSED TO IT.

James Beving

Ervin Bevinger

James Martin

Norma Weber

Murray Skantz

Laurie Bowman

Aden Martin

Archer Skantz

Ervin Skantz

Jason Skantz

Elo Bevinger

Orville Martin

Steven Bevinger

Lawrence Martin

Harold Martin

Lance Martin

Wayne Martin

Alvin Martin

Sverold Wideman

Donald Martin

William J. Kaeps



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-003 BEING A REPORT ON CONSENT  
APPLICATION FOR B119/15 (VINTEX) KNOWN AS LOT 32  
PART LOT 33, CONCESSION 1 PART OF DIVISION 3  
TOWNSHIP OF WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT** CLK Report 2016-003 being a report on Consent Application for B119/15 (VINTEX) known As Lot 32 and Part Lot 33, Concession 1 Part of Division 3, Township Of Wellington North be received;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B119/15 as presented with the following conditions:

- 1. THAT** the Applicant satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 2. THAT** the Applicant pay the fee of \$125.00 prior to the Certificate of Consent being issued by the municipality.
- 3. THAT** the Applicant receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel; and further that the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.

4. **THAT** the Applicant satisfy the requirements of the Local Municipality in reference to parkland dedication fee of \$1,000.00 as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. The Applicant shall ensure the storm water management of retained lands maintains an adequate storm water outlet;
6. The Applicant shall make arrangements satisfactory to the Township of Wellington North regarding the water/sanitary services on the retained and severed lot.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

N/A

<b>BACKGROUND</b>
-------------------

The subject property is known as Lot 32 and Part Lot 33, Concession 1 Part of Division 3, Township of Wellington North.

The property assessment roll number is 23-49-000-001-13910-0000

The proposed severance is 1.2 hectares with 52.79 metre frontage and is vacant land for a proposed commercial retail use.

The retained parcel is a 5.7 hectares with 316.69 metre frontage, existing and proposed industrial use with existing Vintex Inc. manufacturing operation.

A sketch of the subject lands is attached as Schedule "A".

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and Director Recreation, Parks and Facilities.

It is recommended the following clauses be a condition of severance:

The Applicant satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

The Applicant pay the fee of \$125.00 prior to the Certificate of Consent being issued by the municipality.

The Applicant receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel; and further that the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.

The Applicant satisfy the requirements of the Local Municipality in reference to parkland dedication fee of \$1,000.00 as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

The Applicant shall ensure the storm water management of retained lands maintains an adequate storm water outlet;

The Applicant shall make arrangements satisfactory to the Township of Wellington North regarding the water/sanitary services on the retained and severed lot.

**FINANCIAL CONSIDERATIONS**

There are no financial impacts as a result of this report.

**STRATEGIC PLAN**

Do the report's recommendations advance the Strategy's implementation?

- Yes
- No
- N/A

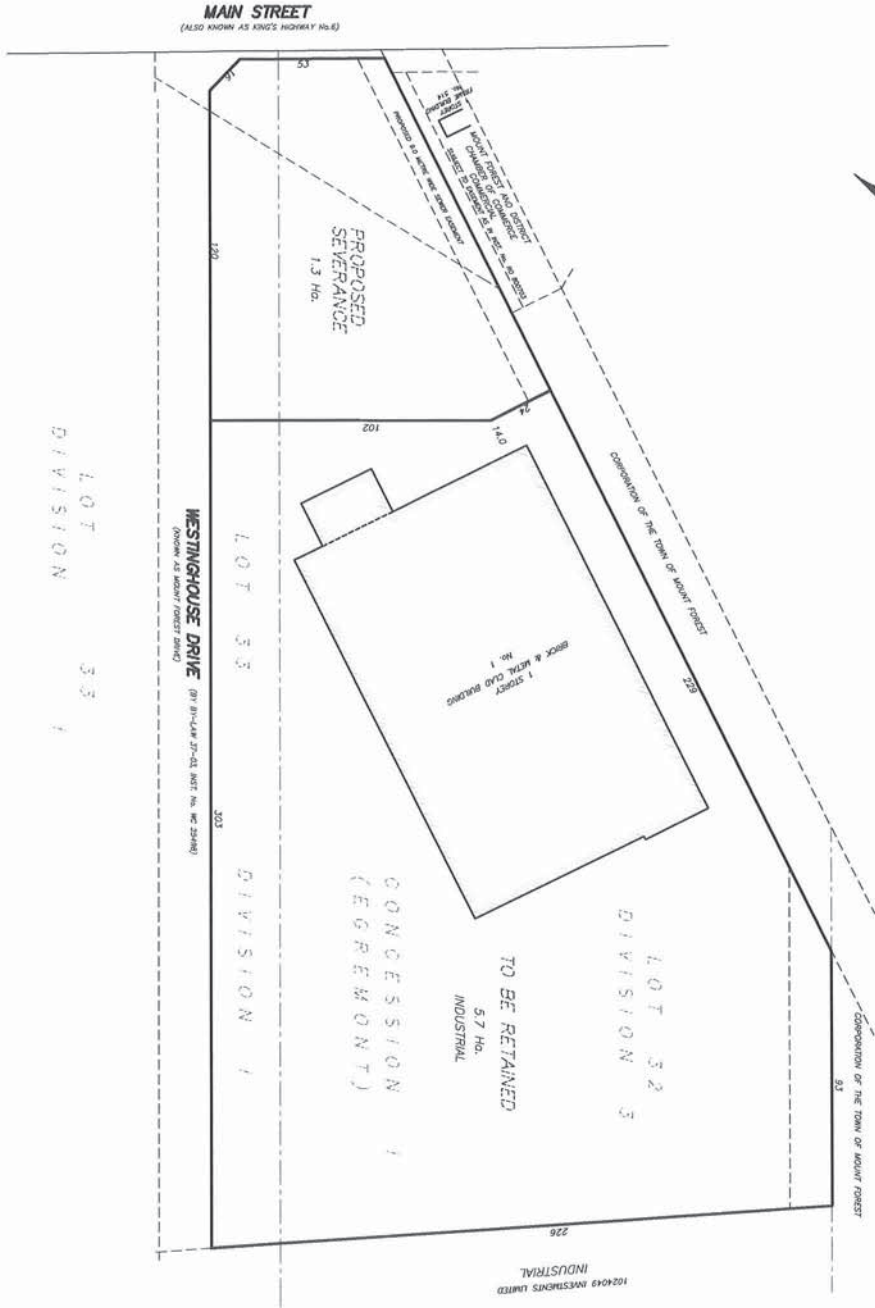
**PREPARED BY:** **RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE, CLERK** **MICHAEL GIVENS**  
**CHIEF ADMINISTRATIVE OFFICER**

SCHEDULE A



SKETCH FOR SEVERANCE APPLICATION OF  
**PART OF LOTS 32 AND 33**  
 (GEOGRAPHIC TOWNSHIP OF EGERMONT)  
**TOWN OF MOUNT FOREST**  
 COUNTY OF WELLINGTON

SCALE 1 : 1250

**SPEIGHT, VAN NOSTRAND & GIBSON LIMITED**  
 ONTARIO LAND SURVEYORS  
 2015

**(C)** THE REPRESENTATION, AS TYPED OR BY USE OF THIS PLAN OR PHOTOGRAPHY FROM THE COUNTY OF WELLINGTON, AND FIELD SURVEY AND NOTES OF SPEIGHT, VAN NOSTRAND AND GIBSON, O.L.S.

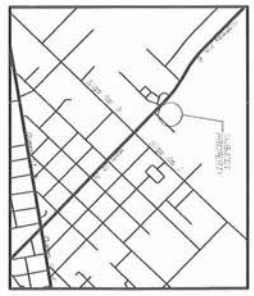
**METRIC**  
 DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**NOTES**

THIS SKETCH IS COMPILED FROM REGISTRY OFFICE INFORMATION, AERIAL PHOTOGRAPHY FROM THE COUNTY OF WELLINGTON, AND FIELD SURVEY AND NOTES OF SPEIGHT, VAN NOSTRAND AND GIBSON, O.L.S.

**CAUTION**

THIS IS NOT A PLAN OF SURVEY AND SHALL ONLY BE USED FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.



**KEY MAP**

<b>SPEIGHT, VAN NOSTRAND &amp; GIBSON LIMITED</b>	
ONTARIO LAND SURVEYORS	
750 SUNDRIE E. MAIN ST. #46	
TORONTO, ONTARIO M4N 2Z4	
TEL: 416 749-SNOC(7864) FAX: 416 749-7866	
E-MAIL: toronto@svng.on.ca	
DRWING :	M. D.
CHECKED :	D. A. W.
JOB No. :	140-0371
FILE NAME :	S1400371.DWG
PLOT SCALE :	MET=1:125
REF. No. :	4-Cor 1 Egermont
UPDATED :	



SCHEDULE "B"

<b>Application</b>	B119/15
<b>Location</b>	Lot 32 & Part Lot 33, Concession 1, Part Division 3 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Vintex Inc.

**PLANNING OPINION:** This application would sever a vacant 1.28 ha (3.16 ac) proposed commercial lot in the Urban Centre of Mount Forest. A 5.7 ha (14 ac) Industrial lot will be retained.

This application is consistent with the Provincial Policy Statement and generally conforms to the County Official Plan. We would have no concerns, provided that servicing and safe access can be provided to the satisfaction of the Town.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Mount Forest Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated INDUSTRIAL within the Mount Forest URBAN CENTRE.

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 Industrial (M1-1). It appears that both lots can meet the minimum lot area and frontage requirements.

**ADDITIONAL INFORMATION:** In addition to this consent application, an Official Plan amendment and zoning amendment have been submitted concurrently to the County and Township of Wellington North for the purpose of redesignating and rezoning the parcel of land from Industrial to Commercial – C2 Zone. The proposal is to develop a Canadian Tire retail store on the subject lands and these applications will facilitate the proposed retail use.

**SITE VISIT INFORMATION:** The subject property has not been visited to date.

---

Linda Redmond, Senior Planner  
 December 30, 2015





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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-004 BEING A REPORT ON CONSENT  
APPLICATIONS B121/15; 122/15; 123/15 (RICE) KNOWN AS  
PART OF PARK LOT 1 SOUTH OF SLIGO AND WEST OF MAIN  
657 QUEEN STREET, TOWNSHIP OF WELLINGTON NORTH**

**RECOMMENDATION**

**THAT** CLK Report 2016-004 being a report on Consent Application for B121/15; 122/15 and 123/15 (RICE) known as Part of Park Lot 1, South of Sligo and West of Main, 657 Queen Street, Township of Wellington North be received;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent applications B121/15; 122/15 and 123/15 as presented with the following condition:

**THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A

<b>BACKGROUND</b>
-------------------

The subject property is known as Part of Park Lot 1, South of Sligo and West of Main being 657 Queen Street, Township Of Wellington North.

The property assessment roll number is 23-49-000-004-03420-0000.

Consent B121/15 is for a proposed easement being 420.6 square metres with a 4.6 metre frontage of vacant land for water supply to benefit Part 13 shown as Sever 1 on the sketch attached as Schedule "A".

Consent B122/15 is for a proposed easement 420.6 square metres with a 4.6 metre frontage of vacant land for water supply to benefit Part 14 shown as Sever 2 on the sketch attached as Schedule "A".

Consent B123/15 is for a proposed easement 28.8 square metres with no frontage of vacant land for water supply to benefit Part 13 shown as Sever 3 on the sketch attached as Schedule "A".

The easement is required in order to provide a water service to the lots shown on Schedule "A" as Part 13 and Part 14 from the Township's water main on Queen Street West. The water service located on the easement lands will be on private property and privately owned. The Township will own the service pipe located within the public road allowance to the curb stop that will be installed on Queen Street West prior to entering the easement lands. The cost of installing the water service on private property will be borne by the applicant and the cost to provide the water service from the water main to the curb-stop will be per the Township's fees and charges by-law.

Wellington County planning comments are attached hereto as Schedule "B".

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and Director Recreation, Parks and Facilities.

It is recommended the following clause be a condition of the easement:

**THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

There are no financial impacts as a result of this report.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes

No

N/A

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Karren Wallace, Clerk*

*Michael Givens, CAO*

<b>KARREN WALLACE CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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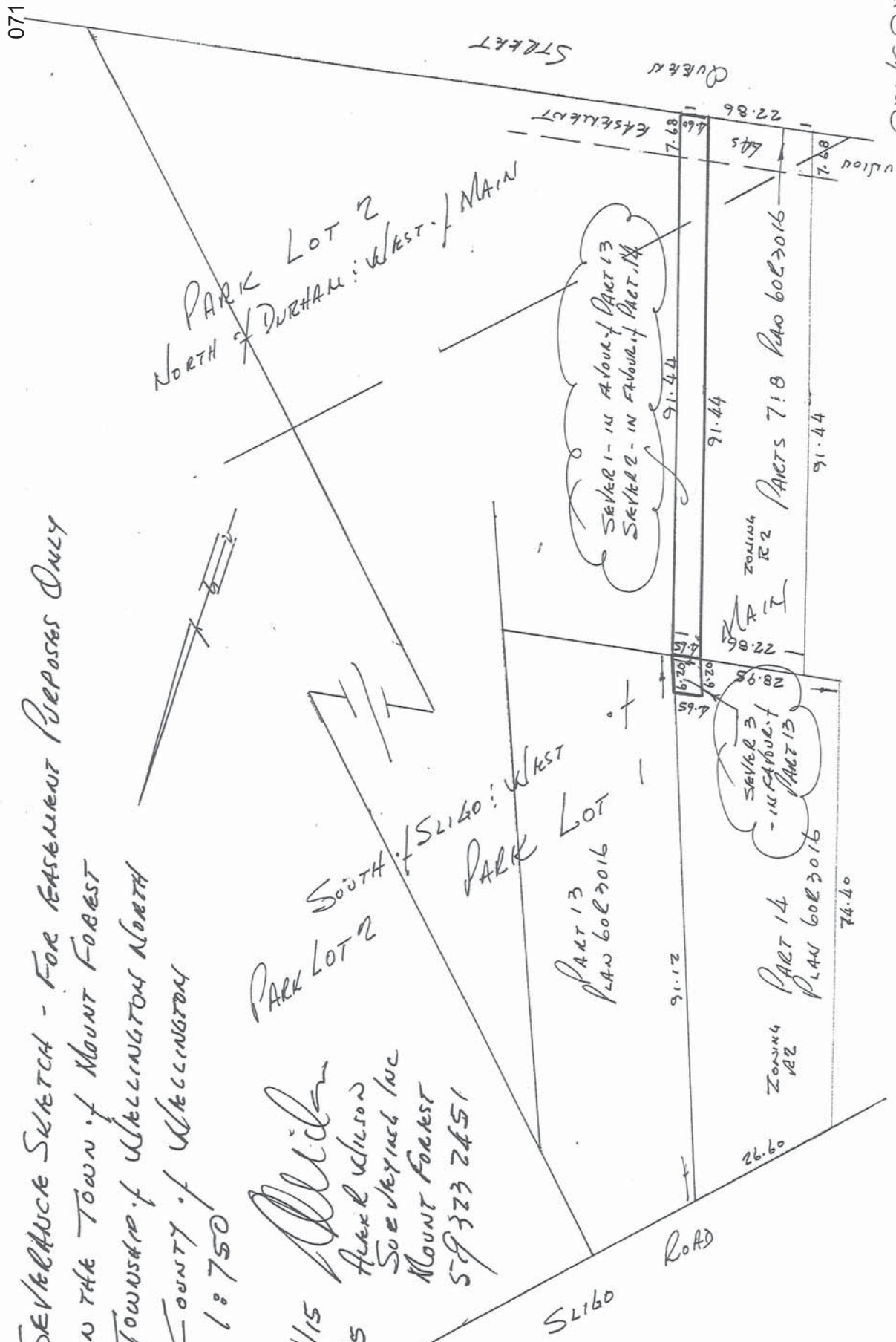
SEWERAGE SKETCH - FOR BASEMENT PROPOSES ONLY

IN THE TOWN OF MOUNT FOREST  
TOWNSHIP OF WELLINGTON NORTH  
COUNTY OF WELLINGTON  
1:750

Nov/15  
8695  
Alex Wilson  
Sue Wilson Inc  
Mount Forest  
593232451

Park Lot 2  
South of Sligo: West  
Park Lot  
Part 13  
Law 6083016

Park Lot 2  
North of Durham: West of Main



B121/S-12123/KS



SCHEDULE "B"

<b>Application</b>	B121/15 to B123/15
<b>Location</b>	657 Queen St. & 510 Sligo Road W(Mount Forest)
<b>Applicant/Owner</b>	TOWNSHIP OF WELLINGTON NORTH Elwyn Rice & Jay Rice

**PLANNING OPINION:** These applications would establish an easement for water supply, in favour of the abutting properties to the north. We have no concerns with proposed easement.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated Highway Commercial (Mount Forest). The matters under Section 10.1.3 were also considered.

**LOCAL ZONING BY-LAW:** The subject lands are zoned R2 (Residential).

**SITE VISIT INFORMATION:** The subject property has not been visited to date.

---

Linda Redmond, Senior Planner  
December 30, 2015



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: APRIL MARSHALL, TOURISM, MARKETING &  
PROMOTION MANAGER**

**SUBJECT: REPORT EDO 2016-01 BEING A REPORT ON A CUSTOM ANNUAL  
88.7 THE RIVER COMMUNITY RADIO ADVERTISING PACKAGE**

**RECOMMENDATION**

**THAT THE Tourism, Marketing & Promotion Manager Report EDO-2016-01 being a report on a Custom Annual 88.7 The River Community Radio Advertising Package be received;**

**AND FURTHER THAT the Council of the Township of Wellington North approve the coordinated approach to external communications by securing a custom annual advertising package on Northern Wellingtons new Community Radio Station 88.7 The River;**

**AND FURTHER THAT the Council of the Township of Wellington North direct staff who operate municiply ran facilities to tune into 88.7 The River on a regular basis, when possible, to help broadcast and promote Township paid advertising**

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A

**BACKGROUND**

Saugeen Community Radio Inc is a non-profit organization incorporated in 2012 with the express purpose of bringing local radio to the Town of Mount Forest and North Wellington.

The group filed an application with the C.R.T.C in March of 2012 and we were awarded an FM Radio license in September 2013. The goal is to provide a wide variety of music covering many genres, as well as local news, weather, community events and cultural information important to the residents of the municipalities of Wellington North, Southgate, West Grey and the Town of Minto.

The station officially launched in “test mode” on September 22<sup>nd</sup>, 2015 and is now incorporating local advertising, news, events, on-air personalities and other content.

In support of this new community initiative and to further the Township of Wellington North’s coordinated approach to communications; the following outlines how we can internally utilize the opportunity to secure continued external communications to identified target groups through this medium.

The proposed plan consists of:

- 25 x 30 second ads per month, to concentrate on one week per month to ensure high frequency
- 5 x News Sponsorships per week, includes lead-in plus 30 second adjacent ad to brand the Township of Wellington North and be a consistent time for listeners to tune in for information

Suggested approach:

- Administration, Public Works, Fire & Recreation utilize the News Sponsorship on a weekly basis to promote Council meetings and initiatives/promotions, Notices and other related initiatives (i.e., Inflow and Infiltration Tips, identifying water concerns, snow removal news, road closures, skating schedules, use of facilities, Fire prevention public service announcements, etc)
- Economic Development and the Wellington North Cultural Roundtable utilize the 25 x 30 second ads per month to promote events, programs and promotions (i.e., CIP, Renew, Jobs & Housing portal, Showcase, Butter Tarts & Buggies, Rural Romp, Shop Local, Doors Open, Farmers’ Market, Cultural stories and events, etc).
- The Tourism, Marketing & Promotions Manager to facilitate all content to ensure accuracy, production value and rotation / equal distribution.

Please note that this approach and financial considerations are supported by Senior Managers of the included departments.

### **FINANCIAL CONSIDERATIONS**

- The annual cost of this package is \$8,000 – a \$10,000 value!
- Administration, Public Works, Fire & Recreation to contribute \$1,040.00 each annually, or \$86.67 each per month
- Economic Development to contribute \$2500 annually and the Cultural Roundtable \$1340 annually

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>April Marshall</i>	<i>Michael Givens, CFB</i>
<b>APRIL MARSHALL TOURISM, MARKETING &amp; PROMOTIONS MANAGER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>





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519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS**

**SUBJECT: REPORT PW 2016-001 BEING A REPORT ON THE 2015-2016  
MOUNT FOREST DRINKING WATER SYSTEM INSPECTION**

### **RECOMMENDATION**

**THAT** Report PW 2016-001 being a report on the 2015-2016 Mount Forest drinking water system inspection be received for information;

**AND FURTHER THAT** The Council of Wellington North direct staff to publish the media release as shown in Schedule B of Report PW 2016-001;

**AND FURTHER THAT** the Council of Wellington North direct staff to post the 2015-2016 Arthur and Mount Forest drinking water system inspection report on the Township's website.

### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Report PW 2015-084 being a report on the Arthur drinking water system inspection report.

### **BACKGROUND**

The Ministry of Environment and Climate Change (MOECC) recently completed inspections of the Township of Wellington North's drinking water systems in Arthur (September 15, 2015) and Mount Forest (November 25, 2015).

A full MOECC inspection report for Arthur was provided in Report PW 2015-084. A full MOECC inspection report for Mount Forest is provided as Schedule A.

MOECC inspection reports provide an external opinion on the operation of the Township's drinking water systems. The Arthur and Mount Forest Drinking Water Systems were assessed by MOECC using an inspection compliance risk framework for the 2015-2016 inspection year. The MOECC report does not identify any non-compliance issues and both systems have had an Final Inspection Rating of 100% with an Inspection Risk Rating of 0% for the past eight years.

A media release has been prepared for the Wellington Advertiser and Township website to follow the next meeting of council to communicate this achievement to local residents.

Water and sewer staff should be very proud of this achievement.

### FINANCIAL CONSIDERATIONS

Costs associated with the Media Release will be minimal.

### STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

A safe and reliable drinking water system is a prerequisite to community growth and an important service Township staff deliver.

PREPARED BY:

*Matthew Aston*

RECOMMENDED BY:

*Michael Givens, CAO*

**MATTHEW ASTON**  
DIRECTOR OF PUBLIC WORKS

**MICHAEL GIVENS**  
CHIEF ADMINISTRATIVE OFFICER

Ministry of the Environment  
and Climate Change

Ministère de l'Environnement et  
de l'Action en matière de  
changement climatique



Safe Drinking Water  
Branch

Direction du contrôle la qualité de  
l'eau potable

Guelph District Office  
4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2

Bureau du district de Guelph  
4<sup>e</sup> étage  
1, chemin Stone Ouest  
Guelph (Ontario) N1G 4Y2

December 14, 2015

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

Attention: Mr. Matthew Aston  
Director of Public Works

**RE: 2015-16 Inspection Report for the Mount Forest Drinking Water System**

Dear Mr. Aston,

I would like to thank you and the team at Wellington North for your assistance during my recent inspection of the Mount Forest Drinking Water System (DWS # 220000068). Attached is the final report for this inspection, with report number 1-BZMYF.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix A of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Lisa Williamson, Drinking Water Program Supervisor, at 519-837-6386.

Feel free to contact me at (519) 826-4274 if you have any questions related to this inspection.

Best regards,

A handwritten signature in cursive script, appearing to read "Martha Weber".

Martha Weber  
Provincial Officer  
Water Inspection Program  
Guelph District Office

Cc (via email): Barry Trood, Township of Wellington North  
Melissa Irvine, Township of Wellington North  
Corey Schmidt, Township of Wellington North  
Shawn Zentner, Wellington-Dufferin-Guelph Health Unit  
Nancy Guest, Saugeen Valley Conservation Authority  
District Office File (SI WE WN PA 540)



**Ministry of the Environment and Climate Change**

**MOUNT FOREST DRINKING WATER SYSTEM**

**Inspection Report**

<b>Site Number:</b>	220000068
<b>Inspection Number:</b>	1-BZMYF
<b>Date of Inspection:</b>	Nov 25, 2015
<b>Inspected By:</b>	Martha Weber



**Mount Forest Drinking Water System  
DWS# 220000068  
2015/16 Focused Inspection Report**

---

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  - Source
  - Capacity Assessment
  - Treatment Processes
  - Treatment Process Monitoring
  - Operations Manuals
  - Logbooks
  - Security
  - Certification and Training
  - Water Quality Monitoring
  - Water Quality Assessment
  - Reporting and Corrective Actions
  - Other Inspection Findings
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5. SUMMARY OF BEST PRACTICE ISSUES AND RECOMMENDED ACTIONS
6. SIGNATURES

**APPENDICES:**

- APPENDIX A      Inspection Rating Record

**OWNER INFORMATION:**

<b>Company Name:</b>	WELLINGTON NORTH, THE CORPORATION OF THE TOWNSHIP OF		
<b>Street Number:</b>	7490	<b>Unit Identifier:</b>	
<b>Street Name:</b>	SIDEROAD 7 W		
<b>City:</b>	KENILWORTH		
<b>Province:</b>	ON	<b>Postal Code:</b>	N0G 2E0

**CONTACT INFORMATION**


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<b>Type:</b>	Owner	<b>Name:</b>	Matthew Aston
<b>Phone:</b>	(519) 848-3620 x31	<b>Fax:</b>	
<b>Email:</b>	maston@wellington-north.com		
<b>Title:</b>	Director of Public Works		

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<b>Type:</b>	Main Contact	<b>Name:</b>	Barry Trood
<b>Phone:</b>	(519) 848-5327	<b>Fax:</b>	(519) 848-5291
<b>Email:</b>	btrood@wellington-north.com		
<b>Title:</b>	Superintendent, Water & Wastewater		

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<b>Type:</b>	Main Contact	<b>Name:</b>	Melissa Irvine
<b>Phone:</b>	(519) 848-5327	<b>Fax:</b>	(519) 848-5291
<b>Email:</b>	mirvine@wellington-north.com		
<b>Title:</b>	Process Compliance Analyst		

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<b>Type:</b>	Operator	<b>Name:</b>	Corey Schmidt
<b>Phone:</b>	(519) 321-1082	<b>Fax:</b>	(519) 848-5291
<b>Email:</b>	cschmidt@wellington-north.com		
<b>Title:</b>	Foreman		

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**INSPECTION DETAILS:**

<b>Site Name:</b>	MOUNT FOREST DRINKING WATER SYSTEM
<b>Site Address:</b>	393 PARKSIDE DR MOUNT FOREST ON N0G 2L3
<b>County/District:</b>	Wellington North
<b>MOECC District/Area Office:</b>	Guelph District
<b>Health Unit:</b>	WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT
<b>Conservation Authority</b>	Saugeen Conservation
<b>MNR Office:</b>	Guelph Regional Office
<b>Category:</b>	Large Municipal Residential

**Site Number:** 220000068  
**Inspection Type:** Unannounced  
**Inspection Number:** 1-BZMYF  
**Date of Inspection:** Nov 25, 2015  
**Date of Previous Inspection:** Jan 27, 2015

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**COMPONENTS DESCRIPTION**


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**Site (Name):** WELL 3 RAW  
**Type:** Source **Sub Type:** Ground

**Comments:**

Well 3 is a 305 mm diameter, 104 m deep bedrock well drilled in 1955, located within the pumphouse at 393 Parkside Drive. It is equipped with a submersible pump rated at 18.94 L/s at a total dynamic head of 90 m and a flow control valve.

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**Site (Name):** WELL 4 RAW  
**Type:** Source **Sub Type:** Ground

**Comments:**

Well 4 is a 305 mm diameter, 122 m deep bedrock well drilled in 1962, located inside the pumphouse on Birmingham Street adjacent to Hutchison Park. It is equipped with a vertical line shaft turbine pump rated at 22.7 L/s at a total dynamic head of 83.2 m, driven by a 22.5 kW electric motor.

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**Site (Name):** WELL 5 RAW  
**Type:** Source **Sub Type:** Ground

**Comments:**

Well 5 is a 305 mm diameter, 122 m deep bedrock well drilled in 1968, located inside the pumphouse at 125 Sligo Road East. It is equipped with a submersible pump rated at 45.5 L/s at a total dynamic head of 69.5 m, driven by a 45 kW electric motor.

---

**Site (Name):** WELL 6 RAW  
**Type:** Source **Sub Type:** Ground

**Comments:**

Well 6 is a 305 mm diameter, 122 m deep bedrock well drilled in 1979, located inside the pumphouse at 359 Perth Street. It is equipped with a vertical line shaft turbine pump rated at 45.5 L/s at a total dynamic head of 92.7 m, driven by a 56 kW electric motor.

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**Site (Name):** WELL 3 TREATED  
**Type:** Treated Water POE **Sub Type:** Treatment Facility

**Comments:**

Pumphouse 3 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 170 m of 400 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system. This pumphouse also has an on site diesel generator with a double-walled diesel storage tank.

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**Site (Name):** WELL 4 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 4 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 42 m of 600 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system.

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**Site (Name):** WELL 5 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 5 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 325 m of 400 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system. This site includes a receptacle for connecting to a portable generator.

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**Site (Name):** WELL 6 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

Pumphouse 6 includes a disinfection system utilizing 12% sodium hypochlorite, two chemical metering pumps (one duty, one spare), a pre and post contact time continuous chlorine residual analyzer, a continuous flow meter and 80 m of 600 mm diameter of contact pipe for chlorine contact time. All continuous analyzers are connected to the Township's SCADA system. This site includes a receptacle for connecting to a portable generator.

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**Site (Name):** DISTRIBUTION**Type:** Other**Sub Type:****Comments:**

The distribution system has 2,020 residential and 280 ICI service connections and serves a population of approximately 4,600 consumers. There are approximately 31 km of various sized water mains and 170 fire hydrants and 16 private hydrants in the system. There is a 2,080 m<sup>3</sup> capacity elevated storage tank located at 393 Parkside Drive. There are also 297 main valves.

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**Site (Name):** MOE DWS Mapping**Type:** DWS Mapping Point**Sub Type:****Comments:**

Not Applicable

## INSPECTION SUMMARY

### INTRODUCTION

- \* The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The review period for this inspection is from January 1, 2015 to November 15, 2015.

Municipal Drinking Water Licence (MDWL) #113-102 was issued August 4, 2011, with an expiry date of August 2, 2016. The date for submission of application for licence renewal is February 1, 2016. Drinking Water Works Permit (DWWP) #113-202, is dated August 3, 2011.

Permit to Take Water (PTTW) #2604-88QNDF, issued September 7, 2010, covers all four Mount Forest production wells (3, 4, 5, 6). The Mount Forest Drinking Water System has been deemed a Class 2 system under Certification #460, issued June 7, 2005.

### SOURCE

- \* The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.
- \* Measures were in place to protect the groundwater and/or GUDI source in accordance with a Permit and Licence or Approval issued under Part V of the SDWA.

The original water well records (WWR) for well 3 (WWR 6701749), well 4 (WWR 6701750), well 5 (WWR 6703148), well 6 (WWR 6706988), did not include information on annular seals. Records for modifications made to well 3 in 2005 shows that the bottom of the well was sealed with benseal and cement from 73.8 m to 123 m. Water Well Record 2515102 shows partial abandonment of well 5, with pea stones and hole plug from 140 ft to 394 ft. Raw water sample results do not indicate the influence of surface water for the production wells.

Sections 16.2.7 - 16.2.9 of Schedule B in the MDWL requires that an inspection schedule for all wells associated with the drinking water system be included in the operations and maintenance manual. There must be inspection and maintenance procedures for the entire well structure of

## SOURCE

each well including all above and below grade components, and remedial action plans for situations where an inspection indicates non-compliance with respect to regulatory requirements and/or risk to raw well water quality.

Wellington North has established a well inspection program that includes inspections of the production wells on an annual basis. A detailed assessment of the wells, including below grade components, is to be scheduled approximately every 10 years, if feasible. Below grade assessments were last completed for Wells 3, 4, 5, and 6 in 2010, 2012, 2001, and 2011, respectively.

## CAPACITY ASSESSMENT

- \* **There was sufficient monitoring of flow as required by the Permit and Licence or Approval issued under Part V of the SDWA**

Flow meters at Wells 3, 4, and 5 were last verified on September 9, 2015, and the flow meter at Well 6 was verified on August 24, 2015.

- \* **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Permit and Licence or Approval issued under Part V of the SDWA.**

Schedule C of the MDWL dictates the following rated capacities for the Mount Forest DWS:

Wellhouse 3 - 1,637 m<sup>3</sup>/day

Wellhouse 4 - 1,964 m<sup>3</sup>/day

Wellhouse 5 - 3,928 m<sup>3</sup>/day

Wellhouse 6 - 3,928 m<sup>3</sup>/day

Records provided indicate these rated capacities were not exceeded during the inspection review period.

## TREATMENT PROCESSES

- \* **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

Form 2's and Director's Notifications have been completed to reflect some minor changes made in the pumphouses.

- \* **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**
- \* **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**
- \* **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Permit, Licence or Approval issued under Part V of the SDWA at all times that water was being supplied to consumers.**

The Mount Forest Drinking Water System obtains water from ground water sources. The treatment system consists of disinfection using chlorine and is capable of achieving an overall performance that provides, at a minimum, 2-log (99%) removal or inactivation of viruses prior to the first consumer.

The minimum required CT value for this system has been determined to be 4 mg/L·min, and the free chlorine residuals deemed to be the minimum levels required to achieve the required CT at the production wells are as follows:

### TREATMENT PROCESSES

Wellhouse 3 - 0.21 mg/L

Wellhouse 4 - 0.50 mg/L

Wellhouse 5 - 0.20 mg/L

Wellhouse 6 - 0.50 mg/L

Records provided for the inspection period indicate that proper disinfection was achieved at all times water was being supplied to consumers.

- \* **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**
  
- \* **The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.**

### TREATMENT PROCESS MONITORING

- \* **Primary disinfection chlorine monitoring was being conducted at a location approved by Permit, Licence or Approval issued under Part V of the SDWA, or at/near a location where the intended CT had just been achieved.**

Chlorine residual is monitored both at the inlet and the outlet of the chlorine contact piping.

- \* **The secondary disinfectant residual was measured as required for the distribution system.**

Distribution system chlorine residuals were measured on a daily basis during the inspection review period.

- \* **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
  
- \* **All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or approval or order, were equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6.**

Low chlorine residual alarms are programmed for both pre-contact piping and post-chlorine contact piping to alert the operator if the chlorine residual level drops. If the post-contact piping chlorine residual drops below 0.65 mg/L, the well pumps will lock out. At the time of inspection, the low chlorine residual alarm and lockout was tested at Well 4 and was found to be working as expected.

- \* **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**
  
- \* **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

### OPERATIONS MANUALS

### OPERATIONS MANUALS

- \* The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- \* The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.

### LOGBOOKS

- \* Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

### SECURITY

- \* The owner had provided security measures to protect components of the drinking-water system.

### CERTIFICATION AND TRAINING

- \* The overall responsible operator had been designated for each subsystem.
- \* Operators in charge had been designated for all subsystems which comprised the drinking-water system.
- \* Only certified operators made adjustments to the treatment equipment.

### WATER QUALITY MONITORING

- \* All microbiological water quality monitoring requirements for distribution samples were being met.
- \* All microbiological water quality monitoring requirements for treated samples were being met.  
Treated samples were taken weekly and tested for microbiological parameters as required.
- \* All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.  
Inorganics were last sampled for on January 7, 2013.
- \* All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.  
Organics were last sampled for on January 7, 2013.

### WATER QUALITY MONITORING

- \* **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Trihalomethane sampling was conducted every three months as required, and the latest Running Annual Average was calculated to be 24 µg/L.

- \* **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Nitrate/nitrite sampling was conducted every three months as required.

- \* **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Sodium sampling was conducted on September 9, 2013, and results for Well 5 exceeded the 20 mg/L reporting limit. An adverse water quality incident was reported, with resampling conducted, and resample results confirmed the levels were over 20 mg/L. Results for the other wells were less than 20 mg/L.

- \* **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Sampling for fluoride was last conducted on September 9, 2013.

- \* **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

Distribution samples were taken and were tested for lead, pH and alkalinity as required in the sampling periods from December 2014 to April 2015 and June to October 2015. In addition, a number of plumbing samples were taken in these periods.

- \* **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

### WATER QUALITY ASSESSMENT

- \* **Records show that water sample results taken during the review period met the Ontario Drinking Water Quality Standards (O. Reg. 169/03), with the following exceptions:**

One distribution sample showed lead levels over the lead standard of 0.010 mg/L, however the resample was found to be below the standard. There are no ongoing water quality issues related to the established Drinking Water Quality Standards.

### REPORTING & CORRECTIVE ACTIONS

- \* **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

Two adverse water quality incidents were reported during the inspection review period, and corrective actions were taken as required.

- \* **Corrective actions as directed by the Medical Officer of Health had been taken by the owner and operating authority to address exceedances of the lead standard.**

Two plumbing samples were found to have levels above the lead standard of 0.010 mg/L; in response, Township staff followed Health Unit advice.

- \* **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

**REPORTING & CORRECTIVE ACTIONS**

- \* All reporting requirements for lead sampling were complied with as per schedule 15.1-9 of O. Reg. 170/03.
  
- \* Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

**OTHER INSPECTION FINDINGS**

- \* **The following issues were also noted during the inspection:**

Regarding logbooks in general, a best practice item was observed in that the entries in the wellhouse logbooks contain blank lines between entries. This is not an ideal practice as it can allow for the recording of information at a later date within the existing log entry.

**RECOMMENDATION:** It is recommended that consideration be given to cross out and initial empty lines from daily log entries to avoid the potential for the back entry of information.

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable



## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

### 1. The following issues were also noted during the inspection:

Regarding logbooks in general, a best practice item was observed in that the entries in the wellhouse logbooks contain blank lines between entries. This is not an ideal practice as it can allow for the recording of information at a later date within the existing log entry.

**Recommendation:**

It is recommended that consideration be given to cross out and initial empty lines from daily log entries to avoid the potential for the back entry of information.

**SIGNATURES**

Inspected By:

Martha Weber

Signature: (Provincial Officer):



Reviewed &amp; Approved By:

Lisa Williamson

Signature: (Supervisor):



Review &amp; Approval Date:

14 DEC. 2015

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



## APPENDIX A

### Inspection Rating Record

**Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2015-2016)**

**DWS Name:** MOUNT FOREST DRINKING WATER SYSTEM  
**DWS Number:** 220000068  
**DWS Owner:** Wellington North, The Corporation Of The Township Of  
**Municipal Location:** Wellington North

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** November 25, 2015

**Ministry Office:** Guelph District

**Maximum Question Rating:** 525

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 85
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 88
Treatment Process Monitoring	0 / 112
<b>TOTAL</b>	<b>0 / 525</b>

**Inspection Risk Rating** | 0.00%

**FINAL INSPECTION RATING:** | 100.00%

**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2015-2016)**

<b>DWS Name:</b> MOUNT FOREST DRINKING WATER SYSTEM
<b>DWS Number:</b> 220000068
<b>DWS Owner:</b> Wellington North, The Corporation Of The Township Of
<b>Municipal Location:</b> Wellington North

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** November 25, 2015  
**Ministry Office:** Guelph District

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**Maximum Question Rating:** 525

<b>Inspection Risk Rating</b>	<b>0.00%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>100.00%</b>
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Schedule B – Proposed Media Release

**ARTHUR AND MOUNT FOREST DRINKING  
WATER SYSTEMS ACHIEVE 100% RATING FOR  
EIGHTH CONSECUTIVE ANNUAL INSPECTIONS**

For Immediate Release **January 12, 2016**

**Kenilworth, ON** – The Township of Wellington North is pleased to announce that they have received recognition for the eighth consecutive year for achieving a 100% rating for both the Arthur and Mount Forest Drinking Water Systems.

The inspection report is provided to the Township by the Ministry of the Environment and Climate Change (MOECC) after a thorough onsite inspection of the Township's water systems is conducted by a MOECC Provincial Officer. The inspection considers both operational risk and compliance and is completed annually. The inspection report provides the MOECC, Public Health and the system owner with a summarized quantitative measure of each Drinking Water System's performance. The rating result is based out of 100 and is published in the Ministry's Chief Drinking Water Inspections Annual Report.

"The Township's water and sewer team should be proud of this achievement," stated the Water Superintendent, Barry Trood. "We have a professional water and sewer team that has delivered eight consecutive years of superior performance which ensures safe drinking water for residents."

For more information or to receive a copy of the report, please contact:

Melissa Irvine  
Process and Compliance Analyst  
Township of Wellington North  
519-848-5327  
[mirvine@wellington-north.com](mailto:mirvine@wellington-north.com)



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 11, 2016**

**FROM: DAVID GUILBAULT, FIRE CHIEF**

**SUBJECT: REPORT FIRE CHIEF 2016-001 BEING A REPORT ON THE  
RECRUITMENT PROCESS FOR THE HIRING OF A FIRE  
PREVENTION OFFICER FULL-TIME**

**THAT** Report Fire Chief 2016-001 being a report on the recruitment process for the hiring of a Fire Prevention Officer Full Time be received for information;

**AND FURTHER THAT** the Council of the Township of Wellington North approve the Full Time hours of the Fire Prevention Officer be 40 hours.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

November 9, 2015-FIRE Closed 2015-008 Strategic Plan staffing recommendation  
December 7, 2015-CAO Closed 2015-029 Fire Prevention Officer Full-time Position

#### **BACKGROUND**

At the Closed Session of Council, December 7, 2015 the Council of the Township of Wellington North approved the creation of a full-time 35 hour per week Fire Prevention Officer to be included as part of the 2016 Fire Department Operations Budget.

It is important that Council be aware of the hiring process because of the newness of this full-time position and that this is an open and transparent process as per the previous hiring and promotional process.

The process is as follows:

1. Develop Fire Prevention Officer Job description (see attached).
2. Develop Job posting (see attached).
3. Post internally for 21 days at ALL Township Workplaces and advise the Union.

4. Review Cover Letters and Resumes that are received (Fire Chief, CAO, Councillor, Neighbouring Fire Chief).
5. Determine if suitable Internal Candidates.
6. Fire Chief to prepare interview questions. To be reviewed by CAO. Interview internal Candidates.
7. If unsuccessful Internal Candidate, post externally for 21 days. Local newspapers, Wellington North Township WEB site, Ontario Association of Fire Chiefs Web site.
8. Review Cover Letters and Resumes that are received (Fire Chief, CAO, Councillor, Neighbouring Fire Chief).
9. Interviews to follow.
10. Choose successful Candidate.
11. Advise Staff and Public.

It should be noted that depending on who the successful Candidate is, there is the possibility that training, mentoring and learning may take several years. Certifying a Fire Prevention Officer could take well over three years.

Council needs to be aware that the hiring of the Fire Prevention Officer does not guarantee the individual will be or want to be the next Fire Chief. This has been a discussion point since my appointment as Fire Chief.

<b>FINANCIAL CONSIDERATIONS</b>
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There may be costs associated with Advertising for this position.

<b>STRATEGIC PLAN</b>
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Do the report's recommendations advance the Strategy's implementation?

X Yes                       No                       N/A

Which pillars does this report support?



- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

**PREPARED BY:**

**RECOMMENDED BY:**

*David F. Guilbault, Fire Chief*

*Michael Givens, CAO*

**DAVID E. GUILBAULT  
FIRE CHIEF**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



# WELLINGTON NORTH FIRE SERVICE JOB DESCRIPTION

101

<b>POSITION TITLE:</b>	<b>FIRE PREVENTION OFFICER/FIREFIGHTER</b>
<b>DEPARTMENT:</b>	Fire Service
<b>REPORTS TO:</b>	Fire Chief
<b>SUPERVISES:</b>	INDIRECTLY: Volunteer Firefighters assigned

## *Position Summary*

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Reports directly to the Fire Chief. This position includes, but is not limited to, assuming duties of the Fire Chief in his/her absence, assisting in the coordination and implementation of training initiatives. Assists with the development and implementation of new/revised policies and procedures. As well, the Fire Prevention Officer/Firefighter will be responsible for enforcing fire service legislation such as the Fire Protection and Prevention Act, the Ontario Building Code, and applicable by-laws, as well as conducting public education initiatives. Responds to and renders assistance in emergency cases.

## *Duties and Responsibilities*

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### **Management and Leadership**

- Provide support to the Fire Chief in managing the administration and operations carried out by the fire department on a daily basis.
- Assist with the development and implementation of training programs under the direction of the Fire Chief with support and guidance from the Training Officer.
- Maintain fire loss statistics.
- Prepare Fire Prevention reports for the Fire Chief and Council.
- Coordinate the department's fire prevention programs to include fire safety presentations, fire extinguisher training and Fire Prevention Week activities.
- Assist in the development and implementation of new/revised policies and procedures for the department.
- Perform other related duties as may be assigned.

### **Technical**

1. Identify and track best practices and trends/advances in the fields of fire prevention, fire suppression, emergency response, communications, fleet/facilities planning, emergency planning and public education for possible application by the Municipality.
2. Assist in forecasting the municipality's needs for fire suppression, fire prevention and emergency management including identification of potential risks and public safety hazards.
3. Establish operating procedures, work methods and standards for fire prevention, fire suppression, emergency response, communications and fleet/facilities maintenance; monitor operating performance against standards with initiation of corrective action as necessary.

4. Undertake special projects and perform other duties as assigned, in accordance with departmental or corporate objectives. 102

### **Communications/Representation**

5. Provide leadership in the public education and awareness of the services delivered by the department and the role of citizens and commercial establishments in fire prevention.
6. Develop and maintain a contact network with professionals in the field and counterparts in other municipalities.
7. Represent the department with individual citizens, community groups/associations, commercial interests and the written and electronic media.
8. Produce concise timely reports/recommendations, and attend meetings of Council as directed, Committees, public and/or other meetings.
9. Liaison with regulatory officials/agencies in the fire prevention, fire suppression and emergency response fields at the federal, provincial and inter-municipal levels.

### **Fire Prevention Responsibilities**

1. Work in conjunction with NFPA 1730 in establishing a standard for Community Risk Assessments and Reduction Plans.
2. Conduct fire and life safety inspections on all classes of buildings to ensure conformity with applicable By-laws, Codes and regulations.
3. Respond to and investigate complaints and inquiries from the public, Council, staff, outside agencies and other enforcement and inspections units regarding fire related matters.
4. Follow up on investigations within established standards, issue tickets, summons and lay charges in accordance with the Provincial Offenses Act.
5. Collect evidence, obtain statements from witnesses, prepare and swear to information, affidavits, subpoenas and summons and provide service of the same.
6. Evaluates, recommends for approval or approves and enforces fire safety plans with the Fire Chief.
7. Reviews and recommends for approval or approves submissions for alternative means of code compliance.
8. Examines and documents fire scenes
9. Reviews and evaluates submitted building drawings, calculations, documents, plans and specifications
10. Provides technical support and training for fire department personnel as required
11. Performs administrative duties as required
12. Demonstrates a commitment to personal and professional development.
13. Collect information and updates building audits and pre-incident plans
14. Develops, delivers, evaluates and over sees public education programs
15. Initiates and participates in prosecutions including testifying as a witness for the Township at court, hearings or appeals.
16. Prepares and maintains all required records, reports and statistics in relation to Fire Prevention.
17. Attend meetings and liaison duties with other agencies, departments and organizations.
18. Supervises the firefighters involved in fire inspection and prevention activities.
19. Conduct Liquor License inspections
20. Conduct Public Education lectures and education in consultation with the Fire Chief.
21. Provide Fire setter counseling
22. Evaluate and test evacuation plans for Care Occupancies with the Fire Chief
23. Inspect burn permit sites

### *Education, Skills and Experience*

---

1. Related courses (Ontario Fire College, regional fire schools or educational seminars), advanced working knowledge of the Fire Protection and Prevention Act and fire prevention functions.
2. Minimum five (5) years experience in fire services.
3. A certified Fire Prevention Officer preferred
4. Possess a valid First Aid and CPR Certification.
5. Thorough knowledge of firefighting and emergency response, first aid and first response medical procedures, applicable legislative/regulatory standards, local government functions/responsibilities, health and safety and employee/volunteer relations principles and practices.
6. Highly developed collaborative skills, a strong sense of public service.
7. Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, organizational, leadership and supervisory skills.
8. Advanced knowledge of Microsoft Windows and Office applications, financial information systems and associated evaluative techniques.
9. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
10. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships.
11. Possess a valid Ontario driver's license with DZ endorsement.

### *Physical demands and Working Conditions*

---

Physical demand requires pulling, carrying, lifting, climbing, standing and walking at emergency scenes. Working conditions vary from indoor fire station/training rooms to outdoor inclement weather conditions; exposure to emergency scene trauma.

Hours of work will be based on a 35 to 40 hour work week, as approved by Council. Additional evening hours will be necessary for training sessions and emergency response as required. There will be no compensation for extra hours worked. Emergency responses outside of regular work hours will be subject to volunteer firefighter remuneration (points).

It is anticipated that this position will spend time at both the Arthur and Mount Forest Fire Stations during the regular work week and respond to Emergency Calls in both areas of the Township where possible.



THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

## Fire Prevention Officer/Firefighter

*Located at the north end of Wellington County, nestled in a picturesque rural setting, anchored by the communities of Arthur in the south and Mount Forest in the north. A progressive municipality with a population of 11,550 people, we offer small town, hamlet and rural living, with wonderfully varied tourist attractions, bountiful and proven agricultural tradition, our quality of community and family life makes for a fantastic location to work, live and play.*

The Township of Wellington North Fire Service is currently recruiting to fill the position of **Fire Prevention Officer/Firefighter**. The Fire Prevention Officer functions in a multidisciplinary Fire and Injury Prevention field in the roles of Fire Inspector, Fire Investigator and Public Fire Safety Educator. The Fire Prevention Officer is an individual who is designated, pursuant to the Ontario Fire Code and Fire Protection And Prevention Act in the administration of law, regulations, codes and standards in all or part of the fire discipline. The Fire Prevention Officer shall also be a Suppression Firefighter.

### Qualifications:

- Minimum grade 12 education, preferably supplemented by post-secondary education in fire, building or education fields.
- Preferred five (5) years experience in the Fire Service.
- Preferred qualification to NFPA 1001.
- Preferred qualification to NFPA 1021.
- Preferred qualification to NFPA 1031, 1033 and 1035.
- Have effective speech and written communication skills.
- Ability to operate in a computer based records management system and office programs.
- Valid Ontario Operator's License, D with Z endorsement.
- Strong work ethic and the ability to meet objectives.
- Use of personal vehicle for job related duties will be reimbursed as per the Township personnel policy.
- Required to work after hours on a call-back basis for extra duty.
- Required to work after regular hours for Fire Prevention related events and programs.

Salary may vary based on qualifications and experience of the successful candidate. Wellington North offers a comprehensive benefits package. A complete job description is available at the Municipal Office or by contacting the undersigned.

Qualified candidates are invited to submit a cover letter and a resume detailing their relevant education, experience and other qualifications to the undersigned, marked: "**Confidential, Application for Fire Prevention Officer**" or by email, to be received no later than **4:00 p.m. on Monday, February 1, 2016** in confidence to:

David E. Guilbault, Fire Chief, Township of Wellington North,  
7490 Sideroad 7 West, P.O. Box 125, Kenilworth, ON N0G 2E0  
Phone: (519) 323-1441 Fax: (519) 323-0412  
Email: [dave@adsfireservicepro.com](mailto:dave@adsfireservicepro.com) Website: [www.wellington-north.com](http://www.wellington-north.com)

*We thank all applicants for their interest. Only those applicants selected for further consideration will be contacted, Wellington North is an equal opportunity employer. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the CAO at the address indicated above.*

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
THURSDAY, DECEMBER 17, 2015 AT 4:30 P.M.**

The meeting was held in the Municipal Office Council Chambers, Kenilworth

**Committee Members:** Sherry Burke, Councillor, Chairperson  
Andy Lennox, Mayor  
Lisa Hern, Councillor  
Steve McCabe, Councillor  
Dan Yake, Councillor

**Staff:** Michael Givens, CAO  
Karren Wallace, Clerk  
Paul Dowber, Treasurer  
Cathy Conrad, Executive Assistant  
Mary Jo Marshall, Deputy Treasurer  
Matthew Aston, Director of Public Works  
Barry Lavers, Director of Recreation Parks and Facilities  
Barry Trood, Water/Sewer Foreman  
Dale Small, Economic Development Officer  
April Marshall, Tourism, Marketing, Promotion Manager  
Dale Clarke, Road Superintendent  
Dave Guilbault, Fire Chief

**CALL THE MEETING TO ORDER**

Chairperson Burke called the meeting to order.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION A&F 2015-78**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the Agenda for the December 17, 2015 Administration & Finance Committee meeting be accepted and passed.*

**CARRIED**

**DECLARATION OF PECUNIARY INTEREST**

No declaration of pecuniary interest.

**DELEGATIONS**

Councillor Sherry Burke, Chair, read a letter from the Mount Forest Louise Marshall Hospital Foundation thanking the municipality for support for the “Always Here For You Campaign” and the redevelopment at the hospital.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
THURSDAY, DECEMBER 17, 2015 AT 4:30 P.M.**

**ADMINISTRATION**

Report from Karren Wallace, Clerk

- CLK 2015-065 being a report on Wellington North municipal staff donation to local food banks

**RESOLUTION A&F 2015-79**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Administration and Finance Committee of the Township of Wellington North receive Report CLK 2015-065 being a report on Wellington North municipal staff donation to local food banks.*

**CARRIED**

**FINANCE**

Report from Matthew Aston, Director of Public Works

- PW 2015-94 – Public Works Fleet

Staff was given direction to establish a fleet management advisory committee and committee mandate.

**RESOLUTION A&F 2015-80**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report PW 2015-094 being a report on the public works fleet.*

**CARRIED**

Report from Paul Dowber, Treasurer

- TR 2015-23 – Wellington North 2015 and 2016 Weighted Assessment CVA Changes

**RESOLUTION A&F 2015-81**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report TR 2015-23 being a report on the 2016 Weighted Assessment Current Value Assessment (CVA) changes.*

**CARRIED**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
THURSDAY, DECEMBER 17, 2015 AT 4:30 P.M.**

Updated Capital Justification Sheets (Vehicles)

**RESOLUTION A&F 2015-82**

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

*THAT the Administration and Finance Committee of the Township of Wellington North receive the updated Capital Justification Sheets for an excavator and a dump truck water tank.*

**CARRIED**

Updated 2016 Capital Justification Summary Sheet (Draft Capital Budget)

**RESOLUTION A&F 2015-83**

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive the updated 2016 capital Justification Summary Sheet (Draft Capital Budget).*

**CARRIED**

Draft 2016 Operating Budget

**RESOLUTION A&F 2015-84**

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

*THAT the Administration and Finance Committee of the Township of Wellington North receive the Draft 2016 Operating Budget.*

**CARRIED**

Staff was given direction to:

- Include additional capital projects into the draft capital budget with an analysis as to [which](#) projects can be completed using existing staff, contracted out or money put into a reserve for capital project completion in another budget;
- Provide additional information on the financial implications on the potential purchase of an excavator including additional labour and operating costs, storage, mobility and hours of usage;
- Leave capital costs for fleet in the budget but that no [fleet](#) purchases be made until the Fleet Management [Advisory Committee](#) [makes recommendations on Fleet Management practices that are approved by the Administration and Finance Committee](#);
- Provide various funding scenarios involving a variety of proposed tax levies and usage of [reserve/reserve funds](#).



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
THURSDAY, DECEMBER 17, 2015 AT 4:30 P.M.**

**NEXT MEETING DATE**

The next Administration and Finance Committee meeting to be January 18, 2016

**ANNOUNCEMENTS**

Councillors McCabe and Burke thanked Paul Dowber for his work with the Township and wished him well in his new position at Hamilton Township.

**ADJOURNMENT**

**RESOLUTION A&F 2015-85**

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

*THAT the Administration & Finance Committee meeting of December 17, 2015 be adjourned at 6:52 p.m.*

**CARRIED**



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Saugeen Community Radio Inc  
88.7FM The River  
P.O. Box 504, Mount Forest  
N0G-2L0  
519-591-7253

December 30<sup>th</sup>, 2015

TO: Mayor Andy Lennox  
Township of Wellington North  
7490 Sideroad 7 West,  
Kenilworth, Ontario.  
NOG 2E0

CC: Mike Givens, CAO

FROM: Rob Mattice  
General Manager  
88.7 FM The River

**Subject: Application for 2016 Grant/Donation**

As you are aware Saugeen Community Radio is a non-profit corporation incorporated in 2012 with the purpose of bringing local radio to Northern Wellington & Southern Grey County. At that time we obtained a number of Letters of Support from the local community and as a result of this support along with the leadership of the Township of Wellington North we were successful in obtaining our Broadcast License on Sept. 25<sup>th</sup>, 2013. After much work the station officially launched Sept. 22<sup>nd</sup>, 2015 and is currently operating out of a temporary location inside Plumes Main Street Interiors in Mount Forest. A community name the station contest, was recently held, and on Dec. 21<sup>st</sup>, 2015 the most popular name was chosen and we are now broadcasting as **88.7FM The River**.

Our volunteer Board of Directors is currently comprised of the following community members; Chris Byrnes, John McGovern, Shawn Mcleod, John Tyson and Dale Small. Our by-laws allow for up to 12 Board members and we are currently recruiting for additional Board members. As the General Manager of Saugeen Community Radio I am currently it's only paid employee.

The single largest expense to start up a Community Radio Station is the cost of equipment required to operate the station. In total our budget for equipment totals upwards to \$100,000 and while this is not all required on day one we have to date been able to purchase approx. half of our requirements. This has enabled us to start broadcasting and to start generating revenue.



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Saugeen Community Radio Inc  
88.7FM The River  
P.O. Box 504, Mount Forest  
N0G-2L0  
519-591-7253

Moving forward while we hope all local businesses and municipalities will support the station through Radio advertising and broadcasting of community messages we are also hoping that the four local townships/municipalities of West Grey, Southgate, Minto and Wellington North would consider each donating \$500.00 in order for us to purchase two premium broadcast on air microphones including shock mount suspension, foam pop filter and deluxe microphone arm. This equipment is critical to the on air operation of the station and currently we are using a microphone that has been temporarily loaned to us by a generous local citizen and supporter.

In order to be successful a Community Radio Station depends on its local businesses, government agencies and citizens to support the station and to become involved. At the present time we are actively recruiting Board Members, sales staff, administrative staff, news/sports reporters, community events announcers as well as volunteers interested in broadcasting a community talk show or event.

We hope that you will support this request for a donation and if you have any questions that might help you in reviewing this application request please do not hesitate to contact me. At the same time if you would like us to come to a Council Meeting in the near future to provide you with any additional information regarding 88.7 FM The River I would be pleased to do so.

Thank you for your consideration of this request.

Yours truly,

Rob Mattice

Rob Mattice  
General Manager  
Saugeen Community Radio/88.7 FM The River  
[gm@saugeen.ca](mailto:gm@saugeen.ca)  
519-591-7253



**THE CORPORATION OF THE TOWNSHIP  
OF MADAWASKA VALLEY**

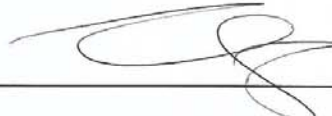
P.O. Box 1000  
85 Bay Street  
Barry's Bay ON K0J 1B0  
Ph 613-756-2747 Fax 613-756-0553  
[info@madawaskavalley.ca](mailto:info@madawaskavalley.ca)

**Moved by: Councillor Peplinski      22-0712-15**  
**Seconded by: Councillor Bromwich   07 December 2015**  
**BE IT RESOLVED**

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;  
AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;  
AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;  
AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;  
AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;  
AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;  
NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Madawaska Valley hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve.

AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

X CARRIED.



---

Craig Kelley, CAO/Clerk

*Replies to this correspondence can be forwarded electronically to [gdombroski@madawaskavalley.ca](mailto:gdombroski@madawaskavalley.ca)*

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**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**

Date: Dec 15/15 Resolution No.: 7  
 Moved By: Bob Deplinski  
 Seconded By: Carl Kuehl

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Killaloe, Hagarty and Richards hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve. AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

Carried:  \_\_\_\_\_

Not Carried: \_\_\_\_\_

Cliff Booi

9592 Concession 4N  
RR1 Mount Forest, ON  
N0G 2L0  
519 323 4554

2016-01-06

**To:**

Mayor and Councilors of Wellington North

**Regarding:**

Ghent Pit Zoning Bylaw Amendment Application

---

Dear Mayor and Councilors,

I wanted to thank you for continuing to listen to the community's concerns surrounding this aggregate application. I understand that the vote for the ZBA is this coming monday and I wanted to take this opportunity to outline a few of my thoughts surrounding this application.

Thanks,

Cliff Booi

## Development Agreement:

The foundational flaws in the original traffic study still persist as they were not acknowledged or adequately addressed in the peer review:

- Truck Traffic was distributed over the full year, rather than just within the period that where load restrictions are off the road. This misrepresents traffic levels by a factor of two.
- Assessing Traffic Flow Rates does not assess the road structural issues that we are concerned with.

I've attached a copy of a development agreement that was the result of an OMB hearing in Chatsworth Township. (OMB File Number M960091). The proposed Batterman Pit was for a licensed rate of 150,000 tonnes per year. Since the proposed Ghent Pit and the Ferguson pit would have a combined tonnage rate of 150,000 tonnes on Concession 4N - I consider the example to be analogous to this application.

As a result of this OMB hearing a development agreement<sup>1</sup> was entered into between the Township and the applicant where, at the expense of the applicant, the entirety of the haul route would be brought up to the Township's road standards (Surfaced with 2 inches of Compacted Hot Mix).

It is because of this precedent from the OMB that it is now practice in Chatsworth Township to only allow haul routes for aggregate operations on paved roads. Where the haul route is not paved the expectation is that the Applicant will pay to have it brought up to the Township's standards. This can be seen in the application for the Bumstead Pit in Chatsworth Township.<sup>2</sup>

If you have any questions about this hearing or I would encourage you to speak with Will Moore, CAO from Chatsworth Township. He was with the municipality through this entirety of the Batterman application and OMB hearings.

---

<sup>1</sup> See Development Agreement attached with this letter.

<sup>2</sup>Bumstead Road Assment Report

[https://greydocs.ca/urm/groups/public/documents/applications/gc\\_206372.pdf](https://greydocs.ca/urm/groups/public/documents/applications/gc_206372.pdf)



## Establishing the Water Table

When establishing the location of the high water table, only three recordings were taken over the period of one winter.

**TABLE 2: SUMMARY OF MONITORING WELL DETAILS AND WATER LEVEL ELEVATIONS**

Well ID	Date Measured	MW-1	MW-2	MW-3	MW-4
TOC Elevation (masl)		458.81	455.87	463.43	464.08
Ground Surface Elevation (masl)		458.34	455.15	462.56	463.57
Well Depth (m below TOC)		8.0	6.1	9.7	12.7
Groundwater Elevation *	Nov 29, 2011	454.96 (3.85)	454.78 (1.095)	456.38 (7.05)	453.16 (10.92)
	Dec 15, 2011	455.12 (3.69)	454.93 (0.94)	456.61 (6.82)	453.38 (10.70)
	March 1, 2012	455.11 (3.70)	454.91 (0.96)	456.63 (6.80)	453.50 (10.58)

\* Groundwater elevations presented in masl with the depth to water as measured from the top of casing shown in parentheses.

Does three months of water level data that was measured in the winter months actually represent the seasonal high water table?

There is a reason the MNRF asks for the water level to be established and not estimated. Without knowing where the water table is you can not correctly determine the quality and quantity of aggregate that is available

It is also my understanding that Calcium Chloride is being used for dust suppression and that no water will be used. If the water table has not been properly established, is there a risk that our ground water will become contaminated with Calcium Chloride?

How can, we as a Township, even attempt to implement vertical zoning if we are not confident where the water table is?

It is the practice in Woolwich Township to require, as a baseline, two years of water level data for aggregate applications within their township.<sup>3</sup> I'd encourage you to speak with Dan Kennaley, Director of Engineering and Planning Services for Woolwich Township, both about establishing the water table and vertical zoning.

Appendix:

<sup>3</sup> Record of Pre-Application Consultation Meeting - Jigs Hollow Pit - 2015-03-25

**TOWNSHIP OF CHATSWORTH  
DEVELOPMENT AGREEMENT**

THIS AGREEMENT made in triplicate this 15<sup>th</sup> day of September, 2003

B E T W E E N :

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH  
hereinafter called the "Township"

OF THE FIRST PART

AND

E.C. KING CONTRACTING  
hereinafter called the "Contractor"

OF THE SECOND PART

WHEREAS the Contractor proposes to use the lands described in Schedule "A" to this Development Agreement (hereinafter called the "Subject Lands") for the purpose of licensing, extracting and processing aggregates;

AND WHEREAS the Contractor has applied for approval for the aggregate operation under the Planning Act and the Aggregate Resources Act, and the Ontario Municipal Board ("OMB") has issued an Order which would require passage of the required Zoning By-law, and has recommended that the Minister of Natural Resources issue a license for the aggregate operation;

AND WHEREAS the Township and the Contractor are desirous of entering into this Agreement as contemplated by the provisions of the Grey County Official Plan and in order to carry out Minutes of Settlement dated 23<sup>rd</sup> June 2003 filed with the OMB and relating to the matters herein referred to;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of other good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to the other (the receipt whereof is hereby acknowledged), the parties hereto hereby covenant, promise and agree with each other as hereinafter follows:

**Haul Route**

1. The Works required by this Agreement involve the upgrading of the Haul Route for the subject aggregate operation to the Township's road standards.
2. (a) The subject Haul Route is hereby approved, and is described in Schedule "B" attached hereto;
- (b) The Entrance/Egress to the licensed aggregate site on the subject lands is hereby approved and shall be located at the northeast section of the lands described on Schedule "A", and leading to the Haul Route.
3. The Contractor will pay for all the costs of upgrading the said Haul Route to the Township's road standards.

-2-

For clarification, this upgrading of the Haul Route will include the following work, to be

- (a) surfacing the entire haul route with two (2) inches of compacted hot mix; and,
- (b) construction of a merging/taper lane on the road allowance between Lots 15 and 16 (also known as Sideroad 5), Concession 3, where the haul route on the road allowance between Concessions 3 and 4 intersects the same, to enable trucks to safely turn easterly onto the said Sideroad 5.

#### **Berm Construction**

- 4. The Contractor shall construct at its sole cost the following berms in the locations on the subject lands hereinafter described:
  - (a) South boundary of Licensed Site: to a minimum height of four (4) metres;
  - (b) All other boundaries of Licensed Site, being West, North and East boundaries: to a minimum height of three (3) metres, or as required by the Ministry of Environment for noise attenuation.

#### **Tree Planting**

- 5. The Contractor shall plant and maintain at its sole cost the following tree cover:
  - (a) adjacent to the South, Northeast, and West berms (3 rows) as shown on Plan 102152-202 prepared by Henderson, Paddon & Associates Limited;
  - (b) on the North boundary, for the 100 feet adjacent to the Stutzman house, three rows of trees.
  - (c) all trees planted by the Contractor pursuant to this Agreement shall be a minimum height of three (3) feet, and for up to two years after planting, any such trees which do not survive shall be replanted by the Contractor.

#### **Internal Berms**

- 6. The parties agree that no internal berm construction in the licensed site for visual screening is required, although a berm for noise attenuation around the crusher is required.

#### **Advance Installation of Berms Waived**

- 7. The 36 months' advance installation for berms and landscaping (as set out on page 21 of the OMB Decision of B. W. McLoughlin) is waived, and is not required; for clarification, excavation and removal of aggregate may commence once berms and tree planting are completed and the license issued by Ministry of Natural Resources ("MNR").

#### **Aggregate Operation to Comply with Licence Conditions**

- 8. The Contractor will comply with all terms and conditions of the licence for the aggregate operation on the subject lands issued by the Minister of Natural Resources.

#### **Hours of Operation**

- 9. In accordance with the Decision of B. W. McLoughlin of the OMB, the Contractor agrees that the hours of operation of the aggregate operation including berm construction (except for grass cutting and landscaping maintenance) are as follows:
  - (a) 7:00 a.m. (local time) to 6:00 p.m. (local time) from Monday to Friday;

- (b) The pit is to remain closed on Saturday and Sunday which means the pit operations of excavation, processing and the haulage of aggregates are not permitted. In all cases emergency situations are excepted.

IN WITNESS WHEREOF each of the parties hereto have hereunto affixed their hands and seals attested to by the hands of their proper officer duly authorized in that behalf as of the 22<sup>nd</sup> day of October 2003.

THE CORPORATION OF THE TOWNSHIP  
OF CHATSWORTH

Per: *Howard Greig*  
Howard Greig, Mayor

*Will Moore*  
Arnold Rosenberg, Clerk Administrator  
*Will Moore, Clerk*

I/We have the authority to bind the Corporation

EC KING CONTRACTING

Per: *Berry Bradley*

*A DIVISION OF MILLER PAVING LIMITED*

I/We have the authority to bind the Corporation



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

## Delegation Request Form

Name of Delegate(s) PAT BROWN  
 Attending as an individual OR  Representing a group/organization/business

Name of Group/Organization/Business  
 \_\_\_\_\_

### Contact Information

Mail: 9149 R.R. #4, CONC 4N KENILWORTH, ON N0G 2E0,

Email: \_\_\_\_\_

Telephone: 519-323-2338

### Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting Monday January 11/16

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

- traffic impact study  
- peer review

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

I would ask our Council to defer their decision this evening. The aggregate act is under review and in the best interest of the public, I feel this is not an unreasonable request to be made.

SIGNATURE: Pat Brown

Delegations shall not be permitted to address Council or its Committees on the following matters:

- Labour relations or employee negotiations
- Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact
- Other matters before a tribunal or that have been ruled on at a tribunal
- Tenders, RFPs or other procurement matters
- Any other matter that is properly the subject of the closed meeting provisions in the *Municipal Act, 2001*

**Council or Committee, may in their discretion, refuse to hear any delegation.**

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 001-16

### BEING A BY-LAW TO LEVY A SPECIAL LOCAL MUNICIPALITY LEVY ON THE RESIDENTIAL CLASS OF RATEABLE PROPERTY WITHIN THE TOWNSHIP FOR THE 2016 TAXATION YEAR

**WHEREAS** s.326 of *The Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Act”), provides that the Council of a local municipality may by by-law identify a special service, designate an area within the municipality to receive the special service and determine whether the costs of providing the special service is to be raised by levying a special local municipality levy on rateable property within the designated area;

**AND WHEREAS** ss. 326(5) of the Act provides that the Council of a local municipality may by by-law impose a special local municipality levy to contribute toward the cost of any service except for “health programs and services under Part II of the *Health Protection and Promotion Act*, R.S.O. 1990, c.H.7 as amended” and as prescribed by O.Reg. 585/06 (the “Excepted Services”);

**AND WHEREAS** The Mount Forest Louise Marshall Hospital Foundation (the “Foundation”) is a charitable non-share corporation whose purpose includes raising and providing funds for facilities, equipment and research opportunities at the Louise Marshall Hospital (the “Hospital”);

**AND WHEREAS** the Hospital is a non-share corporation accredited hospital that provides healthcare and related services to the ratepayers within the geographic area of the Township;

**AND WHEREAS** the healthcare and related services provided by the Hospital are not Excepted Services;

**AND WHEREAS** the Foundation has requested that the Corporation of the Township of Wellington North (the “Township”) enact such a by-law to provide a contribution toward the cost of special services namely healthcare and related services by the Hospital to the ratepayers within the geographic area of the Township;

**AND WHEREAS** Township Council, at its meeting of May 25, 2015, agreed to enact such a by-law and approved a contribution to the Foundation for such special services;

**AND WHEREAS** Township Council has determined that the special local municipality levy shall only apply to the Residential Property Class of rateable property;

**AND WHEREAS** the Township has determined it shall raise and contribute a total of \$250,000.00 in four equal installments on December 31 of each year over a four year period commencing in the 2015 taxation year;

**AND WHEREAS** s. 312(4) of the Act provides that the Council of a local municipality shall pass a special local municipal levy by-law each year;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1 Definitions: In this By-law

“Act” means the *The Municipal Act, 2001*, S.O. 2001, c. 25;

“Designated Area” means the geographic area of the Township;

“Foundation” means The Louise Marshall Hospital Foundation and includes any successor corporation or organization;

“Hospital” mean the Louise Marshal Hospital and includes any successor corporations or organizations;

“Property Class” means a class of real property prescribed under the *Assessment Act*, R.S.O. 1990 c.A.31, as amended;

“Residential Property Class” means the residential property class prescribed under the *Assessment Act*, R.S.O. 1990 c.A.31, as amended;

“Special Services” means health care and related services provided by the Hospital within the Designated Area, a contribution toward the costs of which are to be provided by the Township to the Foundation through the Special Services Levy. Special Services do not include health programs and services under Part II of the *Health Protection and Promotion Act*, E.S.O. 1990 c. H. 7 as prescribed by O. Reg. 585/06 pursuant to s. 326 of the Act;

“Special Services Levy” means the special local municipality levy to be imposed under this By-law against all rateable properties in the Resident Property Class in the Designated Area to cover the costs of providing and administering the Special Services;

“Tax or taxes” means any sum payable for the purposes of the Special Services Levy;

“Township” means the Corporation of the Township of Wellington North;

“Township Treasurer” means the Treasurer of the Township;

2. The Designated Area is hereby designated as an area to receive Special Services.
3. The Township shall pay to the Foundation a contribution toward the costs of the Hospital providing the Special Services and shall recover such contribution through the Special Services Levy, all in accordance with the process set out in this By-law.
4. The Special Services Levy shall be \$62,500.00 for the 2016 taxation year. The Special Services Levy shall take the form of a levy imposed equally against the whole of the assessment for rateable real property within the Residential Property Class within the Designated Area.
5. The Township Treasurer shall determine the dates on which the installment payments are due for the Special Services Levy for the rateable properties within the Designated Area.
6. A penalty of 1.25% shall be added on all taxes of the Special Services Levy which are in default on the first day of default, and thereafter a penalty of 1.25% per month will be added on the first day of each and every month the default continues.
7. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
8. If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
9. The Township Treasurer may mail, or cause the same to be mailed, a written or printed notice specifying the amount of taxes payable to the residence of the persons indicated on the last revised assessment roll.
10. All such taxes are payable at the Township of North Wellington Municipal Office, 7490 Sideroad 7 West, Kenilworth, Ontario.



**By-law Number 001-16  
Page 4 of 4**

This by-law shall come into force and effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 11TH DAY OF JANUARY, 2016.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 002-16**

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

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 5 & 6, Concession 5, as shown on Schedule "A" attached to and forming part of this By-law from Agricultural (A) to Extractive Industrial Exception (E1-177)

1. THAT Section 33, Exception Zone 3 – Rural Area, is amended by the inclusion of the following new exception:

33.177 Part Lots 5 & 6, Con 5	E1-177 Notwithstanding any provisions of this By-law to the contrary all uses permitted within the EI Zone are permitted in accordance with the approved aggregate site plans for the subject land pursuant to the Aggregate Resources Act, subject to the following additional provision:  a) Notwithstanding the provisions of Section 26 or any provisions of this By-law to the contrary, the land zoned EI-177 may be included within a licenced pit pursuant to the Aggregate Resources Act, R.S.O., 1990, as amended, for the operation of a pit use whereby the depth of aggregate extraction shall not occur below any point which is 1.5 metres above the high water table.
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2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

**By-law Number 002-16  
Page 2 of 2**

3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 11<sup>th</sup> DAY OF JANUARY, 2016.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**TOWNSHIP OF WELLINGTON NORTH**

**Schedule "A" to By-law 002-16**



**This is Schedule "A" to By-law No. 002-16  
Passed this 11<sup>th</sup> day of January, 2016**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**EXPLANATORY NOTE****BY-LAW NUMBER 002-16**

**THE LOCATION** being rezoned is described as Part Lot 5 & 6, Concession 5 with municipal addresses of 9458 Concession 4N.

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands from Agricultural (A) to Extractive Industrial exception (EI-177) to permit a gravel pit operation pursuant to the Aggregate Resources Act. The zoning also includes a requirement that the extraction of the pit does not go below the water table.

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

**BY-LAW NUMBER 003-16**

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY ON  
ALL ASSESSMENT WITHIN SPECIFIC TAX CLASSES AND TO  
PROVIDE A PENALTY AND INTEREST RATE FOR CURRENT  
TAXES IN DEFAULT AND TAX ARREARS**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, Chapter 25, as amended,  
Sections 317, 345, 346 and 347.

**WHEREAS** Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes, including pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential assessments in the local municipality;

**AND WHEREAS** Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

**AND WHEREAS** Section 346 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council may require the payment of taxes to be made into the office of the Treasurer by any day or days to be named herein, in bulk or by installments;

**AND WHEREAS** Section 345 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that the Council of a local municipality may impose late payment charges for the non-payment of taxes or any installment by the due date, a percentage charge, not to exceed 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default. and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied;

**AND WHEREAS** Section 347 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of any municipality may authorize the Treasurer to accept part payment on account of taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under Subsection (3) in respect of non-payment of any taxes or any class of taxes or of any installment thereof;

**AND WHEREAS** Section 345 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may require that the Treasurer, add to the amount of all taxes due and unpaid, interest at such rate not exceeding 15 per cent per annum as the Council determines, from the 31<sup>st</sup> day of December in the year in which the taxes were levied until the taxes are paid;

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North (hereinafter called the Corporation) hereby enacts as follows:

1. **THAT** for the year 2016, 50 per cent of the total amount of taxes for the previous year shall be levied, raised and collected on all real property taxable within the pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential classes, and liable to pay the same according to the last revised assessment roll:
2. **THAT** the said interim tax levy shall be due and payable in two installments at the Township of Wellington North Municipal Office and most chartered banks and financial institutions as designated by the Municipality, on or before the following dates:

i.	First Installment	February 26, 2016
ii.	Second Installment	April 22, 2016
3. **THAT** the Treasurer mail or cause same to be sent by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, due dates and penalty and interest rates to be applied upon default.
4. **THAT** failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which penalty shall be imposed.

5. **THAT** penalty of 1.25 per cent will be added to current taxes with installment due dates which are in default, in accordance with Section 2 of this By-law, as of the 1<sup>st</sup> day of March 2016 and the 1<sup>st</sup> day of May 2016 respectively to each installment due date, and thereafter a further penalty of 1.25 per cent will be added on the 1<sup>st</sup> day of each month and every month the default continues until December 31<sup>st</sup>, 2016.
6. **THAT** interest of 1.25 per cent on the amount of any taxes due and unpaid after December 31, 2016, shall be charged on the 1<sup>st</sup> day of each calendar month thereafter in which the default continues.
7. **THAT** the Treasurer be authorized to accept partial payment for taxes, from time to time, as long as it does not affect the collection of taxes registered for tax collection.
8. **THAT** the Treasurer be required to apply all payments received to the outstanding penalty and/or interest on the taxes that have been in arrears for the greatest period of time.
9. **THAT** the taxes shall be payable at par at the Corporation of the Township of Wellington North Municipal Office, or by mail to the Municipal mailing address, or through the telephone banking systems of most chartered banks and financial institutions, or over the counter at most chartered banks and financial institutions.
10. **THAT** this by-law shall be deemed to come into force and effect on January 1, 2016 and shall apply to all tax classes.
11. **THAT** in the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the posers of the Council of the Corporation, only such provision or section, as the case may be, shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
11TH DAY OF JANUARY, 2016.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**



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

**BY-LAW NUMBER 004-16**

**BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING  
FROM TIME TO TIME TO MEET CURRENT EXPENDITURES  
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016.**

**AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 407.**

**WHEREAS** the Municipal Act, 2001, S.O. 2001 Chapter 25, Section 407, provides authority for a council by by-law to authorize the head of council and the treasurer to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the corporation for the year; and

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal board, is limited by Section 407 of the Municipal Act, 2001.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2016 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407(1) of the Municipal Act, 2001.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.

**By-law Number 004-16**  
**Page 2 of 3**

3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1 to September 30 of the current year, 50 percent of the total and from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00 whichever is less.
  
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
  - a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.
  - b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimates revenues of the corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
  
5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.

**By-law Number 004-16  
Page 3 of 3**

6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
  
7. Promissory Notes or bankers acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 11TH DAY OF JANUARY, 2016.***

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**ANDREW LENNOX,  
MAYOR**

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**KARREN WALLACE,  
CLERK**



December 8, 2015

Township of Wellington North  
7490 Sideroad 7 W, PO Box 125  
Kenilworth, Ontario  
N0G 2E0

RECEIVED

DEC 18 2015

TWP. OF WELLINGTON NORTH

Dear Mayor and Councillors,

The Rural Ontario Institute would like to bring your attention to a hard working, engaged young leader living in your community. Alison Vasey from Mount Forest, Ontario has been nominated for our Rural Youth Engagement Showcase. We are very pleased to share this news with your Council, as young individuals like Alison represent a promising future for rural communities across Ontario. We hope you can join us in recognizing her contributions and engagement in the life of your community.

Each nominee in this initiative will be considered to appear in a short video, profiling their various accomplishments, the impact they have had in their community and the networks of support around them. We hope these stories will inspire new young leaders, and bring attention to the value of fostering youth engagement for local communities. We will be determining our final selections and announcing them through a news release on our website, [www.ruralontarioinstitute.ca](http://www.ruralontarioinstitute.ca), in the coming weeks.

We believe the strength and vitality of rural communities depends upon actively engaged individuals and we encourage you to further celebrate these efforts at your local level. For more information on Alison's accomplishments, please contact Ryan Deska, Project Lead.

Sincerely,

Rob Black  
Chief Executive Officer  
Rural Ontario Institute





Source Protection Committee Meeting November 27, 2015



Back row Bill Twaddle, Brent Lanktree, Dave Biesenthal, Les Nichols, Mark Kraemer, Ken Furlong.  
 Front row Robert Emerson, Mitch Twolan, Mike Traynor (with cake), Kathie Hughes, Carolyn Day, Bruce Davidson



At the November 27, 2015 meeting of the Source Protection Committee, the Committee took a break in the agenda to celebrate the accomplishment of having received Source Protection Plan approval. The Plan was approved October 16<sup>th</sup> and three Revised Assessment Reports were approved on October 15, 2015.

## Municipal Role in Implementation

- Municipalities are encouraged to make a decision on the type of Risk Management Official/Risk Management Inspector arrangements they plan to implement by the end of December 2015.[i.e. retain, partner or delegate responsibilities]
- Part IV implementation responsibilities
  - Appointing Risk Management Officials/Risk Management Inspectors to verify significant drinking water threats for properties within the municipality
  - Negotiating Risk Management Plans with landowners, monitoring and enforcing policies
- Land Use Planning
  - Land use planning procedures and decisions
  - Official Plan amendments
  - Screening and review of land use applications – s. 59 that may be in a vulnerable area
  - Have a process in place and template to proceed or deny applicants
- Monitoring and annual reporting to local Source Protection Authority

## Ministry of the Environment and Climate Change update

Ontario has now approved all 22 Source Protection Plans for the province. Altogether, the Plans cover areas where over 95 per cent of the province's population live. Protecting the province's clean drinking water and the environment is part of the government's plan to build Ontario. The four-part plan includes investing in people's talents and skills, making the largest investment in public infrastructure in Ontario's history, creating a dynamic, innovative environment where business thrives, and building a secure retirement savings plan.

### Quick Facts from the Ministry of the Environment and Climate Change (MOECC)

- The *Clean Water Act* established 19 local Source Protection Committees across Ontario. Each committee developed science-based plans that address risks to the water that supplies municipal drinking water systems.
- Ontario recently passed the *Great Lakes Protection Act*, building on existing Great Lakes partnerships for joint action to fight climate change, reduce harmful algal blooms, protect wetlands and tackle other complex problems in the Great Lakes basin.
- Additional Resources from MOECC - <http://www.ontario.ca/page/source-protection>

### Drinking Water Protection Zone Road Signs

Road signs are starting to go up around the province notifying people that they are entering a Drinking Water Protection Zone. The Drinking Water Source Protection office is working with MOECC and Ministry of Transportation Ontario to determine locations and timing for installation of signs on provincial roads where Source Protection Municipal Implementation Funding (SPMIF) agreements have been amended by the MOECC. The new SPMIF guidance allows for SPMIF to be used for purchase and installation of municipal road signs (**so long as** you write to MOECC to have your agreement amended). Please contact Teresa at the information below if you have questions regarding this matter.

Contact:

Teresa McLellan, Liaison Officer, Source Protection Programs Branch, Ministry of Environment & Climate Change,  
[teresa.mclellan@ontario.ca](mailto:teresa.mclellan@ontario.ca) 1-519-873-5113

### Technical Advisory Working Group Update

The Technical Advisory Working Group completed three meetings (July 29th, September 16th and November 12th) to address the Events-Based Area (EBA) issues for Great Lakes intakes.

Working Group members provided additional data regarding municipal storm sewer networks and outfalls, which validated the original delineation perimeters that were used. Given the modelling methodology used, it was determined that it would be necessary to revise the EBA policies to reflect a more flexible and reasonable approach to address fuel facility threats.

It was recommended that the majority of EBA threat delineations be managed through Risk Management Plans, with a couple of higher risk areas in Meaford and Kincardine addressed through a smaller prohibition zone. It was felt that this prohibition zone was needed where modelling results demonstrated very high potential for exceedances due to the close proximity of the drinking water intakes.

At the November 12th meeting, the working group members had an opportunity to finalize the draft policies and provide recommendations to the Source Protection Committee for its consideration. The draft policies were reviewed by the Source Protection Committee at its November 27, 2015 meeting and a motion was passed to approve the policies and undertake public consultation activities.

### Tier 3 Water Budget Update

Matrix Solutions Inc., Environment & Engineering Consulting, was retained to complete the Hanover and Lake Rosalind Tier 3 Water Budget.

A peer review team has been established with representatives from the Town of Hanover, the Ministry of the Environment and Climate Change (MOECC), the Ministry of Natural Resources and Forestry and two independent consultants to review the technical work. A meeting of the peer review group was held on October 8, 2015 to address any comments or concerns. The peer review group has accepted the draft Characterization Report with noted changes and the project is moving into the risk assessment phase of the work to determine if there are any significant water quantity threats for Hanover or Lake Rosalind (which is located in Brockton). The project continues to be on time and on budget.

A letter has also been sent to Heather Malcolmson, Director of Source Protection Programs Branch at MOECC, to consider a Technical Rules exemption for water quantity threats between the Hanover wells and Lake Rosalind system. Currently the draft report has demonstrated that the Lake Rosalind wells located in Brockton have a significant water quantity threat associated with the system, whereas the wells and Ruhl Lake intake servicing Hanover do not. Due to the proximity of these two systems, the Ministry Technical Rules suggest that the Hanover wells would need to be included in the overall threat delineation; however, the study has demonstrated a clear hydrological disconnect between the two systems and therefore should not be considered threats to one another.

The project has now moved into the risk assessment stage of the water budget to determine allocation rates and delineate the local water quantity threat area(s). It is anticipated that the final report will be available by the end of December/early January for the peer review team. A more detailed update will be provided to the Source Protection Committee at its next meeting.

### Meetings and key dates

Source Protection Committee Meeting, on January 29, 2016. Agenda will be posted to [www.waterprotection.ca](http://www.waterprotection.ca) when available. The meeting is open to the public.

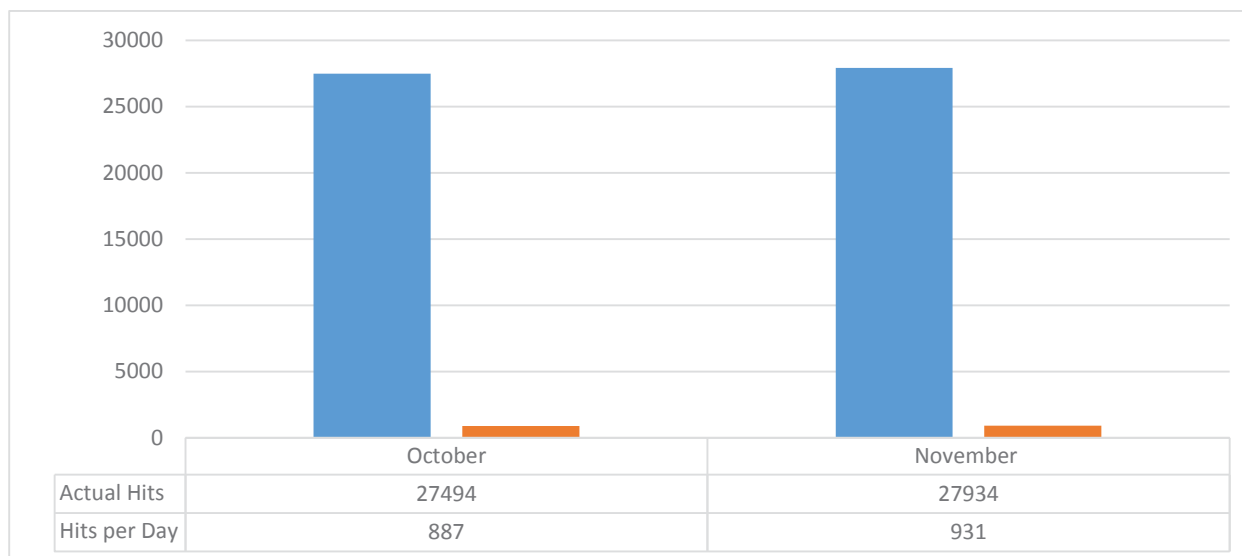
### Website statistics for October and November 2015

The following two charts represent the website hits or visits for each of the last two months. The chart displays the total actual hits for the month in blue and the average hits or visits per day in orange.

To optimize accuracy, the hits/visits to the [www.waterprotection.ca](http://www.waterprotection.ca) website have been corrected to remove any search engine/robot type software not associated with an actual person visiting the site. The top visited pages and downloaded items for the [www.waterprotection.ca](http://www.waterprotection.ca) website were:

- Early Response Projects 2011-2013
- Module 5: Risk Management Plans from Implementation Resource Guide for municipalities
- Updated Proposed Source Protection Plan chapters

- Watershed Maps
- Assessment Report documents for Grey Sauble and Saugeen Source Protection Areas
- Municipal implementation responsibilities section on Municipal page



## Municipal Toolbox Items

Visit <http://waterprotection.ca/municipal.htm> for resources and administrative items that can be viewed, downloaded and/or personalized for municipal implementation

Try out the Public Mapping site available at [Interactive Vulnerable Areas Mapping Application](http://www.waterprotection.ca) link at [www.waterprotection.ca](http://www.waterprotection.ca)

You can view the Source Protection Region and see each Wellhead Protection Area (WHPA) and Intake Protection Zone (IPZ). When you select a coloured area, a chart will appear with the system name, WHPA or IPZ name, vulnerability score, status and references where applicable. This information is a useful tool when reviewing the Source Protection Plan. If you have any questions regarding this application, please call **Alex Milanetti at the office 519-470-3000 extension 103**.

### Resources for Risk Management Staff to share with Agricultural Property Owners:

Farm Source Water Protection Framework and Assessment Tool – information below sourced from OFA website

The Ontario Federation of Agriculture (OFA) and its Ontario Farm Environmental Coalition (OFEC) partners are pleased to provide readers with an electronic copy of the Farm Source Water Protection Framework and Report Template.

This project was initiated in response to the implementation of the *Clean Water Act* and Source Water Protection Initiative for municipal drinking water supplies in Ontario. The Framework is intended to be an aid to farmers with farm operations categorized as “significant drinking water threats” by the Source Protection Plan prepared for their watershed. Completion of the template will help farmers to organize accurate information specific to their farm businesses in the format that facilitates discussion with the risk management official. Having this information assembled and understanding the source protection process will be of immense value when a farmer meets with municipal officials to discuss how best to manage the situation.

The template has been posted as a downloadable document to facilitate its use by farmers.

<http://www.ofa.on.ca/issues/overview/source-water-protection-framework>

**Please note that not all policies in the local Source Protection Plan are addressed using this document but it is a starting point for the negotiation process with the local Risk Management Staff.**



## Education and Outreach Resources

– valuable tools when talking to landowners and preparing them for implementation

Available through Conservation Ontario's website <http://conservation-ontario.on.ca/library>

- ◆ General Source Water Protection Messages
- ◆ Hazardous Liquids
- ◆ Road Salt/Snow Storage
- ◆ On-site Sewage (Septic) Systems
- ◆ Agriculture, Nutrients and Pesticides
- ◆ Heating and Liquid Fuels
- ◆ Education and Outreach Campaign-in-a-Box toolkit - (e.g. social media strategies, plans and infographics)

## Glossary of Common Drinking Water Source Protection Terms and Initialisms

ASM = Agricultural Source Material, examples include manure, washwater, yard runoff, other organic products as defined in the *Nutrient Management Act*.

EBA = Events-based area, is part of the IPZ-1, IPZ-2, IPZ-3 where activities under the modelled conditions may be considered a threat to drinking water sources. IPZs don't overlap each other, an EBA can overlap the IPZs.

IPZ = Intake Protection Zone, is a zone established around a municipal surface water intake as prescribed by the Technical Rules: *Clean Water Act, 2006*. The IPZ-1 is a circle that has a radius of 1000 metres (1 km) from the crib of the surface water intake that serves as the source or entry point of raw water supply for the system. The Assessment Report identified that where the area delineated includes land, the IPZ-1 included a setback on the land of up to 120 metres and the area regulated by Conservation Authorities where applicable, where the 1000 m circle touches the land. An area known as IPZ-2 was delineated in the Assessment Report based on an area where a modelled contaminant released would take two hours to travel to the intake. It includes the onland area that drains to the surface water intake, using both natural features and water management infrastructure. IPZ-3 includes the area where a contaminant could reach the intake during an extreme event such as a flood (not all intakes will have an IPZ-3).

NASM = Non-Agricultural Source Material, examples include meat plant, abattoir, food processing, biodigester or pulp mill waste.

RMO = Risk Management Official

RMI = Risk Management Inspector

RMP = Risk Management Plan

### SOURCE PROTECTION PLAN APPROVAL DATE VS. EFFECTIVE DATE

Approval date is the date that the Minister of the Environment and Climate Change signs the approval of the Source Protection Plan. The effective date is the date upon which implementing bodies must begin implementing the policies that apply to them. These are usually different to allow municipalities and implementing bodies time to meet their requirements under the applicable Source Protection Plan.

Transport Pathway = a condition of land resulting from human activity that increases the vulnerability of a raw water supply, examples include private wells, agricultural tile drainage or quarries. Something made in the ground by humans that makes it easier for contaminants to get to water sources.

Vulnerability score = a score representing the susceptibility of an area to contamination. These scores are based on Technical Rules: *Clean Water Act, 2006*, where 10 is the most vulnerable and 2 is the least vulnerable. In a wellhead protection area (WHPA), significant threats are possible where the score is greater than 8 (dense non-aqueous phase liquids can be significant in WHPA-A, B or C).

WHPA = Wellhead Protection Area is one of four types of vulnerable areas identified in the *Clean Water Act*. It is the zone around a drinking water well. The WHPA-A is the 100 metre circle centred on the wellhead. The WHPA-B is the two year time-of-travel . WHPA-C is the five year time-of-travel . WHPA-D is the 25 year time-of-travel . WHPA-E is associated with a GUDI (groundwater under the direct influence of surface water) well is the area within which the surface water could reach the well within two hours.

## DWSP Newsletter

### Drinking Water Source Protection

237897 Inglis Falls Road

Owen Sound, ON N4K 5N6

Phone: 519-470-3000 Toll free: 877-470-3001 Fax: 519-470-3005

Office e-mail: [mail@waterprotection.ca](mailto:mail@waterprotection.ca) Editor: [k.gillan@waterprotection.ca](mailto:k.gillan@waterprotection.ca)


[www.waterprotection.ca](http://www.waterprotection.ca)

<https://www.facebook.com/pages/Drinking-Water-Source-Protection>

[https://twitter.com/DWSP\\_Saugeen](https://twitter.com/DWSP_Saugeen)

It's  
YOUR  
Community  
... MAKE THE CALL!



GUELPH WELLINGTON  
**CRIME**   
**STOPPERS**  
1-800-222-TIPS (8477)

# THE INFORMANT

WINTER 2015-2016



## NEWS

### BOARD MEMBERS

We welcome Raymond Tout and Bryan Pacheco to our Board of Directors and we say goodbye to member Dave Guilbault. We acknowledge and thank Dave for his contribution to the program.

We are looking for individuals with connections in the community and those who can offer expertise in areas that will help enhance our program's growth. One area of interest currently would be someone with a financial background.

Contact us by phone at **519-846-5371** or by email at **info@csgw.tips** to become a member of our team.

[www.csgw.tips](http://www.csgw.tips)



## MEDIA

Crime Stoppers is featured live at 7pm-Tuesdays on "Swap Talk" at **92.9 The Grand** radio in Fergus.

**CJOY and Magic 106.1** radio stations air our public service announcements and Crime of the Week.

CSGW is a featured guest on **Rogers TV** during the noon airing of "Inside Guelph". This program can be viewed the first Tuesday of every month.

Watch for Crime Stoppers segments which air on **Wightman's TV** community Channel #6 and on YouTube.

**Eastlink TV** is running our Crime of the Week.

CSGW is featured on **Cogeco TV** during "Over the Fence" segment that will air in January. This is in addition to running our Crime of the Week during their daily news segments.

**THANK YOU** to our **Police** and **Media partners** and to the **local businesses** and **service groups** across Guelph and Wellington

County who help promote and support our program throughout the year.

## PROGRAM STATISTICS

Guelph and Wellington County stats since 1988 through November 2015:

Arrests.....	1,505
Charges Laid .....	4,145
Narcotics Seized .....	\$27,161,292
Property Recovered .....	\$10,152,165
Authorized Rewards .....	\$158,120

**The numbers speak for themselves...Crime Stoppers works!**

## AWARENESS



(Pictured from L-R: Sarah Bowers-Peter, Program Coordinator, Andy Lennox, Mayor and Deryck West, Director)

Thanks to the Township of Wellington North and State Farm Insurance for sponsorship in the Wellington north area. What a great way to gain exposure! *Ask us for details.*

### DECALS

Guelph Police Service has agreed to partner with CSGW by placing decals on their entire fleet!



## CRIME STOPPERS MONTH

January is known nationally as Crime Stoppers Awareness Month. Follow us on twitter and like us on FaceBook for information about who we are and how you can be involved in your community.

## EVENTS

### GUELPH STORM GAME TICKETS - \$20



CSGW is a partner with the **Guelph Storm** for the 2015-2016 season and have tickets for sale for the following games:

- Sunday Jan 10<sup>th</sup> – 2:00pm vs Flint
- Friday Jan 29<sup>th</sup> – 7:30pm vs North Bay
- Friday Feb 5<sup>th</sup> – 7:30pm vs Saginaw

*Congratulations* to winner Mike Morrison who took home \$1,350 from our 50/50 draw held during the December 13<sup>th</sup> Storm game.

### COMMUNITY SHREDDING EVENT



This was our 1st year to offer this fundraising event in the north part of our county and it was a **SUCCESS!** \$945 was raised for our program.

Thank you to our media and community partners who helped spread the word for this event. Thank you to Fire Chief Dave Guilbault for allowing us to use the Mount Forest Fire Hall parking lot.

**Thank you** to our new partner – Watch for us again next year - same time frame.



**FILEBANK**  
MEMBER OF THE INNOVATIVE  
RECORD SYSTEMS GROUP

### SANTA CLAUS PARADES

**Guelph:** A beautiful day for a parade. The sun was shining in Guelph on November 15<sup>th</sup>.

**Mount Forest:** This was the first night time parade for CSGW held December 4<sup>th</sup> in Mount Forest.



**Merry  
Christmas!**

## BUCKET SALE



Thanks to our Board members and volunteers for offering their time in this first ever partnership for CSGW. A huge thank you to **Young's Home Hardware** in Mount Forest for giving us the opportunity. What a great community...we raised \$1,641.45!!

## PARTNERS AND DONORS

### SILVER SPONSOR: \$5,000 - \$9,999

- ◇ United Way, Guelph

### BRONZE SPONSOR: \$1,000 - \$4,999

- ◇ County of Wellington
- ◇ Fleming Fast Freight Inc., Fergus
- ◇ Scotiabank, Guelph

### COMMUNITY SPONSOR: \$100 - \$999

- ◇ All Treat Farms, Arthur
- ◇ Domino's Pizza
- ◇ Downtown Guelph Business Association
- ◇ Guelph Storm Ltd.
- ◇ McNeil Consumer Healthcare
- ◇ Rotary Club of Guelph Wellington
- ◇ Royal CDN Legion, Branch 234, Guelph
- ◇ Deryck West State Farm Insurance
- ◇ TD Canada Trust, Guelph
- ◇ Township of Wellington North
- ◇ Vintex Inc., Mount Forest
- ◇ Wellington Federation of Agriculture

### IN-KIND DONATIONS

- ◇ Battlefield Equipment Rentals, Guelph
- ◇ Brown Group Insurance Brokers
- ◇ City of Guelph
- ◇ County of Wellington
- ◇ FileBank
- ◇ McNain Communications
- ◇ Nestle Waters
- ◇ Piller's Fine Foods
- ◇ Rib Chartered Accountants
- ◇ Walsh's IDA Pharmacy, Arthur

**Board of Directors Meeting #9/15**

**October 21, 2015**

**DIRECTORS PRESENT:** Art Versteeg, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Roger Watt, Matt Duncan, Bob Burtenshaw, David Turton

**ABSENT:** Jim Campbell, Paul Gowing

**STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator

**1. Call to Order**

Chair Art Versteeg called the meeting to order at 7:01 pm.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

**3. Minutes**

The minutes from the Board of Directors meeting #8/15 held on September 16, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and followed with this motion.

**Motion FA #94/15**

**Moved by: Roger Watt**

**Seconded by: Wilf Gamble**

**THAT** the minutes from the Board of Directors meeting #8/15 held on September 16, 2015 be approved.

(carried)



#### 4. Business Out of the Minutes

##### a) Municipal Communications 2015: **Report #60/15**

This report evaluates the feedback from member municipalities after staff presented the 2015-2017 MVCA workplan and conveyed our key messages from our communication strategy throughout the year.

Jayne Thompson, Communications Coordinator presented this report to the Board to seek direction in order to proceed with preparing the 2016 communication strategy.

The Director's feel it is very worthwhile to continue to give verbal and visual presentations to reaffirm our cause with municipalities and will continue to support the strategies by participating in the presentations as much as possible.

This motion followed.

##### Motion FA #95/15

Moved by: Alison Lobb

Seconded by: Matt Duncan

**THAT** staff update the municipal communications strategy for 2016-2018 based on feedback received to date and direction from MVCA Directors.

(carried)

Further discussion of reaffirming our key messages to municipalities lead to planning for the AGM that is held in February and this motion followed.

##### Motion FA #96/15

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

**THAT** staff contact the Town of Minto to determine if they would consider hosting the 2016 Annual Meeting.

(carried)

#### 5. Business Requiring Direction

##### a) 2016-2018 Work Plan and Financial Forecast: **Reports #61A & #61B/15** (attached)

Phil Beard, General Manager/Secretary-Treasurer began the presentation of these reports by confirming with the Board that MVCA priorities remain as follows:

- Strengthen capacity of Flood Safety Services
- Strengthen capacity of Watershed Stewardship Services
- Stabilize MVCA financial base.

These reports outline the major activities that are detailed in the 2016-2018 work plans and the funding requirements to carry out these plans. Staff is looking for direction from the Board in order to proceed with developing a draft operating and authority funded project budget for 2016.

The work plans for each service area outline the major activities and projects to be undertaken over the next three years. The Board reaffirmed the priorities for the next three years and support the activities and projects identified in the work plan.

Staff has reviewed the 2016-2018 financial forecast to the Board outlining the shortfalls in funding for operating and authority funded projects. The forecast includes the Board's intention to restrict levy increases between \$55,000 and \$58,000 per year for the next three years. Staff requested direction on whether the 2016 financial forecast and work plan could be used as a starting point to develop the 2016 draft Budget.

The Directors agreed with the reports and this motion followed.

**Motion FA #97/15**

**Moved by: Deb Shewfelt**

**Seconded by: David Turton**

**THAT** the 2016-2018 work plan and financial forecast be approved; **AND THAT** the 2016 draft budget and work plan be developed based upon the financial forecast for 2016; **AND FURTHER THAT** the 2016 draft budget for Authority funded projects be presented at the November 18, 2015 Board meeting for review and direction; **AND FURTHER THAT** the 2016 budget and work plan be presented to the Board of Directors at the December 16, 2015 Board meeting for review and direction.

**(carried)**

b) Maitland Shoreline Working Group: **Report 62/15** (attached)

This report was presented by Stephen Jackson, Flood/Erosion Safety Coordinator and outlines the Shoreline Working Group recommendations and proposed changes to the MVCA shoreline regulation polices following their September 28, 2015 meeting. One recommendation asks MVCA staff to prepare an education plan for shoreline hazardous issues which has been incorporated into the flood and erosion safety services 2016-2018 work plans.

Following discussion, the Directors made the following motion.

**Motion FA #98/15**

**Moved by: Alison Lobb**

**Seconded by: Bob Burtenshaw**

**THAT** public notification via the MVCA website occurs for 30 days for the proposed amendment to the MVCA Shoreline Policies: the word "removal" is added with respect to shore protection as follows: "MVCA Permit is required for any repair, maintenance, *removal*, or replacement"; **AND THAT** public notification via the MVCA website occurs for 30 days for the proposed amendment to the MVCA Shoreline Policies to include the guidelines for creating beach access and sitting areas; **AND FURTHER THAT** public notification via the MVCA website occurs for 30 days for the proposed inclusion of the Coastal Study Requirements into the Maitland Valley Conservation Authority Administration Policies for Implementing Ontario Regulation 164/06.

c) Development Policies: Fuel Storage in Flood Plain Areas: **Report 63/15** (attached)

Presented by Stephen Jackson, Flood/Erosion Safety Coordinator, this report is to obtain direction from the Board to clarify the differences between regulation 164/06 and MVCA policies relating to fuel storage in flood plain areas.

This motion followed.

**Motion FA #99/15**

**Moved by: Alston Lobb**

**Seconded by: David Turton**

**THAT** MVCA regulation policies be amended to read that, “uses relating to the storage or consumption of hazardous materials should not occur in a MVCA regulated area if there will be an impact on flooding, erosion, pollution, dynamic beaches or conservation of land.”

(carried)

d) Conservation Ontario: Consent Agenda Recommendation: **Report 64/15** (attached)

Phil Beard GM/ST presented report 64/15 to obtain direction and feedback on the subject of voting delegates at Conservation Ontario meetings and the need to develop more meaningful council meetings. The Board thought that it would help to strengthen CO’s relationships with member authorities, municipal associations and the Provincial Government if all CO voting delegates were restricted to Conservation Authority board members. The board thought that this change would help council to improve both its governance and advocacy efforts with different levels of government.

**Motion FA #100/15**

**Moved by: Deb Shewfelt**

**Seconded by: Wilf Gamble**

**THAT** Chair Art Versteeg takes recommendations to Conservation Ontario with the comments and feedback as discussed including developing criteria for a consent agenda and raise the issue that voting delegates should be conservation authority board members and that each Conservation Ontario should clarify its bylaws to require each conservation authority to provide a resolution from their Board outlining who they have appointed to Conservation Ontario council.

(carried)

e) Personnel Committee: **Report #65/15** (attached)

Phil Beard GM/ST and recorder for the personnel committee presented this report to the Directors for their information and direction on proposed changes to the personnel policies which were detailed in the report.

The Directors agreed with the proposed changes to the personnel policies and the following motion was made.



**Motion FA #101/15****Moved by: Deb Shewfelt****Seconded by: David Turton**

**THAT** the proposed changes to the personnel manual as recommended by the personnel committee and outlined in the personnel committee summary report #65/15 be approved as recommended.

**(carried)****6. Reports****a) Chair's Report**

Gratitude was expressed to the representatives from member municipalities who gave feedback to the Conservation Authority Act review.

It was announced at County Council that University students will be part of the water protection steering committee and perhaps MVCA will have a role in this program in the future.

Jim Donnelly, Deputy Mayor of the Town of Goderich will be touring the MVCA office on November 2, 2015 to review the flood forecast system and operations. Chair, Art Versteeg opened this opportunity to Board members and their municipal councillors.

**b) Director's Reports**

Matt Duncan announced that the Municipality of North Perth passed a carbon footprint strategy and helped with a carbon footprint tree planting event in Gowanstown. Matt acknowledged MVCA for paving the way to this initiative by starting the carbon footprint initiative.

Deb Shewfelt has been invited by Conservation Ontario to attend a meeting with the Honorable Glen Murray, Minister of Environment and Climate Change to outline to the Minister how conservation authorities programs related to tree planting and wetland restoration contribute to climate change mitigation.

**7. Consent Agenda**

- a) Conservation Ontario Council Meeting Highlights: **Report #66/15** (attached)
- b) Carbon Footprint Initiative Summary: **Report #67/15** (attached)
- c) Maitland Conservation Foundation: **Report #68/15** (attached)
- d) Revenue/Expenditure Report for September: **Report #69/15** (attached)
- e) Stewardship Funding Agreements: **Report #70/15** (attached)
- f) Correspondence: For Directors' Information
  - i) Letter from Township of Wellington North
  - ii) Letter from Town of Minto
  - iii) Letter from Municipality of Central Huron

The following items were circulated to the Board of Directors for their information.

The following motion was made.

**Motion FA #102/15****Moved by: Matt Duncan****Seconded by: Alvin McLellan**

THAT reports #66/15 through #70/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. **Review of Meeting Objectives/Follow-up Actions/Next meeting: November 18, 2015 at the Admin Centre in Wroxeter**

Chair Art Versteeg called for adjournment on the meeting and declared that the meeting objectives have been met which include:

- To provide direction on the 2016-2018 Work Plan and Financial Forecast
- To provide direction on the Shoreline Working Groups Recommendations
- To provide direction on a proposed change to MVCA's policies related to development in flood prone areas.

9. **Adjournment**

The meeting adjourned at 8:45pm with this motion.

**Motion FA #103/15****Moved by: Alston Lobb****Seconded by: Roger Watt**

THAT the meeting be adjourned.

(carried)



Art Versteeg  
Chair



Danielle Livingston  
Recording Secretary

**Board of Directors Meeting #10/15**

**November 18, 2015**

**DIRECTORS PRESENT:**

Art Versteeg, Jim Campbell, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Roger Watt, Paul Gowing, Bob Burtenshaw

**ABSENT WITH REGRETS:**

David Turton, Matt Duncan

**STAFF PRESENT:**

Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator

**COMMUNITY ATTENDEES:**

**1. Call to Order**

Chair Art Versteeg called the meeting to order at 7:00 pm and referred attendees to the agenda for the meeting objectives.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

**3. Minutes**

The minutes from the Board of Directors' meeting #9/15 held on October 21, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



**Motion FA #104/15****Moved by: Alvin McLellan****Seconded by: Roger Watt**

**THAT** the minutes from the Board of Directors meeting #9/15 held on October 21, 2015 be approved.

**(carried)****4. Business Requiring Direction**

- a) 2016 Draft Outline of Authority Funded Projects: **Report #71/15** (attached)

This report was presented by Phil Beard, GM/ST to gain direction from the Board on which Authority funded projects to include in the 2016 draft budget. Coordinators outlined those projects within their service area to provide additional information to the Directors. Projects outlined in more detail include the Listowel Conduit repairs; 100 year erosion risk mapping along the shoreline and within the shoreline gullies; admin centre repairs to the basement; and the need to replace the stop logs for the Brussels Dam.

The Directors discussed the capital projects at great length and agreed that these projects should be included in the draft budget. Therefore the following motion was put forward.

**Motion FA #105/15****Moved by: Deb Shewfelt****Seconded by: Bob Burtenshaw**

**THAT** the Authority funded projects outlined in report #71/15 be included in the draft budget report.

**(carried)**

- b) Proposed Revisions to Huron Clean Water Project Delivery Agreement: **Report #72/15** (attached)

Stewardship Services Coordinator Geoff King presented the key points from Report #72/15 which included:

1. Need for an updated agreement with the County of Huron, previous agreement expired at the end of 2005.
2. Need to ensure that Authority delivery costs are covered in the agreement.
3. Need to increase funding in the program to better match demand for stewardship projects and the increased number of stewardship categories that have been added to the program.

The Directors discussed the importance of having an active agreement between MVCA/ABCA and the County of Huron to further the objectives of improving and protecting water quality. The Board decided to put forward the following motion.

**Motion FA #106/15****Moved by: Roger Watt****Seconded by: Wilf Gamble**

**THAT** the challenges and possible ideas for addressing these challenges as identified in Report #72/15 be discussed with ABCA and the County of Huron; **AND THAT** the results of these discussions be

brought back to the Board of Directors for consideration and direction; **AND FURTHER THAT** the Huron Clean Water Program agreement between the County of Huron and MVCA/ABCA be reviewed, updated and signed on an annual basis by all parties to ensure that it is meeting the needs of all parties.

(carried)

c) Direction on MVCA Fee Changes/Directors Per Diems/Draft Levy: **Report #73/15** (attached)

Phil Beard, GM/ST presented this report to update the Authority's fee schedule for 2016. The changes were identified based upon a review of costs to review applications. The Board also reviewed Director per diems, mileage and Chair/Vice honorarium rates and decided not to make any changes in 2016. The Board also reviewed the proposed levy for 2016 in light of the limits that they had placed on any increases as part of the 2016-2018 workplan.

The following motions were approved.

**Motion FA #107/15**

**Moved by: Deb Shewfelt**

**Seconded by: Bob Burtenshaw**

**THAT** the per diem, mileage and honorarium rates remain unchanged for 2016; **AND THAT** the fee changes presented in the master fee schedule be approved for 2016; **AND FURTHER THAT** a levy increase of \$58,000.00 be incorporated in the draft budget for 2016.

(carried)

d) Proposed Office Hours over Christmas/New Year's: **Report #74/15** (attached)

This report was presented by Phil Beard GM/ST to the Directors to approve the proposed office hours over the Christmas season.

**Motion FA #108/15**

**Moved by: Alison Lobb**

**Seconded by: Jim Campbell**

**THAT** the MVCA office be closed from December 23, 2015 at 4:30 p.m. until Monday, January 4, 2016 at 8:30 a.m.

(carried)

**5. Reports**

a) Chair's Report

Chair Art Versteeg advised the Board that he has drafted a letter to the Chair of Conservation Ontario as directed by the Board of Directors in October. These included developing criteria for a consent agenda; raising the issue that voting delegates should be Conservation Authority Board Members; and that Conservation Ontario should clarify its bylaws with respect to appointments to Conservation Ontario. A copy of MVCA's letter will be sent to all Authority Directors.

In light of the recommendations made to Conservation Ontario by MVCA, the Chair thinks that it would be appropriate to appoint the Second-Vice Chair as the second alternate to Conservation Ontario instead of the General Manager/Secretary-Treasurer. The following motion was made.

**Motion FA #109/15**

**Moved by: Deb Shewfelt**

**Seconded by: Paul Gowing**

**THAT** appointment of the General Manager/Secretary Treasurer as the second alternate to Conservation Ontario be rescinded; **AND THAT** the Second-Vice, Deb Shewfelt be appointed as the second alternate delegate to Conservation Ontario.

**(carried)**

b) Director's Reports

Director, Deb Shewfelt, was invited to attend a meeting with Glen Murray, Minister of Environment and Climate Change in Toronto on November 4, 2015. Deb accompanied the Chair of Conservation Ontario, Dick Hibma and CO's Executive Director, Kim Gavine to the meeting. The purpose of the meeting was to outline the contributions that conservation authorities can make to climate change mitigation through our stewardship programs. CA programs focus on undertaking/promoting conservation practices that sequester carbon in soil/vegetation, such as tree planting, soil/water conservation.

**6. Consent Agenda**

- a) Revenue/Expenditure Report for October: **Report #75/15** (attached)
- b) Stewardship Funding Agreements: **Report #76/15** (attached)
- c) Correspondence: For Directors' Information
  - i) Letter from Municipality of North Perth
  - ii) Letter from Municipality of Huron East
  - iii) Letter from Township of Mapleton
  - iv) Green Legacy Press Release & Debate
  - v) Letter from Trillium Insurance re ROOTS

One Director commented on the correspondence that was received from the Municipality of Huron East in regard to the Conservation Authorities Act Review and asked the respective Director to pass gratitude on behalf of the Board on to the CAO for the time taken to compose the letter.

The following items were circulated to the Board of Directors for their information and the following motion was made.

**Motion FA #110/15**

**Moved by: Roger Watt**

**Seconded by: Wilf Gamble**

**THAT** reports #75/15 through #76/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

**(carried)**

7. **Review of Meeting Objectives/Follow-up Actions/Next meeting: December 16, 2015 at the Admin. Centre in Wroxeter**

Chair Art Versteeg noted that staff provided informative explanation throughout the meeting and declared that these meeting objectives were met:

- To provide direction on the 2016 Authority funded projects
- To provide direction on the changes to MVCA's fee schedule, Directors Per Diems and the draft levy
- To provide direction on proposed changes to the Huron Clean Water Project Agreement

8. **Adjournment**

The meeting adjourned at 8:27 pm with this motion.


**Motion FA #111/15**

**Moved by: Jim Campbell**

**Seconded by: Alvin McLellan**

**THAT** the meeting be adjourned.

(carried)

  
Art Versteeg  
Chair

  
Danielle Livingston  
Recording Secretary

## Cheryl Dobbyn

---

**From:** Danielle Livingston <dlivingston@mvca.on.ca>  
**Sent:** December-17-15 3:44 PM  
**To:** 'Maggie Sootheran'; Cheryl Dobbyn (MVCA)  
**Subject:** To Do Reminders

Hi Ladies,

I've jotted some to do things down to take care of – most are likely already on your radar but the reminder helps reassure me that I haven't forgot to pass any info along.

In addition to usual items, PLEASE;

### Erica

- Process and print pay cheques Dec 22<sup>nd</sup>.
- Enter all payables as received and date Dec 30<sup>th</sup>.
- Create deposit as necessary. This can be done with the book manually and I can post in QB later. Just ensure the payments have all been linked and we can reference your manual record if needed.
- Check my mailbox and process anything you are able to such as invoices.

### Maggie

- Hand out pay cheques Dec 23<sup>rd</sup> and remind staff not to cash before Dec 31<sup>st</sup>.
- Prepare 4<sup>th</sup> quarter diems as soon as possible.
- Box 2015 files in filing cabinet from top 3 drawers. Some boxes are setup on top shelf in copy room but more will need to be added.
- Process final petty cash payment as close to Dec 23<sup>rd</sup> as possible.
- Check my mailbox and process anything you are able to.

### Cheryl

- Process month end allocations (vehicle, copier, mail) Dec 29 or 30<sup>th</sup>. (Dave isn't going to be here after all on Dec 30<sup>th</sup>, therefore you will need to pull the mileage sheets out of the 1 van and 3 cars. You can do this any time after Dec 23<sup>rd</sup> if there won't be any use on these vehicles from that point on. (Talk to Stewart Dec 18<sup>th</sup> about this process)
- Reconcile remaining Visa payment Dec 30<sup>th</sup> (determine amount of cheque to be processed).
- ~~Pay payroll deductions at bank by Dec 23<sup>rd</sup>. Take Visa cheque and make payment too and make deposits as necessary.~~ I did this. Not required.
- Complete employee contracts to the best of your knowledge. Touch base with Erica first as she has already got a good start on this. Add the two new hires Sarah Fleischhaur starting Jan 4 at \$25.96 and Hayley Murray Jan 11 at \$23.30 and otherwise, leave the rates in red to be adjusted when determined.
- Finalize TCAP entries.
- Finalize Insurance document.

Feel free to juggle things amongst yourselves as you need and are able to.

Thank you all for your support now and always. It makes taking vacation much more enjoyable when I know you are taking care of things. Be safe and have a nice Christmas vacation with your families and enjoy the Christmas party. Say hello to Dianne for me.



D

*DLivingston*

Danielle Livingston  
Administrative and Financial Services Coordinator  
Maitland Valley Conservation Authority  
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## Wellington North Power Inc. Quarterly Update

(Quarter 3: Period ending September 30<sup>th</sup> 2015)

**Objective:** A concise quarterly report for Municipal Councilors to share Wellington North Power's initiatives and performance.

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## 1. Introduction

Welcome to Wellington North Power Inc.'s Quarterly Newsletter. As your local electricity distribution company, we take pride in providing safe, reliable Electricity Distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is:

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

Our strategic objectives are to:

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

## Quarterly Update for Shareholders

## 2. Our 2015 Priorities

- a) Maintain day-to-day activities: System reliability, safety and customer service;
- b) Promotion and awareness of Health & Safety to protect staff and the general public;
- c) Undertaking capital projects adhering to safety regulations / guidelines;
- d) Controlling and managing operating and capital budgets;
- e) Embedding the new organizational structure;
- f) Submission and implementation of the 2015-2020 Energy Conservation plan;
- g) Submission of rate application to the energy regulator for new electricity rates for May 2016;
- h) Keeping abreast of activities and speculation in the energy sector.

## 3. Updates

- a) On August 2<sup>nd</sup> 2015, Mount Forest and Holstein were without power for over five hours. The cause was the strong winds in the region which damaged Hydro One equipment that in turn affected the electricity supply into Wellington North Power's service area.  
The first emergency calls were received from the Ontario Provincial Police and our line technicians were able to act immediately on four of the calls ensuring the safety of Wellington North residents. This event further supports the requirement for a second line feeder to Mount Forest which would give Wellington North Power and Hydro One the option of switching loads if one power supply is unavailable.
- b) The Ontario Energy Board implemented a new program called the Ontario Energy Support Program (OESP). OESP aims to provide financial assistance to eligible low-income households, effective from January 1<sup>st</sup> 2016.  
OESP provides a monthly credit to eligible customers based on household income and household size. This program should also help many seniors in our community. Customers apply for the program by:
  - Telephone (855) 831-8151;
  - E-mail: [help@ontarioelectricitysupport.ca](mailto:help@ontarioelectricitysupport.ca);
  - Visit <https://ontarioelectricitysupport.ca/>Wellington North Power has been testing new software and processes to support this Ministry of Energy initiative. Quarter four sees the launch of advertising encouraging customers to apply.
- c) Wellington North Power has launched "Customer Connect" – an online tool that enables customers to view their energy usage and bill payment history. More information can be found at our website: <http://www.wellingtonnorthpower.com/>
- d) The Ontario Clean Energy Benefit will end on December 31<sup>st</sup> 2015 for all consumers.
- e) The Debt Retirement Charge will not be charged to Residential customers from January 1<sup>st</sup> 2016.
- f) Wellington North Power Operations department has been working hard on planned capital projects, such as a pole-line rebuild on Frederick Street in Arthur replacing 17 aged poles.
- g) Wellington North Power has launched a new survey for customers to complete following work carried out by the utility at their business / residential property (i.e. service connections, meter upgrades).

## Quarterly Update for Shareholders

#### 4. Scorecard (year-to date ending 30<sup>th</sup> September 2015)

Wellington North Power Inc. uses a Scorecard as an indicator to measure and monitor monthly performance in the four core areas of:

- Financial control - income, revenue and operating expenses;
- Reliability and safety - planned and unplanned power outages and events;
- Customer Service - telephone answer rate, scheduling of work; new connection rate;
- Conservation - energy savings in our community against a mandated target.

Below is a summary of the key elements of the Scorecard as at (year-to-date) 30<sup>th</sup> June 2015:

Indicator	Measure	Variance (YTD/2015 Target)	Notes
Financial Value	Net Income	79%	(Summary of variance between Year-to-Date versus Year-to-Date Target)
	Revenue	72%	Income is marginally higher than planned by 4% - approximately \$7,881
	Expenses	73%	Revenue is marginally behind plan by 3%
Reliability	Power Outages due to WNP	-52%	Total operating expenses are slightly below plan by 2% - approximately \$45,635 lower than expected. Expenses are being closely tracked
Service Quality	Customer services indices (calls answered, appointments scheduled and completed)	13%	No major outages due to WNP equipment failures, therefore currently below (max) target. <i>[Note: this excludes upstream outages – i.e. outages caused by others that can affect WNP's distribution system]</i>
Conservation		10%	Services indices targets are set by the energy regulator. WNP is performing ahead for each service measure and is currently 13% better than the industry target  Based on Q2 results available from governing body, WNP are behind plan. Action: In December, WNP are meeting with a 3 <sup>rd</sup> party to discuss the management of the energy conservation programs for 2016 onwards
		<b>Green</b>	On plan / ahead of target
		<b>Amber</b>	Slightly behind plan – to monitor closely
		<b>Red</b>	Behind plan – remedial action required
		<b>Legend</b>	

## Quarterly Update for Shareholders

## 5. Major Projects for 2015

Project	Scope
Frederick Street	Rebuild the pole line on Frederick St. in conjunction with the Township infrastructure rebuild.
Arthur Traffic Circle	Reconfigure the pole line and convert 4kV overhead to underground.
Princess St	Pole line extension to facilitate an alternate feed to the Mount Forest Hospital.
Foster Street Pole Line	Rebuild a section of Foster Street removing one transformer asset and addressing a number of safety concerns including a damaged pole and tidying wires to prevent ice-build-up during adverse weather
SCADA	Supervisory Control and Data Acquisition (SCADA) is being installed with a planned go-live at year end. This software application will allow real-time data to be collected from substations to monitor outages, interruptions and usage.
Building Renovation	Plans have been finalized to update the Mount Forest office entrance to meet Accessibility Standards. A local contractor has been selected to undertake the work.

## 6. Industry Awareness

There continues to be a significant amount of media coverage regarding the electricity sector. Wellington North Power Inc. is a member of the Electricity Distributors Association (EDA) and Cornerstone Hydro Electric Concepts (a non-profit organization consisting of 15 members of a similar scale). Collectively, as members we are reviewing opportunities.

As presented at this year's Annual Shareholder Meeting on 26<sup>th</sup> May 2015, Wellington North Power is a locally owned hydro company that delivers many local benefits including:

a) Financial:

- ✓ Pays property tax to the Municipality;
- ✓ Pays interest on a Promissory Note to the Township of Wellington North;
- ✓ Profits are re-invested back into the company by funding capital projects in our communities;
- ✓ Billing and collection for monthly water and sewer services.

b) Service:

- ✓ Provide customers with prompt, safe and reliable service;
- ✓ Ensure customers have access to a supply of electricity at a reasonable price;
- ✓ Quick response to power outages / events with preventative work (line-clearing);
- ✓ Accessible office open 5 days a week with knowledgeable staff;
- ✓ Rolling 5-year capital investment plan to support growth and development.

c) Community:

- ✓ Provides work for a number of local contractors and businesses;
- ✓ Promotes energy conservation to residential, business and industrial customers;
- ✓ Participates in local community events.

Thank you for taking the time to read the information. We hope you enjoyed this newsletter. Should you have any questions or feedback or want further information, please contact Jim Klujber (COO) [ijklujber@wellingtonnorthpower.com](mailto:ijklujber@wellingtonnorthpower.com) or Richard Bucknall (CAO) at [rbucknall@wellingtonnorthpower.com](mailto:rbucknall@wellingtonnorthpower.com) or telephone 519-323-1710.

*Wellington North Power Inc.*



RECEIVED

DEC 22 2015

TWP. OF WELLINGTON NORTH

Hi there,

**Bereaved Families of Ontario – Midwestern Region (BFO-MR)** offers free grief support to anyone in the community who needs it. We are a peer-support organization, where the bereaved help the bereaved so that no one walks alone in their journey of grief.

For three years we have been running Living with Loss, a **free peer support group for adults grieving the death of a loved one** in the Waterloo Region, and we are excited to announce that starting **January 2016** we will be bringing Living with Loss to **Mount Forest**.

This group is designed to provide ongoing support and basic education about the grieving process. Participants will have an opportunity to connect with other people who are grieving, share their thoughts and feelings, and hear new perspectives and coping strategies. Our volunteer facilitators, who are bereaved themselves, are extensively trained and bring compassion and a unique understanding to our programs. As one past participant described it, "This is a safe, comfortable environment where grief is understood and appreciated for what it truly is."

**Starting January 6<sup>th</sup>, 2016, Living with Loss will meet on the first Wednesday of the month at Birmingham Retirement Community (356A Birmingham Street East, Mount Forest) from 7:00 pm -- 9:00 pm.**

The "open" format of the group means that no registration is required; participants may attend meetings as often or as little as they feel the need. As with all of BFO-MR's programs, this group is offered free of charge.

Please find enclosed some informational material for this new program. I would appreciate you sharing this information with your clients and members as you see fit. Please do not hesitate to be in touch should you have any questions or would like more information on this or any of our other programs.

Thank you for your support.

Kind regards,

Alex Bissley, Program Coordinator

**Ministry of  
Municipal Affairs  
and Housing**

**Ministère des  
Affaires municipales  
et du Logement**



Local Government and Planning Policy Division  
777 Bay Street, 13th Floor  
Toronto ON M5G 2E5

Division des administrations locales et des politiques d'aménagement  
777, Rue Bay, 13e étage  
Toronto ON M5G 2E5

Phone: (416) 585-6320  
Fax: (416) 585-6463

Téléphone: (416) 585-6320  
Télécopieur: (416) 585-6463

December 18, 2015

Dear: Municipal Clerk, Municipal Treasurer, Municipal Planning Official

**RE: The Smart Growth for Our Communities Act, 2015**

The Smart Growth for Our Communities Act, 2015, which makes a number of changes to the Development Charges Act, 1997, and the Planning Act, passed in the Ontario legislature and received Royal Assent on December 3, 2015.

The majority of changes to both the Development Charges Act, 1997, and the Planning Act will come into force on a day to be named by proclamation. However, the following provisions relating to the Planning Act have already come into force through Royal Assent.

- Subsection 1(2) of the Planning Act has been amended to restrict the ability of ministries other than the Ministry of Municipal Affairs and Housing to be added as a party to an Ontario Municipal Board appeal.
- Subsection 3(10) of the Planning Act has been amended to extend the review cycle of the Provincial Policy Statement from 5 to 10 years.
- Subsections 4(1) and 4(2) of the Planning Act have been amended to remove the references to "referral", as the Minister does not have delegation powers for site plan.
- Subsection 22.1 has been added to the Planning Act to provide certainty that when new policies or laws come into effect, applications for official plan amendments are subject to the previous policies or laws only if the required supporting material (i.e. complete application) has been submitted prior to the transition date.

This legislation provides for enhanced tools and processes for communities and residents to determine how their neighbourhoods grow, and to plan and pay for growth. The legislation aims to help municipalities recover more costs for growth-related infrastructure, give residents more say in how their communities grow, protect and promote greenspaces, enhance transparency and accountability, set clearer rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.

Some examples of important improvements to the development charges and planning systems introduced by the new Act include:

**Increasing Funding for Growth-Related Infrastructure** by:

- removing the mandatory 10 per cent discount required when levying a charge for transit services
- creating an authority to identify services for which a planned service level calculation would replace the historic 10 year average service level
- creating an authority to identify ineligible services exclusively through regulation (a commitment to bring forward regulatory changes to make waste diversion as a service for which development charges can be collected has already been announced)

**Enhancing Municipal Transparency** by:

- requiring detailed reporting for municipal collection of density bonusing and parkland fees
- changing the alternative parkland dedication rate for cash-in-lieu payments to incent the acquisition of physical parkland
- requiring some municipalities, in consultation with school boards and the public, to prepare parks plans to help plan for parkland, greenspace, and park facilities
- requiring municipalities to reflect capital projects funded through development charges in a detailed report
- strengthening the language in relation to ‘voluntary payments’, not permitted under the Development Charges Act

**Increasing Predictability and Accountability** by:

- linking development charge background studies to municipal asset management planning
- requiring development charges for individual buildings to be set as of the date an initial building permit is issued, and for development charges to be payable on that date (there is an exception for multi-phase developments)

**Enhancing Citizen Engagement** by:

- requiring explanation of how public input affected a municipal planning decision
- ensuring consideration of public input at the municipal level by approval authorities and the Ontario Municipal Board
- requiring locally designed public consultation policies
- facilitating the modernization of the giving of notice through additional methods (e.g. email)
- increasing use and ensuring citizen membership on planning advisory committees

**Increasing Certainty, Stability and Reducing Costs** by:

- limiting requests for amendments to new official plans and/or new comprehensive zoning by-laws for 2 years after documents are approved, unless council authorizes the application(s) to proceed
- providing regulation-making authority to limit requests for amendments to the renamed community planning permit system policy (official plan) and by-law for



5 years after documents are approved, unless council authorizes the application(s) to proceed

- removing the ability to apply for a minor variance for 2 years after a site specific rezoning, unless council authorize the application(s) to proceed
- limiting approvals and appeals of lower-tier official plans, unless in conformity with upper-tier plans
- removing requirements to review employment land policies

**Resolving Disputes, Improving Local Decision-Making and Accountability by:**

- allowing time to be added to planning decision timelines to resolve disputes prior to appeals (90-day “timeout”)
- restricting appeals of specific provincially-approved matters (e.g. Ministry of the Environment and Climate Change approved source water protection boundaries)
- removing appeal of second unit residential policies at official plan updates
- requiring clearer reasons for appeals
- removing the ability to appeal entire new official plans
- providing enhanced opportunities for alternative dispute resolution

A copy of the Smart Growth for Our Communities Act, 2015 can be viewed online at: [http://www.ontla.on.ca/web/bills/bills\\_detail.do?BillID=3176](http://www.ontla.on.ca/web/bills/bills_detail.do?BillID=3176).

Please visit the Ministry of Municipal Affairs and Housing’s website periodically for further updates: [ontario.ca/municipalaffairsandhousing](http://ontario.ca/municipalaffairsandhousing).

If you have any questions related to the Planning Act, please contact Luke Fraser at (416) 585-6088 or send an e-mail to [PlanningConsultation@ontario.ca](mailto:PlanningConsultation@ontario.ca).

If you have any questions related to the Development Charges Act, 1997, please contact John Ballantine at (416) 585-6348 or send an e-mail to [DCAConsultation@ontario.ca](mailto:DCAConsultation@ontario.ca).

I would also like to take this opportunity to thank municipalities for your efforts, input and advice in helping us to reform the land use planning system.

Sincerely,



Kate Manson-Smith  
Assistant Deputy Minister

Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et  
des Affaires rurales

4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 1-877-424-1300  
Fax: 519 826-3398

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Télec. : 519 826-3398



## Rural Programs Branch

January 4, 2016

Our File: SCF-0708

Paul Dowber, Treasurer  
The Township of Wellington North  
7490 Sideroad 7 W.  
Kenilworth, Ontario  
N0G 2E0  
pdowber@wellington-north.com

Dear Paul Dowber:

### Re: Second intake of the Building Canada Fund - Small Communities Fund (SCF)

Thank you for your Expression of Interest (EOI) under the second intake of the SCF.

Unfortunately, your project proposal was not selected to move forward to the application phase.

This was a highly competitive intake. Over 270 EOIs were received and all were subject to careful consideration and evaluation. Your project proposal was not selected to move forward primarily because other applicants with highly critical projects had more challenging economic conditions and fiscal situations.

Economic conditions and fiscal situations were assessed using a combination of:

- total weighted property assessment per household
- median household income
- average of net financial assets (between 2010-2014) per household
- average residential property taxes, user fees and service charges (between 2010-2014) per household as a percentage of median household income

As you may be aware, over the summer the Province launched a discussion guide and consultations as part of the *Moving Ontario Forward* initiative to solicit feedback on infrastructure priorities and the design of new programs outside the Greater Toronto and Hamilton Area. Through these consultations, feedback was received on municipal infrastructure programs, program design and application processes, and the need for stable, predictable infrastructure funding. As the Province moves forward with the



Good Things  
Grow in Ontario  
À bonne terre,  
bons produits



- 2 -

delivery of infrastructure programs, the input received from these consultations will be taken into consideration.

Should you have any questions, please do not hesitate to call the contact centre at 1-877-424-1300 or email [SCF@ontario.ca](mailto:SCF@ontario.ca).

Thank you again for your interest in the second intake of the SCF.

Sincerely,



Joel Locklin  
Manager, Program Operations

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

**BY-LAW NUMBER 005-16**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON, JANUARY 11, 2016.**

**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 January 11, 2016 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 JANUARY, 2016.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**

## **MEETINGS, NOTICES, ANNOUNCEMENTS**

Monday, January 18, 2016	Administration/Finance Committee	4:30 p.m.
Wednesday, January 20, 2016	Economic Development Committee	4:30 p.m.
Thursday, January 21, 2016	Cultural Roundtable	12:00 p.m.
Monday, January 25, 2016	Regular Council Meeting	7:00 p.m.
Monday, February 8, 2016	Public Meeting	7:00 p.m.
Monday, February 8, 2016	Regular Council Meeting	Following Public Meeting
Tuesday, February 9, 2016	Public Works Committee	8:30 a.m.
Wednesday, February 17, 2016	Economic Development Committee	4:30 p.m.
Thursday, February 18, 2016	Cultural Roundtable	12:00 p.m.
February 21 – 24, 2016	ROMA/OGRA Conference	
Monday, February 29, 2016	Regular Council Meeting	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  
- Guelph location – 519-821-4242**

**Documents in alternate forms – CNIB – 1-800-563-2642**