



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

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Regular Meeting of Council

Monday, March 21, 2016

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

AGENDA

AGENDA ITEM	PAGE NO.
<u>CALLING TO ORDER</u>	
- Mayor Lennox	
<u>SINGING OF O' CANADA</u>	
<u>PASSING AND ACCEPTANCE OF AGENDA</u>	
<u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u>	
<u>MINUTES OF PREVIOUS MEETING(S)</u>	
Regular Meeting of Council, March 7, 2016	001
<u>BUSINESS ARISING FROM MINUTES</u>	
<u>DELEGATIONS</u>	
David Sharpe, Mount Forest Fireworks Festival Chair Kelly Dimick, Mount Forest District Chamber of Commerce	008
- Request to approve Demolition Derby at Sports Complex parking lot, July 16, 2016	

AGENDA ITEM	PAGE NO.
<p><u>STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS</u></p>	
<p>Report from Karren Wallace, Clerk - CLK 2016-015 being a report on Consent Application B11-16 (Broadfoot) known as Part Lot 13, Concession 11, Formerly Arthur Township, now the Township of Wellington North</p>	<p>015</p>
<p>Report from Karren Wallace, Clerk - CLK 2016-17 being a report on canine control services in the Township of Wellington North</p>	<p>020</p>
<p>Report from Karren Wallace, Clerk - CLK 2016-018 being a report on Ontario Wildlife Damage Compensation (Robinson)</p>	<p>024</p>
<p>Report from Matthew Aston, Director of Public Works and Karren Wallace, Clerk - PW 2016-022 being a report on the plan for 2016 Public Works / Clerical Students</p>	<p>026</p>
<p>Report from Matthew Aston, Director of Public Works - PW 2016-026 being a report on the Eliza Street reconstruction project</p>	<p>037</p>
<p>Report from Matthew Aston, Director of Public Works and Kimberly Henderson, Treasurer - PW 2016-027 being a report on the results from Tender #2016-002 (Dust Control) and Tender # 2016-003 (Gravel Crushing)</p>	<p>044</p>
<p>Report from Kim Henderson, Treasurer - TR2016-01 being a report on 2015 Council Remuneration</p>	<p>049</p>
<p>Report from Dale Small, Economic Development Officer - Report EDO-2016-09 Community Improvement Program</p>	<p>052</p>
<p>Report from David Guilbault, Fire Chief - Report Fire Chief 2016-002 being a report on the announcement of Project H.O.M.E. from the Office of the Ontario Fire Marshal</p>	<p>058</p>

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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MARCH 7, 2016 – 7:00 P.M.**

001

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

Members Present:

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

Staff Present:

CAO/Deputy Clerk: Michael Givens
Clerk: Karren Wallace
Director of Public Works: Matthew Aston

CALLING THE MEETING TO ORDER

Mayor Lennox called the meeting to order.

SINGING OF O' CANADA

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION 2016-108

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Agenda for the March 7, 2016 Regular Meeting of Council be accepted and passed.

CARRIED

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

No pecuniary interest declared.

MINUTES OF PREVIOUS MEETING(S)

RESOLUTION 2016-109

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on February 29, 2016 be adopted as circulated.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MARCH 7, 2016 – 7:00 P.M.**

002

BUSINESS ARISING FROM MINUTES

None

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

Report from Michael Givens, Chief Administrative Officer

- CAO 2016-006 being a report on ROMA/OGRA 2016 Combined Conference Update

RESOLUTION 2016-110

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2016-006 being a report on ROMA/OGRA Combined Conference.

CARRIED

Report from Karren Wallace, Clerk

- CLK 2016-016 being a report to amend the December 21, 2015 Council Meeting Minutes and Council Resolution 2016-569

RESOLUTION 2016-111

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2016-016 being a report to amend the December 21, 2015 Council meeting minutes and Council resolution 2015-569;

AND FURTHER THAT the December 21, 2015 Council minutes and Resolution 2015-569 be amended by adding the following clause:

“AND FURTHER THAT Councillor Lisa Hern be appointed to the following committees

Administration and Finance

Economic Development Committee

Recreation & Culture Committee

Arthur & District Chamber of Commerce”

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MARCH 7, 2016 – 7:00 P.M.**

003

Report from Matthew Aston, Director of Public Works

- PW 2016-016 being a report on the 4th Annual #GETINTOUCHFORHUTCH Run in Arthur

RESOLUTION 2016-112

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-016 being a report on the 4th Annual #GetInTouchForHutch Run in Arthur;

AND FURTHER THAT the Council of the Township of Wellington North grant permission to Susan O'Neill to conduct a 1 and 5 kilometre run in memory of Steven Hutchison on Saturday July 2, 2016, from 9:30am to 11:30am in Arthur, and in conjunction with the Optimists Canada Day celebrations;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to inform Susan O'Neill indicating the passing of this resolution.

CARRIED

Report from Matthew Aston, Director of Public Works

- PW 2016-17 being a report on pedestrian access to the Rick Hopkins Bridge during summer 2016 construction

RESOLUTION 2016-113

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Report PW 2016-017 being a report on pedestrian access to the Rick Hopkins Bridge during summer 2016 construction;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to include provisional items within the tender document for both the "Unlimited Pedestrian Path on Bridge" and "Limited Pedestrian Path on the Bridge" options as presented in BM Ross and Associates letter dated March 1, 2016.

CARRIED

Cheque Distribution Report dated March 2, 2016

RESOLUTION 2016-114

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated March 2, 2016.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MARCH 7, 2016 – 7:00 P.M.**

004

Council directed staff to prepare a report on snow clearing costs and comparisons for the March 24, 2016 Public Works Committee.

BY-LAWS

RESOLUTION 2016-115

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT By-law Number 019-16 being a by-law to adopt a budget including estimates of all sums required during 2016 for operating and capital, for purposes of the municipality be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2016-116

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT By-law Number 020-16 being a by-law to adopt a budget including estimates for all sums required during 2016 for water and sewer, for purposes of the municipality be read a First, Second and Third time and finally passed.

CARRIED

ITEMS FOR COUNCIL'S INFORMATION

AMO Watchfile

- February 25, 2016

Saugeen Valley Conservation Authority

- Minutes, Annual Meeting, January 15, 2016

Correspondence received supporting Township of Wellington North resolution regarding Bill 36

- Township of Tudor and Cashel
- United Counties of Prescott and Russell
- Township of Uxbridge
- Township of Georgian Bluffs

Minister Responsible for Seniors Affairs

- 2016 Senior of the Year Award

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MARCH 7, 2016 – 7:00 P.M.**

005

RESOLUTION 2016-117

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the March 7, 2016 Regular Council Meeting Agenda.

CARRIED

CULTURAL MOMENT

Remembering Mike Broomhead, former Mayor. See addendum to minutes.

Councillor Yake noted that a bench is being purchased by Council in memory of former Mayor Broomhead and will be displayed at the International Plowing Match being held in Harriston, Ontario on September 20 to 24, 2016. After the IPM the bench will be displayed in the municipality in a location to be determined by staff, Council and the Broomhead family.

NOTICE OF MOTION

None

ANNOUNCEMENTS

Councillor Burke

Noted Festivals and Events Ontario has awarded the Mount Forest Fireworks Festival their 9th consecutive award for one of the top 100 Festivals and Events in Ontario.

The Fire Chief's Gala is being held on June 9, 2016 with all proceeds being donated to the Louise Marshal Hospital.

Councillor McCabe

Advised the Wellington North Big Brothers and Big Sisters Bowl for Kids event held March 6, 2016, was a great success with over \$45,000.00 being raised by 3:00 p.m.

Councillor Yake

Announced the municipal hockey tournament is being held April 2, 2016 and all 10 places for teams have been filled.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MARCH 7, 2016 – 7:00 P.M.**

006

Mayor Lennox

Noted changes in the meeting schedule on page 81 of the agenda, including the cancellation of the Administration and Finance Committee, the Public Works Committee would meet on March 24, 2016 instead of March 22. He noted Showcase runs from March 21-22, 2016 in Arthur and there is a Council meeting that evening as well.

CONFIRMING BY-LAW

RESOLUTION 2016-118

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT By-law Number 021-16 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on March 7, 2016 be read a First, Second and Third time and finally passed.

CARRIED

ADJOURNMENT

RESOLUTION 2016-119

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Regular Council meeting of March 7, 2016 be adjourned at 7:35 p.m.

CARRIED

MAYOR

CLERK

Addendum to the Minutes

Cultural Moment
In Memory of Michael John “Mike” Broomhead

“Great Things are Happening in Wellington North,” was a favourite saying of Wellington North’s former Mayor, Mike Broomhead. This positive outlook and words of encouragement empowered many in our community and has left a lasting impression with us all.

Today, we pay tribute to Wellington North’s former Mayor, Mike Broomhead, who sadly passed away on February 5th, 2016 in his 66th year. We pay respect to the “Great Things That Did Happen in Wellington North” under his ambassadorship of this great community.

As Councillor Yake recently reflected, “Mike was first elected to Mount Forest Council in 1989. He sat on and chaired every committee of Council while he was there. Mike was elected to the inaugural Wellington North Council as Councillor for Ward 2 and in 2003 he was elected as Wellington North’s second Mayor, a position he held until 2010. He was proud to represent his community at the Council table for over 21 years.”

When Mike served as Wellington North Mayor, there were many instrumental initiatives that impacted the community under his leadership that included the Big Dig, construction of the Sports Complex and Wastewater Treatment Plant in Mount Forest, creation of The Butter Tart Trail and Birding Trail, as well as, welcoming the Olympic Torch Run and bringing a new swimming pool, Medical Clinic and Library to the residents of Arthur. As Councillor Yake also recalled, Mike always started his meetings as friends and encouraged that participants end the meeting as friends.

Mike credited his success to the support he received from his family and friends. Beloved husband of Norine, loved father of Daryl Broomhead of Woodstock, Alicia Frey & husband Ken of Mount Forest and Jamie Broomhead & Yvonne Arbour of Hamilton. Loving grandfather of Tessa, Lucas, Lizzie, Wesley and Caden.

His contributions and love for his family will always be cherished.



Township of Wellington North

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

Delegation Request Form

Name of Delegate(s) David Sharpe, Kelly Dimick
 Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business

Mount Forest Fireworks Festival Committee

Contact Information

Mail: 514 main Street Mount Forest N0G 2E 2

Email: _____

Telephone: 519. 323-2351 ext 5944 , 519 323-4480

Type of Meeting

Council OR Committee (specify which committee) _____

Date of Meeting March 21st 2016

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

Request to ~~use~~ host Demolition Derby at sports complex parking lot July 16th 2016 Approx 2pm - 4pm.

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

Would like Council to approve the festival to use the sports complex parking lot as described.

SIGNATURE: D Sharpe Festival Chair.

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

ONTARIO DEMOLITION DERBY

March 15, 2016

To whom this may concern,

On behalf of David Sharpe and Kelly Dimick I have been asked to outline our experience in the sport of promoting demolition derbies, our standard operating procedures during the event and our safety standards.

I would like to start with who we are as Ontario Demolition Derby, O.D.D. was formed in 1986 after Jim Grant retired from driving in the sport after winning the Ontario Championship as well as a USA indoor and USA outdoor championships in 1985. Since 1985 we have grown to include up to 20 events a season. Our more noteworthy events include the Monster Jam derby at the Rogers Centre where the Promoter FELD ENTERTAINMENT can fit a derby into their logistics. As well Lakefield Fair where we helped to build a struggling fair show into a packed crowd 35+ car event as well as the International Plow Match last year and many different types of events in-between on pavements, hard tracks and Mud tracks.

Our crew Consists of about 20 staff across the province that we utilize as needed. Three of our senior having been around since 1986 and were drivers for nearly 10 years before that. Three of us are sons of Jim's and involved for 15 years now and our core tech and track officials are current drivers at non O.D.D. events who have been with us for close to a decade. As part of our staff we have an administrative crew lead by Jim's Wife Glenda Grant.

I would like to give a walkthrough of our Standard Operation Procedure and touch on the safety along the way.

As per our contract, blank attached, we outline what we at O.D.D. provide and what we need from our hiring body contact, in this case Davin Sharpe and Kelly Dimick.

Our event day starts with us arriving about 3 to 4 hours before the event to greet, direct and inspect the drivers in the 'Pit Area', event layout attached. Inspection includes safety points such as No lugs type snow tires or wheel weights to protect the spectators from debris, having this tire rule keep debris low and not air bourn. Debris management is further enforced with our Insurance standard crowd setbacks of 50 ft. and well as track barriers, in this case concrete blocks. As a bonus our planned track location is hard pack with no stones. Our tech guys also inspect the cars for rule violating reinforcement, safety equipment (in car fire extinguisher, secured fuel cells, post to post bars that help support the driver's side etc.) At about 15 minutes prior to the event we hold a drivers meeting to discuss safety like helmets and flag rules, on track rules like NO intentional or aggressive accidental driver's door hits as well as the order of the heats (class of cars).

ONTARIO DEMOLITION DERBY

At Event time we will bring out one of our Classes, in this case a figure 8 race, compact cars, midsize fwd cars and Full size rwd cars will be our primary classes. In the event to many cars in once class to fit on the track we often have heats and a final of the top drivers. Before the driver enters the track we check the car for breaks, and the driver for a seat belt, strapped helmet and eye protection. Winners are determined by last competitive hit and winner of the class are payed a contracted min \$500 to win plus a trophy with the remaining prize money given to second and sometimes third place drivers.

Between the heats the track is cleared out and straightened for the next heat. The whole process of the heat and clear out can be 20 minutes to half an hour with a long lasting heat of cars. Our show can range from 2 hours to 3 as required with down time (clean up and pick the track of debris) used for music, announcements, draw as required from our announcer and sound equipment. In the event of a roll over or a car fire during the event our track official are experienced and have personal fire extinguisher. Cars are void of flammable and often easily extinguished. In the rare event we are unable to control a fire or need a medical assist the local fire department on site take over. Difficult fires and general injury and the inability of a drive to get out of their cars is a very rare occurrence due to our safety standards however we have dealt with all three over the years without issue and are in good graces with our insurance company K&K. As an added note of security I would like to mention our insurance company is involved with Nascar and Monster Jam and as such has one of the best policies for motorsport events.

Through K&K Ontario Demolition Derby carries a 2million per claim policy with Participant Liability included, double the coverage required by our industry and as such only a business established in the industry has access to this coverage. To access their coverage, I must complete a formal application and attach a site plan, the site plan will be attached below. To date since 1985 we have not had a claim.

At the end of the event we award the heat and/or feature winners with checks and wait until all vehicles have lefts the area. Trailer loading is assisted by the tow vehicles and skid steers that assisted in clearing the track after the events.

I hope I was able to paint a clear picture of who we are and what it is you can expect during the event day. Many people have seen a derby or driven in one. The logistics can be surprising but they are habitual to us. We come as a turnkey company and look forward to putting on a show for your Mount Forest Fireworks Festival.

If you have any questions, I have full confidence in David and Kelly to field them or pass them along to us.

Thank you for your time,

James Grant
General Manager
Ontario Demolition Derby.

ONTARIO DEMOLITION DERBY

1. CONTACT INFORMATION

Name of Venue: Mount Forest Fireworks Festival
 Mailing address:
 E-mail address: Web:
 Contact:
 Position: President Manager **Other: Liaison**
 Phone: Fax:

2. EVENT INFORMATION

1. Description of event: Automotive Demolition Derby
 Please check desired events: Full Size Pro Truck Other:
 V6 Mini Van Other:
 Mini Car Figure 8 Other:
 2. Date of Event Time: :00 pm
 General
 3. Insurance Coverage (purchased by ODD): Liability Limit: **\$ 2 Million**
 4. Guaranteed Prize Purse (provided by ODD): As detailed:
 5. Additional Prizes (provided by ODD): Heat & Feature Awards as required
 Gift Bags to all Driver

3. INSURANCE COVERAGE INFORMATION

Insurance will be purchased by ODD listing the following as the insured parties:
 General Liability Limit: \$ 2 Million Per Event
*** The coverage purchased for this event will be a general liability policy, covering Ontario Demolition Derby, venue staff, volunteers & participants.*

4. SIGNATURES

Venue Representative: Print Name Signature
 Ontario Demolition Derby: Jim Grant Signature
 Date:
 1. Cost Officiate / Insure Package & Sound Included (\$500 value) \$
 2. HST 13% \$
 3. Total Total Due \$
 4. Entrance Fees Payable to Ontario Demolition Derby on the day of the event
 5. Deposit Deposit of 500.00 due date agreed on

Included Features:



Guaranteed Purse

- Minimum \$500 to 1st Place per Derby Class
- +50% driver's entry fee back to the prize purse
- Trophies & Plaques to winning drivers



Website Promotion

- Our website, which attracts up to 500,000 hits per month, will be used to promote your demo, as well as other host venue attractions.



Promotional Posters

- Promotional Posters to promote the fair demolition derby, delivered 1 month prior to the event



\$2,000,000.00

Insurance Policy

- A \$2,000,000.00 insurance policy will be in place, naming the host venue and/or municipality as co-insured for the event **ALL participants are covered**. More coverage can be provided upon request for an additional fee.

ONTARIO DEMOLITION DERBY

▶▶ HOST VENUE - RESPONSIBILITIES & EXPECTATIONS

1. An area of 100 ft x 80 ft (or otherwise determined) for competition, situated a safe distance (min 50 ft) from spectators & grandstands
2. **Cement barriers** (4' x 2' x 2') situated no more than 1' apart surrounding the competition area
3. A **secured pit area** for competitors to load, unload, and repair their vehicles
4. A snow fence (or similar means) to surround the pit area
5. A minimum of **2 towing vehicles** (to remove disabled vehicles from the track)
An **ambulance and personnel** (St. Johns' is acceptable)
- 6.
7. The **fire department** on site throughout the duration of the event
8. A means to water the competition area prior to and during the event (**water truck preferred**)
9. A **Public Address (PA) system** to announce the event and alert the crew and drivers
10. A **Tractor / Loader** to set-up, dismantle, and adjust the track

▶▶ ONTARIO DEMOLITION DERBY - RESPONSIBILITIES & EXPECTATIONS

1. Purchase and provide proof of a \$2,000,000.00 insurance policy naming your fairboard as co-insured
 2. Create, present, and distribute safe, insurable rules to both the fairboard, and inquiring participants
 3. Prepare and distribute Driver Registration Packages to both the fair board, and inquiring participants
 4. Provide 50 professional grade Event Poster to the fair Board (**Mailed at our Expense**)
 5. Inspect the track and pit locations, and assist the host venue in preparing a more efficient grounds for the event
 6. Provide all Administrative Requirements (Sign in all Participants and Crew / Organize and Stage all participants for the event)
 7. Provide a full event staff of 5-10 personnel (as required)
 8. Provide all track and pit equipment and Set-up (Flags, Fire Equipment, Pit Passes, etc.)
 9. Provide an emergency sounding device
- (Professional Outdoor Sound System, Music and Announcing provided at no cost for the event as a fist time signing bonus)
- Inspect all participant vehicles
 - Conduct a mandatory Drivers Meeting
 - Inspect and monitor the pit and track areas
 - Officiate all qualifying heats and the feature event
 - Broadcast each heat via the Public Address System
 - Present Prizes and Awards to each winning participant

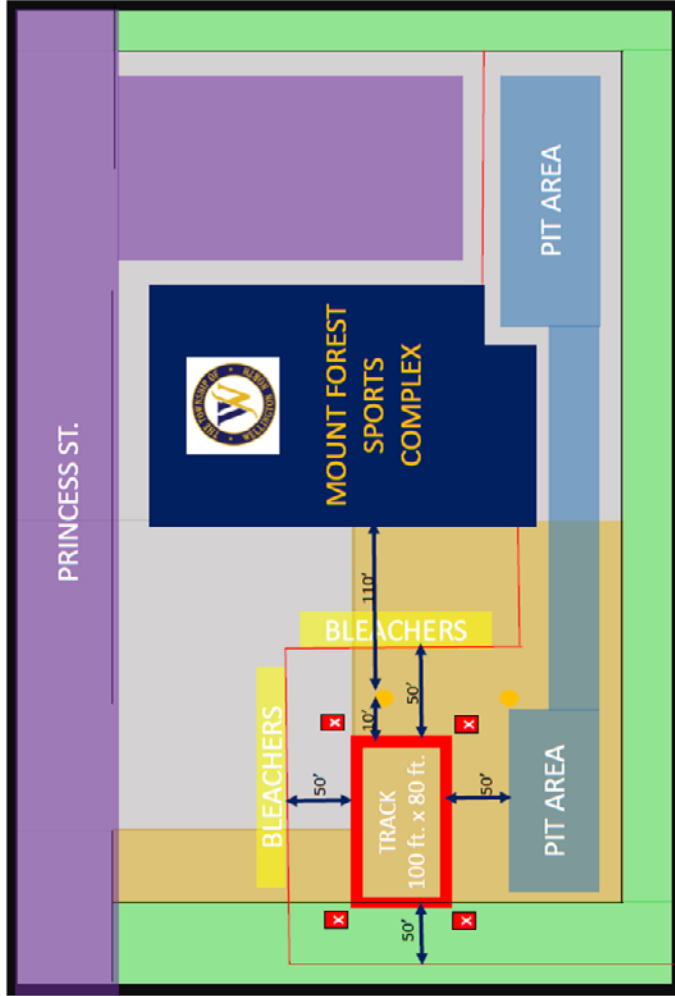


ONTARIO DEMOLITION DERBY

ONTARIO Demolition Derby

MOUNT FOREST FIREWORKS FESTIVAL

Mount Forest and District Sports Complex
850 Princess St. Mount Forest On.



- PAVED
- HARD PACK DIRT
- GRASS
- FESTIVAL / PARKING
- TRACK CONCREAT BLOCKS
- LIGHT POSTS
- BARRIED 50ft. MIN FROM TRACK
- FIRE EXTINGUISHER

Sharpe, David

From: Dave Guilbault <dave@adsfireservicepro.com>
Sent: Tuesday, February 09, 2016 3:49 PM
To: Sharpe, David
Subject: RE: Request for fire safety service

Hi David. Thanks for the email. The Wellington North Fire Service would be very pleased to offer our assistance during the Fire Works Festival 2016. We will be available during the Demolition Derby to provide fire suppression and auto extrication. We will also be available during the Fireworks display to provide fire suppression if required. We look forward to working with you to help make this year's festival a success. Thanks.

David E. Guilbault
 Fire Chief

From: Sharpe, David
Sent: Tuesday, February 9, 2016 3:30 PM
To: dave@adsfireservicepro.com
Cc: Mount Forest Chamber <chamber@mountforest.ca>; volunteer@mountforest.ca
Subject: Request for fire safety service

Hello Mr. Fire Chief and Fire department of Wellington North

The Mount Forest Fireworks Festival is working towards hosting a demolition derby at the festival this year. The event would take place in the afternoon of Saturday July 16th. Duration would be approx. 2-3 hours. Likely to begin 3pm.

At this stage in the process we are looking at the feasibility of this to happen. Stage 1 - we need a venue and certain services to be available, this is where we are at in this point in time. We have 2 potential sites available to us to pursue, but the event requires us to have fire and rescue personnel on hand during the derby.

We request that at this point you could confirm that we would be able to have your services as you would determine necessary during the event. This likely to include a water truck to put out any car fires, Jaws of Life to extract any potential trapped drivers, and your services.

As we would like to proceed, could you please advise if your services would be available should we be able to proceed with this event?

With much appreciation,
 David Sharpe
 Chair, Mount Forest Fireworks Festival

David Sharpe, CPA. CA

191 Main St. S
 P.O. Box 418
 Mount Forest, Canada, N0G 2L0
 Tel.: (519) 323-2351 EXT 5944 Fax.: (519) 323-3661

 Before you print think about the environment / Avant d'imprimer, pensez à l'environnement



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
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015

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2016-015 BEING A REPORT ON CONSENT
APPLICATION B11-16 (BROADFOOT) KNOWN AS PART LOT 13,
CONCESSION 11, FORMERLY ARTHUR TOWNSHIP, NOW THE
TOWNSHIP OF WELLINGTON NORTH**

RECOMMENDATION

THAT CLK Report 2016-015 being a report on Consent Application B11-16 (Broadfoot) known as Part Lot 13, Concession 11 formerly the Township of Arthur, now the Township of Wellington North be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B11/16 as presented with the following conditions:

The Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes.

The Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel

THAT the owner obtain zoning approval to allow a combined accessory building area of 1521 sq.ft. whereas the by-law sets a maximum of 1170 sq.ft.

Payment of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance.

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

N/A

BACKGROUND

The subject property is known as Part Lot 13, Concession 11, Wellington North.

Consent B11/16 is for a proposed lot line adjustment of 17.3 acres with 655.3 foot frontage shown as Area B on the sketch (attached as Schedule "A") of vacant agricultural land to be added to the abutting agricultural parcel shown as Area C on the sketch.

The retained parcel is 2.7 acres with a 268.7 foot fronting, existing and proposed rural residential use with existing house and two sheds.

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

Wellington County planning comments are attached hereto as Schedule "B". The planner notes that while staff is generally supportive of the application, they would prefer to see the agricultural lands excluded from the retained property and advise the Committee should be satisfied with the justification provided for increasing the size of the residential parcel to include currently cultivated lands.

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

- 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 Clearance letter for the proper and orderly development of the subject lands, including but not limited to outstanding taxes.
- The Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel
- THAT the owner obtain zoning approval to allow a combined accessory building area of 1521 sq.ft. whereas the by-law sets a maximum of 1170 sq.ft.
- Payment of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance.

FINANCIAL CONSIDERATIONS

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

STRATEGIC PLAN

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

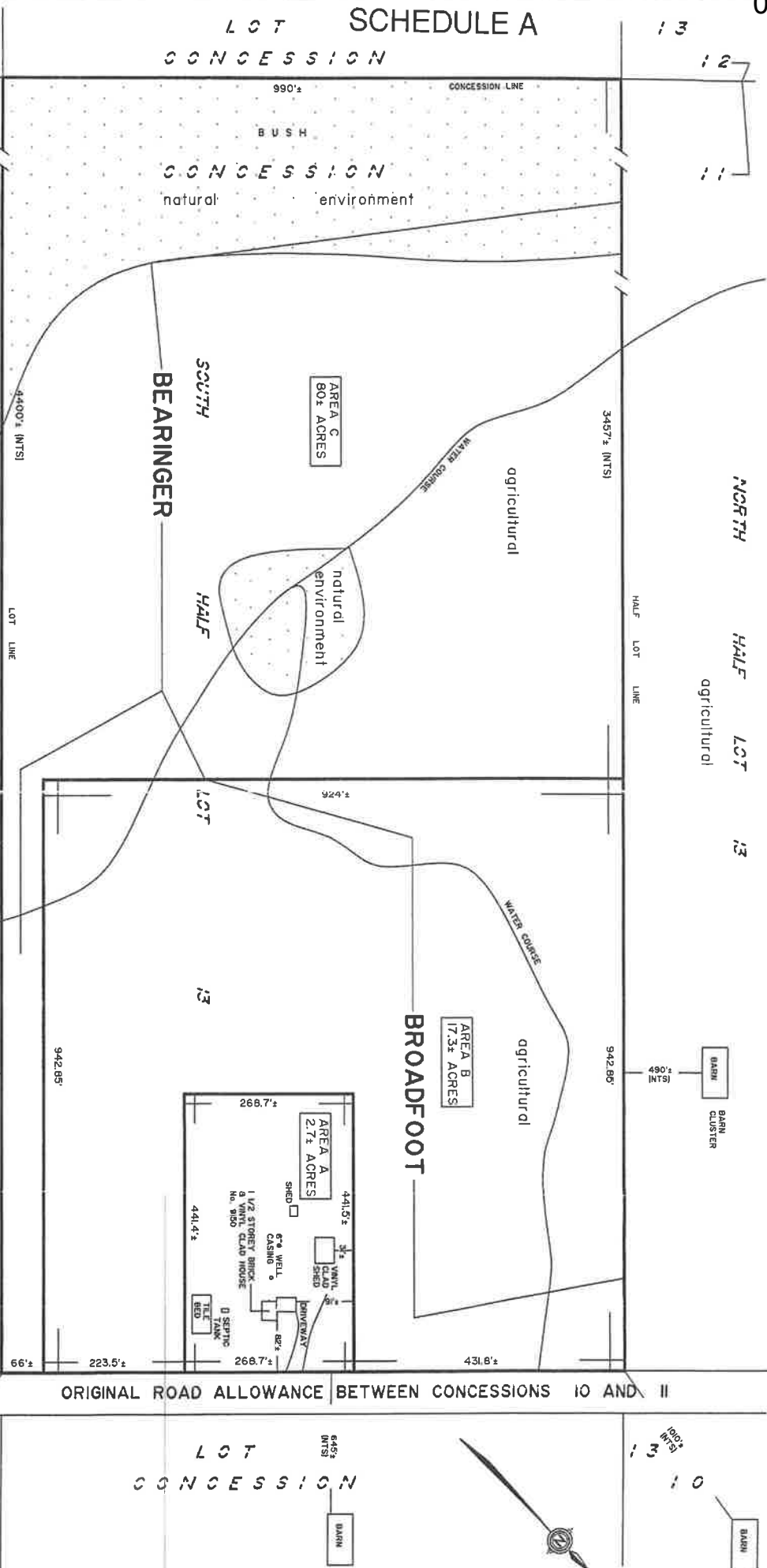
Yes

No

N/A

PREPARED BY:**RECOMMENDED BY:***Karren Wallace, Clerk**Michael Givens, CAO***KARREN WALLACE
CLERK****MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

LOT SCHEDULE A CONCESSION



SKETCH OF THE SOUTH HALF OF LOT 13 CONCESSION II

TOWNSHIP OF WELLINGTON NORTH
(FORMERLY GEOGRAPHIC TOWNSHIP OF ARTHUR)

COUNTY OF WELLINGTON

SCALE : 1 INCH = 150 FEET
DEREK GIBSON GRAHAM
PROFESSIONAL SURVEYOR

THIS IS NOT A PLAN OF SURVEY
ALL DIMENSIONS SUBJECT TO FINAL FIELD SURVEY
ALL DIMENSIONS APPROXIMATE AND DERIVED FROM
FIELD MEASUREMENTS AND FROM COUNTY OF WELLINGTON
ON LINE GIS MAPPING (2010 PHOTOGRAPHY)

NTS DEMOTES NOT TO SCALE

Derek G. Graham Limited
Professional Land Surveying
Land Use Planning

1400 W. 10th Street, Suite 100
Wellesley, Ontario
M2L 1K7, Canada
(905) 946-5533 (Telephone)
(905) 946-5305 (Facsimile)

DATE OF SURVEY: 2008
DATE OF PLAN: 2008
DATE OF PLAN: 2008

PROJ. ENGINEER: [Signature]
DATE: 3 - 8 - 2008

NOTE: Valid only with individual seal only

SEAL

SCHEDULE "B"



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

Application	B11/16
Location	Part Lot 13, Concession 11 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Rebecca & Hugh Broadfoot

PLANNING OPINION: This lot line adjustment application would sever a 7 ha (17.3 ac) vacant agricultural parcel and merge it with an adjacent 32 ha (80 ac) agricultural parcel. The resulting parcel would be 39 ha (97.3 ac) vacant agricultural parcel. A 1.1 ha (2.7 ac) rural residential parcel would be retained with an existing dwelling and accessory buildings.

While staff is generally supportive of the application, we would prefer to see the agricultural lands excluded from the retained property. The Committee should be satisfied with the justification provided for increasing the size of the residential parcel to include currently cultivated lands.

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

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.2 states that Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Section 10.3.5 of the Official Plan provides for lot line adjustments in Prime Agricultural areas for "legal or technical reasons, such as easements, corrections of deeds, quit claims, and minor boundary adjustments." Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

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

Lot line adjustments are deemed not to create new lots for the purposes of this plan. The creation of new lots for residences surplus to farm operations is not permitted.

The matters under Section 10.1.3 were also considered including j) that natural resources such as agricultural land and mineral aggregates would not be affected adversely.

Regarding item j) the current configuration of the lot appears to take in lands that are currently cultivated to the north and south of the subject lands (approx. 1 ac total). The application has indicated that these lands have been included so the applicants can be in a position to replace their existing septic bed, install a geothermal ground source heat loop, develop ground mounted solar panels away from trees on the property and provide protection for their windbreak.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) and Natural Environment (NE) zone. It appears that both the severed and retained can meet the minimum lot area requirements of the By-law.

SITE VISIT INFORMATION: The subject property was visited on March 15th, 2016. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Jameson Pickard, Planner
 March, 16th 2016



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2016-017 BEING A REPORT ON CANINE CONTROL
SERVICES IN THE TOWNSHIP OF WELLINGTON NORTH**

RECOMMENDATION

THAT Report CLK 2016-017 being a report on Canine Control services in the Township of Wellington North be received for information;

AND FURTHER THAT Council authorize the Mayor and Clerk to enter into an agreement for services with the provider who submitted Bid 1 as set out in this report;

AND FURTHER THAT the contract with the service provider be reviewed in December 2018.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report CLK 2016-006 being a report on Canine Control services in the Township of Wellington North

Report CLK 2016-010 being a report on Canine Control services in the Township of Wellington North

BACKGROUND

Report CLK 2016-006 was received by the Administration and Finance Committee at the January 18, 2016 meeting which provided four options for consideration by the Committee. The Committee directed staff to provide additional information.

Report CLK 2016-010 was a report that outlined additional information on the bid submitted by the Guelph Human Society (GHS) for canine control services to the municipalities of Centre Wellington, Mapleton, Guelph Eramosa and Wellington North. Council directed staff to bring a report outlining information regarding other options; such as a joint request for proposal with Mapleton as well as service providers in West Grey and/or Southgate.

Staff solicited bids from three potential service providers and two of them submitted bids.

The applicants were provided with the following information:

"We are still looking for options on canine control in the municipality. I am wondering if you would submit a bid and let us know what level of service you could provide and the cost. At a minimum you would be required to have a kennel that is inspected and approved by OMAFRA and insurance.

The current population of the Township is approximately 12, 000, including the urban areas of Arthur and Mount Forest.

Currently, the Township issues approximately 400 dog licenses through the Municipal Office, however it is expected the Contractor will assume the majority responsibility for the issuance of licenses. At a high when we had someone going door to door we sold over 1,500.

The Township currently has five (5) kennels operating in the Township, which are legal non-conforming use under the Township's Zoning By-law.

The Township receives approximately 75 to 100 dog related complaints annually, although I believe this is low.

Council is concerned about biosecurity and would like that addressed in your bid."

Summary of bids is attached on Schedule "A" attached.

Our current service provider has been providing wildlife control when contacted by ratepayers. An email survey showed that the majority of municipalities do not provide this service. If a wild animal is on private property, the cost of removal is borne by the property owner. Most provide information on their website as to the option available to private homeowners (contacts for MNRCC, Public Health, suggestions to contact private companies that provide the service and tips for reducing wildlife).

Municipalities that do provide this service quite often charge the homeowner a fee for the removal of the wildlife. Staff is recommending that a new service provider be contracted for the control of dogs only. As we transition to a new service provider, staff will proceed with an education program to ensure residents understand the roles and responsibilities of the Canine Control providers and their responsibilities as property owners.

BID 1**Pros:**

- Has own kennel
- Municipal experience
- Reasonable response times
- Firm quote, no surprises

Cons:

- Not prepared to sell tags door to door

BID 2**Pros:**

- Will sell tags door to door over and above contracted price
- Municipal experience
- Reasonable response times

Cons:

- Does not have a kennel-the municipality would have to enter into an agreement with someone else-costs unknown
- Not a firm quote-many variables so the cost is truly not known

FINANCIAL CONSIDERATIONS

There are no costs associated with receiving this report.

Depending on the direction Council takes, impact could range from \$12,000.00 to \$30,000 annually. Boarding costs and other fees not recoverable from an owner are above the contracted fee. If Bid 2 is accepted, staff anticipate an increase in tag sales by at least 500 tags which could result in increased revenue of approximately \$7,500.00.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

PREPARED BY:**RECOMMENDED BY:**

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

SCHEDULE A

PARTICULARS	BID 1	BID 2
Response time	On call 24/7 with "reasonable response times" – generally within 2 hours Off hours-2 – 6 hours	1-1.5 hr response time Responds only to confined dogs unless public safety is at risk then immediate Emergency response only after hours or stat holiday
Experience	Interim Animal Control officer for Town of Minto and Township of Howick	Animal control officer for 23 years last 12 in Bruce and Grey Counties
Facilities	40 acres with 10 kennels, secure climate controlled building, fenced exercise area	No kennel-Wellington North would have to contract with a local veterinarian
Vehicle	2009 Chev van equipped with custom crates, generator and air condition	2014 Dodge Durango
References	Clerk, Township Howick	OPP Constable Harry Muir
	CBO/Bylaw enforcement, Town of Minto	Dr. Jeff Berry, Southampton Vet Clinic
	North Wellington Animal Hospital	Bylaw Officer Municipality of Meaford
Dog tags	Suggests Service Clubs sell as a means of generating funds	Willing to sell door to door at a cost of \$10.00/tag
Biosecurity	Familiar with the issue and confident they will deal with any issues	Does not transport two animals at once Does not attend two kennels in a day if possible Does not visit two farms in a day, if possible Uses Vercon disinfectant
Insurance	\$2 million	\$ 2 million
Other	Free clinic for responsible pet ownership to kick off dog tag sales	Will group non-urgent calls and respond in one trip to control mileage cost
	Education to residents by offering pamphlets for training and veterinary services	Will not collect money for impounded dogs-owners must pay at municipal office
Cost	2016-\$23,000	Between \$12,000 to \$20,000 annually based on 75-100 calls per year, Invoices are based on per call basis plus mileage .48/km
	Kennel and other fees not recoverable from the owner are over and above the quoted price	Kennel and other fees not recovered from the owner are over and above the quoted price
	2017-2019 cost of living increase per Stats Canada	



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2016-018 BEING A REPORT ON ONTARIO
WILDLIFE DAMAGE COMPENSATION (ROBINSON)**

RECOMMENDATION

THAT Report CLK 2016-018 being a report on Ontario Wildlife Damage Compensation (Robinson) be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2016-009 being a report on Ontario Wildlife Damage Compensation (Robinson)

BACKGROUND

Mr. Robinson made a claim for \$1,400.00 for a heifer with a kill date of January 11, 2016 under the Ontario Wildlife Damage Compensation program.

The municipal Livestock Valuator investigated the claim on January 12, 2016 and the documentation was forwarded to Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) by email on January 13, 2016.

Under the Program, the claimant, the municipality and/or the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) has 20 days in which to appeal the decision of the Livestock Valuator. No appeals were filed within the 20 days so staff recommended in Report CLK 2016-009 dated February 8, 2016 to pay the Claim.

On February 11, 2016 we received notice from OMAFRA they would be appointing a second valuator and re-assessing the claim. Subsequently they denied the claim with the rationale that the animal did not suffer predation wounds, rather died as the result of a broken neck as a result of being scared by a predator, which is not covered under the program.

Mr. Robinson was notified of the second valuator's report and is aware that he has 20 business days from February 23, 2016 to file an appeal.

FINANCIAL CONSIDERATIONS

The cost of the claim was \$1,400.00, the Livestock Valuator's fee was \$75.00 plus mileage of \$19.00 for a total claim of \$1,494.00. Council may wish to direct staff to recoup the costs paid to Mr. Robinson.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

**FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS
KARREN WALLACE, TOWNSHIP CLERK**

**SUBJECT: REPORT PW 2016-022 BEING A REPORT ON THE PLAN FOR 2016
PUBLIC WORKS / CLERICAL STUDENTS**

RECOMMENDATION

THAT Report PW 2016-022 being a report on the plan for 2016 public works / clerical students be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

Township staff are preparing for the summer months and considering how summer students could be used to support summer operations.

In public works the Township has traditionally hired two student labourers whose primary duties are to perform summer maintenance at the Mount Forest cemetery. These student labourers also support litter collection, downtown garbage collection and other routine public works related activities. A full job description for this role is included as Schedule A.

For 2016, public works plans to hire a student labourer for the water and sewer department. A student labourer in the water and sewer department would support the water foreman, water operators and/or compliance analyst operate the Township's

drinking water and sanitary collection system. A draft job description for this role is included as Schedule B.

For 2016, clerk's department is proposing to hire a student to provide various clerical functions to the administrative, building and treasury departments. A draft job description for this role is included as Schedule C.

Summer students are an excellent seasonal addition to the Wellington North team which supports student training and development as well as provides additional coverage during the summer months when full-time Township staff take much of their vacation.

FINANCIAL CONSIDERATIONS

A summer student will work forty (40) hour weeks in the public works department and thirty-five (35) hour weeks in the clerk's department. The Township's 2016 student rate is \$11.25 / hour.

The estimated cost to employ one public works student for the summer is approximately \$7,700 plus mandatory employment related costs. The estimated cost to employ one clerk student for the summer is approximately \$6,700 plus mandatory employment related costs.

Township Clerk and Director of Public Works submitted a joint application to the federal government's 2016 Canada Summer Jobs program. Within the application the Township asked to recover all student wage costs, however, the Township would remain responsible for mandatory employment related costs (WSIB, CPP, etc).

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

Student jobs provides valuable work experience for young learners as well as valuable seasonal labour resources for the Township to utilize during the summer months.

PREPARED BY:

RECOMMENDED BY:

Matthew Aston

Michael Givens, CAO

Karren Wallace

MATTHEW ASTON
DIRECTOR OF PUBLIC WORKS

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

KARREN WALLACE
TOWNSHIP CLERK

Schedule A – PW Student Labourer Job Description



TOWNSHIP OF WELLINGTON NORTH

Department	Public Works
Position Title	Student - Labourer
Reports To:	Works Foreman
Location:	Any Township Works Yard
Approved Date:	March 2015

1. Purpose of Position:

An Student Labourer works under the daily supervision of the Foreman (and from time to time the supervision of the Roads Superintendent) and carries out a variety of works operations necessary for maintaining roads and other publically owned infrastructure and property in a condition safe for public use.

2. Specific Duties

a) Road Work

Carries out a variety of maintenance duties including:

- roadside maintenance (cold mix/hot mix repairs, patching, sweeping, shoulder regravelling and dragging, washout repairs, grass trimming, etc.)
- tree removal and planting
- maintain culverts and ditches
- bridge maintenance (replacing railings, painting)
- maintain sidewalks and parking areas.

Carries out construction work such as the installation of sidewalks including forming, pouring and cement finishing.

Maintains safety devises on roads including sign installation and maintenance, guide post repair, etc.

b) Parks, Cemeteries and Property Maintenance

Carries out a variety of duties including:

- tree trimming, grass cutting and planting/maintaining flower beds and landscaping

- repair and maintain fences, signs, roadways and buildings at cemeteries.
- Burials

c) Yard Maintenance

Carries out maintenance duties for facilities, equipment and supplies at assigned Yard, including:

- painting and other routine building repairs (carpentry and plumbing)
- maintaining inventory of supplies and equipment

3. WORK COMPLEXITY

Accountability & Decision-Making Authority:

Daily supervision from Foreman.

Must use good health and safety practices at all times.

From time to time acts in the absence of the Foreman.

Equipment Operation/Materials Handling/Safety Measures:

Works regularly with wide variety of large and small equipment.

Handles chemicals and construction materials.

Must be aware of safe operating procedures for all equipment and work sites.

Must wear safety equipment on the job.

Effort and Working Conditions:

Considerable portion of work time is spent outdoors and in garage environment.

From time to time, will report directly to other Works Yards for assignment.

Working on construction sites where responsible for safe work practices and public safety measures.

Working outside in all weather conditions; must be physically capable of working in varying conditions.

In winter months and during emergency situations, can work extraordinary and long hours.

Communications/Contacts:

Must be a good team player.

Regular contact with the public.

4. QUALIFICATIONS

Education:

Student within secondary school system

Specialized Knowledge/Skill Requirements:

Construction experience and work with municipal infrastructure (roads, water and sewer) preferred

Team player

Mechanical Skills

Safety training – Health & Safety, WHMIS and First Aid and CPR courses

5. WORKING RELATIONSHIPS

Reports To: Foreman

Supervises: None

Other: From time to time acts in the absence of the Foreman

6. HOURS OF WORK

Regular hours are 7:30 a.m. to 4:00 p.m. extraordinary hours and/or shift of hours/work week will be scheduled by the Foreman. Pre-authorized overtime is paid for work beyond 40 hours per week.

Schedule B – PW Student Water and Sewer Labourer Job Description



TOWNSHIP OF WELLINGTON NORTH

Department	Public Works
Position Title	Student – Water and Sewer Labourer
Reports To:	Superintendent
Location:	AWWTP/ MFWWTP
Approved Date:	March 2016

1. Purpose of Position:

Student Labourer works under the daily supervision of the Superintendent and or the Foreman (and from time to time the Process Compliance Analyst). Will safely carry out a variety of water & wastewater works operations necessary for maintaining the Township water and wastewater owned infrastructure.

2. Specific Duties

- a) Water & Wastewater Work
- Carries out a variety of maintenance duties including:
- Locate, tie in and repair (if necessary) service boxes , watermain valves sanitary manholes.
 - Assist in watermain breaks, watermain valve inspections & repairs, hydrant inspections & repairs.
 - Assist operators in day to day operations of the water distribution system and wastewater collection system as well as maintenance inside the Township wellhouses.
 - Assist with hydrant maintenance (flushing, numbering, painting etc.) and required to assist in miscellaneous construction projects.
 - Assist the Process Compliance Analyst or the Superintendent with technical follow up work from time to time or other duties as assigned.

3. WORK COMPLEXITY

Accountability & Decision-Making Authority:

Daily supervision from Superintendent or Foreman.
 Must use good health and safety practices at all times.
 From time to time takes direction from certified operators.

Equipment Operation/Materials Handling/Safety Measures:

Works regularly with wide variety of large and small equipment.
 Handles chemicals and construction materials.
 Must be aware of safe operating procedures for all equipment and work sites.
 Must wear safety equipment on the job.

Effort and Working Conditions:

Considerable portion of work time may be spent outdoors or within a well house.
 From time to time, will report directly to Process Compliance Analyst for office administration assignments.
 When working on construction sites will be responsible for safe work practices and follow the OSHA or any other public safety measures.

Working outside in all weather conditions; must be physically capable of working in varying conditions.

Communications/Contacts:

Must be a good team player.
 Regular contact with the public.

4. QUALIFICATIONS

Education:

Student within post secondary school system

Specialized Knowledge/Skill Requirements:

Environmental studies would be an asset with computer skills

Construction experience and work with municipal infrastructure (roads, water and sewer) preferred

Team player

Mechanical Skills

Safety training – Health & Safety, WHMIS and First Aid and CPR courses

5. WORKING RELATIONSHIPS

Reports To: Superintendant or Foreman

Supervises: None

Other: May report from time to time to Process Compliance Analyst

6. HOURS OF WORK

Regular hours are 7:30 a.m. to 4:00 p.m. extraordinary hours and/or shift of hours/work week will be scheduled by the Superintendent or Foreman. Pre-authorized overtime is paid for work beyond 40 hours per week.

Schedule C – Clerical Student Job Description



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Position Title: Summer Student

Department: Clerks

Reports To: Clerk

Purpose

The Township of Wellington North is seeking a qualified student to provide administrative support to the Clerk/Building and Treasury Departments. This is a 15 week summer contract position for 5 days of work per week during the contract period, at 7 hours/day. The successful candidate will provide administrative and clerical support within several areas, primarily Records Management.

Responsibilities

- Assists with maintenance of Wellington North records
- Assists in records management procedures for the creation, collection, processing, storage and retrieval of information for all departments.
- Organizes storage, retention and disposal of paper records
- Assists in preparation and maintenance of accurate and comprehensive listings and indexes for all semi-active and historical files, both legislative and administrative
- Assists with coordination of file transfers to ensure orderly and proper flow of records to off storage facilities
- Provides support to Wellington North staff in various departments regarding the records retention program
- Other duties as assigned

Working Conditions

Normal working hours are 35 hours/week. Required to maintain professional public image of the Municipality to other levels of government, outside organizations and the public.

Must be comfortable working in a high profile public office with the requirements to juggle priorities, deal with frequent interruptions and changing demands during the course of a work day while maintaining a pleasant, professional and positive demeanour. Required to maintain complete confidentiality and discretion due to sensitive nature of financial, administrative, personnel and policy matters.

The work may require travel to and work in storage areas of various departments of the municipality, some of which may be cramped and subject to dust and mould. Appropriate safety precautions will be implemented in these situations.

Working Relationships

Internal working relationships include the CAO, Senior Management Team, and other municipal staff for coordination and advice related to specific items.

External contacts may include other municipal governments, municipal agencies, Provincial ministries, various stakeholders and the general public.

Knowledge and Skill

- Working towards a post-secondary diploma/degree or equivalent experience, with training or experience relating to good general legal procedures, communication and tact.
- High level skills in keyboarding, proof reading, filing and office administration
- High level computers skills, especially as it applies to current software and related computer equipment.
- Good organizational, verbal and written communication skills, ability to prioritize, meet deadlines, and handle multiple duties and interruptions effectively.
- Strong ability to organize daily workload, set priorities, work independently as well as in a team environment.
- The ability to work independently with minimal supervision is essential.

Impact of Error

Errors within the capacity of the Clerk's summer student role could result in a loss of staff time by other employees and potential negative financial repercussions.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS

**SUBJECT: REPORT PW 2016-026 BEING A REPORT ON THE
ELIZA STREET RECONSTRUCTION PROJECT**

RECOMMENDATION

THAT Report PW 2016-026 being a report on the Eliza Street reconstruction project be received;

AND FURTHER THAT the Council of the Township of Wellington North award the contract for the Eliza Street reconstruction project to Drexler Construction Limited at a contract cost of \$748,459.20 plus applicable taxes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

Detailed design work was completed by Triton Engineering Service Limited (TESL) for Eliza Street during the fall 2015. The "request for tender" for the Eliza Street project advertised in the Wellington Advertiser on February 26, 2016 and closed March 15, 2016.

The Township received three completed tenders for Eliza Street prior to close. TESL provided the letter attached as Schedule A in support of awarding this project to Drexler Construction of Rockwood, Ontario.

This project will reconstruct Eliza Street between Frederick and Leonard Streets including full water main and lateral replacement, full sanitary sewer main and lateral replacement, some storm sewer lateral replacement and installation, full curb, gutter and sidewalk replacement

and full road resurfacing. Eliza Street project was approved as part of the Township's 2016 capital budget.

A public meeting will be held with the Township, Engineer and Contractor after contract award to provide project awareness and allow impacted residents an opportunity to speak with the project team.

Township staff have proposed to construct a speed hump on Eliza Street between Farrell Lane and entrance to County yard to slow traffic approaching the Frederick Street roundabout from the south. The speed hump will be a 3m incline of four inches to a 3m level plane followed by a 3m decline of four inches which is intended to ensure driver's slow down to approach roundabout. A picture of a typical speed hump is included as Schedule B which shows Queen Street in Guelph.

FINANCIAL CONSIDERATIONS

Department	Account	2016 Budget
Roads	2-00-30-392-5290	\$541,386
Water	2-00-42-392-5290	\$213,584
Sanitary Sewer	2-00-40-392-5290	\$195,029

Please be aware the Township staff have been in consultation with Provincial officials regarding the possibility of expanding the scope associated with the Ontario Community Infrastructure Fund (OCIF)-application based program (Frederick St Project) to include the works proposed on Eliza Street. To date the discussion has been positive but the Province has not provided formal approval of this scope change. Without Provincial funding the Roads portion of this project is not fully funded. Council may wish considering deferral of the contract award until we receive formal confirmation of the scope change or consider other funding alternatives if the Province does not approve the scope change.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

Infrastructure rehabilitation is an important component to community growth.

PREPARED BY:

RECOMMENDED BY:

Matthew Aston

Michael Givens, CAO

**MATTHEW ASTON
DIRECTOR OF PUBLIC WORKS**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

Schedule A – Triton Letter



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

March 16, 2016

Township of Wellington North
7490 Sideroad 7 West
KENILWORTH, Ontario
N0G 2E0

ATTENTION: Matthew Aston
Director of Public Works

RE: TOWNSHIP OF WELLINGTON NORTH
RECONSTRUCTION OF ELIZA STREET, ARTHUR
CONTRACT NO. 5973-16
OUR FILE: M5973A

Dear Sir:

Tenders for this project were received and opened in the Municipal offices shortly after 2:00 p.m. on Tuesday, March 15, 2016.

Those present were Michael Givens, Matthew Aston, Kimberly Henderson, Barry Trood, Dale Clark and Paul Ziegler.

The Tenders received were as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u>
DREXLER CONSTRUCTION LIMITED	ROCKWOOD	\$ 748,459.20
HANNA & HAMILTON CONSTRUCTION	LISTOWEL	\$ 761,509.00
MOOREFIELD EXCAVATING LTD.	HARRISTON	\$ 798,050.60

The Tenders received have been checked for errors and omissions and no arithmetical errors were found.

Therefore, we recommend that the contract be awarded to Drexler Construction Limited in the amount of \$748,459.20 which includes an allowance for Contingencies.

Attached for your information is a cost breakdown for the project based on the Tender prices submitted by Drexler Construction Limited.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



for Paul F. Ziegler, C.E.T

Encl.

cc: Michael Givens, Chief Administrative Officer, Township of Wellington North



March 16, 2016

TOWNSHIP OF WELLINGTON NORTH
RECONSTRUCTION OF ELIZA STREET, ARTHUR
CONTRACT NO. 5973-16

COST BREAKDOWN SUMMARY

BASED ON TENDER PRICES SUBMITTED BY DREXLER CONSTRUCTION LIMITED

	TENDER PRICE
<u>SECTION 1</u> – ROADS AND DRAINAGE	- \$ 463,301.20
<u>SECTION 2</u> – SANITARY SEWERS	- \$ 112,700.00
<u>SECTION 3</u> – WATERWORKS	- \$ 104,958.00
<u>SECTION 4</u> – MISCELLANEOUS	- \$ 17,500.00
<u>CONTINGENCY ALLOWANCE</u>	- \$ 50,000.00
TOTAL CONTRACT PRICE (Excluding H.S.T.)	- \$ 748,459.20
ENGINEERING (SITE INSPECTION & CONTRACT ADMINISTRATION FOR CONSTRUCTION) INCLUDING GEOTECHNICAL & MATERIAL TESTING (ESTIMATED)	- \$ 75,000.00
TOTAL ESTIMATED COST (Excluding H.S.T.)	- \$ 823,459.20



Schedule B – Example of Speed Hump





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

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

044

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

**FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS
KIMBERLY HENDERSON, TREASURER**

**SUBJECT: REPORT PW 2016-027 BEING A REPORT ON THE RESULTS FROM
TENDER # 2016-002 (DUST CONTROL) AND TENDER # 2016-003
(GRAVEL CRUSHING)**

RECOMMENDATION

THAT Report PW 2016-027 being a report on the the results from Tender # 2016-002 (Dust Control) and Tender # 2016-003 (Gravel Crushing) be received;

AND FURTHER THAT the Council of the Township of Wellington North award part of tender # 2016-002 to 552976 Ontario Limited o/a Cliff Holland Trucking at a cost to the Township of \$43,868.16 plus taxes for the 20% brine portion of the tender;

AND FURTHER THAT the Council of the Township of Wellington North Award part of tender # 2016-002 to 513125 Ontario Limited o/a Da-Lee Dust Control at a cost to the Township of \$85,272.00 for the 35% calcium chloride portion of the tender;

AND FURTHER THAT the Council of the Township of Wellington North award tender # 2015-003 to B&B Custom Crushing Inc. at a cost of \$1.70/tonne plus applicable taxes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

Notice of Tender # 2016-002 and Tender # 2016-003 were published in the Wellington Advertiser on February 12, 2016. The closing date and time for these tenders was March 15, 2016 at noon.

Schedule A is the tender results for # 2016-002.

Schedule B is the tender results for # 2016-003.

Township staff note the following:

1. 35% calcium costs have increased approximately \$4,000 over 2015 costs;
2. 20% calcium brine costs have remained the same as 2015; and
3. Gravel crushing cost per tonne has remained the same as 2015.

FINANCIAL CONSIDERATIONS

Dust control and gravel crushing are part of the \$315,000 budgeted within the roads 2016 operating budget as account # 1-10-30-155-5200 (Roads D3 Gravel/Dust Material and Supply).

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

The procurement of dust control product and gravel crushing services is an open and transparent process as per the Township's procurement policy.

PREPARED BY:

RECOMMENDED BY:

Matthew Aston

Michael Givens, CAO

Kimberly Henderson

**MATTHEW ASTON
DIRECTOR OF PUBLIC WORKS**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**KIMBERLY HENDERSON
TREASURER**

Schedule A – Tender # 2016-002 Results



Township of Wellington North

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

Tender No. 2016-002 Supply and delivery of Dust Control and Road Stabilization Materials
 March 15, 2016 - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	A) Calcium Only	B) Calcium for 1/2	C) Brine for 1/2	Deposit	Instrument #
1	552976 Ontario Limited o/a Cliff Holland Trucking	March 11, 2016 10:49 AM			\$ 43,868.16	\$ 4,957.10	858
2	Pollard Highway Products Ltd.	March 8, 2016 2:08 PM			\$ 48,307.20	\$ 4,830.72	10930
3	Da-Lee	March 10, 2016 3:01 PM	\$ 139,846.08	\$ 85,272.00		\$ 15,802.61	56221831 3-516
4							
5							
6							

 Department Head

 Treasurer

March 15, 2016

 Date

Schedule B – Tender # 2016-003 Results



Township of Wellington North

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

Tender No. 2016-003 Crushing Gravel

March 15, 2016 - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	Bid Amount	Deposit	Instrument #
1	B & B Custom Crushing	March 14, 2016 2:37 PM	\$1.70/tonne	\$ 5,000.00	277
2	Joe Kerr Ltd.	March 7, 2016 1:37 PM	\$1.90/tonne	\$ 5,500.00	1004
3	Doregan's Haulage (2010) Ltd.	March 14, 2016 10:33 AM	\$1.90/tonne	\$ 5,000.00	612
4					
5					
6					

Department Head

Treasurer

March 15, 2016
Date



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

FROM: KIMBERLY HENDERSON, TREASURER

**SUBJECT: REPORT TR2016-01 BEING A REPORT ON 2015 COUNCIL
REMUNERATION**

THAT Report TR2016-01 being a report on 2015 Council Remuneration be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Municipal Act, 2001, c. 25 requires that the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid to each member of Council in the previous year.

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2015 provides a breakdown of activities.

FINANCIAL CONSIDERATIONS

Council remuneration and expenditures for 2015 were below budgeted amounts.

STRATEGIC PLAN

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

X Yes

No

N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships

- Community Service Review
- X Corporate Communication Plan
- Positive Healthy Work Environment

PREPARED BY:

RECOMMENDED BY:

Kimberly Henderson

Michael Givens, CFA

**KIMBERLY HENDERSON
TREASURER**


**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2015

TOWNSHIP OF WELLINGTON NORTH, COUNTY OF WELLINGTON - MUNICIPAL ACT S.O. 2001,
AS AMENDED, CHAPTER 25, SECTION 284.

NAME	COUNCIL PER DIEM	OTHER MEETINGS	BENEFITS (CPP, EHT)	CONVENTIONS & SEMINARS	TELEPHONE & INTERNET	TRAVEL EXPENSE	TOTAL REMUNERATIONS
Andy Lennox, Mayor	18,659.09	5,850.00	954.17	821.61	0.00	1,155.37	27,440.24
Sherry Burke, Councillor	12,689.40	2,700.00	592.81	1,353.94	1,067.17	832.99	19,236.31
Lisa Hern, Councillor	1,464.16	375.00	23.91	0.00	52.45	83.13	1,998.65
Steve McCabe, Councillor	12,689.40	0.00	468.61	1,704.32	654.78	720.42	16,237.53
Dan Yake, Councillor	12,689.40	3,900.00	648.01	0.00	970.62	887.01	19,095.04
Mark Goetz, Former Councillor	7,252.15	2,175.00	260.39	100.00	839.77	360.21	10,987.52
Total Paid	65,443.60	15,000.00	2,947.91	3,979.87	3,584.79	4,039.13	94,995.30

Dated this 16th day of March, 2016


Kimberly Henderson, Treasurer
Township of Wellington North



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Kenilworth, ON N0G 2E0
www.wellington-north.com

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21ST, 2016**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO-2016-09 COMMUNITY IMPROVEMENT PROGRAM

RECOMMENDATION

That the Economic Development Officer report EDO-2016-09 dated March 21st, 2016 with regards to the Community Improvement Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$1,500 under the Application Fees and Development Charges Grant program as a result of the improvements made to the Cover Ups building at 157 George Street in Arthur

PREVIOUS REPORTS PERTINENT TO THIS MATTER

There have been many reports to council on the Community Improvement Program since the program was approved in May 2012.

EDO 2015-42 dated November 23rd, 2015 was the most recent report where an application under the Façade Improvement Grant & Loan program was approved for this same applicant.

BACKGROUND

The Wellington North Community Improvement Program (C.I.P.) was approved in 2012 and has established a framework for the Township support and implementation of programs to encourage the maintenance and rehabilitation of commercial buildings, their facades as well as associated signage and green spaces.

Through this framework the Municipality is able to provide incentives for individuals, businesses, Community Groups and organizations, etc. to enhance their building presentation to the public and/or to support Public Art, in an effort to help stimulate pride in our downtowns.

On February 3rd, 2016 an application was received from the business owner of Cover Ups in Arthur who recently purchased, renovated and relocated his business into the building at 157 George Street. Now that the renovations have been completed an application was submitted under the Application Fees and Development Charges (AF&DC) program to recover some of the costs associated with the renovations. Last November council approved an application under the Façade Improvement Program for this applicant and at that time the applicant was advised that they were also eligible to apply for funding under the AF&DC program as well.

As part of the process all applications are reviewed by the Community Improvement Plan Review Panel. (April Marshall, Darren Jones & Dale Small) The panel members have reviewed the application and completed the required Decision Matrix which is attached to this report. The Community Improvement Plan Review Panel supports the application and recommends council approve funding.

FINANCIAL CONSIDERATIONS

This ten year program has proven quite popular and since 2012 twenty-five applications have been received under the Community Improvement Program. The total dollar value of the overall improvements made to our Main Streets is estimated at \$248,264. Of this amount:

- \$ 53,574 (21%) has been covered by grants from the C.I.P.
- \$ 17,500 (7%) has been advanced in interest free loans repayable over 5 years
- \$178,690 (72%) has been provided by the applicants

Funding has been approved in the 2016 Economic Development budget to cover applications under the Community Improvement Program.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

Dale Small

Michael Givens, CAO

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

COMMUNITY IMPROVEMENT PLAN : APPLICATION FEES & DEVELOPMENT CHARGES DECISION MATRIX




Applicant: Cover Ups

Date Received: February 3rd, 2016

Application #: A.F. & D.C. # 6

Amount: 1,507.50

Date of Community Improvement Plan Review Panel Meeting: March 1st, 2016

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in 4.2.3.2 of the Community Improvement Plan	X		Applicant is the business & building owner of Cover Ups
2	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		The building is located at 157 George Street, Arthur which is within the CIPA boundary.
3	Has the application been properly completed including: <ul style="list-style-type: none"> • Detailed description of proposal • Detailed sketch of the proposed change • Minimum of two quotes obtained 	X X X	X	Significant renovations have been completed to both the interior and exterior of the building.
4	Are property taxes and any other Municipal Accounts receivable up to date	X		Verified and all up to date as at February 22nd, 2016 Roll # 011-12900
5	Eligible costs associated with the Application Fees & Development Charges Grant Program are as follows. Indicate which ones are included: <ul style="list-style-type: none"> • Application fees • Building permit fees • Planning fees (minor variance) • Development Charges 	X X		
6	Is the grant amount being requested within eligible amounts	X		100% relief up to a maximum of \$1,500 can be requested.
7	Is the applicant aware that they must first cover the fees then submit a request for payment upon project completion	X		
8	Is the targeted completion date within 6 months from date of approval or is an extension required?	X		Work has been completed
9	Other comments from the Review Panel	Facade Improvement Grant and Loan was approved in 2015. This application is to cover the application fees and development charges portion.		
Recommendation	That the Economic Development Officer support this application and make a motion for council approval: Yes XXX No _____			
	 April Marshall	 Darren Jones	 Dale Small	March 1 st , 2016



055
 Township of Wellington North
 7490 Sideroad 7 West,
 Kenilworth, ON N0G 2E0
 Phone: 519-848-3620
 www.wellington-north.com

Application Fees and Development Charges Grant Application Form

The purpose of this program is to reduce the cost of improvements by offering a grant for any required planning application fees, building permit fees or development charges for privately owned commercial properties in the community improvement areas of Arthur and Mount Forest. Grant assistance will provide successful applicants a grant equivalent to the amount incurred fees or charges. This program offers a maximum relief of \$1,500.00 with the Township paying up to 100% of eligible costs. Please review the specific grant program term and conditions found in the Community Improvement Plan and contact the Business Economic Manager for current limits.

Application Number (assigned by staff):	A.F. & D.C.G. # 6
Date Application Received:	FEB 3/16

PROPERTY INFORMATION			
Municipal Address	Street Num: 157	Street Name: GEORGE	Unit Num:
Commercial Name (if applicable)	COVER UPS		
Registered Plan Number:		Registered Plan Lot/Block No.	011-12900

OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname: BLYTH	First name: GORD	
Name:	(if Company) COVER UPS	Company Officer	OWNER/OPERATOR
Address:	Street No. 157	Street Name: GEORGE STR	Unit Num: ARTHUR
Municipality:	W.N.	Province: ONTARIO	Postal Code: N0G-1A0
Telephone:	No: (519) 848-3883	Fax: () 848-2725	Email: GORD.LOVERUPS@ROLLERS.COM
Applicant Information (if different than Owner):			
Application Contact:	Surname: PAQUET	First name: CAROLINE	
Name:	(if Company) COVER UPS	Company Officer	
Address:	Street No. 157	Street Name: GEORGE	Unit Num: ARTHUR
Municipality:	W.N.	Province: ONT	Postal Code: N0G-1A0
Telephone:	No: () SAME	Fax: () SAME	Email: CAROLINE@COVERUPS FLOORING.LA

I hereby make the above application for a **Application fees and Development Charges Grant**, declaring all the information contained herein is true and correct, and acknowledging the Township of Wellington North process the application based on the information provided.

Signature:	Title: SALES REP
Printed Name of Signatory: CAROLINE PAQUET	Date: FEB 3/16

The personal information on this form is collected under the legal authority of the Planning Act, Section 2. The personal information will be used for determining your eligibility for a grant/loan. If you have any questions about the collection, please contact the Clerk-Administrator at 519-848-3620 ext. 32.

DESCRIPTION OF IMPROVEMENTS

- Please provide a detailed, written description of the proposed improvements. Attach one (1) copy of a prepared sketch showing the proposed improvements.

COMPLETE INTERIOR + EXTERIOR RENOVATION OF
157 GEORGE STREET IN ARTHUR. (PREVIOUS LOCATION
OF BARLAIN BARN)

RENOVATIONS WERE COMPLETED IN THE FALL/WINTER

PHOTOGRAPHS

- Please attach a photograph of the project site.

(ATTACHED)





7490 Sideroad 7 W, PO Box 125,
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 21, 2016**

FROM: DAVID GUILBAULT, FIRE CHIEF

**SUBJECT: REPORT FIRE CHIEF 2016-002 BEING A REPORT ON THE
ANNOUNCEMENT OF PROJECT H.O.M.E. FROM THE OFFICE OF
THE ONTARIO FIRE MARSHAL.**

RECOMMENDATION

THAT Report Fire Chief 2016-002 being a report on Project H.O.M.E. (*Helping Ontario Municipalities Educate*) from the Office of the Fire Marshal be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

There are no previous reports pertinent to this matter

BACKGROUND

The year 2016 marks the 100th anniversary of the Office of the Fire Marshal and Emergency Management (OFMEM).

In recognition of this milestone, the Fire Marshal's Public Fire Safety Council, created in 1993 by the OFMEM, is pleased to announce a major initiative in support of the Public Education efforts of municipal fire services throughout Ontario.

Project H.O.M.E. is a \$1.5 Million initiative that will assist fire services in meeting their legislative mandate by offering free educational resources from the Council's Distribution Centre to eligible fire services. The project will be administered over a two year period – beginning January 1, 2016 to the end of December 31, 2017.

The value of the Public Education Recourses for the Wellington North Fire Service (WNFS) is \$4000.00 and is based on the population of the municipality our Fire Service serves, according to 2011 Statistics Canada data.

On February 2nd, 2016 the Fire Chief informed the Fire Marshal's Public Fire Safety Council that the Wellington North Fire Service would participate in H.O.M.E.

When the WNFS requires Public Education Material and Recourses from the Fire Marshal's Public Fire Safety an order is placed by phone, fax or online. We begin with a credit of \$4000.00 (good for two years). As we purchase resources the credit is reduced.

This is an excellent project and will go a long way to enhance our Fire Prevention and Public Education Programs.

Further information is attached as Schedule "A" hereto.

FINANCIAL CONSIDERATIONS

The WNFS now has a \$4000.00 credit with the Fire Marshal's Public Fire Safety Council. There is no cost for shipping.

STRATEGIC PLAN

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

X Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

X Community Service Review

Human Resource Plan

Corporate Communication Plan

X Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
<i>David F. Guilbault, Fire Chief</i>	<i>Michael Givens, CAO</i>
DAVID E. GUILBAULT FIRE CHIEF	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



"MAKING ONTARIO A SAFER PLACE FROM FIRE"

RECEIVED

JAN 28 2016

TWP. OF WELLINGTON NORTH

January 20, 2016

Fire Chief David Guilbault
Wellington North Fire Services
P.O. Box 125, 7490 Sideroad 7 W.
Kenilworth, ON, N0G 2E0

Dear Chief Guilbault:

2016 marks the 100th anniversary of the Office of the Fire Marshal and Emergency Management (OFMEM).

In recognition of this milestone, the Fire Marshal's Public Fire Safety Council (Council) (created in 1993 by the OFMEM) is pleased to announce a major initiative in support of the public education efforts of municipal fire departments throughout Ontario.

Project H.O.M.E. (*Helping Ontario Municipalities Educate*) is a \$1.5 Million initiative that will assist fire departments in meeting their legislative mandate by offering free educational resources from the Council's Distribution Centre to eligible fire departments. The project will be administered over a two year period – beginning January 1, 2016 to the end of December 31, 2017.

The attached offer outlines the elements of this initiative. Fire departments wishing to participate in the H.O.M.E. project are required to complete and return the attached offer to the Council no later than **February 26, 2016**.

For additional information, you can contact the Fire Marshal's Public Fire Safety Council, Project Coordinator Jennifer Gunn at 1 866 379 6668 x 103.

The Council would like to thank the OFMEM, its partners and sponsors over the years: and the Ontario fire service for their continued support in helping to make Ontario a safer place from fire.

Sincerely,

Arthur L. Pullan
Executive Director

Attachments (2)



RECEIVED

JAN 28 2016

TWP. OF WELLINGTON NORTH

January 21, 2016

Dear Chief Guilbault,
Wellington North Fire Services

Re: Project Fire Safety H.O.M.E Offer

In accordance with the following offer, the Fire Marshal's Public Fire Safety Council (the "Council") is providing your Fire Department with the opportunity to obtain resources from the Council's Public Catalogue ("Public Education Resources") at no charge.

The value of the Public Education Resources that your Fire Department is entitled to under this offer is up to a maximum of **four thousand dollars (\$4,000)**, which is based on the population of the municipality the Fire Department serves, according to 2011 Statistics Canada data, and the listed price for the Public Education Resources.

In order for your Fire Department to benefit from this offer, you or someone else who is authorized to bind the Fire Department must agree that the Fire Department will comply with the following terms and conditions, affix the appropriate signature in the space provided below, provide the information requested below, and return this offer to the Council at the address provided below by mail no later than **February 26, 2016**.

Terms and Conditions

- ✓ 1. This offer commences on January 1, 2016 ("Commencement Date") and expires on December 31, 2017 ("Expiry Date"). The final order for Public Education Resources as part of this offer must be placed by the Fire Department on or before December 31, 2017.
2. In order to obtain Public Education Resources under this offer, the Fire Department must place an order with the Council at the address specified below. All orders must be sent to the Council by one of the following means:

Mail: 105 Strowger Blvd, P.O Box 96, Brockville, Ontario K6V 5T7
 Fax: 1-866-379-6667
 Online: www.firesafetycouncil.com/catalogue
 Phone: Project Coordinator, Jennifer Gunn, 1-866-379-6668 x 103
- ✓ 3. Public Education Resources available under this offer are subject to change with no advance notice to the Fire Department.
- ✓ 4. The Council reserves the right to substitute Public Education Resources, which the Fire Department has ordered, with other Public Education Resources, costing the same or a similar price.



5. Public Education Resources will be shipped to the Fire Department at no cost to the Fire Department. The Council cannot guarantee that Public Education Resources will be transported to the Fire Department by a specific time.
6. In the event that Public Education Resources arrive at the Fire Department damaged or defective, the Fire Department must notify the Council as soon as possible, and within two (2) business days of the Fire Department's receipt of the Public Education Resources. All damaged or defective Public Education Resources will be exchanged by the Council at no cost to the Fire Department, if notice to the Council is provided in accordance with this provision.
7. The Fire Department must ensure that all Public Education Resources are used to promote the fire safety education mandate of the Fire Department, in a manner that is consistent with the *Fire Protection and Prevention Act, 1997*. Without limiting the foregoing:
 - (a) Public Education Resources must be provided by the Fire Department free of charge to the public. Public Education Resources cannot be given away by the Fire Department for re-sale;
 - (b) Public Education Resources must be distributed to the public in a timely fashion after the Public Education Resources are received by the Fire Department, and no later than six (6) months of receipt by the Fire Department;
 - (c) The Fire Department must have secure space to store all Public Education Resources it receives until the Public Education Resources are distributed to the public; and,
 - (d) The Fire Department shall ensure that no Public Education Resources are distributed that are damaged or defective. Any damaged or defective Public Education Resources that are not returned to the Council shall be destroyed by the Fire Department.
8. The terms and conditions of this offer do not apply to Public Education Resources that are offered as part of a separate offer, either from the Council, directly from the manufacturer of the Public Education Resources, or otherwise.
9. The Fire Department guarantees that the Fire Department will act at all times in accordance with all relevant laws. This offer and the terms and conditions set out herein may not be assigned or subcontracted.
10. The Council may terminate this offer at any time, if the Council determines that the Fire Department has breached any of the terms and conditions set out herein. If the Council terminates this offer, all Public Education Resources that have been delivered to the Fire Department, but not distributed to the public, must be returned to the Council upon being requested to do so by the Council.
11. Within sixty (60) days of the Expiry Date, February 28, 2018, the Fire Department must provide the Council with the attached feedback questionnaire completed.



12. The Council and the Fire Department are and shall at all times remain independent and shall not represent themselves to be the agent, joint venture, partner or employee of the other. No representations shall be made or acts taken by either party which could establish or imply any apparent relationship of agency, joint venture, partnership or employment and neither party shall be bound in any manner whatsoever by any agreements, warranties or representations made by the other party to any other person or with respect to any other action of the other party.
13. Terms and conditions contained in sections 6, 7, 8, 9, 11, 12 and 13 of this offer shall continue to remain in force after the Expiry Date.

I have read the terms and conditions of this offer, and by affixing my signature and providing the information requested below, I acknowledge that I am authorized to bind the Fire Department named below.

Name: DAVID E. GUILBAULT Title: FIRE CHIEF

Signature: *DE Guilbault*

Fire Department Name: WELLINGTON NORTH FIRE SERVICE

Mailing Address: _____

Phone: (519) 323-1441 Fax: (519) 323-0412

Contact Person: DAVE GUILBAULT Email: dave@adsfireservice
pro.com

Date: FEBRUARY 2, 2016

Return this by mail completed to:

Fire Marshal's Public Fire Safety Council
105 Strowger Blvd., P.O. Box 96
Brockville, Ontario, K6V 5T7



A PUBLIC EDUCATION ASSISTANCE INITIATIVE

PLEASE COMPLETE THE FEEDBACK QUESTIONNAIRE AND SUBMIT BY FEBRUARY 28, 2018 TO:

Fire Marshal's Public Fire Safety Council, 105 Strowger Blvd., P.O. Box 96, Brockville, Ontario, K6V 5T7 or fax to 1-866-379-6667. Thank You.

1. Please indicate which campaigns, programs and events these public education resources were used for to support fire safety in your community.

- Fire Prevention Week
- Learn Not to Burn
- Holiday Fire Safety
- Keeping our Kids Safe
- Remembering When
- Spring & Summer
- Swing into Summer with the Toronto Blue Jays
- Other (please provide name/description)

2. Please indicate if your department focused on a specific target group(s).

- Children
- Adults
- Seniors
- Other (please define)

3. How did the support you received from the Council enhance your public education efforts in your community?

4. Did the public education resources assist your department in delivering a NEW local campaign or initiative? Please explain.

5. Did you announce the contribution made by the Fire Marshal's Public Fire Safety Council in your community? Please tell us how by including a description or any media links.

6. Do you have any success stories you would like to share? Tell us about it and send some photos.

FIRE CHIEF NAME _____

FIRE DEPARTMENT NAME _____

NO. & STREET _____

CITY _____ PROV _____ POSTAL CODE _____

SIGNATURE _____

DATE _____



Communiqué



From the desk of:

February, 2016 # 028

Fire Chief:

1. Wow! Another busy month. Four fires in 48 hours. I really appreciate the professionalism by all firefighters. You are very dedicated and committed to protecting lives and property.
2. Discussion on the 400 MHZ radio system for the Wellington County Fire Service continues. There are still issues with the new system, however that is not impacting us.
3. We are now patching. That procedure to Patch has been given to the Station Captains. Most know how to Patch anyway. A review will be conducted at the next training session. 400 MHZ portables (3) are awaiting programming. They will be back March 1/16. Training will follow.
4. As stated previously Grey County Fire Chiefs of which I am a member have struck a Committee which will review present radios, frequencies, paging etc. **NO** changes to the radio system in Grey County will change without a full report for all chief's to review, comment and eventually approve. We have Automatic Aid agreements with Fire Services in Grey County, so it is important we all work together in the interest of **public** and **firefighter safety**. A meeting is now scheduled for March 23, 2016.
5. The Fire Marshal's Public Fire Safety Council is providing our Fire Service with a \$4000.00 in Public Education Resources materials. Project **H.O.M.E.** (Helping. Ontario. Municipalities. Educate) will certainly assist us with our Fire Prevention and Public Education initiatives. GREAT NEWS!!! A report to Council will follow shortly.
6. **ALL** Items for the Communiqué **must** be delivered to the Fire Chief **NO LATER** than the 5th of each month. Your efforts are greatly appreciated!!
7. **REMINDER.** Please advise who is **Command** when you arrive on scene. **WE NEED TO KNOW WHO IS IN CHARGE!**

“STAY SAFE”



Communiqué



FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to February 29 for the years 2015 and 2016				
	2015		2016	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except federal and First Nations properties) from January 1 to October 14	24	27	9	11
Fatal fires on federal or First Nations properties from January 1 to October 14	1	1	0	0
Total	25	28	9	11

Respectfully;

Fire Chief

“Courage is what it takes to Stand up and Speak”

**“Courage is also what it takes to Sit Down and
LISTEN”**

Sir Winston Churchill



Communiqué



ARTHUR STATION:

February Fire Report 2016

The Arthur Station responded to 10 calls for assistance during the month.

2 In Arthur

1-Alarm
1-Vehicle Collision

7 in the Township

1-Illegal burn
2-Structure Fire
1-Hydro Pole Fire
1-Vehicle Fire
2-Vehicle Collision

1- In Mapleton

1-Farm Machinery Fire

0 in Center Well.

0 in Dufferin

There were 3 Practice/ meetings:

Feb 2nd 2016, 12 members were present

Feb 16 2016, 18 members were present

Feb 23 2016, 12 members were present

Feb 2nd Officers meeting in Kenilworth

Feb 3rd, 17, and 24 Driver training was conducted

Feb 6, 7, and 26 C.P.R. and E.F.R training at Mount Forest Station

Feb 11th Public Education Meeting at Mount Forest Station

Respectfully submitted by,

Bill Hieber



Communiqué



MOUNT FOREST STATION:

February Fire Report 2016

The Mount Forest Station responded to 22 calls for assistance during the month.

10 In Mount Forest

6- Medical
1-Alarm
1-C/O Smoke Alarm
1-Vehicle Fire
1-Garbage Compactor Fire

5 in the Township

2-Structure Fire
1-Vehicle Collision
2-C/o Smoke Alarm

6 In Southgate

1-Structure Fire
1-Vehicle Fire
1-Grease Stove/Fire
2-Vehicle Collision
1-C/O Smoke Alarm (Propane Leak)

1 in West Grey

1-Vehicle Collision

0 in Minto TWP

There were 3 meetings/practice

Feb 2nd 2016, 9 members present

Feb 16 2016, 12 members present

Feb 23 2016, 16 members present

Feb 2nd Officers meeting in Kenilworth

Feb 11 Public Education meeting at Mount Forest Station

Feb 26 C.P.R and E.F.R Training

Respectfully submitted by,
Acting Station Chief
Bill Hieber



Communiqué



Fire Prevention/Public Education

2 Request Inspections

Mount Forest.

1 Complaint Inspection. No Co Alarm. Arthur.

Fire Safety Plan Reviews.

4 Approvals.

4 Invoiced.

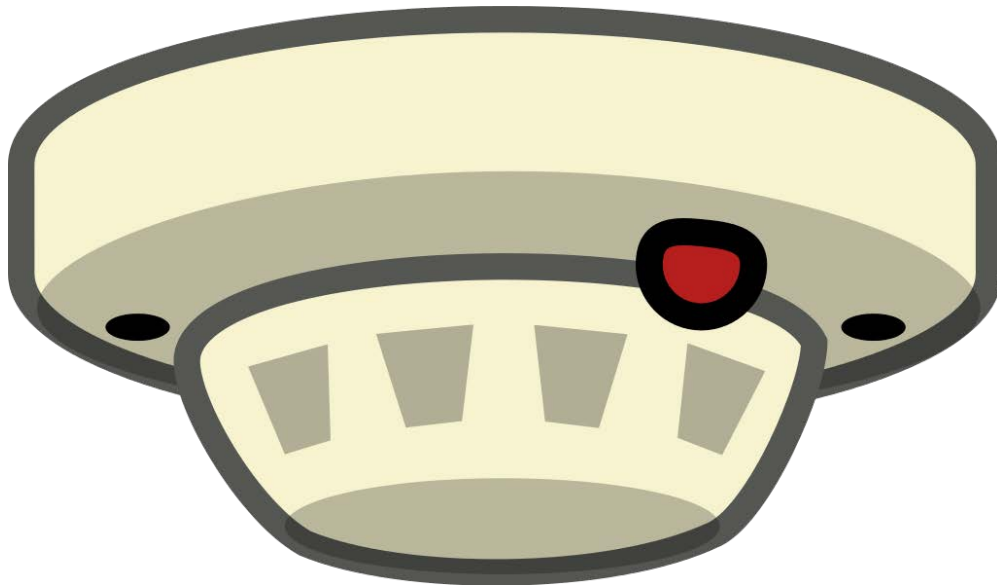
4 Fire Investigations

(2) Mount Forest, (1) Southgate, Arson

(1) Damascus. By-law violation. Invoiced.



Communiqué



“CHANGE YOUR *CLOCK*”

“CHANGE YOUR *BATTERY*”



Communiqué



TRAINING DIVISION:

Hello Wellington North Fire.

First, Good job to all, completing the **Emergency First Responder** course. Done for another year. We are also under budget which is always good!!

The weather is improving so training will take us outdoors very soon. PLEASE review ladder raises when you get a spare moment. We need some fine tuning in that area.

REMINDER, about truck placement. Please review SOG 209. I could save your life! If you require a copy please see your Station Coordinator.

Recruit training 2016 will begin March 19th and 20th. CAO Mike Givens and the Fire Chief will be attending some of the sessions. I truly appreciate the interest of our CAO. Not many would make themselves available on a Saturday or Sunday. Thank you Sirs.

If I have missed anything let me know. Will catch up next Communiqué.

Thanks

Mike Lucas
Training Committee Chair
Just don't be Safe,
Make it Safe



Communiqué



COMMITTEES:

Public Education

The Public Education Committee met this month in Mount Forest. The Committee reviewed the Public Ed. Calendar that Arthur has established. Will be posted when finalized. Earth day will be our first public activity, followed by the Arthur Duck Race. An Activity Calendar will be established for Mount Forest and calendars will be posted at each fire station. A reminder, that we are one and must help each other. Our next meeting will be after the new FPO is hired.

Marco Guidotti.

Chair

“SAVING LIVES THROUGH EDUCATION”



Communiqué



Truck and Equipment

Hello everyone. The Annual Inspections/Safety checks are now complete on all trucks. There are still a few minor repairs required (not related to safety) which will be completed over the next several months. The Chief will up-date us via email or lam Responding. The Budget will be passed shortly and we will then proceed with our equipment requirements for this year.

We are also looking at Power Lifts for the porta tanks on the tankers. There are concerns that the present porta tank holders are too high and do not remove easily and quickly enough. Regardless of what is done, there will be consistency with the storage application. Thanks.

Curtis Murphy
Committee Chair.



Communiqué



Health & Safety

OH&S meeting was held February 9th, 2016 at the Mount Forest Station. The following were points of discussion:

Review previous minutes: No issues or concerns.

OH&S concerns: The batteries in the Scott Air Packs must be changed bi-annually. The dates decided were June 15th and December 15th of each calendar year.

Injury up-date: Firefighter with minor cut to thumb. No loss of time. All appropriate forms submitted.

Projects: ALL S.O.G's are being reviewed. All Section 21 guidance notes are being up-dated. Manuals for each station will be provided.

New Business: Station workshops are untidy. Require more attention.
Stn.120 rear door open/close button to be installed in Mount Forest radio room.
Floor plan for each station being developed for each station. Matt James to prepare and submit to committee.

Next Meeting: May, 2016. Arthur.

Regards
OH&S Committee





Communiqué



Nothing to Report from the Coordinators





Communiqué



Emergency First Responder Training: NOW COMPLETE.

Well done folks. Your cards will be arriving shortly.
Thanks

Teamwork

Please have all monthly reports submitted by the 5th of each. To:

dave@adsfireservicepro.com

Next communiqué will be April 8th, 2016



“Pride and Passion”

Steve Chambers
392346 Grey Road 109
RR 2
Holstein, ON
N0G 2A0

March 8, 2016

To Whom It May Concern:

The Mount Forest Renegades mixed slo-pitch team is requesting permission to run a mixed 3-pitch tournament with bar on June 17 and 18, 2016. This will take place on the Optimist and Kinsmen ball diamonds in Mount Forest, ON. The agricultural barns have been reserved to be used as tournament headquarters. The Mount Forest Legion is looking after the bar and the legalities behind the license. We are both sharing the cost of purchasing PAL insurance. There will be Smart serve bartenders running the bar at all times.

Our hope is to raise some money for a local family in need. The previous six years this this tournament has raised over \$24, 000 towards local community needs.

Please advise if further information is needed.

Regards,

Steve Chambers

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

BY-LAW NUMBER 022-16

**BEING A BY-LAW TO AMEND BY-LAW 99-10 BEING A BY-LAW
TO APPOINT FENCE VIEWERS AND FIX THEIR REMUNERATION**

WHEREAS the Township of Wellington North enacted By-law Number 99-10, being a by-law to appoint fence viewers and fix their remuneration;

AND WHEREAS one of the fence viewers is unable to continue acting in the capacity of fence viewer;

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

THAT By-law 99-10 be amended by removing Glenn O'Rourke as a fence viewer for the municipality of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 21st DAY OF MARCH, 2016.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

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

BY-LAW NUMBER 023-16

BEING A BY-LAW TO REPEAL BY-LAW 99-22 BEING A BY-LAW TO APPOINT AN INSPECTOR FOR PORTIONS OF THE BUILDING CODE ACT AND REMUNERATION

WHEREAS the Township of Wellington North enacted By-law Number 99-22, being a by-law to appoint an Inspector for portions of the Building Code Act and remuneration (MacKinnon)

NOW THEREFORE the Council of the Corporation of the Township of Wellington North hereby repeals By-law Number 99-22.

This by-law shall come into force upon the date of its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 21st DAY OF MARCH, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 024-16

**BEING A BY-LAW TO APPOINT A TREASURER FOR THE
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 286.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 286 provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.

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

1. That Kimberly A. Henderson is hereby appointed as Treasurer of The Corporation of the Township of Wellington North, responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:
 - (a) collecting money payable to the municipality and issuing receipts for those payments, and
 - (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
 - (c) paying all debts of the municipality and other expenditures authorized by the municipality, and
 - (d) maintaining accurate records and account of the financial affairs of the municipality, and
 - (e) providing the Council with such information with respect to the financial affairs of the municipality as it requires or request, and

By-law No. 24-16
Page 2 of 2

- (f) ensuring investments of the municipality are made in compliance with the regulations made under the Municipal Act, 2001 Section 418, and
 - (g) perform such duties as set out on Schedule "A" attached hereto which forms part of this by-law (Township of Wellington North – Treasurer – Finance Department).
2. This By-law shall come into force and take effect on the 21st day of March, 2016.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
21ST DAY OF MARCH, 2016**

ANDY LENNOX, MAYOR

KARREN WALLACE, CLERK

**TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 024-16
SCHEDULE "A"**



TOWNSHIP OF WELLINGTON NORTH

Department	Administration
Position Title	Treasurer
Reports To:	Chief Administrative Officer
Location:	Municipal Offices, Kenilworth

1. Purpose of Position:

The Treasurer is responsible for the Finance Department and all related legislated duties. As department head, the Treasurer is responsible for fulfillment of all departmental responsibilities and maintenance of budget. Working as part of the Interdepartmental Management Team, the Treasurer will assist the Chief Administrative Officer to ensure that service delivery and general government operations are carried out in a cost efficient, effective and customer friendly fashion and meeting all statutory obligations and municipal standards.

2. Specific Duties

a) Departmental Management

Responsible for the effective utilization of staff; and makes recommendations to the Chief Administrative Officer for proper use of personnel policies that govern the hiring, promotion, demotion, suspension, reassignment and dismissal of staff.

Exercises general direction over the Finance Department, including the development and training of Treasury staff and works closely with members of the Interdepartmental Management Team to ensure a high level of communication and co-ordination between departments on policy and operational issues.

b) Treasurer

Performs the statutory duties of the Treasurer as set out in the Municipal Act and other applicable legislation including preparation for and supervision of annual audit.

Prepares yearend Financial Statements, the Financial Information Return, and Municipal Performance Measurements Program report.

Develops and recommends annual operating and capital budgets to Council through the Chief Administrative Officer and when approved, administers the budget working closely with all departments throughout the budget year.

Calculates and recommends to Council the annual tax rate resulting from the budget.

Secures necessary banking services including borrowing arrangements.

Presents for Council approval all accounts payable. Co-signs cheques for accounts payable, as required, following approval by Council.

Monitors federal/provincial programs and grants and, in conjunction with Department Heads, makes application on behalf of the municipality; administers grants as received.

Prepares financial statements for council reporting on operating performance versus budget expectations, noting variances and providing follow up as directed by Council.

Administers the Tile Drainage Program.

Ensures that effective accounting and information systems are in place to record all financial transactions.

Manages all accounting systems, including receivables, payables, payroll and taxation.

Acts as Deputy Tax Collector, in the absence of the Deputy Treasurer/Tax Collector.

In consultation with the Deputy Treasurer/Tax Collector, reviews tax arrears delinquent accounts, carrying out collection procedures.

Invests municipal funds, making buy and sell decisions as warranted.

In consultation with the Chief Administrative Officer and Department Heads, manages securities held by the municipality.

In consultation with the Chief Administrative Officer, administers the municipal insurance program, dealing with carriers to obtain best rates, ensuring adequate coverage and risk management.

Manages the purchasing function, ensures that equitable and effective tendering procedures are observed.

In consultation with the Chief Administrative Officer, responsible for overseeing the IT function.

Responsibility for overall Water & Sewer processing and collection system, if assumed.

c) Policy Development

Assists the Chief Administrative Officer in advising Council and its Committees on the feasibility, desirability and cost of proposed programs, policies and by-laws; ensures when possible, that council is provided with options on proposals to facilitate good quality policy decision-making.

3. WORK COMPLEXITY

Accountability & Decision-Making Authority:

Accountable to the Chief Administrative Officer for fulfillment of all responsibilities of the Finance Department and all legislated duties of the Treasurer. Exercises full day to day authority for the operation of the Finance Department.

Equipment Operation/Materials Handling/Safety Measures:

General office environment

Works with a full range of office equipment including computers.

Effort and Working Conditions:

Irregular hours with substantial amount of evening work.

Stress is key factor, associated with level of responsibility, financial authority; deadlines and task management are major components of work effort.

Communications/Contacts:

Maintains a diverse range of contacts within the municipality and the municipal sector (i.e. County officials/neighbouring municipalities), federal/provincial agencies and insurance carriers.

Other:

Complexity and changing nature of legislative/regulatory environment within which Township operates.

4. QUALIFICATIONS

Education:

University or College degree in Business, Economics or accounting, or a professional accounting designation (eg. CA, CMA, or CGA)

Specialized Knowledge/Skill Requirements:

AMCT designation

Minimum 5 years of municipal finance experience

Municipal Management certification an asset

Highly developed organizational and analytical skills

Excellent communications and customer service skills

Excellent computer skills

Ability to manage people

Team Player

5. WORKING RELATIONSHIPS

Reports To: Chief Administrative Officer

Supervises: Deputy Treasurer/Tax Collector and all staff within the Finance/Treasury Department

6. HOURS OF WORK

Regular hours are 8:30 a.m. to 4:30 p.m., as well as evening hours for Council meetings. Meetings of other committees and/or other public meetings may, from time to time, require the attendance of the Treasurer.

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

BY-LAW NUMBER 025-16

BEING A BY-LAW TO AMEND BY-LAW 030-15 BEING A BY-LAW TO PROVIDE FOR DRAINAGE WORKS IN THE TOWNSHIP OF WELLINGTON NORTH FOR THE MAINLAND DRAINAGE PROJECT, BRANCH B

WHEREAS the Council of the Township of Wellington North passed By-law 030-15 to approve a report dated January 30, 2015 by K. Smart Associates Limited which estimated the costs of constructing the drainage works, including engineering costs to be \$43,105.00;

AND WHEREAS the work has been completed and the actual cost of construction of the drainage works is \$48,420.96;

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

THAT By-law 030-15 be amended as follows:

THAT the assessments for the cost of the Mainland Drain project be in accordance with Schedule "C" of the report dated January 30, 2015 by K. Smart Associates Limited and as updated in accordance with the actual assessments on completion of the work.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 21st DAY OF MARCH, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 026-16

**BEING A BY-LAW TO AMEND BY-LAW 96-14 BEING A BY-LAW
TO CONSTITUTE AND APPOINT A COMMITTEE OF ADJUSTMENT
FOR THE CORPORATION OF THE TOWNSHIP OF WELLINGTON
NORTH**

WHEREAS the Township of Wellington North enacted By-law Number 96-14,
being a by-law to appoint a Committee of Adjustment;

AND WHEREAS the members of Council were appointed to membership on the
Committee of Adjustment

AND WHEREAS one of the members resigned from their position as Councillor
and a by-election was held to fill the position of Councillor.

NOW THEREFORE the Council of The Corporation of the Township of Wellington
North hereby **ENACTS AS FOLLOWS:**

THAT By-law 96-14 be amended by removing Councillor Mark Goetz as a member
of the Committee of Adjustment for the municipality of Wellington North;

AND FURTHER THAT Councillor Lisa Hern hereby be appointed as a member of
the Committee of Adjustment.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 21st DAY OF MARCH, 2016.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**



March 3, 2016

In This Issue

- 2016 P.J. Marshall Award submissions due April 29.
- Barn fires and other farm emergencies.
- Five EBR postings for consultation on Provincial Policy Statement implementation.
- Showcase your company at the AMO Conference.
- Capacity, Communication & Collaboration.
- Municipal councillor financial literacy.
- Join LAS at one of our spring information sessions.
- Hamilton resolution concerning restrictions on payday loans.
- Burpee and Mills request concerning Conservation Land Tax Incentive Program.
- Careers with Orangeville, Durham and York Region.

AMO Matters

Submit your municipal government project that demonstrates excellence in the use of innovative approaches to improve capital and/or operating efficiency and to generate effectiveness through alternative service delivery initiatives and partnerships. Apply for the 2016 P. J. Marshall Municipal Innovation Award today! Deadline April 29, 2016.

Provincial Matters

OMAFRA encourages farmers to develop a contingency plan for emergency situations. Visit Deadstock Disposal for information on contingency deadstock planning. Visit Farm Safety for useful resources, including information on preventative maintenance for farm buildings and OMAFRA's book, "Reducing the Risk of Fire on Your Farm." OMAFRA environmental specialists and engineers can give guidance on managing deadstock. You can also contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

The five EBR proposals would impact: "complete application," EBR Registry No. 012-6823; enhanced notice, EBR Registry No. 012-6824; OMB record for minor variances, EBR Registry No. 012-6825; rename and amend the development permit system, EBR Registry No. 012-6826; and transition of specified Bill 73 amendments to the *Planning Act*, EBR Registry No. 012-6827.

AMO/LAS Events

Get the attention of the valuable Ontario municipal market and stand out from your competition. With signage, giveaways, booth space and more, you can stay top of mind with municipal leaders and the decision makers throughout the AMO Conference. Start your exhibitor application today.

Registration is now open for the 2016 Asset Management Symposium. This year's event will explore topics related to "Capacity, Communication and Collaboration", the three C's of your municipal AMP. Join LAS and MFOA at the JW Marriott Muskoka Resort, April 7 and 8, 2016 for this must attend event this Spring.

AMO-Online Learning Portal's newest course Municipal Councillor Financial Literacy is now available. This DIY course looks at: developing a strong understanding of the financial terms used in the municipal context; the importance of the long term view; tips on what to look for in reports brought to council & how to communicate with the public - all key to council success. Learn more today.

LAS will be hosting 8 **no-cost** Town Hall information sessions across the province between March 10th and May 19th. Join us and [discover how LAS helps municipalities Save Money, Make Money & Build Capacity](#).

Municipal Wire*

[Hamilton resolves](#) to request the Minister of Government and Consumer Services to make it a criminal offence to charge more than 30% interest per annum and the Minister of Social Services to implement restrictions on the usage of Ontario Works and Ontario Disability benefits for payday loans.

The [Township of Burpee and Mills requests](#) the Province to find a resolution to the financial shortfalls to municipalities created by Provincial incentive programs such as the Conservation Land Tax Incentive Program (CLTIP).

Careers

[Treasurer - Town of Orangeville](#). Please submit your resume to Ms. Sarah Alexander, Human Resources Assistant, no later than 4:30 p.m., Wednesday, March 16, 2016. Applications may be submitted [online](#), emailed to hr@orangeville.ca (please quote job title in subject line), or submitted in person at the Town Hall.

[Two Open Manager Positions - Region of Durham](#). Manager, Purchasing - Job ID 7609. Manager, Corporate Asset Management - Job ID 7610. Both positions report to the Director of Financial Planning and Purchasing. To learn more about these opportunities, please visit Region of [Durham Employment Opportunities](#).

[Senior Policy and Budget Advisor #18711 - York Region](#). Location: Finance Department, Office of the Budget, Newmarket. Please apply online at [York Region Careers](#) by March 14, 2016, quoting competition number 18711.

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.



March 10, 2016

In This Issue

- 2016 P.J. Marshall Award submissions due April 29.
- Asset Management Symposium to look at 3Cs.
- Stand out from the crowd this August.
- Online learning for the busy municipal councillor.
- Join LAS at one of our spring information sessions.
- Goderich invites you to the 63rd Annual OSUM Conference.
- Stratford resolution concerning the Social Assistance Management System (SAMS).
- Careers with Ontario Public Service and Fort Frances.

AMO Matters

Submit your municipal government project that demonstrates excellence in the use of innovative approaches to improve capital and/or operating efficiency and to generate effectiveness through alternative service delivery initiatives and partnerships. Apply for the 2016 P. J. Marshall Municipal Innovation Award today! Deadline April 29, 2016.

AMO/LAS Events

Capacity, Communication and Collaboration are the three C's of your municipal Asset Management Plan. Join LAS at the JW Marriott Muskoka Resort April 7 and 8, 2016 for this must attend event this Spring. Need a reason to attend – check out five reasons and register today.

Get the attention of the valuable Ontario municipal market and stand out from your competition. With signage, giveaways, booth space and more, you can stay top of mind with municipal leaders and the decision makers throughout the AMO Conference. Start your exhibitor application today.

Online learning should be a part of every councillor's professional development plan. The AMO Online Learning Portal (AMO-OLP) has courses on: Land Use Planning; Asset Management; Municipal Councillor Financial Literacy and coming soon Municipal Property Assessment and Taxation. Learn more about the courses and how you can start learning today!

LAS will be hosting **8 no-cost** Town Hall information sessions across the province between March 10th and May 19th. Join us and discover how LAS helps municipalities Save Money, Make Money & Build Capacity.

Municipal Wire*

The Town of Goderich invites you to the 63rd Annual OSUM Conference, to be held May 4-6, 2016. Known internationally as the "prettiest town in Canada", Goderich is renowned for its natural heritage, peaceful waterfront, and unique downtown square. The theme of the conference is "Are you Prepared?" Please plan to attend. Registration information is available on the OSUM website.

The City of Stratford resolves to request a timeline and a plan from the Ministry of Community and Social Services for how the Ministry intends to implement the Social Assistance Management System (SAMS) recommendations from both PricewaterhouseCoopers and the Auditor General in order to provide a permanent fix to the SAMS system.

Careers

Senior Policy Analyst - Ontario Public Service. Location: Property Tax Policy Branch, Ministry of Finance, Toronto. Please apply online, only, by Tuesday, March 29, 2016, entering Job ID 90153 in the Job ID search field and following the instructions to submit your application.

Chief Administrative Officer - Town of Fort Frances. Qualified candidates may apply by email, online, or in-person by 4:00 p.m. (Central Time), Friday, April 8, 2016. Applications can be addressed to Aaron Petrin, Human Resources Manager, Town of Fort Frances at apetrin@fort-frances.com. Please visit Fort Frances Employment Opportunities for more information.

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.

Filed with the Registrar of Regulations
 Déposé auprès du registrateur des règlements

MAR 03 2016

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 Numéro (Règl. de l'Ont.)

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 1-MFL

CONFIDENTIAL
 Until filed with the
 Registrar of Regulations

ONTARIO REGULATION
 made under the
FISH AND WILDLIFE CONSERVATION ACT, 1997
 Amending O. Reg. 663/98
 (AREA DESCRIPTIONS)


1. Schedule 1 to Part 7 of Ontario Regulation 663/98 is amended by adding the following:

South Bruce, Municipality of	Bruce
.	
Tiny, Township of	Simcoe
.	
Wellington North, Township of	Wellington

Commencement

2. This Regulation comes into force on the later of April 1, 2016 and the day it is filed.

Made by:



 Signature (in blue ink)
 Minister of Natural Resources and Forestry

Date made: March 2 2016



DSWP Newsletter

Amended Source Protection Plan Consultation January 12 – March 7, 2016

Consultation activities include:

- Media Release to local media outlets
- Landowners in the Events-based Areas were sent information packages
- Landowners in the Water quantity policy area were sent information packages
- Two public meetings were held; on February 3 at Grey Sauble Conservation Authority in Owen Sound and on February 9 at the Plex in Port Elgin. Interested landowners, Source Protection Committee members and municipal staff attended these events.
- Stakeholders including: municipal and county CAOs/Clerks, Source Protection Authorities, local First Nations, neighbouring Source Protection Region and policy applicable Provincial Ministries were sent notice letters and information.

This Source Protection Region is the first to prepare an amendment to their Source Protection Plan for submission to the Ministry of the Environment and Climate Change. The process is similar in many ways to previous document submissions to the Province for approval. For an amendment under section 34(3) of the *Clean Water Act, 2006*, a municipal council resolution is required from affected municipalities endorsing the proposed amendments to the Source Protection Plan in the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region. It is important to note that these policies were developed to address significant drinking water threats. If not addressed through this amendment to the Source Protection Plan, then existing municipal responsibilities under the *Safe Drinking Water Act* still apply.

The proposed amendments are currently posted for public consultation. The proposed amendments to the approved Source Protection Plan include new Events-based area policies and maps for fuel threats to Great Lakes intakes, new policies to address water budget technical work and water quantity threats for the Municipality of Brockton.

New Events-based area policies are directed towards protecting Great Lakes intakes in Kincardine, Lion's Head, Meaford, Owen Sound, Southampton, Thornbury and Wiarton based on modelling results from fuel spills that have the potential to impact drinking water sources. A Technical Advisory Working Group with representation from all the municipalities using Great Lakes intakes in this Source Protection Region was assembled to look at these Events-based Areas. Together with Drinking Water Source Protection staff and Source Protection Committee members, the Working Group reviewed the technical work and drafted the policies. These policies are meant to manage the activities so that they cease to be significant drinking water threats to municipal drinking water sources.

Additional updates of note for the Source Protection Region include:

- Tier 3 Water Budget technical work that has resulted in water quantity threat policies for the Municipality of Brockton. These policies will be reviewed with the Municipality of Brockton and all affected property owners.

- Other minor grammatical and wording changes were also made along with minor changes to some threat policies to help clarify implementation requirements for implementing bodies. Of note the snow threat policies: 14-01, 14-02 have been updated to more clearly identify storage area and whether the snow storage is for a surface water or groundwater system based on the Tables of Circumstances to save the reader the step of finding and referencing the Tables for these policies.

Municipal Role in Implementation – Source Protection Plan comes into effect July 1, 2016

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

Ministry of the Environment and Climate Change update

New Source Water Protection Map now available on <https://www.ontario.ca/page/source-protection> or <http://www.applications.ene.gov.on.ca/swp/en/>

This interactive map provides the first provincial view of the more than 970 wellhead protection areas and 150 intake protection zones within the source protection areas in Ontario.

You can access over 20 layers of information every time you do a customised search. For the first time, the public will be able to see the wellhead protection areas and intake protection zones of the lakes, rivers and aquifers that supply their drinking water. This tool provides them with information needed to make informed property-based decisions. As well, this tool will help ministries and other agencies implement source protection plan policies.

Source Protection Municipal Implementation Funding now extended to include local intakes

Moving forward, the Ministry of the Environment and Climate Change have considered recommendations that project managers and chairs have shared with them for consideration and are pleased to offer additional flexibility measures under SPMIF, which include:

- Travel, Meals and Accommodations (to support municipally-appointed RMOs)
- Equipment (in support of conducting inspections and preparing RMPs)
- Training (to support municipally-appointed RMOs)
- Non-Lead Implementing Body Responsibilities (to support collaborating opportunities)
- Pooling of Funds (to support further collaboration opportunities)

- Three-Month Spending Extensions (to provide additional time)

Funds can be used as they relate to policies which specify that the municipality is required to implement one or more of the following significant drinking water threat policies:

- Policies for the purpose of Part IV of the Clean Water Act, 2006;
- Policies that govern Planning Act decisions;
- Policies that establish education and outreach programs; or
- Policies that specify other types of actions the municipality is required to take.

An infosheet has been posted with more frequently asked questions for this funding at <http://www.waterprotection.ca/municipal.htm>

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

- Additional Resources from MOECC - <http://www.ontario.ca/page/source-protection>

Drinking Water Protection Zone Road Signs

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

Contact:

Teresa McLellan, Liaison Officer, Source Protection Programs Branch, Ministry of Environment & Climate Change,

teresa.mclellan@ontario.ca 1-519-873-5113



In Clarksburg, you will find one of this Region's Drinking Water Protection Zone signs

Meetings and key dates

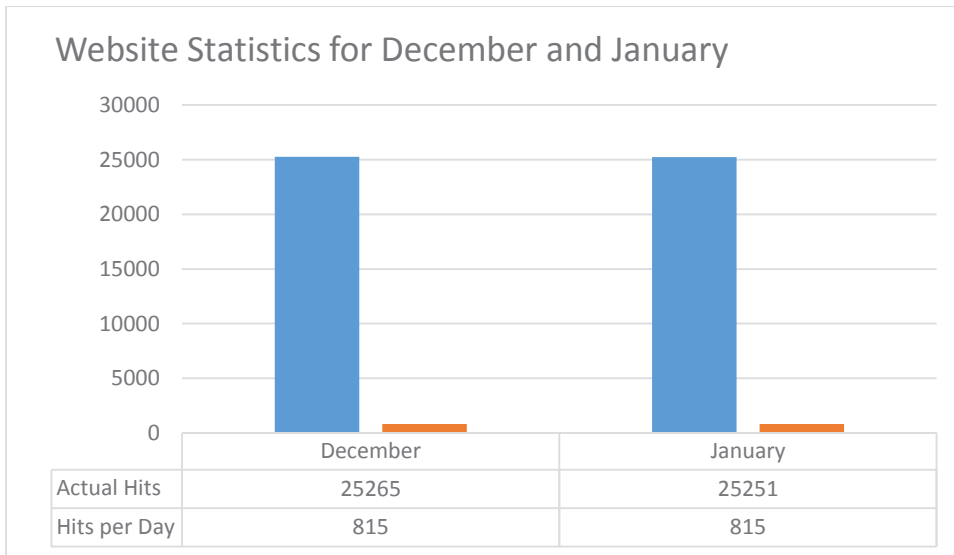
Source Protection Committee Meeting, on March 18, 2016, 9:30-1:00 pm. Agenda will be posted to www.waterprotection.ca when available. The meeting is open to the public.

Website statistics for December 2015 and January 2016

The following two charts represent the website hits or visits for each of the last two months. The chart displays the total actual hits for the month in blue and the average hits or visits per day in orange.

To optimize accuracy, the hits/visits to the www.waterprotection.ca website have been corrected to remove any search engine/robot type software not associated with an actual person visiting the site. The top visited pages and downloaded items for the www.waterprotection.ca website were:

- Taking Care of Your Drinking Water – A Guide for Members of Municipal Councils
- Approved Source Protection Plan – Complete Text
- Explanatory Document – Appendix A3 Comments from Implementing Bodies and Public from previous document consultation
- Municipal implementation responsibilities section of Municipal page
- Source Protection Plan maps for Owen Sound and Warton Events-based Areas
- Watershed Maps for Grey Sauble Conservation Authority



Municipal Toolbox Items

Visit <http://waterprotection.ca/municipal.htm> for resources and administrative items that can be viewed, downloaded and/or personalized for municipal implementation

Try out the local Drinking Water Source Protection Public Mapping site available at [Interactive Vulnerable Areas Mapping Application](http://www.waterprotection.ca) link at www.waterprotection.ca

You can view the Source Protection Region and see each Wellhead Protection Area (WHPA) and Intake Protection Zone (IPZ). When you select a coloured area, a chart will appear with the system name, WHPA or IPZ name, vulnerability score, status and references where applicable. This information is a useful tool when reviewing the Source Protection Plan policies. In Chapter 5 of the Source Protection Plan there are tables for each vulnerability score and zone to make finding the policies that apply to a property quicker. Chapter 6 contains the policies.

Resources for Risk Management Staff to share with Agricultural Property Owners:

The Ontario Federation of Agriculture (OFA) and its Ontario Farm Environmental Coalition (OFEC) partners are pleased to provide readers with an electronic copy of the Farm Source Water Protection Framework and Report Template.

The template has been posted as a downloadable document to facilitate its use by farmers.

<http://www.ofa.on.ca/issues/overview/source-water-protection-framework>

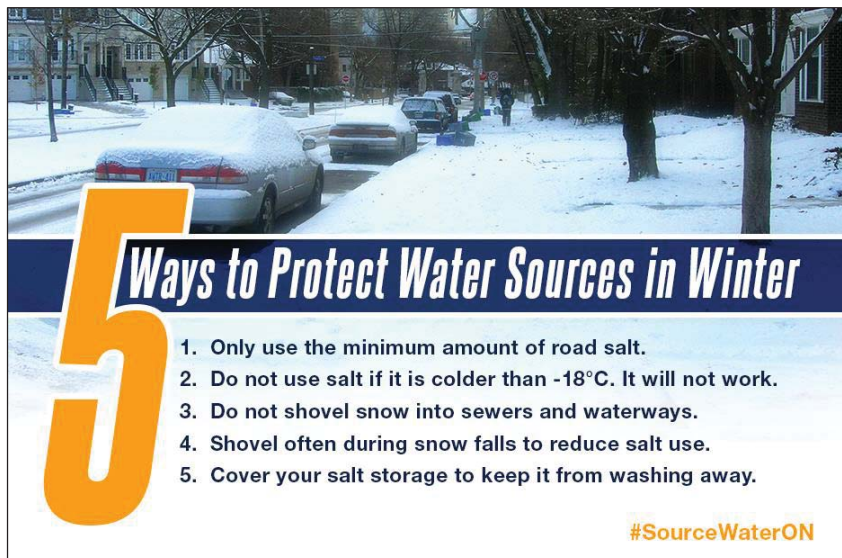
Please note that not all policies in the local Source Protection Plan are addressed using this document but it is a starting point for the negotiation process with the local Risk Management Staff.

Education and Outreach Resources

– valuable tools when talking to landowners and preparing them for implementation

Available through Conservation Ontario's website <http://conservation-ontario.on.ca/library>

- ◆ General Source Water Protection Messages
- ◆ Hazardous Liquids
- ◆ Road Salt/Snow Storage
- ◆ On-site Sewage (Septic) Systems
- ◆ Agriculture, Nutrients and Pesticides
- ◆ Heating and Liquid Fuels
- ◆ Education and Outreach Campaign-in-a-Box toolkit - (e.g. social media strategies, plans and infographics)
- ◆ Infographics like the one below can be used in tax statements, mailings and on municipal social media and websites – contact Karen Gillan if you would like this graphic, others will be featured in future newsletters and on Drinking Water Source Protection website, Facebook and Twitter feeds



Glossary of Common Drinking Water Source Protection Terms and Initialisms

EBA = Events-based area, is part of the IPZ-1, IPZ-2, IPZ-3 where activities under the modelled conditions may be considered a threat to drinking water sources. IPZs don't overlap each other, an EBA can overlap the IPZs.

IPZ-Q= Intake Protection Zone, is a zone established around a municipal surface water intake as prescribed by the Technical Rules: *Clean Water Act, 2006*. The IPZ-1 is a circle that has a radius of 1000 metres (1 km) from the crib of the surface water intake that serves as the source or entry point of raw water supply for the system. The Assessment Report identified that where the area delineated includes land, the IPZ-1 included a setback on the land of up to 120 metres and the area regulated by Conservation Authorities where applicable, where the 1000 m circle touches the land. An area known as IPZ-2 was delineated in the Assessment Report based on an area where a modelled contaminant released would take two hours to travel to the intake. It includes the onland area that drains to the surface water intake, using both natural features and water management infrastructure. IPZ-3 includes the area where a contaminant could reach the intake during an extreme event such as a flood (not all intakes will have an IPZ-3). IPZ-Q, corresponds to the drainage area that contributes surface water to an intake, and the area that provides recharge to an aquifer that contributes groundwater discharge to the drainage area. Part VI.7 of the Technical Rules specifies the rules with respect to the delineation of IPZ-Q (Matrix, 2016).

Vulnerability score = a score representing the susceptibility of an area to contamination. These scores are based on Technical Rules: *Clean Water Act, 2006*, where 10 is the most vulnerable and 2 is the least vulnerable. In a wellhead protection area (WHPA), significant threats are possible where the score is greater than 8 (dense non-aqueous phase liquids can be significant in WHPA-A, B or C).

WHPA = Wellhead Protection Area is one of four types of vulnerable areas identified in the *Clean Water Act*. It is the zone around a drinking water well. The WHPA-A is the 100 metre circle centred on the wellhead. The WHPA-B is the two year time-of-travel. WHPA-C is the five year time-of-travel. WHPA-D is the 25 year time-of-travel. WHPA-E is associated with a GUDI (groundwater under the direct influence of surface water) well is the area within which the surface water could reach the well within two hours.

WHPA-Q (local area) is associated with an area that has a water quantity threat; WHPA-QI is mapped as the combined area of the cone of influence of the well and the whole of the cones of influence of all other wells that intersect that area.

DWSP
Newsletter

Drinking Water Source Protection

237897 Inglis Falls Road

Owen Sound, ON N4K 5N6

Phone: 519-470-3000 Toll free: 877-470-3001 Fax: 519-470-3005

Editor: k.gillan@waterprotection.ca

www.waterprotection.ca

<https://www.facebook.com/pages/Drinking-Water-Source-Protection>

https://twitter.com/DWSP_Saugeen

Great Lakes Agricultural Stewardship Initiative (GLASI)

March 24
1-4 PM

Durham Town Hall

185 George ST. W., Durham (beside Fire Hall)

**Come out and hear about the GLASI
Program and the new SVCA Cover Crop
Incentive Program**

Sessions Include:

Lois Sinclair, OSCIA Regional Lead: GLASI cost-share
opportunities

Certified Crop Advisors (CCAs): Farmland Health
Checkup process

Ian McCormick, Agricultural Outreach Coordinator,
SVCA: incentive programs for cover cropping

Open Forum Discussion

Questions?

Ian McCormick, Ext. 249
i.mccormick@svca.on.ca
519-367-3040

A great chance to learn about and book
your farmland health checkup with
your local approved CCA.

Refreshments provided.



Coffee, Crops & Doughnuts

Morning “Tail-Gate” Sessions

Topics Include:

- ✓ Cover Crop Options
- ✓ Controlled Farm Traffic
- ✓ Phosphorous Cycling
- ✓ Fertility Strategies
- ✓ Innovative Cover Crop Strips
- ✓ No-till – “Making it Work”
- ✓ Benefits of Berms

July - August 2016

Exact dates TBA

Have something to share?

Be a host!

Ian McCormick, Ext. 249
i.mccormick@svca.on.ca
519-367-3040



www.svca.on.ca

Farmland Forever

Help Make it Happen!



2016 Farmland Forum



A day of networking, sharing and learning about the policy innovation & practical actions helping to make *Farmland Forever* a reality in Ontario.

Join us for presentations & discussion on:

- Provincial and municipal priorities for farmland protection planning
- Case studies of leading land protection initiatives in Ontario
- Inspiring land protection stories from the U.S.

Forum Details

Date: Friday, April 8, 2016

Time: 10:00 am - 6:00 pm

Place: Bingemans Conference Centre,
Kitchener

Cost: \$110 early-bird rate by March 25th;
\$90 for OFA, CFFO, NFU members;
\$60 for students
(includes lunch & dinner)

Who should attend?

- Land Conservation Enthusiasts
- Farmers
- Land Use Planners
- Researchers
- Provincial Policy Makers
- Municipal Councillors

Tickets

To reserve your seat:

www.ontariofarmlandtrust.ca

519-824-4120 x 52654

info@ontariofarmlandtrust.ca

2016 Forum Supporters:



Attorney General
 McMurtry-Scott Building
 720 Bay Street
 11th Floor
 Toronto ON M7A 2S9
 Tel: 416-326-4000
 Fax: 416-326-4016

Procureure générale
 Édifice McMurtry-Scott
 720, rue Bay
 11^e étage
 Toronto ON M7A 2S9
 Tél.: 416-326-4000
 Téléc.: 416-326-4016



Our Reference #: MC-2016-1026

March 3, 2016

Ms. Karen Wallace
 Clerk
 Township of Wellington North
 7490 Sideroad 7 West
 PO Box 125
 Kenilworth, ON
 N0G 2E0

Dear Ms. Wallace:

The Honourable Kathleen Wynne, Premier of Ontario, has forwarded to me your letter regarding Bill 36, *Respecting Private Property Act, 2014*, for my response. The *Trespass to Property Act*, to which you refer in your letter, is one of my ministry's responsibilities.

The government takes seriously the concerns you express about the nuisance and damage that can be caused by trespassers, whether they are hunting or making other use of the land.

We, therefore, have a bill currently in the Legislature that will, if passed, amend the *Trespass to Property Act* to increase the maximum fine to \$10,000 and to remove the cap on damages that can be awarded to the landowner as part of the prosecution. The proposed amendments are included in the Supporting Ontario's Trails Act, 2016, Bill 100, which started Second Reading on February 18th of this year.

Not only does this proposed legislation send an important message to potential trespassers, it provides a route to obtain compensation for the harm that they may cause to the land.

I appreciate the time you have taken to bring your concerns to the government's attention. Thank you again for writing.

Sincerely,

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

Madeleine Meilleur
 Attorney General

c: The Honourable Kathleen Wynne, Premier of Ontario
 Randy Pettapiece, MPP, Perth -Wellington

OFFICE OF THE WARDEN
AND C.A.O. – CLERK
Tel : 613-966-1319
Fax: 613-966-2574



COUNTY ADMINISTRATION
BUILDINGS
235 PINNACLE ST.
POSTAL BAG 4400
BELLEVILLE –ONTARIO
K8N 3A9

RECEIVED

MAR -4 2016

TWP. OF WELLINGTON N. 3.17

February 25, 2016

Karen Wallace, Clerk
Wellington- North
P.O. Box 125
Kenilworth, ON
NOG 2E0

Dear Ms. Wallace,

Re: Your correspondence re: Bill 36, an Act to amend the Trespass to Property Act

Your correspondence was discussed by the Hastings County Council at a meeting held on February 25, 2016, and the following action was taken:

- (a) Received and filed _____
- (b) Supported X
- (c) Not supported _____
- (d) Other: _____

Yours truly,
County of Hastings

Jim Pine
Chief Administrative Officer



March 3, 2016

The Honourable Madeleine Meilleur, Attorney General
Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON
M7A 2S9

RECEIVED

MAR 10 2016

TWP. OF WELLINGTON NORTH

Dear Minister Meilleur:

Re: Bill 36, an Act to amend the Trespass to Property Act

At its meeting held the 17th day of February, 2016, Peterborough County Council passed the following resolution:

“Be it resolved that County Council supports the Township of Wellington North's resolution dated January 25, 2016 requesting that the Ministry of the Attorney General support the provisions in Bill 36 to discourage trespassing on private property.”

Thank you for your consideration of this matter.

Yours truly,

Lynn Fawn
Deputy Clerk/Office Supervisor
Telephone Ext. 397
Fax: 705-876-1730
Email: lfawn@county.peterborough.on.ca

- c: G. King, CAO County of Peterborough
Standing Committee on Justice Policy
Bill Mauro, Minister of Natural Resources and Forestry
J. Leal, MPP, Peterborough
L. Scott, MPP, Haliburton-Kawartha Lakes-Brock
Ontario Federation of Agriculture
Ontario Federation of Angler's and Hunters
K. Wallace, Clerk, Township of Wellington North

CORPORATION OF THE
TOWNSHIP OF HARLEY

R.R.#2, 093303 Hanbury Rd.
New Liskeard, ON POJ 1P0
tel: 705-647-5439 fax: 705-647-6373

March 9, 2016

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

Email: kwallace@wellington-north.com

Dear Ms Wallace:

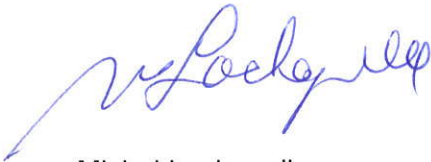
Your correspondence dated January 26th, 2016, was received by Harley Township Council at their meeting of March 8, 2016 meeting, and the following resolution was passed:

Resolution No. 2016-67

That we, the Council of the Township of Harley do hereby, support the Municipality of Wellington North Resolution number 2016-033, requesting the Minister of the Attorney General support the provisions in Bill 36 to discourage trespassing on private property.

"CARRIED"

Yours truly,



Michel Lachapelle
Clerk-Treasurer

ML/pb

From: Terry Horner [<mailto:thorner@mulmur.ca>]
Sent: March-07-16 3:00 PM
To: Karren Wallace
Subject: Bill 36

Hi Karren: Please be advised that the Council of the Township of Mulmur passed the following motion in support of your Councils' motion.

"That Council supports the resolution from the Township of Wellington North requesting that the Minister of the Attorney General support the provision in Bill 36 to discourage trespassing on private property."

Should you have any questions, do not hesitate to contact me.

Regards,

Terry Horner, A.M.C.T. | CAO/Clerk

*Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | thorner@mulmur.ca*



This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

THE CORPORATION OF THE TOWN OF ENGLEHART

NO.: COU1-16-03-

MOVED BY: *Doug Metson*

DATE: March 9, 2016

SECONDED BY: *J. Emrick*

Be it resolved, that the Council of the Town of Englehart support the Township of Wellington North's Resolution 2016-033 and requests that the Minister of the Attorney General support the provisions in Bill 36 to discourage trespassing on private property.

CARRIED

DEFEATED

SIGNATURE: *Tim Wallace*

DIVISION VOTE

	F	A		F	A
Councillor D. Metson	<input type="checkbox"/>	<input type="checkbox"/>	Councillor J. Emrick	<input type="checkbox"/>	<input type="checkbox"/>
Councillor P. Brassard	<input type="checkbox"/>	<input type="checkbox"/>	Councillor J. deLeeuw	<input type="checkbox"/>	<input type="checkbox"/>
Councillor T. Wilson	<input type="checkbox"/>	<input type="checkbox"/>	Councillor P. Burey	<input type="checkbox"/>	<input type="checkbox"/>
Mayor N. Wallace	<input type="checkbox"/>	<input type="checkbox"/>	Total	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION OF CONFLICT OF INTEREST

Disclosed his/her/their interest, abstained from discussion and did not vote on the question.

Certified to be a true copy of the original document *Laura Sena* Clerk



March 8th, 2016

EMAIL ONLY

Honourable Madeleine Meilleur
Minister of the Attorney General

Dear Minister Meilleur,

Please find attached a certified true copy of resolution #86-16 passed by the Municipality of West Grey Council on March 7, 2016, in support of the attached letters/resolutions from the Township of Wellington North and the Township of Southgate, respecting private member's bill 36.

I trust you will give this matter its due consideration.

Very truly yours,
Municipality of West Grey

Mark Turner, Hons. B.A., AMCT
Clerk

MT/mt
Encl.

Cc: Honourable Bill Mauro, Minister of Natural Resources and Forestry
Standing Committee of Justice Policy
Ontario Federation of Agriculture
Bill Walker, M.P.P. Bruce-Grey-Owen Sound
Lisa Thompson, M.P.P. Huron-Bruce
Karren Wallace, Clerk, Township of Wellington North
Raylene Martell, Clerk, Township of Southgate





Corporation of the Municipality of West Grey
Resolution

Moved by: Doug Hutchinson No. 86-16

Seconded by: John A. Bell Session: March 7, 2016

Be it resolved that, the Council of the Municipality of West Grey hereby supports the resolutions of the Township of Wellington North and the Township of Southgate Councils respecting private member's Bill 36, being an Act to amend the Trespass to Property Act, to increase certain fines in said Act;

And further that, a supporting letter be forwarded to the Standing Committee on Justice Policy, the Minister of the Attorney General, Minister of Natural Resources and Forestry, the Ontario Federation of Agriculture, local M.P.P.s, the Township of Wellington North, and the Township of Southgate.

I HEREBY CERTIFY THAT THIS
IS A TRUE COPY DATED AT
WEST GREY
THIS 8 DAY OF March, 2016
[Signature]
JAMES MARK TURNER, CLERK
CORPORATION OF THE MUNICIPALITY OF WEST GREY

Carried ✓ Defeated _____ Mayor Kevin Eccles

	For	Against
John A. Bell	<input type="checkbox"/>	<input type="checkbox"/>
Bev Cutting	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Eccles	<input type="checkbox"/>	<input type="checkbox"/>
Doug Hutchinson	<input type="checkbox"/>	<input type="checkbox"/>
Carol Lawrence	<input type="checkbox"/>	<input type="checkbox"/>
Don B. Marshall	<input type="checkbox"/>	<input type="checkbox"/>
Rob Thompson	<input type="checkbox"/>	<input type="checkbox"/>

Declaration of pecuniary interest or the general nature thereof:

CR#2
119#2



185667 Grey County Road 9
RR 1
Dundalk, Ontario
N0C 1B0
Phone: 519-923-2110 ext. 230
Email: martell@southgate.ca
www.southgate.ca

**Township of Southgate
Clerk's Department**

MEMO

DATE: February 17, 2016

FROM: Raylene Martell, Clerk

RE: Bill 36 Support

Please be advised that the following motion was passed at the February 17, 2016 Council Meeting.

Moved by Councillor Dobreen, seconded by Councillor Woodbury;

Whereas a private member's Bill 36, being an Act to amend the Trespass to Property Act has received first and second reading in the legislature and has now been referred to the Standing Committee on Justice Policy; and

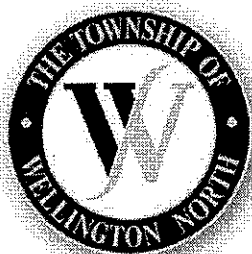
Whereas the amendments to the Act in Bill 36 include amending fines ranging from \$500.00 to \$1,000.00 under Section 2(1) b) and increasing fines to \$25,000.00 under Section 12 (1) of the Act;

Now therefore be it resolved that the Corporation of the Township of Southgate hereby supports the Township of Wellington North's Resolution 2016-033 and requests that the Minister of the Attorney General support the provisions in Bill 36 to discourage trespassing on private property; and

That copies of this resolution be sent to the Standing Committee on Justice Policy, the Minister of the Attorney General, Minister of Natural Resources and Forestry, all municipalities in Ontario, MPP Bill Walker, the Ontario Federation of Agriculture, the Ontario Federation of Angler's and Hunters, and the County of Grey and its municipalities. **Carried.** No. 154-16

Kind regards,

Raylene Martell, Clerk



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

Plan to
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January 26, 2016

RE: Bill 36, an Act to amend the Trespass to Property Act

At the regular meeting of Council for the Township of Wellington North held January 25, 2016 the following resolution was passed:

RESOLUTION 2016-033

Moved by: Councillor Burke
Seconded by: Councillor McCabe

WHEREAS the Township of Wellington North recently passed a resolution to permit Sunday Gun Hunting in Wellington North be effective April 1, 2016;

AND WHEREAS in the process of public consultation on permitting Sunday Gun Hunting in the municipality, the issue of trespassing on private property by the general public and hunters was raised;

AND WHEREAS a private member's Bill 36, being an Act to amend the Trespass to Property Act has received first and second reading in the legislature and has now been referred to the Standing Committee on Justice Policy;

AND WHEREAS the amendments to the Act in Bill 36 include amending fines ranging from \$500.00 to \$1,000.00 under Section 2(1) b) and increasing fines to \$25,000.00 under Section 12 (1) of the Act;

NOW BE IT RESOLVED THAT the Township of Wellington North hereby requests that the Minister of the Attorney General support the provisions in Bill 36 to discourage trespassing on private property;

AND FURTHER THAT copies of this resolution be sent to the Standing Committee on Justice Policy, the Minister of the Attorney General, Minister of Natural Resources and Forestry, all municipalities in Ontario, MPP Sylvia Jones, Dufferin-Caledon, MPP Randy Pettapiece Perth-Wellington, MPP Ted Amott Wellington-Halton Hills, the Ontario Federation of Agriculture and the Ontario Federation of Angler's and Hunters.

CARRIED

We encourage all municipalities to support this resolution.

If you require further information, please contact Karren Wallace, Clerk at 519-848-3620 ext 27 or kwallace@wellington-north.com

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March 9, 2016

Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto ON M7A 1A1

TWP. OF WELLINGTON NORTH

Township of
Oro-Medonte
Proud Heritage, Exciting Future

Dear Kathleen Wynne, Premier,

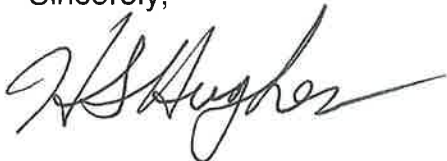
Re: Bill 36, An Act to Amend the Trespass to Property Act

The Council of the Township of Oro-Medonte, at its Council meeting held on March 2, 2016, passed the following motion with respect to the above-noted matter:

“Be it resolved

1. That the correspondence dated February 17, 2016 from Raylene Martell, Clerk, Township of Southgate and presented by Deputy Mayor Hough, re: Bill 36, An Act to Amend the Trespass to Property Act be received.
2. That the Township of Oro-Medonte supports the resolutions passed by the Township of Wellington North (Resolution 2016-033) and the Township of Southgate (No. 154-16) to respectfully request that the Minister of the Attorney General support the provisions in Bill 36 which include amending fines ranging from \$500.00 to \$1,000.00 under Section 2(1)b) and increasing fines to \$25,000.00 under Section 12(1) of the Act to discourage trespassing on private property.
3. And That Kathleen Wynne, Premier; the Standing Committee of Justice Policy; the Minister of the Attorney General; the Minister of Natural Resources and Forestry; Patrick Brown, MPP Simcoe North; the Ontario Federal of Agriculture; the Ontario Federation of Anger's and Hunters; and the Townships of Wellington North and Southgate be advised of Council's decision under the Mayor's signature.”

Sincerely,



Mayor H.S. Hughes

cc: Standing Committee of Justice Policy;
Minister of the Attorney General;
Minister of Natural Resources and Forestry;
Patrick Brown, MPP Simcoe North;
Ontario Federal of Agriculture;
Ontario Federation of Anger's and Hunters;
Townships of Wellington North and Southgate

/mjb

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

BY-LAW NUMBER 027-16

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON, MARCH 21, 2016.

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS**:

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on March 21, 2016 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 21ST DAY OF MARCH, 2016.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS		
Tuesday, March 22, 2016	Wellington North Showcase	1:00 p.m. to 8:00 p.m.
Tuesday, March 22, 2016	Developers Forum	6:30 p.m.
Thursday, March 24, 2016	Public Works Committee	8:30 a.m.
Wednesday, March 30, 2016	Arthur Wastewater Treatment Plant – Class Environmental Assessment Study Public Information Centre Arthur and Area Community Centre Upper Hall	6:00 p.m. to 8:00 p.m.
Monday, April 4, 2016	Committee of Adjustment	7:00 p.m.
Monday, April 4, 2016	Regular Council Meeting	Following Committee of Adjustment
Tuesday, April 12, 2016	Recreation and Culture Committee	8:30 a.m.
Monday, April 18, 2016	Public Meeting	7:00 p.m.
Monday, April 18, 2016	Regular Council Meeting	Following Public Meeting
Wednesday, April 20, 2016	Economic Development Committee	4:30 p.m.
Thursday, April 21, 2016	Cultural Roundtable Committee	12:00 p.m.

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

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427
- Guelph location – 519-821-4242**

Documents in alternate forms – CNIB – 1-800-563-2642