



# Township of Wellington North

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

## Regular Meeting of Council

Monday, January 12, 2015

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

## AGENDA

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AGENDA ITEM	PAGE NO.
<p><b><u>CALLING TO ORDER</u></b></p> <p>- Mayor Lennox</p> <p><b><u>SINGING OF O' CANADA</u></b></p> <p><b><u>PASSING AND ACCEPTANCE OF AGENDA</u></b></p> <p><b><u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u></b></p> <p><b><u>MINUTES OF PREVIOUS MEETING(S)</u></b></p> <ol style="list-style-type: none"><li>1. Regular Meeting of Council, December 15, 2014</li><li>2. Special Council Meeting, December 23, 2014</li></ol> <p><b><u>DELEGATIONS</u></b></p> <p>(***Note: Correspondence for Council's Review and Direction item #1 will be dealt with as an item under Delegations )</p>	<p>1 21A</p>

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Karren Wallace Clerk	

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

**REGULAR MEETING OF COUNCIL**

**Monday, December 15, 2014**

**7:00 p.m.**

**Members Present:**

**Mayor: Andy Lennox  
Councillors Sherry Burke  
Mark Goetz  
Steve McCabe  
Dan Yake**

**Also Present: Chief Administrative Officer/Clerk: Michael Givens  
Deputy Clerk: Catherine More  
Executive Assistant: Cathy Conrad  
Treasurer: Paul Dowber  
Director of Recreation, Parks & Facilities: Barry Lavers  
Fire Chief: Dave Guilbault  
Tourism, Marketing, Promotion Manager: April Marshall  
Business Economic Manager: Dale Small**

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

**A. CALLING THE MEETING TO ORDER**

Michael Givens, Chief Administrative Officer/Clerk, called the meeting to order.

**B. SINGING OF O' CANADA**

**C. PASSING AND ACCEPTANCE OF AGENDA**

**Moved by: Councillor McCabe**

**Seconded by: Councillor Yake**

*THAT the Agenda for the December 15, 2014 Regular Meeting of Council be accepted and passed with the addition:*

*6. (b) Treasurer's Report TR2014-15 Tax Arrears Extension Agreement*

**Resolution Number: 1**

**Carried**

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

Councillor Yake declared a conflict of interest with Standing Committee, Staff Reports, Minutes and Recommendations, Item 8, Report from Michael Givens, CAO, CAO Report 2014-28, regarding 2015 OCWA Agreement-Wastewater Operations; and By-laws, Item 7, By-law 105-14 authorizing the execution of an agreement between Ontario Clean Water Agency and the Corporation of the Township of Wellington North as these items involve his employer.

**E. MINUTES OF PREVIOUS MEETING(S)**

1. Public Meeting, November 10, 2014
2. Regular Meeting of Council, November 10, 2014
3. Inaugural Meeting of Council, December 1, 2014

**Moved by: Councillor McCabe**

**Seconded by: Councillor Yake**

***THAT the minutes of the Public Meeting and the Regular Meeting of Council held on November 10, 2014 and the Inaugural Meeting of Council held on December 1, 2014 be adopted as circulated.***

**Resolution Number: 2**

**Carried**

**F. DELEGATIONS**

1. Jeff Coburn, Coburn Insurance Brokers Ltd.  
Jeff Musser, Jardine Lloyd Thompson Canada Ltd.  
Re: Presentation of 2015 Insurance Program Proposal

Mr. Coburn stated that rates have remained stable for the last three years. Ontario Clean Water Agency is now insuring some of the items that were on the Township's previous policy. The Township's insurance is down \$32,000. He introduced Jeff Musser from Jardine Lloyd Thompson Canada Inc.

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F. **DELEGATIONS** (continued)

1. Jeff Coburn, Coburn Insurance Brokers Ltd.  
Jeff Musser, Jardine Lloyd Thompson Canada Ltd.  
Re: Presentation of 2015 Insurance Program Proposal (continued)

Mr. Musser explained that the main expense with the insurance policy is liability. Primary coverage is \$5,000,000. and umbrella coverage is \$20,000,000. Liability coverage has been held at bay for the past five years; however, this has increased in all municipal packages this year as the underwriter has indicated that rates have to increase by 3 – 4% this year. The majority of claims are liability for trips and falls; for example, tripping on paving stones. For municipalities to defend themselves it is recommended they have policies and procedures, do inspections when they are supposed to and document inspections and what is done to rectify situations. Documentation is key. Property insurance is Blanket Property covering 48.1 million dollars worth of property. The property insurance has a replacement clause for true full replacement cost. Auto insurance is reduced by \$263 for 43 vehicles. Councillor accident coverage remains the same; as does municipal volunteer coverage. It is recommended that municipalities keep a list of their volunteers. LCIS – low risk events liability has taken a big leap in the municipal world. This ensures coverage for events that happen on municipal grounds that the municipality does not have control of.

**Moved by: Councillor McCabe**

**Seconded by: Councillor Yake**

*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, 2015 as submitted.*

**Resolution Number: 3**

**Carried**

**THE CORPORATION OF THE  
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**G. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS**

1. Wellington North Fire Service
  - Communiqué, #012, Wednesday, November 12, 2014
  - Communiqué, #013, Monday, December 8, 2014

**Moved by: Councillor McCabe**  
**Seconded by: Councillor Yake**

*THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqués #012 dated November 12, 2014 and #013 dated December 8, 2014.*

**Resolution Number: 4**

**Carried**

2. Report from Dave Guilbault, Fire Chief
  - Proposed Bell Tower Installation, Arthur Fire Station, 103 Smith Street, Arthur

**Moved by: Councillor McCabe**  
**Seconded by: Councillor Yake**

*THAT the Council of the Corporation of the Township of Wellington North enter into an agreement with Bell, to construct a telecommunications tower at the rear of the Arthur Fire Station, 103 Smith Street, Arthur.*

**Resolution Number: 5**

**Carried**



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**G. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS (continued)**

3. Report from Darren Jones, Chief Building Official  
- Building Permit Monthly Review Period Ending November 30, 2014

**Moved by: Councillor McCabe  
Seconded by: Councillor Yake**

*THAT the Council of the Corporation of the Township of Wellington North receive the Building Permit Monthly Review for the period ending November 30, 2014.*

**Resolution Number: 6**

**Carried**

4. Report from April Marshall & Dale Small, Economic Development Office  
- November 19<sup>th</sup> Economic Development Committee Meeting

**Moved by: Councillor McCabe  
Seconded by: Councillor Yake**

*THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Office report dated December 15<sup>th</sup>, 2014 with regards to the Economic Development Committee Meeting of November 19<sup>th</sup>, 2014;*

*AND FURTHER THAT the Council of the Township of Wellington North also receive the following reports for information:*

- *Wellington North Health Professional Recruitment Committee update of November 19<sup>th</sup>, 2014*
- *Business Economic Manager 2014 Year in Review*
- *Tourism Marketing & Promotion Manager 2014 Year in Review*
- *2015 Economic Development Committee Meeting Schedule*

**Resolution Number: 7**

**Carried**

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G. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS (continued)

5. Report from Paul Dowber, Treasurer  
- Treasurer's Report TR2014-12 - Ontario Community Infrastructure Fund – Formula-Based Municipal Funding Agreement

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North adopt the Municipal Funding Agreement for the Ontario Community Infrastructure Fund – Formula Based Component;*

*AND FURTHER THAT the Council of the Township of Wellington North authorize and direct the Mayor and Clerk to execute a contribution agreement with Her Majesty the Queen in Right of Ontario for the Ontario Community Infrastructure Fund-Formula-Based Component.*

**Resolution Number: 8**

Carried

6. Report from Paul Dowber, Treasurer  
- Treasurer's Report TR2014-14 – Small Community Fund and Ontario Community Infrastructure Fund Application

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive for information the report from the Treasurer with regard to the Ontario Community Infrastructure Fund – Application Based Component (OCIF)/Small Communities Fund (SCF);*

*AND FURTHER THAT the Council of the Township of Wellington North supports and authorizes the Treasurer to complete and submit the applications for the OCIF and SCF funds by the December 19, 2014 deadline.*

**Resolution Number: 9**

Carried

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G. **STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS** (continued)

6. (b) Treasurer's Report TR2014-15 Tax Arrears Extension Agreement

**Moved by:** Councillor Goetz  
**Seconded by:** Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North authorizes Tax Arrears Extension Agreements with the owner of lands listed below.*

*Roll #2349 000 015 16800  
Roll #2349 000 007 16300*

**Resolution Number: 10**

**Carried**

7. Report from Michael Givens, CAO  
- CAO 2014-25 – Appointment of Conservation Authority  
Representatives

**Moved by:** Councillor McCabe  
**Seconded by:** Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive for information report CAO 2014-25 Appointment of Conservation Authority Representatives;*

*AND FURTHER THAT the Council of the Township of Wellington North appoint Pat Salter as the representative from the Township of Wellington North to the Grand River Conservation Authority for a three year term, January 1, 2015 to December 31, 2017;*

*AND FURTHER THAT the Council of the Township of Wellington North appoint David Turton as the representative from the Township of Wellington North to the Maitland Valley Conservation Authority for a three year term, January 1, 2015 to December 31, 2017;*

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G. **STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS** (continued)

7. Report from Michael Givens, CAO  
- CAO 2014-25 – Appointment of Conservation Authority  
Representatives (continued)

*AND FURTHER THAT the Council of the Township of Wellington North appoint Steve McCabe as the representative from the Township of Wellington North to the Saugeen Valley Conservation Authority for a three year term, January 1, 2015 to December 31, 2017;*

**Resolution Number: 11**

**Carried**

8. Report from Michael Givens, CAO  
- CAO 2014-28 - 2015 OCWA Agreement-Wastewater Operations

Councillor Yake left the Council Chambers for this portion of the meeting as he had previously declared pecuniary interest as the subject matter involves his employer.

**Moved by:** Councillor McCabe

**Seconded by:** Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information CAO Report 2014-28;*

*AND FURTHER THAT the Council of the Township of Wellington North authorize and direct the Mayor and Clerk to execute an agreement with the Ontario Clean Water Agency for the operation and maintenance of the Arthur and Mount Forest Wastewater Facilities.*

**Resolution Number: 12**

**Carried**

Councillor Yake returned to the Council Chambers

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G. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS (continued)

9. Report from Michael Givens, CAO  
- CAO 2014-29 – Council Representatives on Township of Wellington  
North Standing Committees

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington  
North receive for information report CAO 2014-29 Council  
Representatives on Township of Wellington North Standing  
Committees;*

*AND FURTHER THAT the Council of the Township of Wellington  
North appoint Council Representatives to the Township of  
Wellington North Standing Committees for the term, January 1,  
2015 to December 31, 2015 as per below:*

Administration & Finance Committee

*Chair – Councillor Sherry Burke*

*Committee Members – Councillor Dan Yake,  
Councillor Mark Goetz, Mayor Andy Lennox*

Economic Development Committee

*Chair – Councillor Mark Goetz*

*Committee Members – Councillor Steve McCabe,  
Councillor Sherry Burke, Mayor Andy Lennox*

Public Works Committee

*Co-Chair – Councillor Dan Yake*

*Co-Chair – Councillor Steve McCabe*

*Committee Members – Councillor Sherry Burke,  
Mayor Andy Lennox*

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G. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS (continued)

9. Report from Michael Givens, CAO  
- CAO 2014-29 – Council Representatives on Township of Wellington  
North Standing Committees (continued)

Recreation & Culture Committee

*Chair – Councillor Steve McCabe*

*Committee Members – Councillor Dan Yake,*

*Councillor Mark Goetz, Mayor Andy Lennox*

**Resolution Number: 13**

**Carried**

10. Public Works Committee  
- Minutes, November 18, 2014

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 November 18, 2014.*

**Resolution Number: 14**

**Carried**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington  
North accept the Proposed Additional Work Scope to be completed  
by March 2015 at an estimated cost to complete of \$28,961.00  
including disbursements but excluding HST as recommended by the  
Public Works Committee.*

**Resolution Number: 15**

**Carried**

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**G. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS** (continued)

10. Public Works Committee  
- DWQMS – Management Review, November 24, 2014

**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 DWQMS – Management Review Meeting held on November 24, 2014.*

**Resolution Number: 16**

**Carried**

11. Resolution  
- Appoint Secretary-Treasurer for Committee of Adjustment

**Moved by: Councillor McCabe**  
**Seconded by: Councillor Yake**

*THAT the Council of the Corporation of the Township of Wellington North appoint Karren Wallace as Secretary-Treasurer for the Township of Wellington North Committee of Adjustment.*

**Resolution Number: 17**

**Carried**

12. Cheque Distribution Report dated December 9, 2014

**Moved by: Councillor Burke**  
**Seconded by: Councillor Goetz**

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated December 9, 2014.*

**Resolution Number: 18**

**Carried**

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**THE CORPORATION OF THE  
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**REGULAR MEETING OF COUNCIL**

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

1. Township of Carling  
Re: Request for support of resolution regarding OPP Billing in Unorganized Townships

**Moved by: Councillor Burke**

**Seconded by: Councillor Goetz**

*THAT the Council of the Corporation of the Township of Wellington North support the Township of Carling resolution 14-108 of regarding OPP Billing in Unorganized Townships.*

**Resolution Number: 19**

**Carried**

2. Regional Municipality of Halton  
Re: Request for support of resolution regarding "Buy American" provisions in the American Recover and Reinvestment Act

**Moved by: Councillor Burke**

**Seconded by: Councillor Goetz**

*THAT the Council of the Corporation of the Township of Wellington North support the Regional Municipality of Halton resolution regarding "Buy American" Provisions in the American Recovery and Reinvestment Act.*

**Resolution Number: 20**

**Carried**

3. Uniongas  
Re: Winter Warmth Program  
- Received as information



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**H. CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION**  
(continued)

4. Correspondence received regarding Canada Post decision to eliminate home to home postal delivery
  - County of Huron
  - Township of Pelee
  - Received as information
  
5. Wes Kroes, recipient of Township of Wellington North Scholarship Award  
Re: Thank you for scholarship
  - Received as information
  
6. County of Wellington, Planning and Land Division Committee  
Re: Comments for Consent Applications

File No. B114/14, 2094940 Ontario Inc., c/o James Coffey

Council supported the application with the following conditions:

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 & Land Division Committee a letter of clearance of this condition.

That the Owner satisfy the requirements of the local municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990 and that the local municipality file with the Secretary-Treasurer of the Planning & Land Division Committee a letter of clearance of the condition.

That the Owner receives approval from the applicable road authority for an entrance to the retained parcel.

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

(continued)

6. County of Wellington, Planning and Land Division Committee  
Re: Comments for Consent Applications (continued)

File No. B125/14, Willem & Jenneke Roubos

Council supported the application with the following conditions:

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 & Land Division Committee a letter of clearance of this condition.

That the Owner satisfy the requirements of the local municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990 and that the local municipality file with the Secretary-Treasurer of the Planning & Land Division Committee a letter of clearance of the condition.

That the Owner receives approval from the applicable road authority for an entrance to the retained parcel.

File No. B126/14, Ronald Densmore

Council supported the application with the following conditions:

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 & Land Division Committee a letter of clearance of this condition.

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H. **CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION**  
(continued)

6. County of Wellington, Planning and Land Division Committee  
Re: Comments for Consent Applications (continued)

File No. B11-13/10, Betty-Dee Limited

Council deferred comments on this application pending discussion with planners.

I. **BY-LAWS**

1. 99-14 Being a by-law to authorize the execution of an agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs and the Corporation of the Township of Wellington North (Ontario Community Infrastructure Fund – Formula Based Component)

**Moved by: Councillor Burke**

**Seconded by: Councillor Goetz**

*THAT By-law Number 99-14 being a by-law to authorize the execution of an Agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs and the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed. (Ontario Community Infrastructure Fund – Formula Based Component)*

**Resolution Number: 21**

**Carried**

**THE CORPORATION OF THE  
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I. **BY-LAWS** (continued)

2. 100-14 Being a by-law to establish the fees and charges for various services provided by the municipality

**Moved by:** Councillor Burke

**Seconded by:** Councillor Goetz

*THAT By-law Number 100-14 being a by-law to establish the fees and charges for various services provided by the municipality be read a First, Second and Third time and finally passed.*

**Resolution Number: 22**

**Carried**

3. 101-14 Being a by-law to appoint a Clerk for the Corporation of the Township of Wellington North

**Moved by:** Councillor Burke

**Seconded by:** Councillor Goetz

*THAT By-law Number 101-14 being a by-law to appoint a Clerk for the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed. (Karren Wallace)*

**Resolution Number: 23**

**Carried**

4. 102-14 Being a by-law to appoint a Deputy Clerk for the Corporation of the Township of Wellington North

**Moved by:** Councillor Burke

**Seconded by:** Councillor Goetz

*THAT By-law Number 102-14 being a by-law to appoint a Deputy Clerk for the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed. (Mike Givens)*

**Resolution Number: 24**

**Carried**

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I. BY-LAWS (continued)

5. 103-14 Being a by-law to authorize an Extension Agreement with respect to tax arrears proceedings. (to be tabled at meeting)

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT By-law Number 103-14 being a by-law to authorize an Extension Agreement with respect to tax arrears proceedings be read a First, Second and Third time and finally passed. (Property Identifier Number 71093-0074(LT) – Lot 27, Concession 4 in the Township of Wellington North, in the County of Wellington, 7638 Sideroad 10 West, RR #4, Arthur, Ontario, N0G 1A0 – Land Titles Division No. 61)*

Resolution Number: 25

Carried

6. 104-14 Being a by-law to authorize an Extension Agreement with respect to tax arrears proceedings. (to be tabled at meeting)

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT By-law Number 104-14 being a by-law to authorize an Extension Agreement with respect to tax arrears proceedings be read a First, Second and Third time and finally passed. (Property Identifier Number 71108-0029(LT) – Lot 5, Concession 9 in the Township of Wellington North, in the County of Wellington, being Part 1 on Plan 61R7336 - 8190 Line 8, RR #4, Kenilworth Ontario, N0G 2E0 – Land Titles Division No. 61)*

Resolution Number: 26

Carried

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I. **BY-LAWS** (continued)

7. 105-14 Being a by-law to authorize the execution of an agreement between Ontario Clean Water Agency and the Corporation of the Township of Wellington North.

Councillor Yake left the Council Chambers for this portion of the meeting as he had previously declared pecuniary interest as the subject matter involves his employer

**Moved by: Councillor Goetz**  
**Seconded by: Councillor Burke**

*THAT By-law Number 105-14 being a by-law to authorize the execution of an agreement between Ontario Clean Water Agency and the Corporation of the Township of Wellington North.*

**Resolution Number: 27**

**Carried**

Councillor Yake returned to the Council Chambers

J. **ITEMS FOR COUNCIL'S INFORMATION**

AMO Watchfile

- November 13, 2014
- November 20, 2014
- November 27, 2014
- December 4, 2014
- December 11, 2014

Grand River Conservation Authority

- Minutes, General Membership Meeting, October 24, 2014

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

**REGULAR MEETING OF COUNCIL**

**Monday, December 15, 2014**

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**J. ITEMS FOR COUNCIL'S INFORMATION**

Randy Pettapiece, MPP, Perth-Wellington

- News Release, November 17, 2014 – Pettapiece again calls for ice storm help, blasts government red tape
- News Release, November 20, 2014 – Liberals hire consultants to manage ice storm relief funds
- News Release, November 26, 2014 – Ice storm consultants have history in Alberta, Pettapiece reveals
- News Release, November 27, 2014 – Liberals condemned for politicizing infrastructure announcements
- News Release, December 9, 2014 – Statement by MPP Pettapiece on demise of Conestogo Wind Project

Ministry of Citizenship, Immigration and International Trade

- Ontario's Volunteer Recognition Programs for 2015

**Moved by: Councillor Goetz**

**Seconded by: Councillor Burke**

*THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the December 15, 2014 Regular Council Meeting Agenda.*

**Resolution Number: 28**

**Carried**

**K. NOTICE OF MOTION**

None

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

**REGULAR MEETING OF COUNCIL**

**Monday, December 15, 2014**

**Page Twenty**

**L. ANNOUNCEMENTS**

1. Media Release
  - Township of Wellington North Appoints Clerk
2. Mayor Lennox announced that he attended the County of Wellington Inaugural Council Meeting held on December 12, 2014. Minto Mayor George Bridge is the Warden. Mayor Lennox was appointed as Chair of the Planning and Land Division Committees and also appointed to the Administration, Finance and Personnel Committee and Wellington County Plowmen's Association. Mayor Lennox participated in the Holstein Parade at the invitation of Southgate Council.

**M. CLOSED MEETING SESSION**

1. Labour relations or employee negotiations. (Section 239 (2) (d))
2. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239 (2) (e))
3. Confirmation of Closed Session Minutes
  - Regular Council Meeting, November 10, 2014

**Moved by: Councillor Goetz**

**Seconded by: Councillor Burke**

***THAT Council go into a meeting at 8:04 p.m. that is closed to the public under subsections 239 (2) (d) (e) of the Municipal Act, 2001***

- *to consider labour relations or employee negotiations*
- *to consider litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board*
- *Confirmation of Closed Session Minutes*
- *Regular Council Meeting, November 10, 2014*

**Resolution Number: 29**

**Carried**

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THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 15, 2014

Page Twenty One

N. CLOSED MEETING SESSION (continued)

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT Council rise from a closed meeting session at 8:47 p.m.*

Resolution Number: 30

Carried

O. CONFIRMING BY-LAW

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT By-law Number 106 -14 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 15, 2014 be read a First, Second and Third time and finally passed.*

Resolution Number: 31

Carried

P. ADJOURNMENT

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT the Regular Council meeting of December 15, 2014 be adjourned at 8:50 p.m.*

Resolution Number: 32

Carried

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CLERK

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MAYOR

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

**SPECIAL MEETING OF COUNCIL**

**Monday, December 23, 2014**

**Members Present:**

**Mayor: Andy Lennox  
Councillors Sherry Burke  
Mark Goetz  
Steve McCabe  
Dan Yake**

**Staff Present:**

**Chief Administrative Officer: Michael Givens  
Clerk: Karren Wallace**

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

**A. CALLING THE MEETING TO ORDER**

Mayor Lennox called the meeting to order at 4.59 pm.

**B. PASSING AND ACCEPTANCE OF AGENDA**

**Moved by: Councillor Goetz**

**Seconded by: Councillor Burke**

*BE IT RESOLVED THAT the Agenda for the December 23, 2014 Special Meeting of Council be accepted and passed.*

**Resolution Number: 1**

**Carried**

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

There were no disclosures of pecuniary interest.

**D. CLOSED MEETING SESSION**

**Moved by: Councillor Goetz**

**Seconded by: Councillor Burke**

*BE IT RESOLVED THAT Council go into a meeting at 5:01 p.m. that is closed to the public under subsections 239 (2) (d) (e) of the Municipal Act, 2001to:*

- *consider labour relations or employee negotiations*
- *to consider litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board*  
*Confidential Report CAO Report 2014-32*

Resolution Number: 2

Carried

Moved by: Councillor Yake  
Seconded by: Councillor McCabe

*BE IT RESOLVED THAT Council rise from a closed meeting session at 6.11 p.m. and report*

Resolution Number: 5

Carried

E. CONFIRMING BY-LAW

Moved by: Councillor McCabe  
Seconded by: Councillor Yake

*BE IT RESOLVED THAT By-law Number 107 -14 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on December 23, 2014 be read a First, Second and Third time and finally passed.*

Resolution Number: 6

Carried

F. ADJOURNMENT

Moved by: Councillor Goetz  
Seconded by: Councillor Burke

*THAT the Special Council meeting of December 23, 2014 be adjourned at 6:14 p.m.*

Resolution Number: 7

Carried

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CLERK

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MAYOR



# Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 12, 2015**

**FROM: KARREN WALLACE  
CLERK**

**SUBJECT: CLK 2015-001  
APPOINTMENT OF MEMBERS TO THE JOINT  
COMPLIANCE AUDIT COMMITTEE**

## RECOMMENDATION

BE IT RESOLVED THAT Clerk report CLK 2015-001 Appointment of Members to the Joint Compliance Audit Committee be received for information;

AND FURTHER THAT a By-law be passed appointing Leigh Fishleigh, Bill Robson and Paul Ruffolo to the Joint Compliance Audit Committee.

## PREVIOUS REPORTS PERTINENT TO THIS MATTER

DC 2014-01 Joint Compliance Audit Committee By-law

## BACKGROUND

The *Municipal Elections Act, 1996*, provides that every municipality and school board shall appoint a Compliance Audit Committee prior to October 1 in an election year. The Committee would address applications requesting an audit of a candidate's election campaign finances.

Wellington County and the member municipalities including the Town of Erin, Townships of Puslinch, Minto, Mapleton, Wellington-North, Puslinch and Centre Wellington agreed to a Joint Compliance Audit Committee County of Wellington.

By-law 48-14 was passed on June 9<sup>th</sup>, 2014 establishing the Committee and its terms of reference.

Norm Gamble, the Meeting Investigator, was tasked with finding members for the committee and he recommended Leigh Fishleigh, Bill Robson and Paul Ruffolo be appointed.

The members, as recommend by Norm Gamble under his delegated authority, must be appointed by By-law.

PREPARED BY:	RECOMMENDED BY:
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*Karren Wallace*

*Michael Givens*

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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# Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 12, 2014**

**FROM: Karren Wallace  
Clerk**

**SUBJECT: REPORT CLK 002-2015 Closed Meeting Investigator**

## RECOMMENDATION

THAT Report CLK 002-2015 dated January 12, 2015, with respect to the Closed Meeting Investigator be received;

AND FURTHER THAT the Township of Wellington North enter into an agreement with the County of Wellington and other lower tier municipalities in the County to appoint Mr. John Maddox, JGM Consulting as the meeting investigator, commencing January 1, 2015 ending on December 31, 2017;

AND FURTHER THAT staff be directed to bring a by-law to appoint and enter into an agreement with John Maddox of JGM Consulting to a meeting of Council after the County of Wellington passes their by-law;

AND FURTHER THAT staff be directed to amend the Policy and Procedure Manual on Closed Meeting Investigations to reflect changes in staff and position titles.

## PREVIOUS REPORTS PERTINENT TO THIS MATTER

- By-law 3-08 being a By-law to appoint an investigator for the Corporation of the Township of Wellington North
- By-law 7-09 being a By-law to approve the appointment of Norm Gamble as Investigator and to enter into an agreement for services
- By-law 12-11 being a By-law to approve the appointment of Norm Gamble as Investigator and to enter into an agreement for services
- Closed meeting report dated July 2008 prepared and submitted by Norm Gamble, Wellington North Closed Meeting Investigator
- Closed meeting report dated April 2013 prepared and submitted by Norm Gamble, Wellington North Closed Meeting Investigator

## BACKGROUND

Section 239(1) of the Municipal Act, 2001 provides that all meetings of councils, local board and committees, if the committee membership is comprised of more than 50% of elected officials, must be open to the public with some exceptions as permitted in subsection (2) (3) and (3.1) of the Act.

The legislation states that municipalities appoint a meeting investigator to investigate complaints made by any person(s) to determine whether the council, local board or committee is in compliance with the closed meeting provisions of the Act and/or their procedure by-law in respect of a meeting or part of a meeting closed to the public. If a municipal investigator is not appointed, the responsibility for the investigation defaults to the Provincial Ombudsman. Attached is a copy of the Township's policy on closed meeting investigations.

Through a shared servicing arrangement with the County of Wellington, the Township of Wellington North and other local municipalities appointed Norm Gamble as the meeting Investigator. He was originally appointed in 2008 and has remained the investigator to date, however is retiring at the end of 2014.

The rates charged by Mr. Gamble were \$350.00/hr (full day) \$175.00/hr (half day) with an annual retainer of \$200.00/annually.

In 2008 and 2013 Mr. Gamble conducted investigations as to whether the council contravened the provisions of the Act. The municipality was invoiced \$1,840.94 for the 2008 report and \$1,026.50 for the 2013 report.

There are three options available to Council with respect to the meeting investigator.

### **OPTION #1 (RECOMMENDED)**

Continue to partner with Wellington County and other lower tier municipalities in the County in a shared serving arrangements and enter into a two-year agreement with John Maddox, JGM Consulting commencing January 1, 2015.

An annual retainer of \$1000.00 for the County and \$300.00 for each member municipality, paid for by the County will be paid in January of each year.

The hourly fee will be \$100.00 with reasonable, receipted expenses being reimbursed, including the respective municipal mileage rate, paid by the municipality in which the investigation is being conducted.

**OPTION #2**

Appoint the Provincial Ombudsman act as the township’s meeting investigator. There is no cost to the municipality to use the services of the Ombudsman. This option is not recommended for the following reasons:

- Potential loss of control at the municipal level for policies and procedures to be followed;
- Retains the opportunity to prepare the Terms of Reference for this process, subject to the *Municipal Act*, at the municipal level;
- The Ombudsman may control his/her own process and may not necessarily adhere to internal municipal protocol or procedures;
- A Closed Meeting Investigator may be more familiar with municipal protocol;
- The wide scope of responsibilities for the Ombudsman’s Office which currently includes investigations into Provincial matters as well as closed meetings investigations for municipalities that have not chosen to appoint a Meetings Investigator as well as the implementation of Bill 8, may result in a volume of work that would significantly impact the timelines for addressing matters.

**OPTION #3**

Advertise the position, accept applications review and make a recommendation to Council as to the recommended individual. This option is not recommended for the following reasons:

- This option would impose additional expense and staff time;
- There are a limited number of individuals with the experience in this area of expertise
- It is likely that John Maddox, JGM Consulting will submit an application for the position;
- The rates charged by John Maddox, JGM Consulting through the shared agreement with Wellington County are very competitive and it is unknown if those rates would be matched by him on a single contract.

**Financial Impact**

Financial impact would be realized, at a cost of \$100.00 per hour, plus applicable taxes, if an application for a meeting investigation is received.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Karren Wallace*

*Michael Givens*

<b>KARREN WALLACE CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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# Township of Wellington North

## POLICY & PROCEDURE MANUAL



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<b>DEPARTMENT</b>	C.A.O./CLERK'S	<b>POLICY NUMBER</b>
<b>SECTION</b>	CLERK'S	<b>EFFECTIVE DATE</b> January 1, 2008
<b>SUBJECT</b>	<b>CLOSED MEETING INVESTIGATIONS</b>	
<b>AUTHORITY</b>	Municipal Statute Law Amendment Act (Bill 130)	

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### **POLICY STATEMENT:**

The Township of Wellington North is committed to ensuring that a request for an investigation under Section 239 of the Municipal Act, 2001 as amended is dealt with in a fair, open and expeditious matter.

The Township commits to full co-operation including the provision of all information requested by the Investigator, either written or through interviews, to assist the Investigator in his investigations.

The Township commits to including any report received from the Investigator related to an investigation under the Act, on a public agenda and to considering such report in an open public meeting of Council or a Committee of Council.

This policy shall be posted on the Township's website [www.wellington-north.com](http://www.wellington-north.com) and available from the CAO/Clerk's Office 7490 Sideroad 7 West, P. O. Box 125, KENILWORTH, ON N0G 2E0 or by contacting the CAO/Clerk at 519-848-3620, ext. 32 or [through email lheinbuch@wellington-north.com](mailto:lheinbuch@wellington-north.com).

This policy applies to all appointed Boards as defined in the Municipal Act.

# Township of Wellington North

## POLICY & PROCEDURE MANUAL



### BACKGROUND:

Through By-law Number 3-08 the Township has appointed Mr. Norm Gamble as an Investigator and authorized him to conduct investigations upon receipt of a complaint in respect of meetings or part of meetings that are closed to the public to determine compliance with the Act or the Township's Procedural By-law and to report on the results of such investigations.

### COMPLAINTS PROCEDURE:

Members of the public may submit complaints to the Investigator relating to compliance with the Act or the Township's Procedural By-law for meetings or part of meetings that are closed to the public.

All complaints will be treated as confidential, unless authorization is given by the complainant to release his or her identity.

Every request for an investigation shall be initiated through the submission of the "Municipal Investigation Complaint Form" ("Complaint Form") provided. The said Complaint Form shall be made available to the public through the CAO/Clerk's Office or can be downloaded from the Township website at [www.wellington-north.com](http://www.wellington-north.com). Completed Complaint Forms will not be accepted by facsimile, e-mail or other electronic means.

A completed Complaint Form shall be submitted by mail directly to the Investigator

All complaints must contain:

- Name of Municipality
- Complainant's name, mailing address, telephone number and e-mail address (if applicable)
- Date of Closed Meeting under consideration
- Nature and Background of the particular occurrence
- Any activities undertaken (if any) to resolve the concern
- Any other relevant information
- Direction with respect to release of identity
- Original signature



# Township of Wellington North

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For all complaints, the Township shall supply forthwith the following or any other information or documentation as requested by the Investigator related to a complaint:

- Certified copy of Notice of Meeting
- Certified copy of Agenda
- Certified copy of Minutes of Meeting
- Relevant Resolutions
- Municipal contact list
- Other

## **RESPONSE TIME:**

Upon receipt of a complaint the Investigator shall have 30 days in which to respond to the complainant.

## **DELEGATION:**

Upon completion of an investigation, the Investigator shall present his report at a regularly scheduled Township Council meeting.

The Investigator will report on all complaints received. The Investigator will advise the Township when he has received a complaint.

## **STAFF SUPPORT:**

Should it be required, the CAO/Clerk's Department will provide assistance with photocopying, mailing, etc. No staff assistance will be provided beyond routine information retrieval.



# Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 12, 2015**

**FROM: MICHAEL GIVENS  
CAO**

**SUBJECT: CAO 2015-01 APPOINTMENT OF MAITLAND VALLEY  
CONSERVATION AUTHORITY REPRESENTATIVE AND MAITLAND  
SOURCE PROTECTION AUTHORITY BOARD**

## **RECOMMENDATION**

THAT the Council of the Corporation of the Township of Wellington North receive for information report CAO 2015-01;

AND FURTHER THAT the Council of the Township of Wellington North appoint David Turton of the Township of Minto, as the representative from the Township of Wellington North to the Maitland Valley Source Protection Authority Board for a three year term, January 1, 2015 to December 31, 2017 at the December 15, 2014 meeting of Council.

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

October 29, 2014 Correspondence from GRCA re; Appoint of Members  
Correspondence from Pat Salter

CAO 2014-25 appointment of Conservation Authority Representatives

## **BACKGROUND**

The Township of Wellington North falls within the boundaries of 3 separate watersheds. As such, the Township is a member of each of the Grand River Conservation Authority (GRCA), Maitland Valley Conservation Authority (MVCA), and Saugeen Valley Conservation Authority (SVCA).



# Township of Wellington North

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At the beginning of each term, Council appoints appropriate representatives to the Conservation Authorities. The expectation being that the representative will report to Council on the activities, projects and programs of the respective Conservation Authorities that would impact or be of interest to the residents of Wellington North.

At the December 15, 2014 meeting of Council, the Maitland Valley Conservation Authority representative was appointed, however the Maitland Source Protection Authority Board appointment was overlooked.

It is a requirement of the Maitland Valley Conservation Authority that the board representative also be the representative on the Source Protection Board.

Staff therefore recommends that David Turton of the Township of Minto, also be appointed as the representative from the Township of Wellington North to the Maitland Valley Source Protection Authority Board for a three year term, January 1, 2015 to December 31, 2017.

## FINANCIAL CONSIDERATIONS

n/a.

PREPARED BY:

RECOMMENDED BY:

*Mike Givens*

*Mike Givens*

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER



# Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 12, 2015**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2015-01 BUILDING PERMIT MONTHLY REVIEW  
PERIOD ENDING DECEMBER 31, 2014**

**RECOMMENDATION**

THAT the Council of the Corporation of the Township of Wellington North receive the Building Permit Monthly Review for the period ending December 31, 2014.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

1. Building Permit Monthly Review for the period ending December 31, 2013
2. Building Permit Monthly Review for the period ending December 31, 2012

**BACKGROUND**

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	2	360,000.00	5,058.98	29,346.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	1	15,000.00	247.60	0.00
Garages / Sheds	1	18,000.00	527.28	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	1	11,000.00	395.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	1	100,000.00	964.50	7,438.50
Institutional	0	0.00	0.00	0.00
Agricultural	2	255,000.00	3,181.75	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	1	2,000.00	126.00	0.00

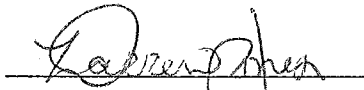
Total December 2014	9	761,000.00	10,501.11	36,784.50
Total Year to Date 2014	218	17,978,130.00	202,340.58	350,823.86

Total December 2013	11	573,500.00	9,408.57	16,246.40
Total Year to Date 2013	243	18,219,170.00	235,151.12	393,105.61

Total December 2012	17	1,888,100.00	33,859.29	69,006.36
Total Year to Date 2012	258	26,049,901.00	241,919.63	574,241.36

*\*\*values may change as permits are revoked or modified*

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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<b>DARREN JONES</b> <b>CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
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# Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 12, 2015**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2015-02 BUILDING PERMIT YEARLY REVIEW  
PERIOD ENDING DECEMBER 31, 2014**

## RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive the Building Permit Yearly Review for the period ending December 31, 2014.

## PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. Building Permit Yearly Review for the period ending December 31, 2013
2. Building Permit Yearly Review for the period ending December 31, 2012

## BACKGROUND



PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	25	5,392,000.00	56,573.33	246,139.00
Multi Family Dwelling	2	955,000.00	7,254.30	62,362.00
Additions / Renovations	17	1,442,700.00	14,821.94	0.00
Garages / Sheds	21	402,500.00	9,387.75	0.00
Pool Enclosures / Decks	30	307,950.00	4,865.90	0.00

Commercial	11	838,080.00	11,152.20	10,440.00
Assembly	4	7,800.00	504.00	0.00
Industrial	10	1,200,500.00	18,817.50	31,882.86
Institutional	6	305,000.00	4,305.24	0.00
Agricultural	65	6,880,600.00	67,098.42	0.00
Sewage System	12	142,000.00	5,670.00	0.00
Demolition	15	104,000.00	1,890.00	0.00



Total 2014	218	17,978,130.00	202,340.58	350,823.86
Total 2013	243	18,219,170.00	235,151.12	393,105.61
Total 2012	258	26,049,901.00	241,856.63	574,241.36

*\*\*values may change as permits are revoked or modified*

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
	
<b>DARREN JONES CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>



# The Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 12, 2015**

**FROM: DAVE GUILBAULT  
FIRE CHIEF**

**SUBJECT: 2015-001 PROPOSED CHANGES TO BY-LAW NUMBER 38-12  
BEING A BY-LAW TO REGULATE THE SETTING OF OPEN AIR  
FIRES WITHIN THE TOWNSHIP OF WELLINGTON NORTH**

## **RECOMMENDATION**

BE IT RESOLVED proposed changes to by-law number 38-12 being a by-law to regulate the setting of open air fires within the Township of Wellington North be received for information;

AND FURTHER THAT a new by-law be passed being a by-law to regulate the setting of open air fires within the Township of Wellington North;

AND FURTHER THAT By-law 38-12 be repealed.

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

By-Law 38-12 came into force on June 11<sup>th</sup>, 2012. It repealed Township of Wellington North By-Law Number 73-11.

## **BACKGROUND**

Section 7.1(1) of the *Fire Protection and Prevention Act* allows the Council of a Municipality to pass by-laws which regulate the setting of open air fires, including times which open air fires may be set.

Schedule B of the current by-law requires a person requesting permission to have an open air fire to first obtain a permit. There is no cost and the permit is valid for six months. Presently any person requesting permission to burn must attend the Township Office in Kenilworth to complete the application. Faxed

permits are not valid. You can obtain the application form online, however you must go to the Township Office to sign and submit in person.

This process is not customer service friendly. Many cannot attend the Township Office because they work or live outside of the community. A signed application should be accepted via email or fax. The new form does ask if you are the owner. Non-Property owners (renters) must obtain permission from the owner. The Fire Chief or Fire Prevention Officer will still attend the property depending on what it is being requested on the permit. There are a few minor changes to the By-Law and are highlighted in red. Fire Administration is requesting schedule B be removed as it may need tweaking or enhancement from time to time. This will avoid having Council revisit and approve another by-law.

The proposed changes to the by-law are attached in Schedule "A" to this report in red.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Dave Guilbault</i>	<i>Mike Givens</i>
<b>DAVE GUILBAULT FIRE CHIEF</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>

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

**BY-LAW NUMBER 38-12**

**BEING A BY-LAW TO REGULATE THE SETTING OF OPEN AIR  
FIRES WITHIN THE TOWNSHIP OF WELLINGTON NORTH.**

**AUTHORITY:**           Municipal Act, 2001, S.O. 2001, c.25, as amended,  
**Section**                   10(2).  
                                  Fire Prevention and Protection Act S.O. 1997, c 4, as  
                                  amended, Section 7.1(1)

**WHEREAS** by Section 10 (2) of the *Municipal Act 2001, S.O. 2001, c.25*, council of a municipality may pass by-laws with respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons; and

**WHEREAS** by Section 7.1(1) of the *Fire Prevention and Protection Act S.O. 1997, c.4*, council of a municipality may pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

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

**1. Definitions**

For the purpose of this by-law, the following definitions shall apply:

“Agricultural Use” shall mean means a use of land, buildings or structures for farming or agriculture and includes apiaries; aviaries; berry or bush crops; breeding, raising or training horses or cattle; greenhouses; farms devoted to the hatching, raising and marketing of chickens, turkeys, or other fowl or game birds, animals, fish or frogs; farms for grazing; flower gardening; muck farms; field crops; research and/or breeding station; mushroom farms; nurseries; orchards; riding stables; the raising of sheep or goats, the raising of swine; or the breeding, boarding or sale of domestic animals; tree crops; truck gardening; woodlots; and such uses or enterprises as are customarily carried on in the field of general agriculture, and may include accessory packing, treating, storing, and sale of produce produced on the premises but does not include an abattoir, a kennel, or a rendering plant. A farm includes a detached dwelling house accessory to the main farming or Agricultural Use.

“Barbeque” shall mean appliances including a hibachi, a structure designed and intended solely for the cooking of food in the open air, and other similar commercially manufactured devices designed and intended solely for the cooking of food in the open air, but does not include devices predominantly designed for personal warmth.

“Burn Barrel” shall mean a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches) over the top to prevent debris from flying out of the barrel.

“By-law Enforcement Officer” for the purposes of this by-law shall mean a fire fighter, fire prevention officer, police officer or, any person appointed by Council as a by-law enforcement officer for the Township.

“Cooking Fire” shall mean a small confined fire, supervised at all times, and used to cook food. Maximum size of 0.6 m x 0.6 m (2 feet x 2 feet) contained by non-combustible material such as cement blocks, rocks, etc.

“Conservation Area” shall mean land owned by a conservation authority incorporated under the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

“Council” shall mean the Council of the Township of Wellington North.

“Extinguishing Agent” shall mean a material used with fixed, automatic, or portable fire extinguishing systems to suppress or put out fires and include water or fire extinguisher.

“Fire Chief” shall mean the Chief of the Fire Department of the Township of Wellington North or his/her alternate/designate.

“Fire Pit” or “Fire Pit Area” shall mean an area of ground that has been completely cleared of combustible material and lined with a minimum thickness of 15 cm (6 inches) of sand or mineral soil that will extend a minimum of 30 cm (12 inches) beyond the use of fuel and/or burning materials.

“Fuel” shall mean material, such as wood, that releases energy when it is burned, which can be used as a source of heat or power. This definition shall not mean gasoline, liquid fuels or accelerants.

“Open Air Burning” shall mean the ignition or incineration by fire of combustibles for the purpose of burning grass, clean wood other combustibles in any open place, yard, field or construction area, which is not enclosed by a building or structure and includes fires in barrels and Fire Pits.

“Organic Materials” shall mean straw, sticks and tree brush.

“Permit” shall mean a permit for Open Air Burning, for which an application can be obtained from the Township Office.

“Recreational Burning” shall mean burning with the use of a recreational burning device.

“Recreational Burning Device” shall mean any commercially manufactured device for the purpose of containing a recreational fire, including but not limited to a chimenea.

“Residential Area” means any properties zoned for residential purposes in the Township Zoning By-law that includes the following zones: Rural Residential (RR), Village Residential Low Density (R1), Village Residential Medium Density (R2), Residential First Density Zone (R1), Residential Second Density Zone (R2), Residential Multiple One (RM1) in addition to residential uses in mixed use zones that includes Hamlet Mixed Use (C3), Residential Mixed Use One (RMU1), Residential Mixed Use Two (RMU2) and Residential Mixed Use Three (RMU3).

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

“Township Office” shall mean the Township of Wellington North Municipal Office located at 7940 Sideroad 7 West, KENILWORTH, ON.

## **2. Administration**

2.1 This by-law shall be administered and enforced by the “By-law Enforcement Officer” as defined in this by-law.

2.2 A By-law Enforcement Officer under this By-Law has the power upon producing identification to enter upon and examine any yards or buildings, other than a dwelling, at any reasonable time or times and may be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this By-law.

2.3 Open Air Burning, with the exception of Barbeques, Cooking Fires and the use of recreational burning devices, shall not be permitted within the Residential Areas of the Township of Wellington North, as per the definition of Residential Area outlined in this by-law.

2.4 Any person wishing to engage in Open Air Burning outside of a Conservation Area and outside of a Residential Area for any purpose whatsoever, shall fill out the required **Application for a Permit for Setting Open Air Fires** obtained from the Township Office, or the Township website prior to the setting of such fire, save and except when such burning meets the definition of a Cooking Fire, Barbeque or the use

of a Recreational Burning Device. Permits are valid for **12** months from the date of application submission, which is the time period in which applicants are permitted to burn. Permit shall not extend into another calendar year.

### 3. Open Air Burning

Any person who has obtained a Permit for Open Air Burning shall observe the following precautions and times during which fires may be set:

- 3.1 The fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- 3.2 Children under the age of 18 years are prohibited from lighting or igniting fires.
- 3.3 Fires shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 9:00 p.m. (2100 hours), unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
- 3.4 The fire shall not be planned, lit or ignited closer than 30 m (100 ft) from any building, structure, hedge, fence, road or overhead wire or obstruction of any nature, unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
- 3.5 There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such fire of a radius of at least 7 m (25 ft).
- 3.6 The Fire Pit or Fire Pit Area will not exceed an area of 3 m x 3 m (10 ft x 10 ft).
- 3.7 The stacked height of materials to be made available to be burned will not exceed 2 m (6 ft) at any time.
- 3.8 Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 3.9 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires), wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides), metal, insulation or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.

- 3.10 The fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents. This shall include allowing smoke to enter into a neighboring residence or building. The Fire Chief or his designate may revoke the Burn Permit at anytime.
- 3.11 Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Chief.

#### **4. Cooking Fires**

Cooking Fires are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Cooking Fire, provided that the following regulations are complied with:

- 4.1 The Cooking Fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- 4.2 Children under the age of 18 years are prohibited from lighting or igniting Cooking Fires.
- 4.3 A Cooking Fire shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 11:00 p.m. (2300 hours).
- 4.4 A Cooking Fire shall be a minimum of 3 m (10 ft) from any opening or combustible material.
- 4.5 There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such Cooking Fire of a radius of at least 7 m (25 ft).
- 4.6 The stacked height of materials to be made available to be burned in a Cooking Fire will not exceed 2 m (6 ft) at any time. Remove 4.6
- 4.7 Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the Cooking Fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 4.8 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires) wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides) or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- 4.9 The Cooking Fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents.
- 4.10 Cooking Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Chief.

#### **5. Barbeques**

Barbeques are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Barbeque, provided that the following regulations are complied with:



- 5.1 The Barbeque shall be supervised at all times.
- 5.2 The fuel used is a commercially produced charcoal or briquette, or a flammable liquid commercially produced for the purpose of cooking, such as natural gas or propane gas.
- 5.3 No person shall light, ignite or start, or permit to be lighted, ignited or started, a fire in a grill, barbeque on a balcony of any building containing two (2) or more dwelling units.
- 5.4 The Barbeque shall be supervised at all times.
- 5.5 The fuel used is a commercially produced charcoal or briquette, or a flammable liquid commercially produced for the purpose of cooking, such as natural gas or propane gas
- 5.6 No person shall light, ignite or start, or permit to be lighted, ignited or started, a fire in a grill, barbeque on a balcony of any building containing two (2) or more dwelling units.

**6. Recreational Burning Device – Recreational Burning**

- 6.1 A Permit is not required for Recreational Burning with the use of a Recreational Burning Device within Residential Areas in the Township or pits specifically designed for Recreational Burning, provided that each of the following regulations are complied with:
  - a) Recreational Burning may only be conducted between the hours of 10:00 a.m. and 11:00 p.m.; unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
  - b) Recreational Burning shall be confined to Recreational Burning Devices. When in use, the Recreational Burning Device shall be covered with a grill or a metal screen having a mesh size no larger than 2.5 cm (1 inch), which is positioned in such a manner as to prevent the escape of combustible materials including ash;
  - c) No more than 21 cm (8 inches) of the containment area shall be above grade with a maximum depth of 42 cm (16 inches);
  - d) No materials other than commercially produced charcoal, briquettes or clean, dry seasoned wood, not including pressure treated wood or creosote treated wood, may be burned;

- e) The dimensions of the wood being burned shall not be greater than the size of the Recreational Burning Device and shall be totally confined within the Recreational Burning Device at all times;
- f) Recreational Burning Devices shall be confined to a location that provides for a minimum distance of 3 m (10 ft) in all directions from adjacent properties;
- g) Recreational Burning Devices shall be confined to an area that is a minimum of 3 m (10 ft) from combustible structures or objects;
- h) An Appropriate Extinguishing Agent shall be immediately available for use;
- i) Recreational Burning within Recreational Burning Devices shall be attended, controlled and supervised at all times and shall be completely extinguished before the Recreational Burning site is vacated;
- j) Recreational Burning Devices are not permitted for use when the wind speed exceeds 10 km per hours, or during rainy or foggy weather, or at times when a smog alert has been issued by the Ministry of the Environment for Ontario;
- k) Any other steps shall be taken as may be reasonably necessary to prevent the fire from getting beyond control or causing damage or becoming danger to life and/or property;
- l) Should the Fire Department be dispatched to a complaint regarding public safety due to fire hazard, the Fire Department will have the discretion to determine compliance with this section of the by-law and this discretion shall be final.
- m) Chimeneas are permitted providing they are placed on a non-flammable surface
- n) Chimeneas must be placed a minimum of 3 m (10 ft.) from any structure.

## 7. Burn Barrels

- 7.1 The use of Burn Barrels shall not be permitted within Residential Areas of the Township.
- 7.2 Burn Barrels shall only be permitted for use in the instances of a strike or lock-out.
- 7.3 Properties zoned for Agricultural Uses, or farmland, shall be exempt from the provisions of Section 7.2 of this by-law.

- 7.4 A Permit for Open Air Burning shall not be required for Burn Barrels, provided that each of the following conditions are complied with:
- a) A Burn Barrel must be a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches x 0.2 inches) over the top to prevent debris from flying out of the barrel;
  - b) Vent holes must be punched in the side for ventilation, and drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures;
  - c) Wood used within burn barrels shall be no longer than .46 m (18 inches);
  - d) Flames from burn barrels may not extend over the top of the barrel.

## **8. Offence**

- 8.1 Any person who lights or ignites a fire in the open air, or allows or causes a fire to be lit in the open air is in violation of this by-law, or fails to comply with an order given under Section 8.3 herein, shall, in addition to any applicable fine, pay the fee for the emergency service in accordance with the Township's Fees and Charges By-law for Fire Department Services and Rescue Operations, as established by by-law from time to time.
- 8.2 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c.P. 33. and attached as Schedule A
- 8.3 The "By-law Enforcement Officer" as defined in this by-law is authorized to order any person to extinguish any fire when there is a breach of any of the provisions of this By-law or where, in their opinion, there is a danger of such fire spreading or otherwise endangering life or property.

## **9. Exceptions/Exemptions**

- 9.1 The Fire Department shall be exempt from the provisions of this by-law for the purposes of educating and training.
- 9.2 In order to seek an exemption to provisions within this by-law, persons must provide written request to the Fire Chief for his/her approval.

**10. Prohibitions**

10.1 The Fire Chief may, in its absolute discretion, declare a complete prohibition against outdoor burning when the atmospheric conditions or local circumstances make such fires hazardous, which shall apply to Open Air Burning, Cooking Fires and Open Air Burning Devices. This prohibition shall not apply to Barbeques.

**11. General Provisions**

11.1 This by-law shall come into force upon the date of its passing and will thereupon **repeal Township of Wellington North By-law Number 38-12**

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 12<sup>TH</sup> DAY OF JANUARY 2015.**

---

**ANDY LENNOX  
MAYOR**

---

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

## Schedule A of By-law Number 38-12

Township of Wellington North

### PART I Provincial Offences Act

By-law No. 38-12

a by-law to regulate the setting of open air fires.

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision	COLUMN 3 Set Fine (includes cost)
1	Set fire without permission.	Section 2.4	\$130.00
2	Fail to maintain constant supervision of fire.	Section 3.1	\$130.00
3	Permit Open Air Burning outside of permitted times	Section 3.3	\$130.00
4	Burn fire within 30 m (100 ft) of structure.	Section 3.4	\$130.00
5	Allow combustible material within 7 m (25 ft) of fire.	Section 3.5	\$130.00
6	Fail to keep Extinguishing agents on hand at all times during a fire.	Section 3.8	\$130.00
7	Burn paint, rubber, wire, plastics, asphalt, shingles or other materials.	Section 3.9	\$230.00
8	Burn fire which causes discomfort, danger, irritation or nuisance to residents.	Section 3.10	\$130.00
9	Burn fire in dry or drought conditions.	Section 3.11	\$230.00
10	Fail to maintain constant supervision of Cooking Fire.	Section 4.1	\$130.00
11	Permit Cooking Fire outside of permitted times.	Section 4.3	\$130.00
12	Permit Cooking Fire within 3 m (10 ft) of an opening or combustible material.	Section 4.4	\$130.00
13	Permit a Cooking Fire within 7 m (25 ft) of trees, shrubs or hedges.	Section 4.5	\$130.00

## Schedule A of By-law Number 38-12

Township of Wellington North

### PART I Provincial Offences Act

By-law No. 38-12  
a by-law to regulate the setting of open air fires.  
(continued)

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision	COLUMN 3 Set Fine (includes cost)
14	Fail to keep Extinguishing agents on hand at all times during a Cooking Fire.	Section 4.7	\$130.00
15	Burn Cooking Fire in dry or drought conditions.	Section 4.10	\$130.00
16	Permit fire in a grill or barbeque on a balcony of building with two or more dwelling units.	Section 5.3	\$130.00
17	Conduct Open Air Burning outside of permitted times.	Section 6.1 (a)	\$130.00
18	Permit Open Air Burning Device within 3 m (10 ft) of adjacent property.	Section 6.1 (f)	\$130.00
19	Permit Open Air Burning Device within 3 m (10 ft) of a structure.	Section 6.1 (g)	\$130.00
20	Fail to maintain constant supervision of Open Air Burning Device.	Section 6.1 (i)	\$130.00
21	Operate Chimenea on flammable surface.	Section 6.1 (m)	\$130.00
22	Operate Chimenea within 3 m (10 ft) from a structure.	Section 6.1 (n)	\$130.00
23	Permit Burn Barrel to be used in residential area.	Section 7.1	\$130.00

NOTE: the general penalty provision for the offences listed above is section 61 of the *Provincial Offences Act, R.S.O. 1990, c.P.33*



Schedule B to be removed  
Schedule B of By-law Number 38-12

**Township of Wellington North**

**APPLICATION FOR A PERMIT FOR SETTING OPEN AIR FIRES**

Name of Applicant: _____ Are you the owner? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address of Applicant: _____
Phone Number: _____ Email: _____

EXACT LOCATION WHERE BURNING WILL TAKE PLACE (Green Sign #)
---

DATES IN WHICH BURN WILL TAKE PLACE:

**NOTE:**  
An approved applicant is valid for six months  
The applicant must be the registered owner of the property or agent authorized in writing.  
Applicants are required to fill out one application form per property.  
Approval is subject to prohibition against outdoor burning when the atmospheric conditions or local circumstances make such fires hazardous.  
A permit will not be issued for a property that does not have a posted 911 Number.

I, the undersigned, as an applicant for setting open air fires in the Township of Wellington North, agree to the following terms, set out in By-law Number 38-12:

- The fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- Children under the age of 18 years are prohibited from lighting or igniting fires.
- Fires shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 9:00 p.m. (2100 hours).

- The fire must not be planned, lit or ignited closer than 30m (100 ft) from any building, structure, hedge, fence, road or overhead wire or obstruction of any nature.
- There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such fire of a radius of at least 7 m (25 ft).
- The Fire Pit or Fire Pit Area will not exceed an area of 3 m x 3 m (10 ft x 10 ft)
- The stacked height of materials to be made available to be burned will not exceed 2 m (6 ft) at any time.
- Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires) wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides) or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- The fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents.



- Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Chiefs.

By signing below, I am hereby indicating that I have read the terms of the Application for Setting Open Air Fires, as set out in By-law Number 38-12 (attached to this application) and I agree to these terms:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

OFFICE USE ONLY	
Application Received by: _____	Date Received: _____
<input type="checkbox"/> Copy of Application Faxed to Arthur Fire Station at:	(519) 848-6656
<input type="checkbox"/> Copy of Application Faxed to Mount Forest Fire Station at:	(519) 323-0412
NOTES: _____ _____	

ARTHUR FIRE STATION PHONE # 519-848-3500

MOUNT FOREST STATION PHONE # 519-323-1441

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

**ADMINISTRATION/FINANCE COMMITTEE**

Wednesday, December 17, 2014

5:00 p.m.

**Present:** Sherry Burke, Councillor, Chairperson, Administration and Finance  
Andy Lennox, Mayor  
Mark Goetz, Councillor  
Dan Yake, Councillor  
Michael Givens, CAO  
Karren Wallace, Clerk  
Paul Dowber, Treasurer  
Mary Jo Marshall, Deputy Treasurer  
Cathy Conrad, Executive Assistant  
Dale Small, Business Economic Manager  
Darren Jones, Chief Building Official  
Steve McCabe, Councillor  
Gary Cousins, Director Planning and Development  
Mark Van Patter, Manager Planning Environment  
Linda Redmond, Senior Planner

**A. CALL THE MEETING TO ORDER**

Chairperson Lennox called the meeting to order.

**B. PASSING AND ACCEPTANCE OF AGENDA**

**Moved by:** Lennox

**Seconded by:** Yake

*THAT the Agenda for the December 17, 2014 Administration/Finance Committee meeting be accepted and passed.*

**Resolution No. 1**

**Carried**

**C. DECLARATION OF PECUNIARY INTEREST**

None declared

## D. DELEGATION

- Planning Process Overview, Gary Cousins-Director of Planning and Development  
Mark Van Patter, Manager Planning Environment  
Linda Redmond, Senior Planner

Mr. Cousins presented an overview of the planning process.

### Ontario Planning System

The Province governs the entire planning system with the Planning Act and Provincial Policy. The County is responsible for lot creation and compliance with Provincial Policy. Wellington North is responsible for its Zoning By-law. The Ontario Municipal Board hears appeals. Developers must justify their development. The public is responsible for protecting personal property. Agencies include Conservation Authorities and School Boards and provide input based on their interest.

Essential Provincial Documents include:

Legislation – Planning Act

Policies – Provincial Policy Statement

Provincial Plans – Places to Grow and the Greenbelt Plan

### Local Planning Documents

The Official Plan provides a long-term vision for County of Wellington communities and resources. All land use and servicing decisions must conform to the policies of the plan. Official Plan maps illustrate where the best farm land is, wet lands, forests, etc.

The Wellington North Zoning By-law implements the objectives and policies of the Official Plan. It controls how land may be used, where buildings and other structures can be located, types of buildings that are permitted and how they may be used, lot sizes and dimensions, parking requirements, building heights and setbacks from the street, etc.

### Applications Wellington North Will See Most Often

County Applications for Official Plan Amendments, Subdivision and Condominiums, Severances and Part Lot Control. Local input is considered before the County makes a decision using the approval process. Municipal Council is considered a commenting agency. The public gets the application at the same time as Council. Part Lot Control is a simplified way to create lots.

Municipal Applications for Zoning Amendments and Minor Variances. The process is similar to County processes.

## Decision Making

To recommend a land use planning application for approval, the application must have regard to the matters of provincial interest listed in Section 2 of the Planning Act; be consistent with the Provincial Policy Statement; conform, or not conflict with, all applicable Provincial Plans; conform with the Official Plan; and comply with the local Zoning By-law. Council must have regard for consistency with Provincial Policy Statement; conformity with Growth Plan; conformity with Official Plan; compatibility with adjacent uses of land; suitability of land for proposed use; drainage issues, storm water management; adequacy of vehicular access, servicing, road network; protection of sensitive natural features and resources (farmland); risk of flooding, public health and safety. County staff provide information to assist Council in this regard.

Recently there was an issue of Council supporting a severance but being unaware of neighbourhood concerns. Both the Township and neighbours are commenting agencies and receive notice at the same time. Potential solutions include amending the notice that neighbours receive to advise them to contact the municipal office for information on local Council consideration; County comments could highlight severance applications requiring zoning relief; advise residents on County notice list of when Wellington North Council will consider its comments on a severance and invite them to attend or provide comments; and, request County to defer if more time is needed to get feedback from residents.

General considerations of planning applications by Council suggested by the County include taking time; deferring if not comfortable with the information or undecided on the merits; setting a time on the agenda to consider; and other approaches, such as, dealing with quickly, coming back after receiving additional information or scheduling a future meeting.

Discussion took place regarding deferred application B11-13/10, Betty-Dee Limited. It was suggested that it would be best to have a plan of subdivision that would look at the whole property rather than developing a few lots by severance. This would allow Council and staff to see the concept of how the whole property is to be developed; detect errors; determine drainage issues; and ensure roads are in the proper location. Developers have to justify their development. This developer has a number of things to work on and should work with staff to work things out before proceeding to severance. Four lots were created by severance and the developer was told no further lots could be created without a subdivision plan. It was suggested this application be deferred pending further information.

Mr. Cousins was asked about developments were the density doesn't fit within the neighbourhood context. There are many factors to consider. Provincial policy applies in southern Ontario to stop the use of farmland for development. Densities are more than we have been used to. Lot sizes decreased because of density requirements pushing for more small lots, apartments and semi's. County Council set density at 6.5

units to the acre; which all towns in Wellington are following. They are trying to be consistent. In terms of overall density there is not a lot of discretion.

**Moved by: Lennox**  
**Seconded by: Yake**

*THAT Application B11-13/10 be deferred by the Land Division Committee until the applicant addresses grading, drainage & easement issues on the overall property; through a preliminary engineered design;*

*AND FURTHER THAT the applicant give consideration to density on the property as per the County Official Plan;*

*AND FURTHER THAT the applicant confirm the viability of the proposed road access.*

**Resolution No. 1 (a)**

**Carried**

**E. ADMINISTRATION**

1. Wellington North Power-Board Member Appointment
  - CAO Report 2014-30

The Wellington North Power Board has been down a member since June. There is some flexibility in the agreement for membership. Wellington North has not had hands on involvement as the primary shareholder and there has not been a lot of feedback from the board. The province has suggested changes to the electricity sector. Council needs to be aware of what is happening to make good decisions.

**Moved by: Goetz**  
**Seconded by: Lennox**

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2014-30 Wellington North Power-Board Member Appointment.*

**Resolution No. 2**

**Carried**

2. Request for Proposal-Legal Services
  - CAO Verbal Status Update

An RFP for legal services was issued. The Clerk and Treasurer will review the eleven submissions received. A report will go to Council in January. The applicants have indicated that they will come to Council.

3. Council Member Appointments to External Boards/Committees  
- CAO Report 2014-31

**Moved by: Yake**  
**Seconded by: Lennox**

*THAT the Administration and Finance Committee receive for information report CAO 2014-31 Council Representatives to External Boards and Committees;*

*AND FURTHER THAT the Council of the Township of Wellington North appoint Council Representatives to the following Boards and Committees for the term, January 1, 2015 to November 30, 2018 as per below-*

- **North Wellington Health Care Corporation Board of Directors**
  - **Councillor Yake**
- **North Wellington Health Care Corporation Physician Recruitment**
  - **Councillor McCabe**
- **Wellington North Safe Communities Committee**
  - **Councillor Yake**
- **Arthur & District Chamber of Commerce**
  - **Councillor Goetz**
- **Mount Forest District Chamber of Commerce**
  - **Councillor Goetz**
- **Mount Forest Business Improvement Area Board**
  - **Councillor Burke**
- **Wellington County Farm Safety Committee**
  - **Councillor McCabe**

**Resolution No. 3**

**Carried**

4. ROMA/OGRA Conference Delegation  
- Notice from Vinothini Kajendran, Municipal Programs and Education Branch, MMAH

If the committee intends to have a delegation with a Minister the Mayor and CAO will work together to apply for a delegation. The Connecting Link Program is gone. Wellington North would like to discuss what would be an appropriate amount to apply for to ensure an acceptable application for the new program.

F. FINANCE

5. 2014 Budget vs. Year to Date-Nov.30, 2014

Moved by: Yake  
Seconded by: Lennox

*THAT the Administration/Finance Committee of the Township of Wellington North receive for information the 2014 Budget vs. Year to Date – November 30, 2014*

**Resolution No. 4**

**Carried**

6. 2015 Budget  
- Treasurer Report 2014-17

Paul Dowber, Treasurer, reviewed the draft operating and capital budgets. Capital projects include Frederick Street and the Rick Hopkins Bridge.

The Committee asked if each committee will have the opportunity to review their budget before it comes back to Administration and Finance Committee. The Committee would like to see prioritization by staff within each department. Funding announcements come out in February. If there is no funding for the Rick Hopkins Bridge then the bridge work will not be done. We are too far along with the Frederick Street project. If no funding is received for this project we will have to proceed.

Moved by: Yake  
Seconded by: Goetz

*THAT the Administration/Finance Committee of the Township of Wellington North receive for information Treasurer Report 2014-17 – 2015 Budget.*

**Resolution No. 5**

**Carried**

7. Asset Management Plan  
- Treasurer Report 2014-16

Paul Dowber, Treasurer, explained that this project was embarked on in July. This is a draft of initial findings. The Asset Management Plan is a living document to assist us in looking at Township assets and how they are managed. The Ministry of Infrastructure has indicated that municipalities seeking provincial capital funding will be required to prepare a detailed AMP as part of the application process. The AMP is a tool that can aid in strategic planning, budgeting and long term capital planning and is a requirement for present and future funding applications.

Next steps can include the formation of an AMP committee to define processes for refining the information in order to continually update this living document and define how it fits into the overall financial and strategic plans at Wellington North, as well as bringing the finalized AMP to Council in the new year.

**Moved by: Lennox**  
**Seconded by: Goetz**

*THAT the Administration and Finance Committee of the Township of Wellington North receives for information report TR2014-16 in regards to the Wellington North Draft Asset Management Plan;*

*AND FURTHER THAT the Administration and Finance Committee of the Township of Wellington North recommend to Council to accept in principle the Draft Asset Management Plan as provided by Public Sector Digest.*

**Resolution No. 6**

**Carried**

8. 2015 OMPF Allocation  
- Treasurer Report 2014-13

The Ontario Municipal Partnership Fund is the main transfer payment to municipalities from the Ministry of Finance. The 2015 allocation for Wellington North is \$1,088,700. This is \$22,600 (2.1%) higher than 2014.

**Moved by: Goetz**  
**Seconded by: Yake**

*THAT the Administration and Finance Committee of the Township of Wellington North receives for information report TR2014-13 in regards to the 2015 OMPF funding allocation.*

**Resolution No. 7**

**Carried**



G. CLOSED MEETING SESSION

1. Personal matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b))

Moved by: Lennox  
Seconded by: Yake

*THAT the Administration/Finance Committee go into a meeting at p.m. that is closed to the public under subsection 239 (2) (c) of the Municipal Act, 2001*

1. *A proposed or pending acquisition or disposition of land by the municipality or local board.*

Resolution No. 8

Carried

Moved by: Goetz  
Seconded by: Lennox

*THAT the Administration/Finance Committee rise from a closed meeting session at 8:50 p.m.*

Resolution No. 9

Carried

H. NEXT MEETING DATE

The next Administration and Finance Committee meeting will be held on January 19, 2015 at 5:00 p.m.

I. ADJOURNMENT

Moved by: Yake  
Seconded by: Lennox

*THAT the Administration/Finance Committee meeting of December 17, 2014 be adjourned at 8:55 p.m.*

Resolution No. 10

Carried

519 842-3167

December 10, 2014

From: Jens Dam  
8751 con 9, Well. N.  
RR 1, Moorefield  
Ont.

RECEIVED

DEC 11 2014

TWP. OF WELLINGTON NORTH

for Jan 13 agenda

To: Municipal Council  
Township of Wellington North  
Kenilworth,  
Ontario

Re. : Funds missing from Development Charges (DC) Reserve Fund.

As you may be aware more than \$ 229,000,00 plus interest are missing from our Development Charges (DC) Reserve Funds.

On June 6, 2011 the then council passed an amendment 44-11 to our DC by-law, but as a ratepayer I saw fatal flaws in the amendment and filed an appeal to the Ontario Municipal Board (OMB) with Municipal Clerk on June 21, 2011 objecting to the amendment. On Nov.8, 2011 the appeal was heard by the OMB and by-law 44-11 was repealed.(Had never been into force)

Sometime after that I found out that on August 6, 2011 more \$80,000,00 in cheques unlawfully had been withdrawn from our DC Reserve Funds despite the appeal before the OMB.

It also became clear that the Chief Building Official (CBO) was giving unlawful discounts on DC charges levied at the issuance of building permits, despite no by-law was in effect to allow for it.

In May 2012 Council passed an amendment 35-12 with the new revised schedule of DC charges, but with a provision that the by-law should be retroactive to January 1, 2011 ( I believe to cover for the refunds and discounts), despite the DC Act states A BY-LAW ONLY COMES INTO FORCE THE DAY IT IS PASSED OR THE DAY STIPULATED IN THE BY-LAW, WHICHEVER IS LATER.

Again I filed an appeal with the Municipal Clerk to the OMB, and a OMB hearing was held January 23, 2013, and again the OMB sided with me as a taxpayer that DC Act is CLEAR AND UNAMBIGUOUS..

As reason for these unlawful financial irregularities we as taxpayers has been told all from the Officials had difficulty in understanding the DC Act and Municipal Act, to the CAO claiming the repealed by-law 44-11 and portion of by-law 35-12 was legal authority, to that there were GENTLEMEN AGREEMENTS.

None of these explanations constitute a lawful legal framework for the \$229,000,00 of taxpayers money missing from DC Reserve funds.

As a taxpayer I request our Municipal Council to call for a Judicial Inquiry under the Municipal Act into the affairs regarding misappropriation of DC Reserve Funds.

Jens Dam



**Ministry of Natural  
Resources and Forestry**

Office of the Minister

Room 6630, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W3  
Tel: 416-314-2301  
Fax: 416-314-2216

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

Édifice Whitney, bureau 6630  
99, rue Wellesley Ouest  
Toronto (Ontario) M7A 1W3  
Tél.: 416-314-2301  
Télééc.: 416-314-2216



December 15, 2014

Mayor Andy Lennox  
Township of Wellington North  
P.O. Box 125  
7490 Sideroad 7 West  
Kenilworth ON N0G 2E0  
alennox@wellington-north.ca

Dear Mayor Lennox:

Congratulations on your election victory.

The Ministry of Natural Resources and Forestry (MNRF) has a variety of responsibilities including: forestry, aggregates, wetlands and Ontario Parks. Today, I am writing to you to talk about one of the mandates of MNRF — ensuring the sustainability of the province's wildlife population.

Ontario has a vast and diverse wildlife population. Seeing animals in the wild is a wonderful experience for many people. However, sometimes there are human-wildlife conflicts. I would like to provide you with information on how to manage these conflicts.

The ministry is committed to working with municipalities and landowners to prevent and reduce the number of human-wildlife conflicts. We do this by, among other things:

- providing information on dealing with specific species, such as coyotes or bears;
- assessing species populations and adjusting hunting numbers as necessary, for example reducing or increasing the number of deer tags issued;
- adjusting hunting seasons or limits; and
- providing advice and information to municipalities and landowners.

There are some best practices that we encourage landowners, including municipalities, to adopt to prevent and reduce conflicts. These include:

- putting out garbage the morning of pickup instead of the night before;
- not feeding wildlife;
- keeping pet food indoors; and
- putting up fencing.

Municipalities play a critical role in preventing and dealing with nuisance animals. In July 2013, our government made changes to the *Fish and Wildlife Conservation Act* to enable municipalities to compensate hunters or trappers for the removal of coyotes and other furbearing mammals (such as raccoons and skunks), without MNRF permission.

Municipalities also have the ability to:

- Pass bylaws that ensure homeowners properly secure their garbage and other wildlife attractants.
- Pass bylaws preventing the feeding of nuisance animals.

My ministry has posted information online to help landowners with nuisance wildlife. Please visit [www.ontario.ca/livingwithwildlife](http://www.ontario.ca/livingwithwildlife). Listed on that page are links for preventing and responding to problems caused by specific wildlife species.

Local ministry staff can be contacted to provide advice, explain regulations and assist in whatever way they can. I encourage you to contact your local office in Guelph at 519-826-4955.

Public safety remains a priority to the ministry. If a wild animal poses an immediate threat or danger to public safety — call 911.

I look forward to working together on matters of mutual concern.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Mauro". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Bill Mauro  
Minister of Natural Resources and Forestry

DEC 16 2014

MUNICIPALITY COMMENTING FORM

TWP. OF WELLINGTON NORTH

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B132/14

APPLICANT

Frank & Darlene Destafano
7912 Wellington Road 109
Arthur, ON N0G 1A0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Arthur Village)
Part Park Lot 4
N/S Catherine Street. Crown Survey

Proposal is to sever a lot 0.49 hectares with 49 m frontage, vacant land for proposed urban residential use.

Retained parcel is 1.11 hectares with 97.45m frontage, existing and proposed urban residential use with existing house, garage and pool.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01610 0000

Does this description reasonably describe the parcel holdings? YES (X) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

Horizontal lines for handwritten input.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 29 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( ) NO ( )

(Please Specify) Section 29 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( ) XXX

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify followed by a horizontal line for handwritten input.

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO (X)

Is the Retained Lot serviced now by Municipal Water YES ( ) NO (X)

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO (X)

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO (X)

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: followed by a horizontal line for handwritten input.

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( X ) NO ( )

Is there any further Information that may assist the Planning and Land Division Committee?

(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-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.

-THAT the Owner receives approval from the applicable road authority.

-THAT the Owner satisfy the requirements of the local Municipality in reference to parkland dedication.

Does the Municipality request a Notice of Decision YES ( X ) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Clerk \_\_\_\_\_

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO \_\_\_\_\_

DATE: December 18, 2014 \_\_\_\_\_

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

December 12, 2014

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: December 1, 2014*

FILE NO. B132/14

### APPLICANT

Frank & Darlene Destafano  
7912 Wellington Rd 109  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Arthur Village)  
Part Park Lot 4  
N/S Catherine St., Crown Survey

Proposal is to sever a lot 0.49 hectares with 49m frontage, vacant land for proposed urban residential use.

Retained parcel is 1.11 hectares with 97.45m frontage, existing and proposed urban residential use with existing house, garage & pool.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 21, 2015**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### **MAILED TO:**

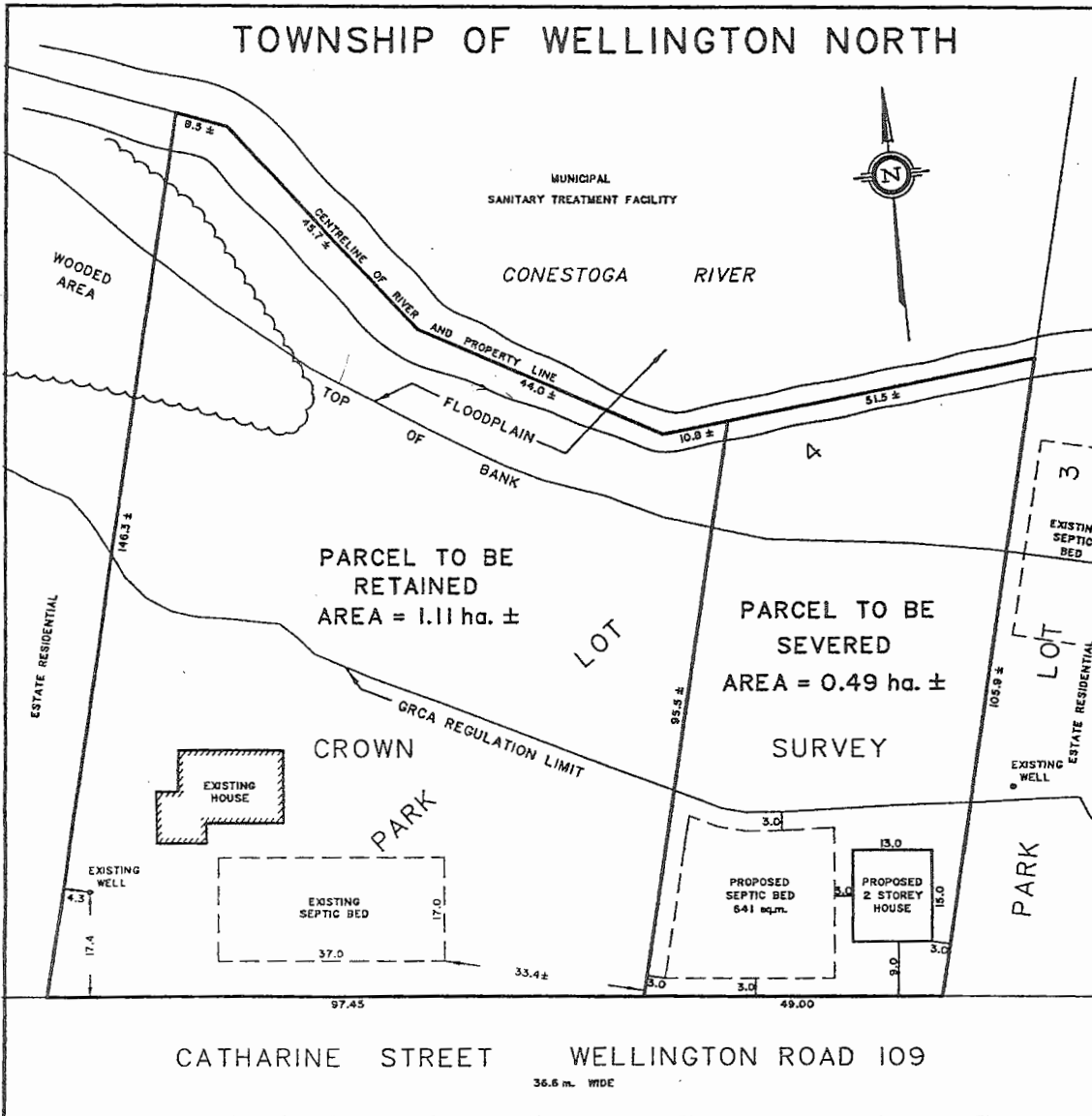
Local Municipality – Wellington North    County Planning    Conservation Authority - GRCA

County Engineering

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

# TOWNSHIP OF WELLINGTON NORTH



## SKETCH PREPARED FOR SEVERANCE APPLICATION

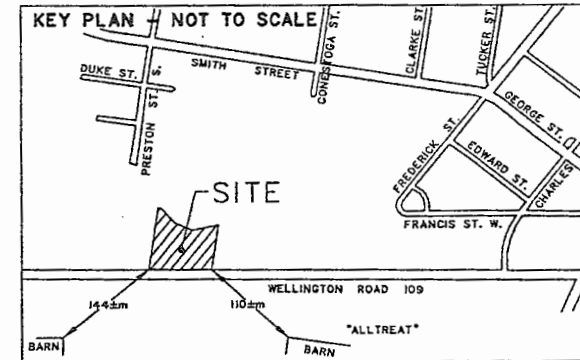
SCALE 1 : 750

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

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

### NOTES:

1. LOT DIMENSIONS ARE AS SHOWN ON BSRD PROJECT 69-1226 AND HAVE NOT BEEN VERIFIED BY AN UP-TO-DATE FIELD SURVEY.



THIS SKETCH WAS PREPARED FOR DARLENE DE STEFANO AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.

KERRY F. HILLIS  
ONTARIO LAND SURVEYOR

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BLACK, SHOEMAKER, ROBINSON & DONALDSON  
LIMITED

**BSRD**

Ontario Land Surveyors  
Urban and Rural Planners

351 Speedvale Avenue West  
Guelph, Ontario N1H 1C6

TEL: (519) 822-4031 WWW.BSRD.COM  
FAX: (519) 822-1220

DATE: JANUARY 15, 2014

KS

PROJECT 13-9598

*Handwritten initials*





<b>Application</b>	B132/14
<b>Location</b>	Part Park Lot 4, N/S Catherine St., Crown Survey TOWNSHIP OF WELLINGTON NORTH (Arthur)
<b>Applicant/Owner</b>	Frank & Darlene Destafano

**PLANNING OPINION:** This application would sever a 0.49 ha (1.2 ac) vacant residential lot on private services in Arthur. A 1.11 ha (2.7 ac) lot would be retained with an existing dwelling.

This application is consistent with the Provincial Policy Statement and would generally conform to the Official Plan. We would have no concerns, provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the Conservation Authority can be addressed;
- b) That safe driveway access can be provided to the satisfaction of the County Engineering Services Department; and,
- c) That servicing can be provided to the satisfaction of the local municipality.

**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 is within Arthur, which is considered a settlement area under the PPS.

With respect to servicing, the PPS states under Section 1.6.6.4 that, "where municipal sewage services and water services or private communal sewage services and private communal water services are not provided, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, these services may only be used for infilling and minor rounding out of existing development." We would consider this new lot to be infilling.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated URBAN CENTRE (Arthur), FUTURE DEVELOPMENT, CORE GREENLANDS and falls within the Regulatory Floodline. Section 8.10 of the Plan outlines the following objectives for areas within the Future Development designation:

- a) To provide for the orderly future development of the unbuilt areas of the Urban Centre;
- b) To limit development of such lands until an Official Plan Amendment including a property site plan or concept plan for future uses has been submitted and approved;
- c) To prohibit any major development of these lands until the necessary municipal services can be made available to such areas.

The Future Development designation (Section 8.10.3) provides for creation of a new lot by consent provided such development is in accordance with the policies of the Official Plan. We would consider the proposal for one new lot to be minor. We note however, more development of this property is unlikely until municipal services are available.

The matters under Section 10.1.3 were also considered, including:

- b) "that all lots can be adequately serviced with water, sewage disposal... to accepted municipal standards..."
- d) "that all lots will have safe driveway access to an all-season maintained public road..."

Both lots are proposed to be serviced by individual well and septic. Section 11.2.4 h) states that "where municipal and private communal services are not available in an urban centre and it is not reasonable to anticipate these services, individual on-site sewage and water services may be used in accordance with a servicing options assessment." We understand that municipal services are not anticipated in the foreseeable future for this area.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Future Development (FD) and Natural Environment (NE). The Future Development Zone allows for one single detached dwelling. The Unserviced Residential Zone (R1A) provisions also apply, which provide criteria for residential uses which require individual on-site sewers. Both lots would meet the minimum lot area and frontage requirements.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on DATE 2014. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Sarah Wilhelm, MCIP, RPP, Senior Planner  
 December 23, 2014

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

**BY-LAW NUMBER 001-15**

**BEING A BY-LAW TO APPOINT MEMBERS TO A JOINT  
MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE**

**WHEREAS** Section 81.1 of the *Municipal Elections Act, 1996* requires municipalities appoint Compliance Audit Committees to deal with matters regarding election campaign finances before October 1 in an election year;

**AND WHEREAS** the joint Compliance Audit Committee was established by By-law 48-14;

**AND WHEREAS** the County of Wellington, Town of Erin, Townships of Puslinch, Minto, Mapleton, Wellington-North, Puslinch and Centre Wellington form the joint committee.

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

THAT the Township of Wellington-North appoint the following individuals to the Joint Compliance Audit Committee who shall deal with each compliance audit request in accordance with the Terms of Reference attached hereto as Schedule "A":

Leigh Fishleigh  
Bill Robson  
Paul Ruffolo

**AND THAT** this By-law shall come into force and take effect on the date of passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 12TH DAY OF JANUARY, 2015.**

---

**ANDREW LENNOX  
MAYOR**

---

**KARREN WALLACE  
CLERK**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
SCHEDULE "A"  
BY-LAW NUMBER 001-15**

**TERMS OF REFERENCE  
JOINT MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE**

**Name**

The name of the Committee is the "Joint Municipal Election Compliance Audit Committee".

**Term of the Committee**

The term of the Committee shall be from December 1, 2014 to November 30, 2018.

**Meetings**

The Committee will meet as needed, with meetings to be scheduled by the Clerk, or designate of the host municipality when a compliance audit application is received.

**Mandate**

The powers and functions of the Committee are set out in subsection 81 of the *Municipal Elections Act, 1996*(MEA). The mandate of the Committee is as follows:

- a) review and consider a compliance audit application received by an elector and decide whether it should be granted or rejected;
- b) if the application is granted, appoint an auditor to conduct a compliance audit;
- c) receive the auditor's report;
- d) consider the auditor's report and if the report concludes that the candidate appears to have contravened a provision of the *MEA* relating to election campaign finances, the committee may commence legal proceedings against the candidate for the apparent contravention.
- e) if the report indicates that there were no apparent contravention and the committee finds that there were no reasonable grounds for the application, the council is entitled to recover the auditor's costs from the applicant.

**Composition**

The Committee will be composed of three (3) members, with membership drawn from the following groups:

- a) accounting and audit- accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b) academic-college or university professors with expertise in political science or local government administration.
- c) legal profession with experience in municipal law, municipal election law or administrative law;
- d) professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e) other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Members of Council, employees or officers of the municipality or any persons who are candidates in the election for which the committee is established are not eligible to be appointed to the Committee, pursuant to clause 81.1(2) of the *Municipal Elections Act, 1996*.

The Chair will be determined at the Committee's first meeting.

**Appointment Process:**

All applicants will be required to complete an application outlining their qualifications and experience.

Members will be selected on the basis of the following:

- a) demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the *MEA* and related regulations;
- b) proven analytical and decision-making skills;
- c) experience working on a committee, administrative tribunal, task force or similar setting;
- d) availability and willingness to attend meetings;
- e) excellent oral and written communication skills;

**Compensation**

Members shall receive an honourarium of \$100.00 per meeting.

**Staff Support and Funding**

The Clerk or designate of the host municipality shall provide administrative support for the committee and shall carry out any other duties required under this Act to implement the committee's decisions.

**Meetings**

Meetings shall be conducted in accordance with the open meeting requirements of the provisions in the *Municipal Act, 2001*. The host municipality's website will be used to communicate meeting notices and agendas.

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

**BY-LAW NUMBER 002-15**

**BEING A BY-LAW TO PRESCRIBE THE FORM AND MANNER  
AND TIMES FOR THE PROVISION OF NOTICE AND TO REPEAL  
BY-LAW 68-02**

**WHEREAS** Section 270(1) 4 of the *Municipal Act, 2001*, as amended, provides that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

**AND WHEREAS** it is deemed advisable by the Council of the Corporation of the Township of Wellington North to set out the minimum notice requirements in the *Municipal Act, 2001* for which the notice requirements are not otherwise prescribed by legislation, regulation, policy or by-law.

**NOW THEREFORE** be it enacted that the attached Schedule "A" Provision of Notice policy be adopted by the Council of The Corporation of the Township of Wellington North.

This by-law shall take effect upon its passing.

By-law 68-02 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 12TH DAY OF JANUARY, 2015**

---

**ANDREW LENNOX,  
MAYOR**

---

**KARREN WALLACE  
CLERK**

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 002-15  
SCHEDULE "A"



## TOWNSHIP OF WELLINGTON NORTH

### POLICY AND PROCEDURE MANUAL

<b>DEPARTMENT</b>	Clerk	<b>POLICY NUMBER</b>
<b>SECTION</b>	Administration	<b>EFFECTIVE DATE: January 13, 2015</b>
<b>SUBJECT</b>	Provision of Notice	
<b>AUTHORITY</b>	Municipal Act, 2001, Section 270	

#### POLICY

Notice Provision Policy to establish public notice provision for matters in the *Municipal Act, 2001*, (the Act) that directly affect the public that are not otherwise prescribed by legislation, regulation, policy or by-law.

#### PURPOSE

The *Municipal Act, 2001* (the Act) requires that all municipalities adopt and maintain a policy with respect to public notice. The purpose of this policy is to set out the circumstances in which the Township of Wellington North will provide to the public minimum notice requirements in the *Municipal Act, 2001* that are not otherwise prescribed by legislation, regulation, policy or by-law.

#### DEFINITIONS IN THIS POLICY

- "Act" shall mean the *Municipal Act, 2001*
- "Clerk" shall mean the Clerk and/or Deputy Clerk of the Township of Wellington North
- "Electronic" includes created, recorded, transmitted or stored in digital form in other intangible form by electronic, magnetic or optical means or by any other means
- "Municipality" shall mean the Township of Wellington North
- "Notice" shall mean a written, printed, published or electronic notification/announcement
- "Publication" shall mean a printed publication with regular circulation at intervals not longer than once weekly, which in the opinion of the Clerk, has sufficient content and distribution in the municipality so as to provide reasonable notice to the community at large

## **PURPOSES REQUIRING PROVISION OF NOTICE**

Notice shall be given for the following purpose:

- \*Naming of private roads (Section 48 of the Act)
- \*Closure of a road (Section 34 of the Act)
- Licensing-including but not limited to businesses, kennels, taxis, tow trucks (Section 150 of the Act)
- Fees and Charges (Section 391 of the Act)
- Adoption of the annual budget (Section 290 of the Act)
- Council vacancy (Section 263 of the Act)
- Change in Council composition (Section 217 of the Act)

\*In the case of renaming a private road or closure of a road, individual notice shall be given to all parties with addresses on the affected road.

\*This process shall not apply to highways that are being dedicated/named through draft plan approval-subdivision and condominium.

## **MANNER OF NOTICE**

Where a by-law is to be passed or a public meeting is required under this policy, the Clerk shall cause such notice to be published in a printed and/or electronic format.

## **TIME OF NOTICE**

Where a by-law is to be passed or a public meeting is required under this policy, notice shall be given at least fourteen (14) calendar days prior to the proposed action being taken.

## **FORM OF NOTICE**

Where a by-law is to be passed or a public meeting is required under this policy, the form of notice shall include:

A description and purpose of the public meeting;

The purpose and effect of the proposed by-law;

The date, time and location of the public meeting;

Where the purpose of the public meeting or proposed by-law is related to specific lands, a key map showing the affected lands;

## **FURTHER NOTICE NOT REQUIRED**

If the proposed by-law is not passed at the Council meeting specific in the notice provided, but consideration of the matter is deferred, no further notice is required under this policy provided a public statement is made at the subject meeting that the matter has been deferred to a future meeting of Council.

## **DISCLAIMER**

The Township of Wellington North is not responsible for failure to provide notice pursuant to this policy if the failure is the result of power failure, electronic communication or other reasons outside the control of the municipality.

## **GENERAL PROVISIONS**

Where separate by-laws and policies have been enacted related to provisions of notice in accordance with the Act, the provisions in such by-law and policies shall prevail.

This policy shall not prevent the municipality from using more comprehensive methods of notice or a longer notice period.

## **EMERGENCY PROVISION**

If a matter arises, which in the opinion of a Senior Municipal Official, in consultation with the Mayor or designate, is considered to be urgent or time sensitive in nature, or which could affect the health or well-being of the residents of the municipality, or if an emergency declaration is made or if so advised by a Provincial Ministry, the notice requirements of this policy may be waived and the said Senior Municipal Official shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.



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

**BY-LAW NUMBER 003-15**

**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 2015, 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 27, 2015
ii.	Second Installment	April 24, 2015
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 2015 and the 1<sup>st</sup> day of May 2015 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>, 2015.
6. **THAT** interest of 1.25 per cent on the amount of any taxes due and unpaid after December 31, 2015, 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, 2015 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  
12TH DAY OF JANUARY, 2015.**

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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 004-15**

**BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING  
FROM TIME TO TIME TO MEET CURRENT EXPENDITURES  
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015.**

**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 2015 (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.

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.

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 12TH DAY OF JANUARY, 2015.***

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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 005-15**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF  
WELLINGTON NORTH (Part Lot 6 and Part Lot 5, Concession 9,  
Geographic Township of West Luther, 8290 Line 8, Powerline  
Ridge Farms Inc.)**

**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:

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Lot 6 and Part Lot 5, Concession 9, geographic Township of West Luther, as shown on Schedule "A" attached to and forming part of this By-law, from Agricultural (A) to **Agricultural Exception (A-172) and Agricultural Exception (A-173)**.
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following two new exceptions:

<b>"33.172 A-172 Lot 6 and Pt. Lot 5, Con 9</b>	<b>Notwithstanding Section 8.5.2.2 or any other section of this by-law to the contrary, the minimum required lot frontage for this zone shall be 12 m. (40 ft.).</b>
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<b>33.173 A-173 Lot 6 and Pt. Lot 5, Con 9</b>	<b>Notwithstanding any other section of this by-law to the contrary, a residential dwelling shall be prohibited in this zone. Other agricultural uses, that are not accessory to a dwelling, are permitted, subject to the requirements of Section 8.2 and the following:</b>
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- a) **Notwithstanding section 6.17 or any other section of this by-law to the contrary, MDS 1 shall not be applied from the existing 10,000 ft<sup>2</sup> barn to the lands zoned A-172 and shall be deemed to comply with MDS 1. Any future expansions shall comply with the applicable MDS requirements."**

3. THAT the existing **Natural Environment (NE)** zone remains unchanged on the property.
4. 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.
5. 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 12TH DAY OF JANUARY, 2015.**

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**ANDREW LENNOX,  
MAYOR**

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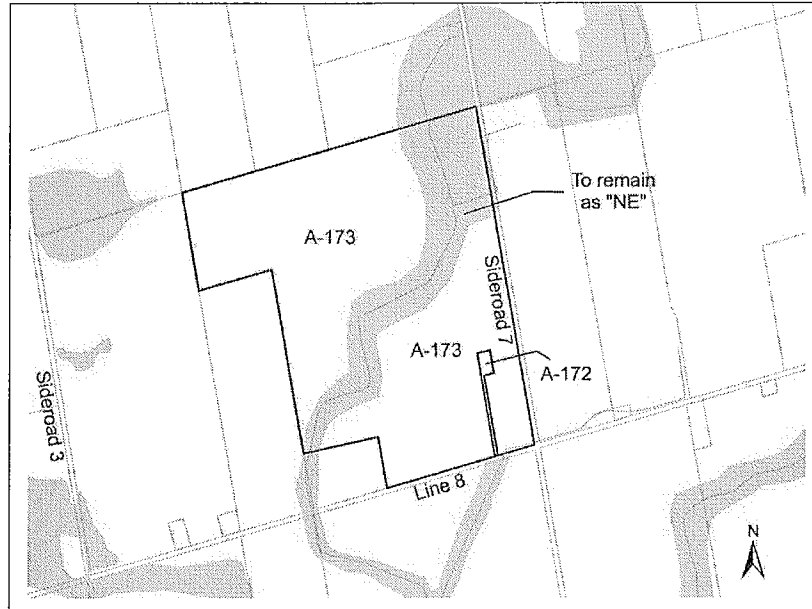
**KARREN WALLACE  
CLERK**



**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 005-15**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Exceptions (A-172) & (A-173)**

**Existing Natural Environment Zone Remains Unchanged**

**This is Schedule "A" to By-law No. 005-15  
Passed this 12th day of January, 2015**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 005-15**

#### **SUBJECT LAND**

The property subject to the proposed amendment is described Lot 6 and Part Lot 5, Concession 9, Geographic Township of West Luther, with a civic address of 8290 Line 8. The property is 125.9 hectares (311.1 acres) in size.

#### **THE PURPOSE AND EFFECT OF THE APPLICATION**

The “severed” residential 0.84 ha (2.1 ac) portion of the subject lands is to be rezoned to Agricultural Exception (A-172) to provide relief for an insufficient frontage; 30.5 metres is required and only 12 metres is provided. The “retained” agricultural 125 ha (309 ac) portion of the subject lands is to be rezoned to Agricultural Exception (A-173):

- to prohibit future residential development on this parcel
- to provide relief for an insufficient MDS 1 setback from the existing livestock facility to the new severed lot

This rezoning is a condition of severance application B13/14, that was granted provisional consent by the Wellington County Land Division Committee.

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

**BY-LAW NUMBER 006-15**

**BEING A BY-LAW TO REGULATE THE SETTING OF OPEN AIR  
FIRES WITHIN THE TOWNSHIP OF WELLINGTON NORTH AND  
TO REPEAL BY-LAW 38-12**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 10(2).  
Fire Prevention and Protection Act S.O. 1997, c 4, as amended, Section  
7.1(1)

**WHEREAS** by Section 10 (2) of the *Municipal Act 2001, S.O. 2001, c.25*, council of a municipality may pass by-laws with respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons; and

**WHEREAS** by Section 7.1(1) of the *Fire Prevention and Protection Act S.O. 1997, c.4*, council of a municipality may pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

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

**1. Definitions**

For the purpose of this by-law, the following definitions shall apply:

“Agricultural Use” shall mean means a use of land, buildings or structures for farming or agriculture and includes apiaries; aviaries; berry or bush crops; breeding, raising or training horses or cattle; greenhouses; farms devoted to the hatching, raising and marketing of chickens, turkeys, or other fowl or game birds, animals, fish or frogs; farms for grazing; flower gardening; muck farms; field crops; research and/or breeding station; mushroom farms; nurseries; orchards; riding stables; the raising of sheep or goats, the raising of swine; or the breeding, boarding or sale of domestic animals; tree crops; truck gardening; woodlots; and such uses or enterprises as are customarily carried on in the field of general agriculture, and may include accessory packing, treating, storing, and sale of produce produced on the premises but does not include an abattoir, a kennel, or a rendering plant. A farm includes a detached dwelling house accessory to the main farming or Agricultural Use.

“Barbeque” shall mean appliances including a hibachi, a structure designed and intended solely for the cooking of food in the open air, and other similar commercially manufactured devices designed and intended solely for the cooking of food in the open air, but does not include devices predominantly designed for personal warmth.

“Burn Barrel” shall mean a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches) over the top to prevent debris from flying out of the barrel.

“By-law Enforcement Officer” for the purposes of this by-law shall mean a fire fighter, fire prevention officer, police officer or, any person appointed by Council as a by-law enforcement officer for the Township.

“Cooking Fire” shall mean a small confined fire, supervised at all times, and used to cook food. Maximum size of 0.6 m x 0.6 m (2 feet x 2 feet) contained by non-combustible material such as cement blocks, rocks, etc.

“Conservation Area” shall mean land owned by a conservation authority incorporated under the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

“Council” shall mean the Council of the Township of Wellington North.

“Extinguishing Agent” shall mean a material used with fixed, automatic, or portable fire extinguishing systems to suppress or put out fires and include water or fire extinguisher.

“Fire Chief” shall mean the Chief of the Fire Department of the Township of Wellington North or his/her alternate/designate.

“Fire Pit” or “Fire Pit Area” shall mean an area of ground that has been completely cleared of combustible material and lined with a minimum thickness of 15 cm (6 inches) of sand or mineral soil that will extend a minimum of 30 cm (12 inches) beyond the use of fuel and/or burning materials.

“Fuel” shall mean material, such as wood, that releases energy when it is burned, which can be used as a source of heat or power. This definition shall not mean gasoline, liquid fuels or accelerants.

“Open Air Burning” shall mean the ignition or incineration by fire of combustibles for the purpose of burning grass, clean wood other combustibles in any open place, yard, field or construction area, which is not enclosed by a building or structure and includes fires in barrels and Fire Pits.

“Organic Materials” shall mean straw, sticks and tree brush.

“Permit” shall mean a permit for Open Air Burning, for which an application can be obtained from the Township Office.

“Recreational Burning” shall mean burning with the use of a recreational burning device.

“Recreational Burning Device” shall mean any commercially manufactured device for the purpose of containing a recreational fire, including but not limited to a chimenea.

“Residential Area” means any properties zoned for residential purposes in the Township Zoning By-law that includes the following zones: Rural Residential (RR), Village Residential Low Density (R1), Village Residential Medium Density (R2), Residential First Density Zone (R1), Residential Second Density Zone (R2), Residential Multiple One (RM1) in addition to residential uses in mixed use zones that includes Hamlet Mixed Use (C3), Residential Mixed Use One (RMU1), Residential Mixed Use Two (RMU2) and Residential Mixed Use Three (RMU3).

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

“Township Office” shall mean the Township of Wellington North Municipal Office located at 7940 Sideroad 7 West, KENILWORTH, ON.

## **2. Administration**

- 2.1 This by-law shall be administered and enforced by the “By-law Enforcement Officer” as defined in this by-law.
- 2.2 A By-law Enforcement Officer under this By-Law has the power upon producing identification to enter upon and examine any yards or buildings, other than a dwelling, at any reasonable time or times and may be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this by-law.

- 2.3 Open Air Burning, with the exception of Barbeques, Cooking Fires and the use of recreational burning devices, shall not be permitted within the Residential Areas of the Township of Wellington North, as per the definition of Residential Area outlined in this by-law.
- 2.4 Any person wishing to engage in Open Air Burning outside of a Conservation Area and outside of a Residential Area for any purpose whatsoever, shall fill out the required **Application for a Permit for Setting Open Air Fires** prior to the setting of such fire, save and except when such burning meets the definition of a Cooking Fire, Barbeque or the use of a Recreational Burning Device. Permits are valid for 12 months from the date of application submission, which is the time period in which applicants are permitted to burn.

### 3. **Open Air Burning**

Any person who has obtained a Permit for Open Air Burning shall observe the following precautions and times during which fires may be set:

- 3.1 The fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- 3.2 Children under the age of 18 years are prohibited from lighting or igniting fires.
- 3.3 Fires shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 9:00 p.m. (2100 hours), unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
- 3.4 The fire shall not be planned, lit or ignited closer than 30 m (100 ft) from any building, structure, hedge, fence, road or overhead wire or obstruction of any nature, unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
- 3.5 There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such fire of a radius of at least 7 m (25 ft).

- 3.6 The Fire Pit or Fire Pit Area will not exceed an area of 3 m x 3 m (10 ft x 10 ft).
- 3.7 The stacked height of materials to be made available to be burned will not exceed 2 m (6 ft) at any time.
- 3.8 Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 3.9 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires), wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides), materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- 3.10 The fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents. This shall include allowing smoke to enter into a neighboring residence or building.
- 3.11 Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Chief.

#### **4. Cooking Fires**

Cooking Fires are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Cooking Fire, provided that the following regulations are complied with:

- 4.1 The Cooking Fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- 4.2 Children under the age of 18 years are prohibited from lighting or igniting Cooking Fires.
- 4.3 A Cooking Fire shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 11:00 p.m. (2300 hours).

- 4.4 A Cooking Fire shall be a minimum of 3 m (10 ft) from any opening or combustible material.
- 4.5 There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such Cooking Fire of a radius of at least 7 m (25 ft).
- 4.7 Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the Cooking Fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 4.8 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires) wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides) or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- 4.9 The Cooking Fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents.
- 4.10 Cooking Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Chief.

**5. Barbeques**

Barbeques are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Barbeque, provided that the following regulations are complied with:

- 5.1 The Barbeque shall be supervised at all times.
- 5.2 The fuel used is a commercially produced charcoal or briquette, or a flammable liquid commercially produced for the purpose of cooking, such as natural gas or propane gas.
- 5.3 No person shall light, ignite or start, or permit to be lighted, ignited or started, a fire in a grill, barbeque on a balcony of any building containing two (2) or more dwelling units.



**6. Recreational Burning Device – Recreational Burning**

- 6.1 A Permit is not required for Recreational Burning with the use of a Recreational Burning Device within Residential Areas in the Township or pits specifically designed for Recreational Burning, provided that each of the following regulations are complied with:
- a) Recreational Burning may only be conducted between the hours of 10:00 a.m. and 11:00 p.m.; unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
  - b) Recreational Burning shall be confined to Recreational Burning Devices. When in use, the Recreational Burning Device shall be covered with a grill or a metal screen having a mesh size no larger than 2.5 cm (1 inch), which is positioned in such a manner as to prevent the escape of combustible materials including ash;
  - c) No more than 21 cm (8 inches) of the containment area shall be above grade with a maximum depth of 42 cm (16 inches);
  - d) No materials other than commercially produced charcoal, briquettes or clean, dry seasoned wood, not including pressure treated wood or creosote treated wood, may be burned;
  - e) The dimensions of the wood being burned shall not be greater than the size of the Recreational Burning Device and shall be totally confined within the Recreational Burning Device at all times;
  - f) Recreational Burning Devices shall be confined to a location that provides for a minimum distance of 3 m (10 ft) in all directions from adjacent properties;
  - g) Recreational Burning Devices shall be confined to an area that is a minimum of 3 m (10 ft) from combustible structures or objects;
  - h) An Appropriate Extinguishing Agent shall be immediately available for use;
  - i) Recreational Burning within Recreational Burning Devices shall be attended, controlled and supervised at all times and shall be completely extinguished before the Recreational Burning site is vacated;

- j) Recreational Burning Devices are not permitted for use when the wind speed exceeds 10 km per hours, or during rainy or foggy weather, or at times when a smog alert has been issued by the Ministry of the Environment for Ontario;
- k) Any other steps shall be taken as may be reasonably necessary to prevent the fire from getting beyond control or causing damage or becoming danger to life and/or property;
- l) Should the Fire Department be dispatched to a complaint regarding public safety due to fire hazard, the Fire Department will have the discretion to determine compliance with this section of the by-law and this discretion shall be final.
- m) Chimeneas are permitted providing they are placed on a non-flammable surface
- n) Chimeneas must be placed a minimum of 3 m (10 ft.) from any structure.

## **7. Burn Barrels**

- 7.1 The use of Burn Barrels shall not be permitted within Residential Areas of the Township.
- 7.2 Burn Barrels shall only be permitted for use in the instances of a strike or lock-out.
- 7.3 Properties zoned for Agricultural Uses, or farmland, shall be exempt from the provisions of Section 7.2 of this by-law.
- 7.4 A Permit for Open Air Burning shall not be required for Burn Barrels, provided that each of the following conditions are complied with:
  - a) A Burn Barrel must be a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches x 0.2 inches) over the top to prevent debris from flying out of the barrel;
  - b) Vent holes must be punched in the side for ventilation, and drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures;

- c) Wood used within burn barrels shall be no longer than .46 m (18 inches);
- d) Flames from burn barrels may not extend over the top of the barrel.

**8. Offence**

- 8.1 Any person who lights or ignites a fire in the open air, or allows or causes a fire to be lit in the open air is in violation of this by-law, or fails to comply with an order given under Section 8.3 herein, shall, in addition to any applicable fine, pay the fee for the emergency service in accordance with the Township's Fees and Charges By-law for Fire Department Services and Rescue Operations, as established by by-law from time to time.
- 8.2 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, c.P. 33*.
- 8.3 The "By-law Enforcement Officer" as defined in this by-law is authorized to order any person to extinguish any fire when there is a breach of any of the provisions of this By-law or where, in their opinion, there is a danger of such fire spreading or otherwise endangering life or property.

**9. Exceptions/Exemptions**

- 9.1 The Fire Department shall be exempt from the provisions of this by-law for the purposes of educating and training.
- 9.2 In order to seek an exemption to provisions within this by-law, persons must provide written request to the Fire Chief for his/her approval.

**10. Prohibitions**

10.1 The Fire Chief may, in its absolute discretion, declare a complete prohibition against outdoor burning when the atmospheric conditions or local circumstances make such fires hazardous, which shall apply to Open Air Burning, Cooking Fires and Open Air Burning Devices. This prohibition shall not apply to Barbeques.

**11. General Provisions**

11.1 This by-law shall come into force upon the date of its passing and will thereupon repeal Township of Wellington North By-law Number 38-12.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 12TH DAY OF JANUARY, 2015.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**

## Schedule A of By-law Number 006-15

Township of Wellington North

### PART I Provincial Offences Act

By-law Number 006-15  
a by-law to regulate the setting of open air fires.

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision	COLUMN 3 Set Fine (includes cost)
1	Set fire without permission.	Section 2.4	\$130.00
2	Fail to maintain constant supervision of fire.	Section 3.1	\$130.00
3	Permit Open Air Burning outside of permitted times	Section 3.3	\$130.00
4	Burn fire within 30 m (100 ft) of structure.	Section 3.4	\$130.00
5	Allow combustible material within 7 m (25 ft) of fire.	Section 3.5	\$130.00
6	Fail to keep Extinguishing agents on hand at all times during a fire.	Section 3.8	\$130.00
7	Burn paint, rubber, wire, plastics, asphalt, shingles or other materials.	Section 3.9	\$230.00
8	Burn fire which causes discomfort, danger, irritation or nuisance to residents.	Section 3.10	\$130.00
9	Burn fire in dry or drought conditions.	Section 3.11	\$230.00
10	Fail to maintain constant supervision of Cooking Fire.	Section 4.1	\$130.00
11	Permit Cooking Fire outside of permitted times.	Section 4.3	\$130.00
12	Permit Cooking Fire within 3 m (10 ft) of an opening or combustible material.	Section 4.4	\$130.00
13	Permit a Cooking Fire within 7 m (25 ft) of trees, shrubs or hedges.	Section 4.5	\$130.00

**Schedule A of By-law Number 006-15**

Township of Wellington North

**PART I Provincial Offences Act**

By-law Number 006-15  
a by-law to regulate the setting of open air fires.  
(continued)

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision	COLUMN 3 Set Fine (includes cost)
14	Fail to keep Extinguishing agents on hand at all times during a Cooking Fire.	Section 4.7	\$130.00
15	Burn Cooking Fire in dry or drought conditions.	Section 4.10	\$130.00
16	Permit fire in a grill or barbeque on a balcony of building with two or more dwelling units.	Section 5.3	\$130.00
17	Conduct Open Air Burning outside of permitted times.	Section 6.1 (a)	\$130.00
18	Permit Open Air Burning Device within 3 m (10 ft) of adjacent property.	Section 6.1 (f)	\$130.00
19	Permit Open Air Burning Device within 3 m (10 ft) of a structure.	Section 6.1 (g)	\$130.00
20	Fail to maintain constant supervision of Open Air Burning Device.	Section 6.1 (i)	\$130.00
21	Operate Chimenea on flammable surface.	Section 6.1 (m)	\$130.00
22	Operate Chimenea within 3 m (10 ft) from a structure.	Section 6.1 (n)	\$130.00
23	Permit Burn Barrel to be used in residential area.	Section 7.1	\$130.00

NOTE: the general penalty provision for the offences listed above is section 61 of the *Provincial Offences Act, R.S.O. 1990, c.P.33*



December 18, 2014

**The AMO Office will be closed from December 25, 2014 to January 2, 2015, inclusive.  
The office will re-open on January 5, 2015.  
Everyone at AMO wishes you a happy & safe holiday season!  
The next issue of the Watch File will be on January 8, 2015.**

#### **In This Issue**

- Provincial Land Tax Review Paper released.
- EBR posting proposes streamlining of process for Record of Site Condition.
- *Railway Safety Act* - Final grade crossing regulations released.
- Heads of Council Training in Thunder Bay.
- New term. New year. New AMO training.
- What is land use planning?
- 2015 AMO Conference guest room booking information.
- Career opportunity with AMO.

#### **Provincial Matters**

Many municipal councils from across the province have passed resolutions seeking provincial land tax reform in the unincorporated areas of Northern Ontario. These resolutions seek to address the disparity in the taxes paid for services such as policing, particularly in areas surrounding municipal boundaries. The Ministry of Finance has released a [stakeholder consultation paper](#) and is seeking municipal feedback by January 21, 2015.

The proposed process provides a streamlined approach to developing property specific standards for use in a Record of Site Condition. Version 2 is out for consultation on [Ontario's Environmental Registry](#).

#### **Federal Matters**

The federal government has released its final railway grade crossings regulations ([Canada Gazette](#), page 44). New and existing crossings, information sharing, signage, up-keep and other matters are covered. AMO has been working on railway matters with the [Federation of Canadian Municipalities](#) and will continue to advocate for municipal interests.

#### **Eye on AMO/LAS Events**

Back by popular demand, a [Heads of Council](#) date has been added for 2015 in Thunder Bay! Learn and network on January 26th at the Valhalla Inn and get the information you need to be an effective Head of Council. Learn what skills and tools you need to lead, manage and collaborate and more. Don't miss out - reserve your space today!

New term. New year. New AMO training. AMO offers [Councillor Training 101](#), [Personal Responsibilities](#) and the [Meetings Series](#) in early 2015. Find out how these trainings can benefit you today.

directed course in Land Use Planning. Log-in to the AMO [online portal](#) and become familiarized with the basics of land use planning today!

The 2015 AMO Conference [guest room booking information](#) is available online. The 2015 Conference will be held in Niagara Falls, with guest room booking at the six hotels opening on January 13th, 2015 at 10 am. Please review the guest room booking policy.

#### **Careers**

**Policy Intern - AMO.** Assisting Senior Advisors and the Director of Policy, the successful candidate will support AMO's policy development process. The internship is a temporary position of up to 17 weeks. Please apply in confidence to: [hr@amo.on.ca](mailto:hr@amo.on.ca) by January 23, 2015.

#### **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

#### **AMO Contacts**

[AMO Watch File Team](#), Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[OMKN Ontario Municipal Knowledge Network](#)

[Media Inquiries](#), Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.





## Grand River Conservation Authority General Membership Meeting

Friday, November 28, 2014

The following are the minutes of the General Membership Meeting held at 9:30 a.m. on Friday, November 28, 2014 at the Administration Center, Cambridge, Ontario.

**Members Present:**

J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, L. Boyko\*, J. Brennan, B. Coleman, T. Cowan\*, J. d'Ailly, J. Haalboom, J. Jamieson, R. Kelterborn, M. Laidlaw\*, B. Lee, G. Lorentz\*, C. Millar, T. Nevills, V. Prendergast, P. Salter, S. Schmitt, W. Stauch\*, G. Wicke

**Members Regrets:**

R. Deutschmann, R. Hillier, F. Morison, J. Ross-Zuj

**Staff:**

J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, S. Lawson, S. Radoja, T. Ryan, D. Schultz, G. Sousa, B. Brown, B. Parrott, S. Wilbur

**Also Present:**

R. Martin, Cambridge Times

**1. Call to Order:**

J. Mitchell, Chair, called the meeting to order at 9:30 a.m.

**2. Roll Call and Certification of Quorum – 13 members constitute a quorum (1/2 of members appointed by participating municipalities)**

The Secretary-Treasurer called the roll and certified a quorum with 17 members present. A total of 22 members attended the meeting.

**3. Chair's Remarks:**

J. Mitchell welcomed members, staff and guests and made the following comments:

- On November 8, 2014 J. Mitchell and J. Farwell attended a Lake Erie Region Source Protection Committee meeting. Agenda items included updates on various Assessment Reports and Draft Policies.
- On November 10, 2014 J. Mitchell and J. Farwell met with Daiene Vernile the MPP for Kitchener Centre. She was quite interested in the Flood Control Room.
- The Latornell Conservation Symposium was held from November 18 through November 20, 2014. J. Mitchell, J. Brennan, V. Prendergast and P. Salter attended. Former Grand River Conservation Authority (GRCA) employee L. Minshall was presented with a Leadership Award at the Symposium. This award is presented to individuals who have contributed significantly to the conservation movement in Ontario.
- On November 25, 2014 J. Mitchell and J. Farwell attended a farewell celebration for R. Kelterborn at the Community Centre in Wellesley.
- The members of the Audit Committee were reminded that they would meet in the Conference Room following this meeting.

\*L. Boyko and G. Lorentz joined the meeting at 9:35 a.m.

**4. Review of Agenda:**

The following item was added as Item 10 a) i):

Correspondence from Darren Lenkorn, Mediamix Interactive Inc. to the members of the GRCA Board and senior GRCA staff dated November 24, 2014 Re: Awarding of Contract for Campground Reservations and Management System.

Moved by: L. Armstrong  
 Seconded by: B. Banbury  
 (Carried)

THAT the Agenda for the General Membership Meeting of November 28, 2014 be approved as amended.

**5. Declarations of Pecuniary Interest:**

There were no declarations of pecuniary interest made in relation to the matters to be dealt with.

**6. Minutes of the Previous Meeting:**

General Membership Meeting – October 24, 2014

B. Bell referred to his remarks with respect to the Emerald Ash Borer Strategy and asked that it be clarified that he said he was not sure about removing *just* hazard trees.

Moved by: J. Brennan  
 Seconded by: B. Bell  
 (Carried)

THAT the Minutes of the General Membership Meeting of October 24, 2014 be approved as amended.

**7. Business Arising from Previous Minutes:**

J. Farwell recalled the members asking for information relating to the number of staff who leave the employment of GRCA to take positions elsewhere. He said the GRCA rate is 2.5% compared to the national average which is 7.2%.

**8. Hearing of Delegations:**

None

**9. Presentations:**

None

**10. Correspondence:**

## a) Copies for members

- i) Correspondence from Darren Lenkorn, Mediamix Interactive Inc. to the members of the GRCA Board and senior GRCA staff dated November 24, 2014 Re: Awarding of Contract for Campground Reservations and Management System.

J. Brennan referred to the last paragraph of the correspondence where it was indicated that no response had been received to previous communications. G. Sousa said that was not correct.

\*T. Cowan and M. Laidlaw joined the meeting at 9:40 a.m.

## b) Not copied

None

Moved by: B. Coleman

Seconded by: P. Salter

(Carried)

THAT Correspondence from Darren Lenkorn, Mediamix Interactive Inc. to the members of the GRCA Board and senior GRCA staff dated November 24, 2014 Re: Awarding of Contract for Campground Reservations and Management System be received as information.

**11. 1<sup>st</sup> and 2<sup>nd</sup> Reading of By-Laws:**

None

**12. Presentation of Reports:**

- a) **GM-11-14-118** Financial Summary for the Period Ending October 31, 2014

There were no questions or comments with respect to this report.

Resolution 138-14

Moved by: V. Prendergast  
 Seconded by: T. Nevills  
 (Carried)

THAT the Financial Summary for the Period Ending October 31, 2014 be approved.

b) **GM-11-14-119 Reserves 2014**

There were no questions or comments with respect to this report.

Resolution 139-14

Moved by: J. d'Ailly  
 Seconded by: S. Schmitt  
 (Carried)

THAT the *Property and Liability Insurance* Reserve be maintained at an amount equal to opening balance, less significant uninsured losses, plus interest;

AND THAT the *Building and Mechanical Equipment* Reserve be maintained at an amount equal to opening balance, plus interest, less expenses or any unspent budgeted building maintenance and equipment amounts be transferred to this reserve for future expenditures;

AND THAT the *Small Office Equipment* Reserve be maintained at an amount equal to opening balance, plus interest;

AND THAT the *Personnel* Reserve be maintained at an amount equal to opening balance, plus interest, plus/less any NEER Rebate/Surcharge assessed by Worker's Safety Insurance Board (WSIB) less expenditures or accruals for sick leave, vacation, staff restructuring and/or termination of employees;

AND THAT the *Nature Centre* Reserves be maintained at amounts equal to opening balance, plus interest, plus appropriations as per agreements with the applicable school boards, less expenses related to major maintenance of the Nature Centre buildings;

AND THAT the *Computer Replacement* Reserve be maintained at a level where interest income and charge-out rates equal total operating and capital costs over the long run;

AND THAT the *Cottage Lot Program* Reserve be maintained at an amount equal to the opening balance, plus unspent 2014 budgeted cottage lot expenses, less expenses related to previously deferred projects, plus interest;

AND THAT the *Water Management Plan* Reserve be maintained at an amount equal to opening balance, plus interest, less expenses related to updating the water management plan;

AND THAT the *Planning Enforcement Reserve* be increased by any savings related to budgeted and unspent legal fees and that this reserve be used for any unanticipated expenses related to enforcement of planning regulations, plus interest;

AND THAT the *Property Rental Reserve* be maintained at an amount equal to opening balance, less unbudgeted maintenance expenses related to rental properties, plus interest;

AND THAT the *Forestry Management Reserve* be maintained at an amount equal to opening balance plus transfers to reserve of 15% of timber revenues, less forest management expenses (including Emerald Ash Borer (EAB) expenses) as budgeted and/or forecast, plus interest;

AND THAT the *Cambridge Desiltation Pond Reserve* be maintained at an amount that reflects the funds advanced to the Authority by the City of Cambridge plus interest, less actual cost to maintain the pond;

AND THAT the *Completion of Capital Projects Reserve* be maintained at an amount that reflects obligations under outstanding capital contracts, plus unspent general municipal levy related to the Upper Grand Restoration Program and the Chilligo-Hopewell subwatershed study, less payments;

AND THAT the *Gravel Reserve* be maintained at an amount that includes all gravel income to date plus interest, less eligible expenditures, consistent with the original or subsequent agreements with the Ministry of Natural Resources;

AND THAT the *Land Sale Reserves* be maintained at amounts that include the proceeds of land sales, plus interest, less costs (including interest charges) incurred to prepare lands for sale, less net expenditures and/or borrowing authorized by the Ministry of Natural Resources and plus any repayment of the hydro loan;

AND THAT the *General Capital Reserve* be maintained at an amount which reflects the surplus transferred in from the former Dunnville Lock reserve, plus interest, and less expenditures for any Water Management Capital projects approved by the General Membership;

AND THAT the *Conservation Areas Capital Reserve* be increased by \$150,000 representing an amount to be set aside for future water treatment capital and pool replacements, less expenses related to water treatment equipment and pool replacement costs;

AND THAT the *Conservation Areas Stabilization Reserve* be increased by any surplus generated by the Conservation Areas in 2014 or decreased for required stabilization funding, less spending for 2014 capital projects as budgeted and/or approved in monthly financial forecasts, plus interest related to the conservation area capital reserve and the stabilization reserve;

AND THAT the *Gauge Reserve* be maintained at an amount equal to opening balance plus interest; less expenses related to gauge equipment.

AND THAT the *Wetland Acquisition Reserve* be maintained at an amount that includes proceeds related to settlements, plus interest, less expenditures for wetland acquisitions or enhancements in the watershed;

AND THAT the *Water Control Structures Reserve* be maintained at an amount equal to the opening balance, less amount for 2014 major maintenance projects as budgeted, plus any unspent major maintenance budgeted (forecast) and operating budgeted (forecast) amounts that were to be funded from general levy, plus interest;

AND THAT the *Motor Pool Equipment Replacement Reserve* be maintained at a target level of between 15% and 25% of replacement cost of the Motor Pool fleet, plus interest;

AND THAT the *Motor Pool Insurance Reserve* be maintained at an amount equal to the opening balance, plus interest, less significant uninsured losses.

c) **GM-11-14-120** Meeting Schedule for 2015

There were no questions or comments with respect to this report.

Resolution 140-14

Moved by: V. Prendergast

Seconded by: G. Wicke

(Carried)

THAT the Meeting Schedule for 2015 be approved.

\*W. Stauch joined the meeting at 9:50 a.m.

d) **GM-11-14-121** Proposed 2015 Conservation Area User Fees

There were no questions or comments with respect to this report.

Resolution 141-14

Moved by: L. Boyko

Seconded by: B. Coleman

(Carried)

THAT the proposed 2015 Conservation Area fees be approved and that the new fee schedule become effective January 1, 2015.

e) **GM-11-14-122** 2015 – 2016 Firewood Supply Tender Results

G. Lorentz asked what GRCA charges for a bag of wood. D. Bennett said GRCA pays \$6.50 per bag and sells it for \$8.00.

P. Salter referred to cutting down ash trees and asked why GRCA could not sell the trees for firewood. D. Bennett answered that staff are investigating the cost of manufacturing firewood.

## Resolution 142-14

Moved by: G. Wicke  
 Seconded by: C. Millar  
 (Carried)

THAT the Grand River Conservation Authority award the tender for the 2015 – 2016 firewood supply to J.H. Keeso & Sons Ltd. of Listowel for the sum of \$330,750.00 (including all taxes).

f) **GM-11-14-123** Award of Contract for the Supply of Cellular and Data Services

There were no questions or comments with respect to this report.

## Resolution 143-14

Moved by: J. Jamieson  
 Seconded by: S. Schmitt  
 (Carried)

THAT Grand River Conservation authority enter into a four (4) year contract extension with Bell Mobility from January 1, 2015 to December 32, 2018 for the supply of Cellular and Data Services.

g) **GM-11-14-124** Permit, Plan Review, Title Clearance and Inquiry Fee Schedule

There were no questions or comments with respect to this report.

## Resolution 144-14

Moved by: T. Cowan  
 Seconded by: V. Prendergast  
 (Carried)

THAT the recommended Permit, Plan Review, Title Clearance and Inquiry Fee Schedule be approved as per the attached fee schedule (Appendix 1) effective January 1, 2015.

h) **GM-11-14-125** Chief Administrative Officer's Report

J. Farwell said that the automated snow water sensor funded by the Ministry of Natural Resources and Forestry (MNR) is very important as it will allow for the collection of snow pack information in real time. He also complimented municipal staff throughout the watershed for their participation in the Wastewater Optimization Program.

## Resolution 145-14

Moved by: J. Brennan  
 Seconded by: B. Banbury  
 (Carried)

THAT Report GM-11-14-125 – Chief Administrative Officer's Report be received as information.

i) **GM-11-14-126** Cash and Investments Status Report as of October 31, 2014

There were no questions or comments with respect to this report.

Resolution 146-14

Moved by: M. Laidlaw

Seconded by: L. Boyko

(Carried)

THAT Report GM-11-14-126 – Cash and Investments Status as of October 31, 2014 be received as information.

- j) **GM-11-14-127** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

G. Wicke referred to Application 527/14 – Zeljko Prica and asked if staff have approved the construction of a residential dwelling within a wetland. B. Brown answered that it is the pond that is in the wetland and not the residential dwelling.

Resolution 147-14

Moved by: R. Kelterborn

Seconded by: V. Prendergast

(Carried)

THAT Report GM-11-14-127 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

- k) **GM-11-14-128** Environmental Assessments

There we no questions or comments with respect to this report.

Resolution 148-14

Moved by: B. Coleman

Seconded by: T. Nevills

(Carried)

THAT Report GM-11-14-128 – Environmental Assessments be received as information.

- l) **GM-11-14-129** Cottage Lot Funding for Emerald Ash Borer Strategy

S. Lawson conducted a PowerPoint presentation indicating that:

- There are 335 cottages at Belwood Lake and 398 cottages at Conestogo Lake.
- The current cottage lease came into effect on January 1, 2008 and will expire in 2028.
- The cottages are subject to seasonal use from mid-April until mid-October and limited short term use in the off season.
- The cottage lot program is governed by the *Residential Tenancies Act* (RTA).



- GRCA's primary obligations pursuant to the lease agreement are: access roads; garbage pick-up; and hazard tree management.
- The primary obligations of the tenants are: payment of rent; payment of property taxes; and maintenance of the chattels located on the cottage lot.
- The current rental formula was negotiated during the 2008 mediation settlement and resulted in a new rent amount which was approximately equal to the sum of the former base rent and service fee.
- The base rent was a standard or double lot rate based upon a consultative appraisal.
- The service fee represented cost recovery for GRCA's maintenance costs for the program.
- The 2013 program revenue approximated \$1.96 million and program expenses were \$435,000.
- The estimated cost for the EAB Strategy as it relates to the cottage lots is \$37,000 per year for ten years which can be absorbed into the annual operational budget for maintenance of the program.

Resolution 149-14

Moved by: C. Millar

Seconded by: R. Kelterborn

(Carried)

THAT Report GM-11-14-129 – Cottage Lot Funding for Emerald Ash Borer Strategy be received as information.

m) **GM-11-14-130** Update on the Information Systems and Technology Program

J. Mitchell commended staff for the work they do in support of the flood responsibilities of GRCA.

Resolution 150-14

Moved by: J. Brennan

Seconded by: L. Armstrong

(Carried)

THAT Report GM-11-14-130 – Update on Information Systems and Technology Program be received as information.

n) **GM-11-14-131** Current Watershed Conditions as of November 25, 2014

D. Boyd advised as follows:

- Close to or above the longer term average precipitation has been received in November, 2014 throughout the Grand River watershed.
- Ground conditions are now saturated across the watershed following recent snowmelt and rainfall.

- The average air temperature in November, 2014 at the Shand Dam climate station has been minus 0.5 degrees which is 1.5 degrees colder than the longer term average.
  - The level of Lake Erie is above the long term average.
  - There were two minor surge events along the Lake Erie coastline and up into the Grand River in November, 2014.
  - The Environment Canada forecast for November, 2014 to January, 2015 is for normal temperatures and normal precipitation for southern Ontario.
  - As of November 25, 2014 GRCA has issued three flood messages.
- o) Report of the Special Recognition Committee – Naming of a Pollinator Garden at Guelph Lake

J. Mitchell reviewed the report. M. Laidlaw asked if Syngenta Canada Inc. funded this project. S. Wilbur said that Syngenta Canada Inc. has pledged \$100,000 for development of the garden.

Resolution 151-14

Moved by: P. Salter  
 Seconded by: T. Nevills  
 (Carried – 1 opposed)

THAT the report of the Special Recognition Committee with respect to its meeting on October 24, 2014 be approved.

**13. Committee of the Whole:**

None

**14. General Business:**

None

**15. 3<sup>rd</sup> Reading of By-Laws:**

None

**16. Other Business:**

- a) W. Stauch informed the members that the Heritage Day Workshop will be held on February 13, 2015 in Guelph.
- b) J. Brennan said that this would be his last meeting as GRCA representation for his area will rotate to Guelph/Eramosa Township. He thanked staff and members.
- c) J. d’Ailly said that he enjoyed his time as a member of GRCA. He recalled doing an “audit” of senior management when he was first appointed and said the team had all the “hall marks” of a great organization.

- d) T. Cowan said he has seen positive change because of the advocacy committee and that it should continue because there will be challenges ahead with the government.
- e) L. Boyko said that he has been a member for over twenty years and his constituents' attitude toward GRCA has changed in that time. He said GRCA is now seen as an agency for the municipalities to work with.
- f) M. Laidlaw thanked the members for allowing her to be on the board. She said she was pleased about advocacy and more should be done. She also said she was pleased about the new nature centre at Guelph Lake.
- g) S. Schmitt thanked staff and members and said he had a great belief in what GRCA does.
- h) R. Kelterborn said it was a privilege to sit on the GRCA board and he appreciates the work done on the Wellesley dam to protect the residents of Wilmot Township. He said GRCA needed to get a dam in Nithburg to protect New Hamburg.
- i) C. Millar said she was around when the conservation movement was not looked upon as working well and is had been satisfying to watch the change.
- j) J. Haalboom thanked J. Mitchell for her willingness to go beyond fish and water and to listen about heritage. She recalled road trips taken by the members where the learned about conservation areas and the beauty and heritage of the Grand River.
- k) J. Farwell thanked the members for their support saying that is permits staff to do their jobs in an effective way.

**17. Closed Meeting: (motion required pursuant to Section 36 of By-Law 1-2013)**

Resolution 152-14

Moved by: M. Laidlaw

Seconded by: J. d'Ailly

(Carried)

THAT the meeting adjourn into closed session to discuss a property disposition matter.

The meeting adjourned at 10:30 a.m.

The meeting reconvened at 10:55 a.m.

**a) GM-11-14-132 Property Disposition – Township of Mapleton (confidential)**

Resolution 153-14

Moved by: P. Salter

Seconded by: V. Prendergast

(Carried – 2 opposed)

IN ORDER TO FURTHER THE OBJECTS OF the Grand River Conservation Authority by raising funds through the disposition of surplus lands;

THEREFORE BE IT RESOLVED THAT the Grand River Conservation Authority declare surplus approximately 0.55 hectares (1.35 acres) of land legally described as Lots 1 and 2, Concession 5, Township of Mapleton, County of Wellington, to be more particularly described on a Reference Plan to be deposited.

**18. Next Meetings:**

- General Membership Meeting  
December 12, 2014 – 9:30 a.m.  
Auditorium/Boardroom, Administration Centre, Cambridge, Ontario
- General Membership Meeting  
January 28, 2015 – 9:30 a.m.  
Auditorium/Boardroom, Administration Centre, Cambridge, Ontario

**19. Adjourn**

The meeting adjourned at 11:00 a.m.

**20. Grand River Source Protection Authority Meeting (if required)**

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Chair

Secretary-Treasurer

Grand River Conservation Authority  
Members Attendance  
January 1 - December 31, 2014

DATE	MEETING	Armstrong	Banbury	Bell	Boyko	Brennan	Coleman	Cowan	d'Alilly	Deutschman	Haalboom	Hillier	Jamieson	Kelterborn	Laidlaw	Lee	Lorentz	Millar	Mitchell	Morison	Nevills	Prendergast	Rosa-Zuj	Salter	Schmitt	Stauch	Wicke
1	January 24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	February 28	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	March 28	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	April 25	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	May 8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	May 23	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	June 27	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	July 25	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	August 22	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	September 11	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	September 26	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	October 24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	November 28	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	December 12	1					1					1	1	1	1	1	1	1	1			1		1			
	new members attending December 12, 2014: B. Corbett, S. Foxton, H. Jowett, J. Nowak, W. Roth, S. Shantz, S. Simons, W. Wettlaufer																										
14		13	13	13	13	12	10	11	11	3	10	8	11	13	11	12	12	9	14	6	10	13	9	11	7	12	11

\*Note: Ad Hoc, Audit and Special Recognition Committees are additional committees for which members volunteer\*

DATE	MEETING	Brennan	Coleman	J. d'Alilly	Jamieson	Mitchell	Prendergast	Salter	Stauch	Wicke
February 19	Audit Committee	1	1	1	1	1	1			1
March 28	Special Recognition				1	1	1	1	1	
May 23	Special Recognition				1	1	1	1	1	
November 28	Audit Committee	1	1	1	1	1	1	1		1
		2	2		4	4	4	3	2	2

Audit Committee

Mitchell, Prendergast, Coleman, Brennan, Jamieson, Wicke

Special Recognition Committee

Mitchell, Prendergast, Jamieson, Salter, Stauch

100  
100  
100

**MAITLAND SOURCE PROTECTION AUTHORITY MEETING #1/14**

February 5, 2014

**DIRECTORS PRESENT:** Deb Shewfelt, Art Versteeg, Jason Breckenridge,  
Jim Campbell, Wilf Gamble, Alison Lobb,  
Alvin McLellan, Doug Miller; Gordon Young

**DIRECTORS ABSENT WITH REGRETS:** Terry Fisk, Matt Duncan

**STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Dianne Dosman, Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Stephen Jackson, Water Resources Engineer  
Stewart Lockie, Field Services Supervisor  
Jayne Thompson, Communications Coordinator  
Jason Moir, FRCA Superintendent

**OTHERS PRESENT:** Jenna Allain, Source Protection Program Supervisor  
Rob Bundy, Above the Falls Challenge Course Inc.

The MSPA meeting was called to order by Chair Deb Shewfelt at 6:32 p.m.

a) Approval of Minutes

Motion MSPA #1/14

Moved by: Wilf Gamble

Seconded by: Doug Miller

THAT the minutes of the Maitland Source Protection Authority meeting #5/13 held on  
October 16, 2013 be approved as circulated.

(carried)



b) Joint Management Committee Meeting Draft Minutes

The draft minutes of the Joint Management Committee meeting of November 26, 2013 had been circulated with the agenda for the Directors information and approval. As the Directors agreed with the draft minutes, the following motion was made.

**Motion MSPA #2/14**

**Moved by: Alvin McLellan**

**Seconded by: Jim Campbell**

**THAT** the draft minutes of the Joint Management Committee meeting held on November 26, 2013 be approved as circulated.

(carried)

c) Source Protection Committee Meeting Draft Minutes

The draft minutes of the Source Protection Committee meeting held on November 27, 2013 had been circulated with the agenda for the Directors information and approval. The Directors agreed with the draft minutes, therefore the following motion was made.

**Motion MSPA #3/14**

**Moved by: Alison Lobb**

**Seconded by: Art Versteeg**

**THAT** the draft minutes of the Source Protection Committee meeting held on November 27, 2013 be approved as circulated.

(carried)

d) Final Revisions to Maitland Source Protection Plan

Jenna Allain, Source Protection Program Supervisor, presented MSPA Report #1/14 to the MSPA to obtain approval for re-submission of the Maitland Valley Revised Proposed Source Protection Plans to the Minister of the Environment. Final approval of the plan maybe this spring or summer and then taking effect probably the end of 2014 or beginning of 2015. As the Directors agreed with the final revisions to the MSP Plan, the following motion was made.

**Motion MSPA #4/14**

**Moved by: Alison Lobb**

**Seconded by: Gordon Young**

**THAT** the Maitland Valley Source Protection Authority approves the re-submission of the Maitland Valley Revised Proposed Source Protection Plans to the Ontario Ministry of the Environment for final approval.

(carried)

- e) A letter from the Ministry of Environment dated October 31, 2013 re: the Ausable Bayfield Maitland Valley Source Protection Plan had been sent to Larry Brown, Chair, Source Protection Committee; David Frayne, Chair, ABCA and Deb Shewfelt, Chair, MVCA. The Directors made the following motion.

**Motion MSPA #5/14**

**Moved by: Art Versteeg**

**Seconded by: Jim Campbell**

**THAT** the letter from the Ministry of Environment dated October 31, 2013 be accepted as presented for correspondence to the MSPA.

(carried)

- f) Adjournment

**Motion MSPA #6/14**

**Moved by: Jason Breckenridge**

**Seconded by: Doug Miller**

**THAT** the Maitland Source Protection Authority meeting reconvene into the Maitland Valley Conservation Authority Board's regular meeting.

(carried)

The meeting adjourned at 6:50 p.m.



Deb Shewfelt  
Chair



Dianne Dosman  
Recording Secretary



**MAITLAND SOURCE PROTECTION AUTHORITY MEETING #2/14**

April 16, 2014

**DIRECTORS PRESENT:** Deb Shewfelt, Art Versteeg, Terry Fisk,  
Jason Breckenridge, Jim Campbell, Matt Duncan,  
Wilf Gamble, Alison Lobb, Alvin McLellan,  
Doug Miller; Gordon Young

**STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Dianne Dosman, Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Jayne Thompson, Communications Coordinator  
Doug Hocking, Water Quality Specialist

**OTHERS PRESENT:** Richard Keeso; Jim Eccles

The MSPA meeting was called to order by Chair Deb Shewfelt at 7:27 p.m.

a) Approval of Minutes

**Motion MSPA #7/14**

**Moved by: Alvin McLellan**

**Seconded by: Doug Miller**

**THAT** the minutes of the Maitland Source Protection Authority meeting #1/14 held on February 5, 2014, be approved as circulated.

(carried)



b) Joint Management Committee Meeting Draft Minutes

The draft minutes of the Joint Management Committee meeting of March 7, 2014, had been circulated with the agenda for the Directors information and approval. As the Directors agreed with the draft minutes, the following motion was made.

**Motion MSPA #8/14**

**Moved by: Art Versteeg**

**Seconded by: Wilf Gamble**

**THAT** the draft minutes of the Joint Management Committee meeting held on March 7, 2014 be approved as circulated.

(carried)

c) Appointments to the Joint Management Committee

Report #2/14 was presented to the MSP Authority members for their direction. The members agreed with the Report, therefore the following motion was made.

**Motion MSPA #9/14**

**Moved by: Jim Campbell**

**Seconded by: Jason Breckenridge**

**THAT** Deb Shewfelt and Art Versteeg be appointed to the Joint Management Committee;  
**AND THAT** Alison Lobb be appointed to serve as the alternate on the Joint Management Committee.

(carried)

d) Amended ABMV Partnership Agreement and ABVM 2014-15 Source Protection Work Plan Update

The 2014-15 Drinking Water Source Protection work plan update had been circulated with the agenda for information and approval. Attached to the work plan was the 'Amended Partnership Agreement - March 2014. As the members agreed with the amended partnership agreement, the following motion was made.

**Motion MSPA #10/14**

**Moved by: Alison Lobb**

**Seconded by: Terry Fisk**

**THAT** the Maitland Valley Source Protection Authority approve the amended partnership agreement between Ausable Bayfield and Maitland Valley Conservation Authorities.

(carried)

e) Adjournment

**Motion MSPA #11/14**

**Moved by: Jason Breckenridge**

**Seconded by: Jim Campbell**

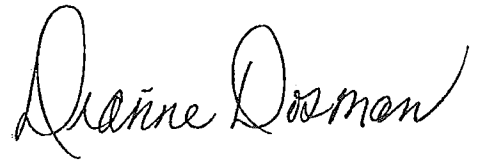
**THAT** the Maitland Source Protection Authority meeting reconvene into the Maitland Valley Conservation Authority Board's regular meeting.

(carried)

The meeting adjourned at 7:34 p.m.



Deb Shewfelt  
Chair



Dianne Dosman  
Recording Secretary

*Board of Directors Meeting #9/14*

(AMENDED)

October 15, 2014

**DIRECTORS PRESENT:** Art Versteeg, Terry Fisk, Jason Breckenridge, Jim Campbell, Wilf Gamble, Alison Lobb, Alvin McLellan, Doug Miller

**DIRECTORS ABSENT WITH REGRETS:** Deb Shewfelt

**DIRECTORS ABSENT:** Matt Duncan, Gordon Young

**STAFF PRESENT:**  
Phil Beard, General Manager/Secretary-Treasurer  
Dianne Dosman, Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Jayne Thompson, Communications Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator  
Danielle Livingston, Financial Services Coordinator

**1. Call to Order**

Art Versteeg, 1st Vice-Chair, called the meeting to order at 7:30.

**2. Declaration of Pecuniary Interest**

No one had a pecuniary interest at this time.

**3. Minutes**

The minutes of the Board of Directors' meeting #8/14 had been circulated to the Directors for their information and approval. As the Directors agreed with the minutes, the following motion was made.

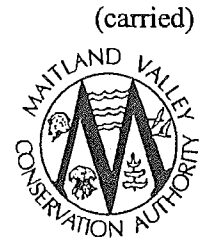
**Motion FA #111/14**

**Moved by: Alison Lobb**

**Seconded by: Alvin McLellan**

**THAT** the minutes of the Board of Directors' meeting #8/14 held on September 17, 2014 be approved as circulated.

(carried)



#### 4. Reports

##### a) Chair's Report

As the Chair was not in attendance, there was no Chair's Report. Art Versteeg (1st Vice Chair) reported that Deb Shewfelt, Phil Beard and himself, had met with Lisa Thompson, MPP Huron-Bruce, to explain what the MVCA is doing and what our focus is on. Art felt that the meeting went well and stated that MVCA should build on these relationships. Phil Beard noted that staff are still trying to set up a meeting with Randy Pettapiece, MPP for Perth-Wellington riding.

##### b) Directors' Reports

No reports at this time.

##### c) Corporate Services

##### i) 2015-2017 Work Plan and Financial Forecast

Phil Beard introduced the 2015-2017 Work Plan and Financial Forecast Report. Reports #55A and #55B were presented to the Board of Directors for their information and approval. The purpose of the Reports was to: outline the major activities/Authority funded capital projects that need to be undertaken by the MVCA over the next three years and; outline the funding needed to undertake the major activities/projects identified in the three year work plan. A work outline had been developed for each of the MVCA's four service areas and for Special Projects such as Drinking Water Source Protection. Each of the work plans provided an outline of the service followed by a three year work plan. The Reports were a summary of the detailed work plans that had been developed for each service area and staff person. Each of the work plans outlined the major activities and projects that are to be undertaken over the next three years. Activities and projects were identified based upon:

1. Board approval
2. Major staff time project
3. Activity/project is included as a separate project in the budget
4. Activity/project involves a member municipality

Phil Beard presented the Corporate Services which is responsible for the leadership, governance, administration and financial management of the Conservation Authority. Phil also presented the Drinking Water Source Protection service. Their responsibility is to review and support the Maitland Source Protection Plan and provide support to municipalities that have municipal drinking water systems in the Maitland and Nine Mile Watersheds.

The Flood/Erosion Safety Service was presented by Stephen Jackson. This section is responsible to reduce the risk to life and property from flooding and/or erosion in a rapidly changing climate through the use of emergency preparedness, flood forecasting, planning, regulation and infrastructure. Directors asked if shoreline gullies might be incorporated into the Shoreline Working Group's terms of reference once it is re established. Steve advised that it would be a decision for the Shoreline Working Group to make.

The Stewardship Services Report was presented by Geoff King. This Service is to provide stewardship to watershed landowners and municipalities that will help build watershed resiliency to protect and enhance our water, soils and forests.

Stewart Lockie presented the Conservation Areas Service which is responsible for the management, development and protection of significant natural resource lands, features, and infrastructure on Authority owned property as well as the management of the Authority's motor pool and equipment services.

Report #55B/14 was presented to the Board of Directors by Phil Beard for their information and approval. The purpose of the Report was to: outline the funding required in order to implement the 2015-2017 Work Plan and: obtain direction on the 2015 draft Budget for Operating and Authority funded projects. As the Board of Directors agreed with both Report #55A and Report #55B, the following motion was made.

**Motion FA #112/14**

**Moved by: Alison Lobb**

**Seconded by Wilf Gamble**

**THAT** the 2015-2017 Work Plan and Financial Forecast be approved as submitted;  
**AND THAT** the 2015 Budget and Work Plan be developed based upon the financial forecast;  
**AND FURTHER THAT** the 2015 draft Budget and Work Plan be presented to the Board of Directors at the December 17, 2014 Board meeting for consideration and direction.

(carried)

ii) Revised Logo Designs

Jayne Thompson presented Report #56/14 to the Board of Directors for their information and decision. After some discussion regarding the revised logos, the following motion was made. Some Directors suggested that they preferred the deciduous tree logo with the soil colours added with the 'Maitland' in blue and 'Conservation' in green. After much discussion of the desired logo, the following motion was made.

**Motion FA #113/14**

**Moved by: Alison Lobb**

**Seconded by: Terry Fisk**

**THAT** the MVCA staff proceed with logo 5(b) with minor changes of a white line inserted.

(carried)

iii) Conservation Ontario Council Meeting

Phil Beard presented Report #57/14 to the Board of Directors for their information. The major decisions made included: 2015 Work Plan and Budget; Consent of the Agenda; Business Case for Strategic Reinvestment in Ontario's Flood Plain Management programs and a presentation by Dr. Blair Feltmate, Chair, Climate Change Adaptation Project at the University of Waterloo made a presentation that summarized the work that he has been doing with the Insurance sector. The presentation was entitled: 'Climate Change, Extreme Weather and Flooding: Property and Casualty Insurance Priorities'.

iv) Quotes for New Phone System

Report #58/14 was presented to the Board of Directors for their information and approval by Jayne Thompson. The MVCA staff obtained three quotes for a new phone system as the current system was installed in 1984 and does not have the capacity to meet current voice mail and line requirements. As the Directors agreed with the Report, the following motion was made.

**Motion FA #114/14**

**Moved by: Wilf Gamble**

**Seconded by: Doug Miller**

**THAT** Wightman Telecom of Clifford be advised that their tender in the amount of \$9,050.39 (taxes not included) be approved as presented;

**AND THAT** all those who had submitted a quote be advised of the results.

(carried)

v) Revenue/Expenditure Report for the Month of September/14

Report #59/14 had been circulated to the Board of Directors for their information and approval. As the Directors agreed with the Report, the following motion was made.

**Motion FA #115/14**

**Moved by: Jim Campbell**

**Seconded by: Alvin McLellan**

**THAT** the Financial Report for the Month of September 2014, be accepted as presented;

**AND THAT** accounts totalling \$219,917.99 be approved as outlined in the appendix to Report #59/14.

(carried)

- d) Flood/Erosion Safety Services
- i) Proposed Amendment to Shoreline Regulation Policies

Steve Jackson presented Report #60/14 to the Board of Directors for their information and direction on additions to the Maitland Valley CA shoreline policies. As the Directors agreed with the Report, the following motion was approved.

**Motion FA #116/14**

**Moved by: Alison Lobb**

**Seconded by: Jason Breckenridge**

**THAT**, the Board of Directors approves the following additions to the MVCA shoreline policies:

*Foundation Work: Existing Structures*

1. *Strengthen and Repair (no redevelopment):*
  - i. *It must be demonstrated to the Conservation Authority that the proposed works will not impact slope stability and/or the control of erosion, flooding or pollution on the subject property or neighbouring properties.*
  - ii. *Any excavation that is required in section 1 or 2 of the shoreline policies to facility the foundation works will require a geotechnical engineer to comment on the impact of the proposed works:*
    - a) *The engineer must comment as to whether or not the work will have an impact on slope stability and/or the control of erosion, flooding or pollution; and or,*
    - b) *If the engineer determines that the work may impact slope stability and/or the control of erosion, flooding or pollution, the engineer must make recommendations to mitigate the impact.*
    - c) *No works will be permitted if it is determined by the geotechnical engineer that slope stability and/or the control of erosion, flooding or pollution will be impacted.*
  - iii. *The works proposed shall only be to strengthen and repair the existing foundation. The existing foundation must remain intact before, during and after the work is completed.*
  - iv. *Any excation that is required in Section 3 of the policies to facilitate the foundation works will not require the comments of a geotechnical engineer, unless it is of the opinion of the Conservation Authority that further technical studies are required to illustrate that the work will not impact slope stability and/or the control of erosion, flooding or pollution on the subject property or neighbouring properties.*
  - v. *A MVCA permit is required for strengthening and repairing existing foundations.*
  - vi. *The permit shall advise of the short term and long term erosion hazard at the subject location.*
2. *Redevelopment of foundation in whole or in part:*
  - i. *A MVCA permit is required for foundation redevelopment.*
  - ii. *MVCA's redevelopment policies for the applicable section of the policies shall apply. "Redevelopment" (to be added to definitions)*
    - *means reconstruction or replacement in part or in whole of an existing structure.*



AND THAT,

Permits fees shall be based on the Planning and Regulations Fee Schedule with the following criteria:

1. Where no geotechnical report is required, the Accessory fee shall be charged. *[the 2014 Accessory Fee is \$135]*
2. Where a geotechnical report is required, the applicable Standard No. 1, Standard No. 2, or Major fee shall be charged based on square footage of the structure that is supported by the portion of the foundation that is to be strengthened and repaired. *[The 2014 fees are as follows: Standard #1 fee is \$500 for less than 1500 square feet, Standard #2 fee is \$750 for over 1500 square feet but less than 2500 square feet, and the Major fee is \$1500 for greater than 2500 square feet]*

(carried)

ii) Acquisition of Snow Sensor Logger

Report #61/14 was presented to the Board of Directors for their information and approval. The purpose of the Report was to obtain direction on the purchase of a logger and related equipment to be used with the new Snow Water Equivalent Sensor (manufactured by Campbell Scientific) that was provided to the MVCA by the Ministry of Natural Resources and Forestry (MNRF). As the Board of Directors agreed with the purchase of a logger and related equipment, the following motion was made.

**Motion FA #117/14**

**Moved by: Terry Fisk**

**Seconded by: Jim Campbell**

THAT the Board of Directors approves the purchase of the logger and all equipment from Campbell Scientific at a price not exceeding \$18,600 plus tax.

(carried)

iii) In Camera Session: Property Matter

**Motion FA #118/14**

**Moved by: Jim Campbell**

**Seconded by: Wilf Gamble**

THAT the Board of Directors move in-camera for a property matter.

(carried)

**Motion FA #119/14**

**Moved by: Jim Campbell**

**Seconded by: Terry Fisk**

THAT the Board of Directors move out-of-camera into regular session.

(carried)

5. Correspondence

- a) For Directors' Information and/or Direction

No correspondence at this time.

6. Review of Meeting Objectives/Follow-up Actions/Next Meeting

Art reviewed the meeting objectives that had been met which included: providing direction on the 2015-2017 Work Plan and Financial Forecast; providing direction on the MVCA's Logo and; providing direction on amending the Mvca's Shoreline Development Policies. The next meeting will be held on November 19, 2014.

7. Adjournment

The meeting was adjourned at 9:10 p.m. by the following motion.

**Motion FA #120/14**

**Moved by: Jason Breckenridge**


**Seconded by: Wilf Gamble**

**THAT the meeting be adjourned.**

(carried)



Art Versteeg  
1st Vice Chair



Dianne Dosman  
Financial Services Coordinator

*Board of Directors Meeting #10/14*

*November 26, 2014*

**DIRECTORS PRESENT:** Deb Shewfelt, Terry Fisk, Jim Campbell, Matt Duncan, Wilf Gamble, Alvin McLellan, Doug Miller, Gordon Young, Jason Breckenridge, Alison Lobb

**ABSENT WITH REGRETS:** Art Versteeg

**STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Dianne Dosman, Financial Services Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator  
Geoff King, Stewardship Services Coordinator  
Danielle Livingston, Financial Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Jayne Thompson, Communications Coordinator  
Jeff Winzenreid, Water Resources Technician  
Erin Dolmage, Community Education Technician  
Doug Hocking, Water Quality Specialist  
Jason Moir, FRCA Supervisor

**COMMUNITY ATTENDEES:** Geoff Cade, Maitland/Ausable Source Protection Region  
Doug Grant, Park Committee  
Steve Hardie, Director of Parks & Recreation

1. Call to Order

Deb Shewfelt, Chair, called the meeting to order at 7:30 pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Maitland Source Protection Authority

Motion FA #121/14

Moved by: Jason Breckenridge

Seconded by: Alison Lobb

THAT the Maitland Valley Conservation Authority Board of Directors move into a Maitland Source Protection Authority meeting.

(carried)

4. Minutes

The minutes of the Board of Directors' meeting #9/14 had been circulated to the Directors for their information and approval. As the Directors agreed with the minutes including the amendment, the following motion was made.

Motion FA #122/14

Moved by: Doug Miller

Seconded by: Jason Breckenridge

**THAT** the minutes of the Board of Directors' meeting #9/14 held on October 15, 2014 be approved as amended.

(carried)

5. Presentations

a) Jeff Winzenreid, Water Resources Technician

Jeff gave a verbal and power point presentation, first introducing himself along with an overview of his job description some of which includes data collections, stream gauging, surveying, snow runs, installs, maintenance & repair, install of SWE, duty officer, etc.

It was noted that there is over a half million dollars of equipment in Flood/Erosion Safety Services that is being managed by MVCA.

MVCA is in the process of obtaining more rain gauge volunteers. There have been 10 new volunteers.

b) Listowel Memorial Park Rehabilitation: Support for Funding Application to DFO:

Doug Grant, Park Committee, Steve Hardie, Director of Parks & Recreation Municipality of North Perth presented, with information provided by Geoff King in report #62/14 to the Board of Directors for their information and approval.

The purpose of this report is to determine if Maitland Valley Conservation Authority would be willing to act as the applicant on behalf of the Municipality of North Perth for the purpose of submitting an application to restore the river upstream of the dam. The application would be to the Recreational Fisheries Community Partnership Program (RFCPP) for partial funding for this project. This has been a long process that began in 2007/08 and the project is expected to cost in excess of \$100 000.00. There will not be a cost to MVCA

Background information previously provided by Geoff King noted information on funding supports, in-kind partnering and costs absorptions, decommissioning will help improve water quality. Municipalities cannot submit applications, however Conservations can, and therefore MVCA would manage this funding if it is approved.

- The overall look of the park has changed considerably and there has been significant erosion over the years.

- Proposed cost of this project is \$172 000.00. Currently there are secured supports of \$5 000.00 (TD Friends of the Environment) and \$5 000.00 Perth Stewardship Network. There is unsecured funding expected of \$25 000.00 and additional “in kind” support for labour and supplies etc.
- The rehabilitation plan is to create an eco-area adding 220 trees, shrubs and grasses (Kentucky Bluegrass). A concrete sill will be removed and a “rocky ramp” will be created to stop sediment downstream.
- The current low water channel that is 15’ wide will be narrowed to increase oxidization and 3 wetlands will be added to control run off and create sustainability during dry periods.

As the Directors agreed with the Report including the request from the Municipality, the following motion was made.

**Motion FA #123/14**

**Moved by: Alison Lobb**

**Seconded by: Jim Campbell**

**THAT** Maitland Valley Conservation Authority act as the applicant on behalf of the Municipality of North Perth for the purposes of submitting the RFCPP application to the Department of Fisheries & Oceans for the decommission of the Listowel dam.

(carried)

**6. Reports**

a) *Chair’s Report*

Deb Shewfelt, Chair acknowledged Dianne Dosman’s upcoming retirement and presented her with a gift of gratitude for her 26 years of service with the MVCA.

Dianne expressed her thanks to the MVCA Board of Directors for the gift and their support over the years of her employment.

b) *Director’s Reports*

There were no Director reports at this time

c) *Corporate Services*

i) Direction on Draft Budget/Work Plan Items:

Phil Beard presented #63/14 outlining the background and priorities which were summarized as being a useful tool for the Board and staff to assist in making decisions regarding allocation of resources for services and projects.

**Motion FA #124/14**

**Moved by: Alison Lobb**

**Seconded by: Wilf Gamble**

THAT the priorities identified by the MVCA be used to evaluate changes to services and for the allocation of funding for Authority funded projects.

(carried)

**Proposed Changes**

1. Flood/Erosion Safety Services – support for Lake Huron Centre for Coastal Conservation (LHC3)

MVCA funds from Flood/Erosion Safety Services have directed \$10 000 annually toward LHC3 for more than 15 years, made up of General Levy and Special Levy 50/50. Essentially the MVCA is collecting funds on behalf of LHC3. The MVCA recommends that the LHC approach the three shoreline municipalities regarding providing the special levy funding directly to the LHC rather than having the MVCA collect this funding for them.

- There was comment that LHC3 is in need of this funding and it is unlikely there will be funding directed from shoreline Municipalities.
- Inland Municipalities benefit from the work that LHC3 does.

As the Directors agreed with the Report, the following motion was made.

**Motion FA #125/14**

**Moved by: Alison Lobb**

**Seconded by: Doug Miller**

THAT the MVCA directs \$5000 in general levy funding for one more year to the LHC3 for 2015.

(defeated)

**Motion FA #126/14**

**Moved by: Matt Duncan**

**Seconded by: Terry Fisk**

THAT the MVCA reallocate \$5000 in general levy from the LHC3 to the Flood/Erosion Safety Services draft budget for 2015 and further that the MVCA recommends that the LHC3 approach the shoreline municipalities directly for the \$5000 in special levy funding.

(carried)

1. Conservation Areas

The MVCA owns and operates three mill dams. The Report indicated the work that is required at the three mill dams within the next few years. The MVCA is asking for direction from the Directors regarding the possibility of approaching local service clubs in each of the municipalities where these dams are located to determine if they have any interest in raising money for the maintenance and stop logs replacement in the future. It was noted that the cost to replace the stop logs in the Brussels Dam is approx. \$20,000. However they are not scheduled for replacement until 2016.

Following the discussion on the mill dams, the following motion was made.

**Motion FA #127/14**

**Moved by: Terry Fisk**

**Seconded by: Alison Lobb**

**THAT** the issue of investigating local support for infrastructure repairs at the authority's 3 mill dams be tabled to allow MVCA staff to obtain a legal opinion on changing the operating procedures and report at the December meeting.

**(carried)**

2. Corporate Services

Phil Beard presented proposed changes to per diems and/or honourariums to the Board of Directors for their information and approval as these have not been reviewed since 2009. The Directors agreed on the following motion.

**Motion FA #128/14**

**Moved by: Jason Breckenridge**

**Seconded by: Alison Lobb**

**THAT** the MVCA Board of Director per diems and/or honourariums remain status quo for 2015.

**(carried)**

3. Fee Changes

The changes to the MVCA fees were outlined in the attachment #1/14 to Report #63/14 (not including Falls Reserve and Wawanosh Park Campgrounds). These fee changes were introduced in order to help cover the cost of services. As the Directors agreed with the changes to the fee schedule, the following motion was made.

**Motion FA #129/14**

**Moved by: Matt Duncan**

**Seconded by: Terry Fisk**

**THAT** the changes to the Master Fee Schedule outlined in attachment #1/14 of Report #63/14, be approved.

**(carried)**

The changes to the Falls Reserve and Wawanosh Park CA fees were outlined in attachment #2/14 to Report #63/14. Campgrounds, both private and public sector, offering similar services were surveyed prior to the fees outlined in the fee schedule.

- Fee changes will be effective January 1, 2015.
- The weekly rate appears to have increased significantly, however it is for a 7 day period as opposed to 5 day period from the previous weekly rate.

As the Directors agreed with the Report, the following motion was made.

**Motion FA #130/14**

**Moved by: Terry Fisk**

**Seconded by: Jim Campbell**

**THAT** the 2015 Conservation Area Park User Fees for the Falls Reserve Conservation Area and the Wawanosh Campground be revised as outlined in attachment #2 to Report #63/14.

(carried)

4. Draft Levy for 2015

Phil Beard presented the draft levy for 2015 outlined in bod-63-14 Attachment 3 to the Board of Directors for their information and approval.

After discussion, the Directors made the following motion.

**Motion FA #131/14**

**Moved by: Jim Campbell**

**Seconded by: Alvin McLellan**

**THAT** the draft levy report outlined in attachment #3 to bod-63-14 using a \$58 000.00 increase be included in the draft budget for 2015.

(carried)

ii) Maitland Conservation Foundation Project Support

Report #64/14 was presented to the Board of Directors by Phil Beard. The purpose of the report was to outline the MVCA projects that the MCF is willing to fundraise for over the next three years. The support for the upcoming three years is: 2015, \$27,000; 2016, \$15,000; 2017, 15,000. The funds for 2015 projects have already been raised and the projects that they have approved for 2015 are outlined in report #64/14. As the Directors agreed with the report, the following motion was made.

**Motion FA #132/14**

**Moved by: Alison Lobb**

**Seconded by: Jim Campbell**

**THAT** the MVCA send a letter of thanks to the MCF board for their funding commitment to the projects that were outlined in report #64/14.

(carried)

iii) Personnel Committee Report

Report #65/14 was presented by Geoff King, Chair of the Personnel Committee to the Board of Directors for their information and direction. The report indicated a number of proposed changes to the Personnel Policies.



The Directors agreed with the reports proposed changes to the Personnel Policies and the following motion was made.

**Motion FA #133/14**

**Moved by: Jim Campbell**

**Seconded by: Terry Fisk**

**THAT** the proposed changes to the Personnel Manual as recommended by the Personnel Committee and outlined in the Personnel Committee summary attached to Report #65/14 be approved as recommended.

(carried)

iv) Revenue/Expenditure Report for October

Report #66/14 had been circulated to the Board of Directors for their information and approval. As the Directors agreed with the report, the following motion was made.

**Motion FA #134/14**

**Moved by: Wilf Gamble**

**Seconded by: Alison Lobb**

**THAT** the Financial Report for the Month of October, 2014 be accepted as presented; **AND THAT** accounts totaling \$204,282.55 be approved as outlined in the appendix to report #66/14.

(carried)

v) Proposed Office Hours over Christmas

Phil Beard presented report #67/14 to the Board of Directors for their information and approval regarding the office hours over the Christmas season. As in the past, if time is taken off by staff during the holiday season, they have to have either overtime to use, or vacation time to be able to fulfill their request for the time taken off. Staff who do not have vacation days or overtime to use will be required to work or to take the time off without pay. As the Directors agreed with the report, the following motion was made.

**Motion FA #135/14**

**Moved by: Alison Lobb**

**Seconded by: Jim Campbell**

**THAT** the MVCA office be closed from December 23, 2014 at 4:30 p.m. until Monday, January 5, 2015 at 8:30 a.m.

(carried)

d) *Conservation Areas Services*

i) Forest Stewardship Certification on MVCA Forests

Report #68/14 was presented by Stewart Lockie to the Board of Directors for their information and direction. The report indicated the details and costing for FSC certification from a not for profit, charitable organization who would act as a Resource Manager. FSC certification has benefits in promoting and encouraging responsible forest management practices in our region. MVCA, through its managed forest plans and conservation lands program, follows similar management and promotes good forestry practices and use of sensitive areas. The certification of Authority lands would help promote and encourage others to practice responsible management; however limited staff resources and funds may hinder the Authority on joining the FSC certification program at this time.

- MVCA doesn't have a large forestry area; therefore potential for revenue from sales of FSC lumber would be minimal. There doesn't seem to be a long term benefit to this project and is without adequate financial return.
- A lot of resources including staff time would be required to continue ensure that MVCA forests could meet all of the FSC conditions.

After discussion regarding the report on the forest stewardship certification, the Directors made the following motion.

**Motion-FA #135/14**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT MVCA contact JHKeeso & Sons to notify them MVCA isn't going to proceed with the FSC Certification on MVCA Lands at this time due to the implementation costs involved.**

**(carried)**

**ii) Conservation Areas Award: MVCA 2014 Winner**

Jayne Thompson presented report #69/14 to the Board of Directors for their information. At the annual Conservation Areas workshop held at the end of October, the MVCA was the recipient of the 2014 Innovation Award. Jayne Thompson had entered the winning picture of a student with a damselfly nymph.

- Five photos along with an essay were submitted of the overall property of the MVCA along with Nature, Fall, Winter snowshoeing and Spring Trillium scenes.
- MVCA employee Erin Dolmage, Community Education Technician was the photographer of the winning photo.
- The award was an Artisan carving of a bear trophy (held be recipient for 1 year) and free registration to the annual Conservation Areas workshop in 2015.

**iii) Turnberry Floodplain Rental Request**

Report #70/14 was presented by Stewart Lockie to the Board of Directors for their information and direction. The MVCA received a request to rent approximately 38 acres of Authority property in the Turnberry floodplain. The request involves pasturing sheep on the land for the 2015 season.

The Directors discussed the pros and cons of renting out the property and agreed that it is not compatible with the master plan for the property and passed the following motion.

**Motion FA #136/14**

**Moved by: Alison Lobb**

**Seconded by: Jim Campbell**

THAT MVCA declines the request to rent the Turnberry Floodplain land to pasture sheep in 2015.

(carried)

e) *Flood/Erosion Safety Services*

i) Proposed Harriston Hydrology Project

Report #71/14 was presented by Steve Jackson. The purpose of the report was to obtain approval from the Board of Directors to add a budget category for 2014 for the Harriston Hydrology project and approval in principle for the three year work plan for the Harriston Hydrology project and Flood Plain Mapping update. The report gave the details of the Hydrology project and the Flood Plain Mapping update work plan.

The Directors agreed with the report, therefore the following motion was made.

**Motion FA #137/14**

**Moved by: Alison Lobb**

**Seconded by: Wilf Gamble**

THAT the Board of Directors approves a 2014 project category for the Harriston Hydrology project for \$21,000 with the costs paid for by the Town of Minto; AND THAT the Board of Directors approves in principle the three year work plan for the Harriston Hydrology project and the Flood Plain Mapping update.

(carried)

ii) Certificate of Authorization

Steve Jackson presented report #72/14 to the Board of Directors for their information and approval to apply for and annually maintain a Certificate of Authorization from Professional Engineers Ontario.

- The certification is required in order to produce hydrology plans and reports.
- MVCA's list of Directors needs to be included with the certificate of approval on an annual basis.

As the Directors agreed with the report, the following motion was made.

**Motion FA #138/14**

**Moved by: Terry Fisk**

**Seconded by: Jim Campbell**

**THAT** the Board of Directors approves applying for a Certification of Authorization from Professional Engineers Ontario and annually applying for a renewal; **AND THAT** the Board of Directors approves providing the name and address of each director on the application form and yearly renewal form for the Certification of Authorization.

(carried)

f) *Watershed Stewardship Services*

i) Maitland Watershed Partnerships

Report #73/14 was presented to the Board of Directors by Phil Beard for their information. The Water Action Team and Terrestrial Team held a joint forum on Friday, October 24<sup>th</sup> and the purpose of the forum included learning about new approaches for building the resiliency of the watershed and determined if the two teams wanted to join together and to continue to meet even if MVCA could not provide the level of support as in previous years. A summary of the Forum was attached to the report.

The Directors agreed with the decision, therefore the following motion was made.

**Motion FA #139/14**

**Moved by: Doug Miller**

**Seconded by: Jason Breckenridge**

**THAT** report #73/14 be accepted as presented.

(carried)

**7. Correspondence**

a) For Directors' Information and/or Direction

None at this time.

**8. Review of Meeting Objectives**

The meeting objectives were met which included; providing direction on the 2015 draft budget and workplan; providing direction on Forest Stewardship Certification; providing direction on supporting the Listowel Memorial Park Rehabilitation application to the Department of Fisheries and Oceans and; provide direction on the Harriston Hydrology project. The next meeting will be held on December 17, 2014.

- Directors should bring their "most memorable moment" of the past year at MVCA to the December meeting.

**9. Adjournment**

The meeting adjourned at 10 pm with the following motion.

**Motion FA #140/14**

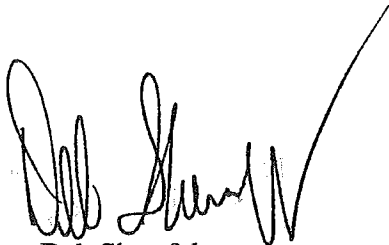
**Moved by: Wilf Gamble**

**Seconded by: Jason Breckenridge**

**THAT** the meeting be adjourned.

**(carried)**

Following adjournment, Matt Duncan gave well wishes to the Directors who are stepping down as new members will be appointed by their respective Municipality Councils in December.



Deb Shewfelt  
Chair



Danielle Livingston  
Financial Services Coordinator

It's  
YOUR  
Community  
... MAKE THE CALL!



GUELPH WELLINGTON  
**CRIME STOPPERS**  
1-800-222-TIPS (8477)



# THE INFORMANT

WINTER 2014-15

## NEWS

### BOARD OF DIRECTORS

Board member Keith Hoeksema has resigned from our Board. Keith has been a great contributor to our program and we are pleased to have him stay on as a Friend of Crime Stoppers volunteer.

### NEW MEMBERS

We are seeking individuals who may have connections and expertise in areas that will help enhance our program's growth and want to be actively engaged in our community.



If this sounds like you, contact us by phone at 519-846-5371 or by email at [info@csgw.tips](mailto:info@csgw.tips) to obtain an application.

[www.csgw.tips](http://www.csgw.tips)



## MEDIA

Listen to **92.9 The Grand** radio in Fergus. Crime Stoppers is featured monthly, during "Swap Talk" LIVE which airs Tuesdays at 7:00pm. Points of discussion include unsolved crimes, history of our program, upcoming community events, as well as information about our program and how you can be involved.



We are supported by **CJOY, Magic 106.1 and 101.7 The One** radio stations who are now airing our public service announcements.

Have a listen in your area. **Classic Rock 945** has also partnered with us and has started broadcasting our Crime of the Weeks.

Watch "Rogers TV" the first Tuesday of every month at noon. Crime Stoppers is featured along with other community groups during the segment entitled "Inside Guelph".

**Wightman TV** has produced a 15 minute feature about Crime Stoppers highlighting outstanding crimes in the Town of Minto. Watch for it now on their community **Channel #6**. This has been so well received that we are planning another taping in January for Wellington North Township. Watch for it in the new year. Additionally, watch the Mount Forest Chamber of Commerce "What's On" segment coming up in January. Terrific exposure and support in the north! Thank you to Wightman TV.

## PROGRAM STATISTICS

Guelph and Wellington County stats since 1988 through November 2014:

Arrests .....	1480
Charges Laid .....	4034
Narcotics Seized .....	\$27,129,542
Property Recovered .....	\$10,049,080
Authorized Rewards .....	\$152,380

**The numbers speak for themselves...Crime Stoppers works!**

## UPCOMING EVENTS

### JANUARY IS CRIME STOPPERS MONTH

Crime Stoppers will raise their flag to launch Crime Stoppers awareness month at **Guelph City Hall - 11:00am, Monday January 5<sup>th</sup>** and at the **Mount Forest Archive Building - 3:00pm, Thursday January 8<sup>th</sup>**. Keep a close eye and listen in the media for several press releases and announcements about Crime Stoppers and our achievements over the past year.

### LCBO COIN BOX PROGRAM

Crime Stoppers has been chosen as one of the local charities to participate in the LCBO community coin box program for the month of **January 2015** in Wellington County and Waterloo Region. Your donation is greatly

appreciated to help our program educate the public on how to report criminal activity anonymously as well as pay cash rewards to tipsters whose tip information leads to an arrest.

### GUELPH STORM FUNDRAISER

This season, we are partnering with the **Guelph Storm** and have tickets for sale for the following games: **Friday February 6<sup>th</sup>** against Sudbury, **Friday February 13<sup>th</sup>** against Sarnia and **Friday March 6<sup>th</sup>** against Owen Sound. Tickets are available for \$20.



Please contact us for yours at 519-846-5371 or drop us an email at [info@csgw.tips](mailto:info@csgw.tips).

## PAST EVENTS

### SANTA CLAUSE PARADES



Crime Stoppers' members and volunteers participated in both the Guelph and Fergus Santa Clause Parades for 2014. Members and volunteers had a lot of fun this year interacting with the kids. Thanks to everyone for coming out. **Our float was chosen as one of the three prize winners in the Fergus parade!**

### GUELPH STORM 50/50

Thanks to our members and volunteers who helped sell 50/50 tickets at the Guelph Storm game on October 19<sup>th</sup>. We raised \$1,169.60 which will go towards paying our tipsters for their valuable information and program awareness and education within our community.

## PARTNERS AND SPONSORS

**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.

### SILVER SPONSOR: \$5,000 - \$9,999

- ◇ Scotiabank

### BRONZE SPONSOR: \$1,000 - \$4,999

- ◇ Allstate Insurance Agency, Guelph
- ◇ Brown Group Insurance Brokers
- ◇ County of Wellington
- ◇ Fleming Fast Freight Inc., Fergus

### COMMUNITY SPONSOR: \$100 - \$999

- ◇ All Treat Farms, Arthur
- ◇ Brad Barbour Insurance Group
- ◇ Cargill Limited, Guelph
- ◇ Centre Wellington Contractor's Assoc.
- ◇ Downtown Guelph Business Association
- ◇ Erin District Lions Club
- ◇ Krown Rust Control
- ◇ McNeil Consumer Healthcare
- ◇ Optimist Club of Erin
- ◇ Rotary Club of Guelph Wellington
- ◇ Rotary Club of Erin
- ◇ Howard Simpson
- ◇ Town of Erin
- ◇ Vintex Inc.
- ◇ Wellington Federation of Agriculture

### IN-KIND DONATIONS

- ◇ McNain Communications
- ◇ 100 Mile Food Services Ltd.
- ◇ Krown Rust Control
- ◇ Nestle Waters
- ◇ City of Guelph

## PLEASE GIVE YOUR SUPPORT

The Crime Stoppers program is **financed solely** through fundraising events and donations from corporations and individuals. If you wish to make a donation, you can send a cheque by mail or donate through our website. Donations \$10<sup>00</sup> and over are tax-deductible.

**Charitable Registration**#13701 5491 RR0001

### Payable to:

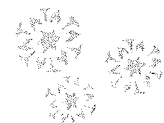
Crime Stoppers Guelph Wellington

### Mailing address:

P.O. Box 391, Fergus, ON, N1M 3E2

### or donate on-line through PayPal at:

[www.csgw.tips](http://www.csgw.tips)





Township of Algonquin Highlands

# The Township of Algonquin Highlands

## RESOLUTION

11 Dec 2014

Motion No.

Moved by:

Seconded by:

WHEREAS the Township of Algonquin Highlands is in receipt of the new OPP Billing Model which will see invoices split between base costs and calls for service on an approximate 60/40 split; AND WHEREAS all municipalities will pay the same base cost per property, which is estimated at \$203.00 per property; AND WHEREAS the new model received Cabinet approval on August 13, 2014 and will commence on January 1, 2015, to be phased in over five years; AND WHEREAS the Province is currently responsible for policing costs associated with unorganized townships; AND WHEREAS the Municipality of Killarney has passed a resolution requesting the Province implement a billing method for those properties located in unorganized townships; NOW THEREFORE IT BE RESOLVED THAT the Council of the Township of Algonquin Highlands does hereby endorse the resolution passed by the Municipality of Killarney and requests the Province implement a billing method for those properties in unorganized townships so those properties contribute to their fair share of policing costs; AND FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Community Safety and Correctional Services, the Ministry of Finance, AMO, MPP Laurie Scott and all municipalities serviced by the OPP.

**CERTIFIED TRUE COPY**

Dawn Newhook, Municipal Clerk  
Township of Algonquin Highlands  
(705) 489-2379

Reeve Carol Moffatt	Yea	Nay
Deputy Reeve Liz Danielsen	Yea	Nay
Councillor Lisa Barry	Yea	Nay
Councillor Marlene Kyle	Yea	Nay
Councillor Brian Lynch	Yea	Nay

Carried

Defeated

Reeve Carol Moffatt

Deferred

Clerk Dawn Newhook



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

**BY-LAW NUMBER 007-15**

**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, JANUARY 12, 2015.**

**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 12, 2015 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 12TH DAY OF JANUARY, 2015.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**

## MEETINGS, NOTICES, ANNOUNCEMENTS

Monday, January 19, 2015	Administration/Finance Committee	5:00 p.m.
Wednesday, January 21, 2015	Economic Development Committee	4:30 p.m.
Monday, January 26, 2015	Committee of Adjustment	7:00 p.m.
Monday, January 26, 2015	Regular Council Meeting	Following Committee of Adjustment

**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**