



Township of Wellington North

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

Regular Meeting of Council

Monday, April 7, 2014

Following

Municipal Office Council Chambers, Kenilworth

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<p><u>ANNOUNCEMENTS</u></p> <p><u>CLOSED MEETING SESSION</u></p> <ol style="list-style-type: none">1. A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c))2. Confirmation of Closed Session Minutes	
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TOWNSHIP OF WELLINGTON NORTH

PUBLIC MEETING - MINUTES

Monday, March 24, 2014

The Public Meeting was held Monday, March 24, 2014 at 7:00 p.m. at the Township of Wellington North Council Chambers, Kenilworth.

Present:

Mayor: Raymond Tout
Councillors: Sherry Burke
Mark Goetz
Andy Lennox
Dan Yake

Also Present:

C.A.O./Clerk: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad
Senior Planner: Mark Van Patter
Director of Public Works: Deb Zehr

Mayor Tout called the meeting to order.

Declaration of Pecuniary Interest:

None declared.

Owner/Applicant: 1260119 Ontario Limited

The subject property is located on Park Lots 7 & 8, South of Smith Street, Crown Survey, Geographic Village of Arthur, with a civic address of 120 Preston Street South.

The purpose and effect of the application is to create a common elements condominium for the internal private streets, sidewalks, stormwater management, visitor parking and common amenity areas. In association with this, 45 freehold townhouse lots are to be created through the lifting of part lot control process and the creation of parcels of tied land (POTLs). The subject lands were rezoned in 2008 to permit the land use and a site plan has also been approved by the Township.

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1. Notice for this public meeting was published in the Wellington Advertiser and sent to required agencies, the applicant and the applicant's agent on February 28, 2014.
2. Presentations by:

Mark Van Patter, Senior Planner, reviewed his comments dated March 20, 2014.

This is the first application of this nature that the County has received (i.e. the creation of "parcels of tied land" POTLs using the part lot control and common element condominium processes. The County had no concerns. Over the next few weeks, the County will provide a list of draft conditions for the Township and the applicant to review. If Wellington North is in support of the County giving draft approval of the Common Elements Condominium Plan, Mr. Van Patter asked that Council pass a resolution in support at the appropriate time and forward this to our office.

The subject property is located on Park Lots 7 & 8, South of Smith Street, Crown Survey, Geographic Village of Arthur, with frontage on Preston Street.

The purpose and effect of the application is to create a common elements condominium, to include the internal private streets, sidewalks, services, stormwater management, visitor parking and common amenity areas. In association with this, 45 freehold townhouse lots are to be created through the lifting of Part Lot Control process, and the creation of "parcels of tied land" (POTLs).

Under the Wellington County Official Plan the property is designated Residential within the Arthur Urban Centre.

The subject lands were rezoned in 2008 from Residential (R3) to Residential Exception with Holding (R3-26(H)). The holding "H" symbol was removed through rezoning in 2013 and the property is currently zoned R3-26. The special zoning provisions allow:

- lots fronting on a private street
- minimum lot areas of 2,167 sq. ft.
- minimum parking per townhouse unit 1.25 spaces

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Most of the detailed site planning has already been done through the site plan process. The site plan was given approval by the Township and a site plan agreement entered into in September, 2013. The following studies were undertaken to support the site plan application:

- Preliminary Geotechnical Investigation (2007) V.A. Wood
- Preliminary Servicing Report (2008) MTE
- Stormwater Management Report (MTE)
- Phase II Environmental (2010) Chung and Vander Doelen

Development of the property for street townhouses has already been approved through rezoning and site plan control. The draft plan will provide for the creation of a condominium corporation involving the streets, sidewalks, services, stormwater management, visitor parking and amenity areas. The future residential portions of the subject lands are not part of the draft plan of condominium. The following study accompanied the application:

- Planning and Justification Statement (2013) BSR & D

Lifting of part lot control is being used to create 45 residential dwelling units. These lots are to become "Parcels of Tied Land" POTLs to the common element plan of condominium. This is newer process for developing land. As such the County referred the process to its solicitor for review. Our solicitor was satisfied that the approach was acceptable. In simple terms the steps are as follows:

1. Draft Plan Approval
2. Approval of Part Lot Control By-law
3. Final Approval of the Draft Plan

The Township's solicitor is drafting the part lot control by-law.

Wellington County has received the following comments at the time of writing:

Grand River Conservation Authority

- No objections to draft approval (Feb. 28, 2014)

Canada Post

- Two Community Mail Boxes are to be installed at the developer's expense (Feb. 20, 2014)

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The County had not received any agency requests for conditions of draft approval. In the near future the County will be preparing a list of standard draft conditions for review by the developer and the Township.

Cash in-lieu-of Parkland Dedication should be required unless this was taken during the site plan control process.

Mr. Van Patter noted on the draft plan that a sidewalk is not proposed for the southern leg of the end street. A sidewalk is proposed for part of the northern leg to the visitor parking. Mr. Van Patter asked if it makes more sense to have the sidewalk run the entire length of the end street on the east side?

There is a series of complicated easements on the now registered reference plan for services, storm water management and access to rear yards. I would recommend that the Township's solicitor review them and determine if any related conditions of draft are appropriate.

A development agreement has been entered into already for site plan control. Mr. van Patter inquired if another development agreement be required as a draft condition?

3. Review of Correspondence received by the Township:
 - Nathan Garland, Resource Planner, GRCA
 - Dennis De Rango, Specialized Services Team Lead, Hydro One

4. Subject to Section 51, subsection (43) of the Planning Act, any person or public body may appeal a decision of the County of Wellington not later than 20 days after the day that the giving of written notice has been completed. If you wish to be notified of the decision you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph N1H 3T9.

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5. Mayor opens floor for any questions/comments.

Councillor Lennox asked for clarification of common elements versus freehold. Mr. Van Patter explained that the condominium corporation would have no hold over the homes. Councillor Lennox questioned what recourse neighbours would have if someone does not maintain their building. Mr. Van Patter suggested asking the developer about maintenance and suggested that perhaps it is covered by the purchase and sale agreement.

Brian Beatty, Black Shoemaker Robinson and Donaldson, agent for the applicant was present. Mr. Beatty stated that they will work through Council's concerns and respond. The applicant would appreciate support of Council for this project.

6. Adjournment 7:13 p.m.

C.A.O./CLERK

MAYOR

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

REGULAR MEETING OF COUNCIL

Monday, March 24, 2014

Following Public Meeting 7:14 p.m.

Members Present:

**Mayor: Raymond Tout
Councillors: Andy Lennox
Sherry Burke
Mark Goetz
Dan Yake**

**Also Present: Chief Administrative Officer/Clerk: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad
Director of Public Works: Deb Zehr**

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

A. **CALLING THE MEETING TO ORDER**

Mayor Tout called the meeting to order.

B. **O' CANADA**

C. **PASSING AND ACCEPTANCE OF AGENDA**

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

THAT the Agenda for the March 24, 2014 Regular Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

D. **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF**

None declared.

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TOWNSHIP OF WELLINGTON NORTH**

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E. MINUTES

1. Budget Meeting Minutes, March 10, 2014
2. Public Meeting, March 10, 2014
3. Regular Meeting of Council, March 10, 2014

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

THAT the minutes of the 2014 Budget Meeting, the Public Meeting and the Regular Meeting of Council held on March 10, 2014 be adopted as circulated.

Resolution Number: 2

Carried

F. BUSINESS ARISING FROM MINUTES

1. March 10, 2014 Notice of Motion – Councillor Yake
Re: Resolution to direct staff to investigate installation of audible signals

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

THAT the Council of the Corporation of the Township of Wellington North direct staff to investigate the cost of installing audible signals at the following intersections:

- *Main Street and Wellington Street, Mount Forest*
- *Main Street and Queen Street, Mount Forest*
- *George Street and Charles Street, Arthur*
- *George Street/Smith Street and Frederick Street, Arthur*

AND FURTHER THAT Staff investigate various suppliers and options, MTO guidelines and restrictions, and available funding possibilities.

Resolution Number: 3

Carried

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F. BUSINESS ARISING FROM MINUTES (continued)

2. Councillor Lennox asked Council to consider the following resolution to enable Council to fulfil the commitment outlined in By-law 79-13 adopted on September 9, 2013, appointing a CAO, to complete a review to share feedback prior to 210 days in the job.

Moved by: Councillor Lennox

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North appoint Nigel Bellchamber of N.G. Bellchamber and Associates as a knowledgeable outside party to assist the Mayor and one other Councillor, chosen by Council, to conduct a probationary review as outlined in By-law Number 79-13, being a by-law to appoint a Chief Administrative Officer;

AND FURTHER THAT Councillor Andy Lennox be appointed as the Council member assisting with this review.

Resolution Number: 4

Carried

G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

1. Phil Beard, General Manager/Secretary-Treasurer
Terry Fisk, Township of Wellington North Representative
Maitland Valley Conservation Authority
Re: Update on Conservation Authority Activities

Terry Fisk, Township of Wellington North representative to both the Maitland Valley Conservation Authority and the Saugeen Valley Conservation Authority, appeared before Council to provide an update of conservation authority activities. Dr. Fisk stated that municipalities are the shareholders of the conservation authority. The conservation authorities are very efficient at spending the money allotted to them. They provide a tremendous amount of work with the money they are given.

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

(continued)

1. Phil Beard, General Manager/Secretary-Treasurer
Terry Fisk, Township of Wellington North Representative
Maitland Valley Conservation Authority
Re: Update on Conservation Authority Activities (continued)

Phil Beard provided background on conservation authorities. Conservation Authorities were formed in the 1950's at the request of municipalities who wanted a way to deal with flooding beyond municipal boundaries. This provided a better way of looking after rivers and streams. The MVCA has natural assets of approximately 4,700 acres of farmland and forests.

Weather trends have changed in the past 50 years. In 2013 we experienced two ice storms. Severe weather trends cause increasing cost to municipalities, property owners and insurance companies. There have been extremes in weather in the past two years. 2012 was very dry and 2013 was extremely wet. Flooding can happen at any time. They are working with Minto regarding potential flooding this spring. They are using rain gauges that use satellites to send data to the conservation authority using a hydrometric website flood forecasting system to monitor flooding. Work is being done on clay bluffs along the Lake Huron shoreline. There are many cottage properties and farms affected by potential soil erosion. The conservation authority is working with land owners to create a stormwater management system.

Maitland Valley Conservation Authority is working to develop watershed resiliency. Wellington County is a leader in living snow fence. The MTO is starting to see benefits to living snow fence and is incorporating it into projects. Property owners are also encouraged to plant living snow fence. The MVCA is working at expanding reforestation through its tree planting programs. Conservation authority services are changing. Financial assistance has been provided for well decommissioning and manure storage.

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

(continued)

1. Phil Beard, General Manager/Secretary-Treasurer
Terry Fisk, Township of Wellington North Representative
Maitland Valley Conservation Authority
Re: Update on Conservation Authority Activities (continued)

The conservation authority faces many financial challenges. Revenues are still at 1993 levels; however, expenses are at 2014 levels. Consideration has to be given to the shift in assessments. Farmland assessments have increased to reflect higher land values. MVCA is giving priority to flood and erosion safety services for land in flood prone areas. They are working with municipalities to develop rural storm water management systems.

Mayor Tout commented that there is a high risk of flooding this year and asked specifically about the risk in Wellington North. Mr. Beard stated that there is between 6 and 7 inches of water content sitting in the snow and ice. If we get warm days and colder nights it will melt slowly and the risk of flood will be reduced. Many warm days with rain could produce flooding. The main channel of the Maitland River is still ice packed.

2. Wayne Brohman, General Manager/Secretary-Treasurer
Terry Fisk, Township of Wellington North Representative
Saugeen Valley Conservation Authority
Re: Update on Conservation Authority Activities

Wayne Brohman has been with the SCVA for one year. He is a chartered accountant who previously worked in the private sector.

The role of the conservation authority has changed since they were created. In the 50's, 60's and 70's the focus was on buying land. Now properties are acquired mostly through donation. In the 80's the focus moved to flood control, mostly in Walkerton, Paisley and Durham. Now they have to be mindful of maintaining those structures and the need to keep people out of flood plains. Currently the emphasis is on water quality for both drinking water and recreational water. The SVCA is trying to encourage more people to come out and enjoy conservation areas.

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

(continued)

2. Wayne Brohman, General Manager/Secretary-Treasurer
Terry Fisk, Township of Wellington North Representative
Saugeen Valley Conservation Authority
Re: Update on Conservation Authority Activities (continued)

SVCA is promoting their 50 million tree program. In 2012 there were 9,000 trees planted in Wellington North. No trees were planted in 2013 as there was no interest by land owners. There has been some interest this year. Wellington North has not seen an infestation of Emerald Ash Borer yet. Work has taken place in Owen Sound to protect trees from the borer.

Ground water in Wellington North is rated as A and surface water is rated as a C. Sampling sites are used to collect information for the watershed report card. The SVCA does some work on the dam in Mount Forest, such as checking the sluice gate. They work with the MVCA and the GRCA in regards to rural water.

Recent changes at the SVCA include the retiring of three managers, two of whom won't be replaced, and personnel policy changes, such as increased work week hours and reducing banking of sick days. Another change is partnering. The SVCA is working with other groups and using each other's resources.

Mayor Tout commented that it was encouraging to hear that the conservation authority is being pro-active with changes to administration budget. It is nice to have communication with the conservation authority. Mr. Brohman stated that they are using more of a businesslike approach.

Mayor Tout inquired what kind of shape the Mount Forest Dam is in. Mr. Brohman commented that he hasn't heard of anything serious but he will check with staff and get back to Council. Mayor Tout expressed concern with the spread of the Emerald Ash Borer and asked if the -20°C temperatures for a span of five days or more will slow the progress of the borer. Mr. Brohman commented that the colder weather should help reduce the spread of the borer. The borer is more commonly spread by moving firewood from one area to another. The average cost of treating a tree is \$230. The treatment is guaranteed for two years.

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

(continued)

2. Wayne Brohman, General Manager/Secretary-Treasurer
Terry Fisk, Township of Wellington North Representative
Saugeen Valley Conservation Authority
Re: Update on Conservation Authority Activities (continued)

Councillor Lennox asked if the SVCA is involved with the Trees for Wellington North group that is working on Trillium funding. The GRCA is taking the lead on this project. Mr. Brohman stated that a SVCA staff member had attended the meeting regarding this project.

3. Laura Campbell, Wellington-Dufferin-Guelph Public Health
Re: Smoke-Free Outdoor Spaces Survey Results

Laura Campbell, Health Promotion Specialist and Rita Sethi, Director of Community Health and Wellness appeared before Council to present the Smoke-Free Outdoor Spaces Survey Results.

Creating healthy smoke-free outdoor spaces would reduce exposure to second hand smoke and allow for more positive role modeling. There is no safe level of second hand smoke. Cigarettes contain more than 7,000 chemicals. Exposure causes heart disease, cancer and SIDS. Every year 4.4 billion is spent on smoking related health care.

Many Ontario municipalities already have smoke free outdoor spaces by-laws. Orangeville implemented a by-law in 2012.

Respondents to the 2013 survey included 45% from Guelph, 24% from Wellington County and 22% from Dufferin County. The age of respondents ranged from 17 to over 65 with the majority of respondents being between the ages of 25 and 64. The majority of respondents agreed that:

- exposure to second hand smoke can cause serious health problems;
- banning smoking in outdoor spaces can help protect people from second hand smoke;

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS
(continued)

3. Laura Campbell, Wellington-Dufferin-Guelph Public Health
Re: Smoke-Free Outdoor Spaces Survey Results

- cigarette butts are a significant source of litter;
- cigarette butt pollution can lead to health problems
- children and youth who see people smoking are at a greater risk of using tobacco products; and
- most smokers begin smoking before the age of 18.

It was suggested that Council consider a by-law customized to reflect areas that residents of Wellington County support having as smoke free spaces. Enforcement would be complaint driven. The more education there is regarding smoke free spaces the less enforcement will be needed. Bill 131 was introduced on November 13, 2013 and would prohibit smoking on playgrounds, sports fields and patios. Where there is a by-law the more restrictive legislation prevails. Citizens in Wellington County are interested in more restrictive laws.

Recommendations to municipalities include:

- a comprehensive smoke free outdoor spaces by-law;
- a complete ban rather than a partial ban
- a process for special events and/or businesses to opt into;
- public education;
- positive messaging; and
- appropriate signage.

Public Health can work with municipal staff to gather additional research and can deliver presentations. They also offer cessation support for those who wish to quit smoking.

Mayor Tout commented that smoking is on the decline. More youth are becoming educated to the risks of smoking. A lot of enforcement will come down to courtesy.

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

(continued)

4. Mount Forest Louise Marshall Hospital Foundation
Re: Update Regarding the Redevelopment at Louise Marshall Hospital

Murray Calder, Dr. Chris Rowley and Dr. Bob McFarlane appeared before Council to provide an update on the hospital project.

Mr. Calder commented that the project has been in the planning stages for four years. The Ministry of Health has already advanced 1.5 million. The local community has to be part of the fundraising. Fundraising has been successful so far. We need to raise \$5 million. Municipal financial support is of the utmost importance. Surrounding communities are considering support because many of their residents use the hospital. The project must continue as the future of health care in Wellington North depends on the success of the campaign. The hospital is a key economic generator that attracts businesses, families and doctors. The hospital was built in 1954; this project is for the next fifty years.

Dr. Rowley stated that doctors and nurses work in a fifty year old emergency area. It was state of the art then but many changes have taken place. Currently they manage by working around the limitations of the building. The emergency room renovation will make a big difference to patients and nurses and doctors who work in the very small area. Rooms currently serve three purposes. Larger, safer washrooms and more patient privacy are needed. Specialists come to the hospital to see patients, which keeps patient care in town. This also helps the specialists as they do not always have available space in the larger hospitals. The foundation is looking to meet modern standards to provide the best patient care and attract future physicians.

Dr. McFarlane thanked Mr. Calder and Dr. Rowley for their presentations. The mandate has not changed and they are forging forward with the project. It is at the architectural drawing stage and has to go to the Ministry for approval. The Foundation is asking for Council's help and consideration in this project. Wellington North financial assistance is needed on side to help promote the project. Fundraising will be on going for a few years. The Foundation is asking Council to consider providing \$1 million to put toward the project over the next 5 to 10 years.

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G. **DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**
(continued)

4. Mount Forest Louise Marshall Hospital Foundation
Re: Update Regarding the Redevelopment at Louise Marshall Hospital
(continued)

Mayor Tout thanked the delegation for their presentation. Council has to remember how important health care is in our community. We are privileged to have ambulatory care and a helicopter pad. Our hospital is being used and is in demand. Having visiting specialists makes our hospital attractive and maintains doctors. It is important to residents to be able to receive treatment locally. We have an aging population and not all residents can afford to travel to larger hospitals. Our hospital is often used by those passing through Wellington North. County Council has recommended consideration for financial support go to AFP Committee. A possible Provincial election could change funding. Mayor Tout would like to see Council help out as best they can with what they can afford.

Dr. McFarlane stated that the hospital has a catchment of 15,000 people. With ambulatory care visits it works out to more than one visit per person per year.

Councillor Goetz commented that he is concerned about other hospitals in surrounding areas. Will we be asked by other hospitals for funding? There is talk that Wellington North won't be approached by other hospitals but he is concerned that residents will expect Council to support the others. It would be nice to have a chance to present this to the public at the open house budget meeting.

Dr. McFarlane explained that the Foundation is aware that not all Wellington North residents use Louise Marshall Hospital. They realize and appreciate the border situation. This is the only hospital in Wellington North borders.

Councillor Yake has been involved with the hospital board, physician recruitment and Council. He has seen how passionate this group is and hope that Council will take a long, hard look at the projects and give serious consideration to support as it is the only hospital in our community. Council has the ability to work out a plan.

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TOWNSHIP OF WELLINGTON NORTH**

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G. **DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**
(continued)

4. Mount Forest Louise Marshall Hospital Foundation
Re: Update Regarding the Redevelopment at Louise Marshall Hospital
(continued)

Councillor Lennox stated that he would like to see Council move to a proposal as they need to move quickly. This decision may have budget implications.

Councillor Burke would like to see Council support this project but did not feel they could come up with a number right now. She suggested that this request be discussed at the next budget meeting.

Dr. McFarlane explained that there is some urgency as the Foundation must prove to the Ministry of Health that there are commitments to raise the required funds. They need to present to the Ministry where they are in the process. The Foundation realizes that \$1 million is a hefty request and that it is tax payer dollars. Mr. Calder added that they need to have things in place should a Provincial election be called.

Councillor Lennox stated that Council wants to see the project proceed and that they have a clear leadership role ensuring we are helping to build the community for the future. Council must consider other issues. There are two other primary care hospitals that serve our residents that are also embarking on major capital campaigns. Residents may wish to have their tax dollars directed towards those projects. Any donation Council considers must be financed as there are no uncommitted dollars readily available. Any donation is still tax dollars being taken out of taxpayers' pockets. Alternatively, there are no major capital projects that council can continue to defer to pay for this. By making a donation on taxpayers' behalf we reduce the amount of dollars coming from outside of the community to pay for this project. Residents and businesses making donations have access to income tax credits equaling nearly 40% of the donation. Council's donation would take that advantage away from them. Some individuals may feel the donation was made without their input and may step back from making a personal donation.

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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS
(continued)

4. Mount Forest Louise Marshall Hospital Foundation
Re: Update Regarding the Redevelopment at Louise Marshall Hospital
(continued)

In light of these issues and wanting the project to move forward Councillor Lennox suggested a donation of an amount equivalent to services we could provide to the project, such as building and demolition permit fees and perhaps aggregate from township gravel pits to assist with the project costs. Given the choice, he would prefer to make a donation personally and is prepared to pledge a significant portion of his pay as a member of council for a period of 5 years to hospital capital projects.

Mayor Tout stated that there are municipal elections this year. He wants to be able to help but doesn't want to commit the next Council. Residents may choose to have their tax dollars used for other hospitals. Are there boundaries from which hospitals can seek donations? Larger hospitals have been asking residents for donations.

Jerome Quenneville, CEO, North Wellington Health Care, informed Council that Groves Memorial Hospital has mentioned that their campaign plan does not include asking Wellington North.

Dr. McFarlane explained that there is a tremendous amount of cross over. Statistically usage by Wellington North residents accounts for 58 to 60% of ambulatory or emergency services. Specialists coming here provide quality care locally.

Councillor Goetz questioned how Council's decision would affect a new Council. Mike Givens suggested that Council would need to pass a strongly worded resolution regarding donation. Things could change at the municipal level; however, he would encourage a new Council to stay with the decision.

It was decided to discuss the donation further at a future budget meeting and respond to the Foundation by the May 13 Council meeting.

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

REGULAR MEETING OF COUNCIL

Monday, March 24, 2014

Page Thirteen

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

1. Report from Deb Zehr, Director of Public Works
 - 2013 Annual Report for the Arthur WWTP and
2013 Annual Report for the Mt. Forest WWTP

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

THAT the Council of the Corporation of the Township of Wellington North accept and approve the following Annual Wastewater Treatment Reports received from both the Ontario Clean Water Agency and the Director of Public Works:

- 2013 Annual Report for the Arthur WWTP
- 2013 Annual Report for the Mount Forest WWTP

AND FURTHER THAT Council directs staff to submit these reports as required to meet the Ministry of the Environment (MOE) 2013 Annual Wastewater Reporting requirement.

Resolution Number: 5 **Carried**

2. Report from Deb Zehr, Director of Public Works
 - 2014 Gravel Crushing Tender

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

THAT the Council of the Corporation of the Township of Wellington North receive the 2014 Gravel Crushing Tender report as information from the Director of Public Works;

AND FURTHER THAT Council approves awarding the tender for the Gravel Crushing to B & B Custom Crushing for a cost of \$1.70 per tonne plus HST for a total cost of \$42,500 plus HST;

AND FURTHER THAT this cost be funded from the maintenance gravel budget.

Resolution Number: 6 **Carried**

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

REGULAR MEETING OF COUNCIL

Monday, March 24, 2014

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

3. Report from Deb Zehr, Director of Public Works
- Winter Road Maintenance Guidelines

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Winter Road Maintenance Guidelines report as information from the Director of Public Works;

AND FURTHER THAT Council directs staff to distribute this information to staff and the public as a guideline for winter road maintenance information.

Resolution Number: 7

Carried

4. Report from Deb Zehr, Director of Public Works
- Frederick St. Project MOE and Design Approval

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Fredrick St. Project MOE and Design Approval report as information from the Director of Public Works;

AND FURTHER THAT Council authorizes staff to direct Triton Engineering to proceed with obtaining approvals from the Ministry of the Environment for the sanitary, gravity sewer and force main prior to proceeding to final design to allow for tendering of the Frederick St. project.

Resolution Number: 8

Carried

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

REGULAR MEETING OF COUNCIL

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I. CORRESPONDENCE FOR COUNCIL'S INFORMATION

1. Town of Petrolia
Re: Request for support of resolution regarding Action on Bill 69 –
The Prompt Payment Act, 2013
– Received as information
2. Susan O'Neill, Volunteer of #GITFH Committee & Arthur OptiMrs.
Re: Request for Approval for a 1 & 5 Kilometer Run in memory of
Steven Hutchison (#GITFH)

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North grant permission to Susan O'Neill to conduct a 1 and 5 Kilometer Run in memory of Steven Hutchison (#GITFH) on June 28, 2014 from 9:30 a.m. to 11:30 a.m. in Arthur in conjunction with the Optimist Canada Day celebrations.

Resolution Number: 9

Carried

J. BY-LAWS

1. 18-14 Being a by-law to permit fundraising activities by a charitable organization on a roadway under the Safe Streets Act, S.O. 1999 in the Township of Wellington North. (Mount Forest Kin Club Spring Road Toll – Main Street, Mount Forest)

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT By-law Number 18-14 being a by-law to permit fundraising activities by a charitable organization on a roadway under the Safe Streets Act, S.O. 1999 in the Township of Wellington North be read a First, Second and Third time and finally passed. (Mount Forest Kin Club Spring Road Toll – Main Street, Mount Forest)

Resolution Number: 10

Carried

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

REGULAR MEETING OF COUNCIL

Monday, March 24, 2014

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

2. 19-14 Being a by-law to temporarily close a portion of King Street East in the former Town of Mount Forest for a weekly Farmers' Market

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT By-law Number 19-14 being a by-law to temporarily close a portion of King Street East in the Former Town of Mount Forest for a weekly Farmers' Market be read a First, Second and Third time and finally passed.

Resolution Number: 11

Carried

3. 20-14 Being a by-law to appoint a Treasurer for the Corporation of the Township of Wellington North.

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT By-law Number 20-14 being a by-law to appoint a Treasurer for the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.

Resolution Number: 12

Carried

K. **OTHER/NEW BUSINESS**

None

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

REGULAR MEETING OF COUNCIL

Monday, March 24, 2014

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L. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated March 20, 2014

AMO Watch File

- March 6, 2014
- March 13, 2014
- March 20, 2014

Grand River Conservation Authority

- Minutes, General Membership/Election of Officers Meeting, January 24, 2014

Randy Pettapiece, MPP, Perth-Wellington

- News Release, Pettapiece urges minister to stop blocking Highway 7/8 review

M. NOTICE OF MOTION

None.

N. ANNOUNCEMENTS

Councillor Yake commented that the Municipal Hockey Tournament was very successful. There were twelve teams participating and Ingersoll was the winning team. Approximately \$3,500 was raised.

Mayor Tout participated in the Meals of Wheels - Mayors for Meals program on Friday, March 21. He reminded everyone that the public portion of Wellington North Showcase will be held on Tuesday, March 25. The Business Retention and Expansion Report will be presented at the Wellington County Museum on April 4. The Mount Forest Kin Club will be celebrating their 50th Anniversary on April 5 at the Mount Forest Sport Complex Leisure Hall.

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

REGULAR MEETING OF COUNCIL

Monday, March 24, 2014

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O. CONFIRMING BY-LAW

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT By-law Number 21-14 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on March 24, 2014 be read a First, Second and Third time and finally passed.

Resolution Number: 13

Carried

P. ADJOURNMENT

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT the Regular Council meeting of March 24, 2014 be adjourned at 9:24 p.m.

Resolution Number: 14

Carried

CLERK

MAYOR



Township of Wellington North

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

TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF April 7 , 2014

FROM: Barry Lavers
Director of Recreation Parks & Facilities

SUBJECT: Mount Forest Indoor Walking Track Schedule

RECOMMENDATION

That the Council of the Corporation of Wellington North approve the Mount Forest Indoor Walking Track Schedule as presented.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

Discussion was held at the March 4, 2014 Recreation & Culture meeting with regards to a schedule for the Indoor walking track to accommodate users for both walking and/or jogging purposes. Staff was directed to set a schedule outlining approved activity time for usage. The attached schedule is intended to set the specific times when the outlined activities will occur.

PREPARED BY:

RECOMMENDED BY:

A handwritten signature in black ink, appearing to be 'Barry Lavers'.

BARRY LAVERS
DIRECTOR OF RECREATION

A handwritten signature in black ink, appearing to be 'Michael Givens'.

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

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

Mount Forest Sports Complex (2014)

Indoor Walking Track Schedule (Proposed)

ICE SEASON SCHEDULE

Walking Times

Mon-Fri Facility Opening – 8pm

Saturday Facility Opening - 8pm

Sunday Facility Opening - 8pm

Jogging Times

Facility Opening – 9am
Noon – 2 pm
530-630pm

Noon - 130pm

8am – Noon

SUMMER SEASON SCHEDULE

Walking Times & Jogging Times

Mon-Fri 8am-4pm

Track will be closed as posted for Special Events

Users “sign-in” log book in Upper change room #208

Track is closed on Statutory Holidays unless otherwise posted



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF April 7, 2014**

**FROM: Barry Lavers
Director of Recreation Parks & Facilities**

SUBJECT: Emergency Generator Mount Forest Sports Complex

RECOMMENDATION

That the Council of the Corporation of the Township of Wellington North accept the report for information from the Director of Recreation.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

There have been several discussions at various Committees with regards to the purchase and installation of an Emergency generator for the Mount Forest Sports Complex which was not installed during construction.

The Complex is currently wired with an existing manual power transfer switch and requires an operator to transfer temporary power from a generator using a manual lever mechanism once power to the Complex is interrupted. It is the intent of this report to include an automatic transfer switch which would instantly start the installed generator when required.

The generator once installed would provide temporary electrical power to selected areas of the Complex as a result of loss of power to the Complex. Power outages could vary in severity from several minutes to several hours or even days.

The accompanying attached report was the result of a meeting and facility tour with Kevin Ward P. Eng from DEI & Associates. This company were the original Electrical Consultants and responsible for the design and construction of the Complex. Mr. Ward toured the Facility on Thursday March 6, 2014 and the report was received on Tuesday March 11, 2014.

There are 2 Options discussed in the report. The options are set out to provide information for which sector components of the Complex would be operational with power supplied by the installed generator. The work required and costing based on the Options presented is included in the report.

Option # 1 would provide automatic electrical power, heat, and air conditioning and include the following sectors of the Complex:

- Community Hall
- Community Kitchen
- Front East Foyer Entrance
- Front East Men's & Ladies Washrooms

Option # 2 would provide automatic electrical power, heat, and air conditioning and include the following sectors of the Complex:

- Community Hall
- Community Kitchen
- Front East Foyer Entrance
- Front East Men's & Ladies Washrooms
- Leisure Hall
- Community Meeting room
- Community Hall Men's & Ladies Washrooms
- Recreation Staff Office
- Community Hall Storage Area & Hallway

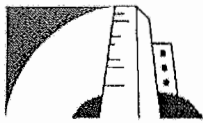
PREPARED BY:

RECOMMENDED BY:



BARRY LAVERS
DIRECTOR OF RECREATION

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



March 11, 2014

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

Attn.: Mr. Barry Lavers
Director of Recreation Parks & Facilities

Re: Emergency Generator at Mount Forest and District Sports Complex
Mount Forest, Ontario

Dear Sir:

Further to our onsite meeting of March 6, 2014, we have reviewed the areas of "emergency power coverage" that you requested in the two options discussed and estimate the construction budgets to be as follows:

Option #1 \$175,000.00 plus HST.

Option #2 \$180,000.00 plus HST.

The work involved for either option includes the following:

- Supply and installation of a grade mounted diesel fuelled emergency generator (on an existing concrete pad) with a runtime of 48 hours.
- Supply and installation of automatic transfer switches to suit the requirements of the Electrical Safety Code (i.e. essential and non-essential loads).
- Modification to existing circuits to ensure that they are fed from panels or sources within the designated areas of "emergency power coverage".
- All required inspection fees.

Note: Applicable building permit costs would be in addition to these estimates.

Additionally, our fee to prepare electrical drawings and specifications suitable for tendering by the Township's purchasing department for Option #1 or Option #1 and #2 would be \$12,500.00 plus HST and disbursements. Please find attached our 2014 Schedule of Fees.

Included in our fee are the following services:

- Assistance with paperwork and the required documents for you to apply for building permit.
- Assessment and recommendation of obtained bids.
- Shop drawing review.
- Two site reviews with follow-up reports.
- Conformance letter.

Excluded from our fees:

- Certificate of Air Application/Approval
- Certificate of Noise Application/Approval

From our past experiences, we estimate that consulting fees for these two application processes will cost approximately \$10,000.00 total plus applicable disbursements and HST. The firm retained to provide these services would act as a subconsultant to our firm.

Please note that should there be any Electrical Safety Authority's review costs and associated disbursements incurred by DEI & Associates Inc. on the owner's behalf, an allowance will be specified in the electrical specification.

Changes to the scope of work, additional work, or revisions to completed work will be charged out on a per diem basis.

Should this project be cancelled or suspended, engineering fees will be invoiced based on a percentage of completion to the date of suspension or cancellation.

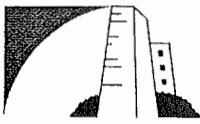
If we are awarded this project, could you please sign below and email or fax back a copy of the signed letter to our office. If any questions should arise please feel free to call.

Yours truly,



Kevin Ward P.Eng.
Fee Letter Emerg. Generator & District Sprots Complex
to Township of Wellington North Mar 7 14.docx

Acceptance Signature and Date



2014 Schedule of Fees Per Diem Rates

Principal	@	\$165.00 per hour
Senior Engineer	@	\$135.00 per hour
Senior Project Designer	@	\$115.00 per hour
Project Manager	@	\$105.00 per hour
Designer	@	\$90.00 per hour
CAD Operator	@	\$80.00 per hour
Administration	@	\$70.00 per hour

All fees as listed include computer time.

HST is extra.

Disbursement Charges:

Courier	At cost
Photocopies	\$.20 each
Faxes	\$.50 each
Prints	\$1.25 per square foot
Vellums	\$1.75 per square foot
Travel	\$.47/km

Subconsultant's charges if applicable @ Cost plus 5%

Any other preapproved expenses

HST is extra. Disbursements on all per diem work will be extra.

Net 30 days. 1 ½% interest per month charged on overdue accounts.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
WELLINGTON NORTH COUNCIL MEETING APRIL 7TH, 2014**

**FROM: DALE SMALL
BUSINESS ECONOMIC MANAGER**

SUBJECT: Community Improvement Program

RECOMMENDATION

That the Business Economic Manager report dated April 7th, 2014 with regards to the Community Improvement Program is received;

AND FURTHER THAT the Council of the Township of Wellington North approve a one-time grant up to \$2,500 under the Facade Improvement Grant Program to be provided upon completion of the proposed improvements to **110 Main Street North, Mount Forest**

AND FURTHER THAT the Council of the Township of Wellington North approve an interest free loan of \$2,500 under the Facade Improvement Loan Program to be provided upon completion of the proposed improvements to **110 Main Street North, Mount Forest**. This interest free loan is to be paid back over 5 years.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Council: August 8th 2012, December 13th 2012, April 22nd 2013
August 12th 2013, December 16th, 2013

BACKGROUND

The council of the Township of Wellington North approved our **Community Improvement Plan** on May 7th, 2012 and since that time the Economic Development Committee has been actively promoting the program and encouraging applications from Community Groups, Building Owners and Business Owners.

As council is aware the Community Improvement Plan is designed as a ten year program and many communities take years for the Program to gain traction. We have been fortunate in Wellington North that to date ten applications have been submitted and recommended by the Community Improvement Program Review Panel for funding. All have been approved by council and the total dollar value of the overall improvements from these applications totals \$77,172. Of this total, 24 % (\$18,540) has come from the Community Improvement Program and the remaining 76 %,



Township of Wellington North

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

(\$58,632) from the applicants. These improvements have had a noticeable positive impact on the Main Streets of our two towns and we look forward to continued progress moving forward.

On March 21st, 2014 an application was received under the Facade Improvement Loan & Grant Program section of the Community Improvement Plan. The application is from the co-owner and current business owner of the building at 110 Main Street North in Mount Forest.

The process to approve Community Improvement Plan applications is as follows:

1. **Community Improvement Program Review Panel** reviews all applications and makes recommendation to the Economic Development Committee/Business Economic Manager.
2. **Business Economic Manager/Economic Development Committee** obtains the Review Panels findings and forwards a report to council to approve or decline the application.
3. **Wellington North Council** will provide final decision.

The Community Improvement Program Review Panel of:

- April Marshall, Tourism, Marketing & Promotion Manager
- Darren Jones, Chief Building Official
- Dale Small, Business Economic Manager

met on Tuesday April 1st and discussed the application and completed the Facade Improvement Grant & Loan Application Decision Matrix. A copy of the decision matrix as well as the completed application form is included in this report.

Previous funding requests under this section of the program have mainly been for signage and other related improvements to the front of the buildings. This application however is to support improvements to the roof of the building that dates back to 1880. Roofing repairs only qualify for funding under the Community Improvement Program if the roof is visible to the Public. This building is located on the corner of Main Street and Wellington Street and as a result of the sloped nature of the roof is highly visible to the public and therefore is eligible for funding.

The Community Improvement Program Review Panel supports the application and has directed the Business Economic Manager to prepare this report and recommend council approve the application.

PREPARED BY:

RECOMMENDED BY:

DALE SMALL

MIKE GIVENS

BUSINESS ECONOMIC MANAGER

CHIEF ADMINISTRATIVE OFFICER

COMMUNITY IMPROVEMENT PLAN: FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

Applicant: Dawn Tanfield: I'm Soooooo Bad

Date Received: March 25th, 2014


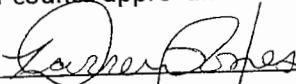

Application #: F.I.L. & G. # 9

Amount: \$2,500 Grant & \$2,500 Loan

Date of Community Improvement Plan Review Panel Meeting: Tuesday April 1st, 2014

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in 4.2.4.2 of the Community Improvement Plan	X		The applicant is the co-owner of the building as well as the current business owner and therefore is an eligible applicant.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X		Application is for: • \$2,500 Facade Improvement Grant • \$2,500 Facade Improvement Interest Free Loan
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		The location, which dates back to the year 1880, is located at 110 Main Street North and is located within the Community Improvement Plan Area. (CIPA)
4	Has the application been properly completed including: • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained	X X X X		
5	Are property taxes and any other Municipal Accounts receivable up to date	X		Tax Roll #000002124000000 verified on March 31 st , 2014 and all taxes are up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage	X X		

COMMUNITY IMPROVEMENT PLAN: FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> Restoration of original facade appearance Replacement or Repair of canopies and awnings Installation or repair of exterior lighting Other similar improvements approved by CIPRP 	X	
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.	X	Overall Cost of improvements: \$11,500 Exc. HST Grant Amount being requested: \$2,500 Percentage of overall Costs: 22%
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?	X	Loan Amount being requested: \$2,500 Amortization Period: 5 years
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X	Two quotes have been provided by local suppliers and the applicant has indicated they will be using one of these local businesses to perform the work.
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X	Expected completion is within the next month or so.
11	Other comments from the Review Panel		Roofing repairs only qualify under the Facade Improvement Program if the roof being repaired is one that is visible to the public. As this building is located on the corner of Main Street and Wellington Street and has a sloped roof it is very visible to the Public and therefore is eligible for funding under the Community Improvement Program.
Recommendation	The Community Improvement Program Review Panel supports this application and recommends that the Business Economic Manager prepare and submit a report and motion for council approval.		
April 1 st , 2014	 April Marshall	 Darren Jones	Yes X No _____  Dale Small



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

Facade Improvement Loan and Grant Program Application Form

The purpose of this program is to encourage facade improvements for privately owned commercial buildings in the Community Improvement Areas within Arthur and Mount Forest. Grant assistance is provided in the form of a 50/50 matching interest free loan, which is paid upon completion of the previously approved work(s). This program offers a loan for eligible work to a maximum limit of \$2,500.00 per property. Please review the specific grant program terms and conditions found in the Community Improvement Plan and contact the Business Economic Manager for current limits.

Application Number (assigned by staff):	F.I.L.G. #9
Date Application Received:	MARCH 25, 2014

PROPERTY INFORMATION			
Municipal Address	Street Num: 110	Street Name: MAIN ST N.	Unit Num:
Commercial Name (if applicable)	I'M 5000000 BAO		
Registered Plan Number:	Registered Plan Lot/Block No.		PTLOT 12 AP61R7101 PART 4

OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname: TANFIELD	First name: DAWN	
Name:	(if Company)	Company Officer DAWN TANFIELD (CO-OWNER)	
Address:	Street No. 110	Street Name: MAIN ST N	Unit Num:
Municipality: WN	Province: ON	Postal Code: N0G2L0	
Telephone:	No: (519) 323-9969	Fax: ()	Email: tantfields@hotmail.com
Applicant Information (if different than Owner):			
Application Contact:	Surname:	First name:	
Name:	(if Company)	Company Officer	
Address:	Street No.	Street Name:	Unit Num:
Municipality:	Province:	Postal Code:	
Telephone:	No: ()	Fax: ()	Email:

I hereby make the above application for a Facade Improvement Loan and 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: OWNER
Printed Name of Signatory: DAWN TANFIELD	Date: MARCH 25/14

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.

Façade projects within the Township of Wellington North's CIPA's should respond to the following 'best practices' to help with its efforts to create a relevant and quality improvement for both the building and the street. Please complete the following checklist to determine the degree in meeting 'best practices' for the proposed facade improvements.

Façade Project Design Checklist				
Criteria/Description	Yes	No	N/A	Comments
1. Responding to Core Context				
i) Does the façade design enhance its context and adjacent buildings?	✓			
2. Building Envelopes in the CIPA				
i) Does the façade work/align with existing facades and reinforce the clarity of the public network and the cohesion of building groups?	✓			
3. Beneficial Building / Street Relationships				
i) Does the building façade and street establish a supportive relationship, in which indoor and outdoor spaces animate and are connected to each other?	✓			IMPROVEMENT WILL SEAMLESSLY INCORPORATE 123 & 125 WELLINGTON STR EAST
ii) Does the façade define the building as a distinct space with a strong sense of identity and place?	✓			
4. Response to Climate				
i) Does the façade design respond to the climate of area, taking into account all seasons?	✓			
5. Identifiable Building Entrances				
i) Does the façade project help to make the buildings entrance more identifiable?		✓		
6. Long Life / Loose Fit				
i) Is the façade treatment capable of being adapted to new / future building uses?	✓			
7. Safety Within CIPA				
i) Does the façade design provide personal safety and impart a sense of comfort to all users?	✓			
8. Community Expression				
i) Does the façade design express a sense of permanence and durability?	✓			
ii) Does the façade promote traditional roots and express historical continuity?	✓			
9. Appropriate Scale				
i) Does the scale of the proposed façade relate to the scale and size of the building as well as the human body, making space comfortable for users?	✓			
10. Exterior Materials for Facades				
i) Does the proposed façade materials reinforce the cohesion of related groups of buildings?	✓			SEE ABOVE
ii) Are proposed exterior building materials durable and of high aesthetic quality?	✓			
11. Technical Performance				
i) Does the proposed façade determine a balance capital costs, operating costs and maintenance costs?			✓	
12. Accessibility				
i) Does the façade design provide equal means of access to all users regardless of ability?			✓	

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.

- ROOF, NEW METAL CLADDING + NEW FLASHING + SIDING BETWEEN
ROOF STEPS

- ALSO INCLUDES ADDR - 110 MAIN ST

- 123 WELLINGTON E

- 125 WELLINGTON E

TWO QUOTES ARE ENCLOSED BOTH FROM LOCAL
PROVIDERS. ONE QUOTE IS FOR 11,500 LESS HST AND
THE OTHER ONE IS FOR 12,200 LESS HST

PHOTOGRAPHS

- Please attach a photograph of the existing façade/signage.





National Award Winning Builder



Email: schwindt@bellnet.ca

505 Silver Street, Mount Forest, Ontario N0G 2L3

Office/Shop: 519-323-1575

Office Fax: 519-323-2579

Home Fax: 519-323-2957

March 28, 2014

I'm So Bad
110 Main Street
Mount Forest, Ontario
N0G 2L0

ATTN: Mr. & Mrs. Steve Tanfield

Dear Dawn & Steve:

I am pleased to quote a price for a new steel roof on your Main Street building as discussed.

The existing rafters will be repaired as needed and new strapping applied. The roofliner will be straightened as good as possible.

Vic West steel will be applied complete with new flashings. This quote includes the removal of all construction debris.

To supply material and labour for the above –

Price \$12,200.00

HST 1,586.00

Total \$13,786.00

Thank you for the opportunity of quoting on this project.

W. Schwindt & Sons
Building Contractors Ltd.

Brad W. Schwindt

great people great service great results

www.schwindtbuildingcontractors.ca



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF April 8, 2014**

**FROM: Deb Zehr
Director of Public Works**

**SUBJECT: 2014 Reserve Capacity Calculations for Arthur and
Mt Forest WWTP**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North review and adopt the reports from Triton Engineering;

AND FURTHER THAT Council directs staff to flow test each device in the Arthur WWTP to confirm proper operation and accurate flow records. This work will cost \$6,175.00 and funds for this work will come from the sewage operations budget.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

BACKGROUND

The Township of Wellington North has contracted Triton Engineering to provide a Annual Reserve Capacity Calculations for both the Arthur and Mount Forest WWTP's. The attached reports indicate committed and uncommitted sewage units for both facilities, also indicating compliance with the Certificate of Approval for the 3 year average for flow through the plant. The 3 year average flow is not to exceed the design of the plant shown on the second line on the table.

Refer to the table below which indicates the Arthur WWTP capacity for flow is 1465 m3/day and Mt Forest WWTP is 2818 m3/day. The table also indicates that the Arthur WWTP has 69 sewage units committed for development and -152 sewage units in the uncommitted reserve; this means there is no capacity available in reserve in Arthur.

	Arthur WWTP	MT Forest WWTP
Capacity of WWTP (m3/day)	1465 m3/day	2818 m3/day
Avg. Daily Flow (over 3 yrs)	1603 m3/day	2235 m3/day
Committed for Development	69 sewage units	55 sewage units
Uncommitted Reserve Capacity	-152 sewage units	474 sewage units

Mt Forest WWTP has 55 sewage units committed to development and 474 sewage units in the uncommitted reserve. Meaning there is room for development in Mt Forest.

The third line of the table indicates that the Arthur WWTP has currently exceeded the 3 year average flow making the plant currently out of operational compliance with the C of A. Staff are seeking direction from Council to have the actual flow recording devices checked to confirm operation and accurate flow records. This will also ensure accurate flow data for the 2014 year.

PREPARED BY:

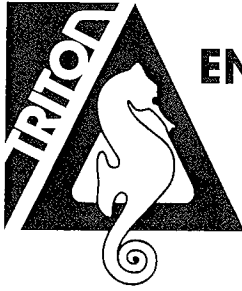
RECOMMENDED BY:

Deb Zehr

Mike Givens

DEB ZEHR
DIRECTOR OF PUBLIC WORKS

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



**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 26, 2014

RECEIVED

MAR 28 2014

TWP. OF WELLINGTON NORTH

Township of Wellington North,
P. O. Box 125,
7490 Sideroad 7 West,
KENILWORTH, Ontario
N02 2E0

Attention: Deb Zehr
Director of Public Works

RE: 2014 RESERVE CAPACITY CALCULATIONS
ARTHUR WASTEWATER TREATMENT PLANT
OUR FILE: A5510(14)R05

Dear Madam:

We have undertaken a review of the reserve capacity for the Arthur Wastewater Treatment Plant (WWTP) for 2014 in accordance with the requirements outlined in the MOE Guidelines. The current average day flow (ADF) is based on recorded flows at the plant for a three year period (2011, 2012, and 2013) as provided by the Ontario Clean Water Agency (OCWA).

The reserve capacity calculations indicate an increase in the three year ADF from 1,398 m³/day to 1,605 m³/day. The Arthur WWTP is no longer in compliance with its Certificate of Approval with respect to flow for the 3 year average. It is important to also note that the 2013 ADF was 1,922 m³/day which significantly exceeds the rated ADF capacity of 1,465 m³/day. Calculations provided in Table 1 (attached), indicate the uncommitted reserve capacity has decreased from (-32) to (-152) equivalent residential units.

Registered/Unbuilt development figures have been adjusted to include Building Permits issued in 2013 as provided by the Chief Building Official. Twenty (20) units were connected to the collection system in 2013. Based on Golden Valley Farm's most recent monitoring report submitted to the Township in February 2014, the number of committed units for this industry has increased from 3 equivalent residential units to 17 equivalent residential units due to a decrease in their discharge to the municipal sanitary sewer system.

The 2013 ADF of 1,922 m³/day is approximately 31% higher than the rated ADF of the WWTP. 2013 was a "wet" year and some flow increase could be expected. Calibration records have been reviewed and the signal checks appear to show that the flow recording devices are working properly. However, we recommend that the Township complete actual flow testing of each device to confirm proper operation and accurate flow records. This should be completed in the near future to ensure accurate flow data for 2014.



Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the Ministry of Environment's Guelph District Office. We trust that you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Christine M. Furlong, P. Eng.

Encl:

cc: Mark Van Patter, County of Wellington, Planning Dept.
Darren Jones, Township of Wellington North, Building Department
Gil Deverell, Grant, Deverell, Lemaich & Barclay



TABLE 1

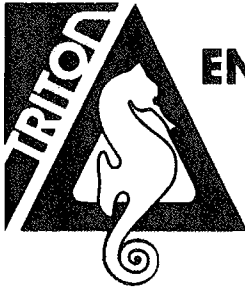
A5510(14)R05

ARTHUR - WWTP 2014 RESERVE CAPACITY	
DESCRIPTION	2014
1. Design capacity of WWTP (m ³ /day)	1465 m ³ /day
2. Average Daily Flow* (m ³ /day)	1603 m ³ /day
3. Reserve capacity (m ³ /day) (1) - (2)	-138
4. Population served **	2485
5. Serviced households ***	966
6. Average daily per capita flow (m ³ /day) (2) ÷ (4)	0.645
7. Additional population that can be served (3) ÷ (6)	-214
8. Persons per equivalent residential unit (4) ÷ (5)	2.57
9. Additional equivalent residential units that can be served (7) ÷ (8)	-83
10. Committed development (Table 2)	69
11. Uncommitted Reserve Capacity in Equivalent Residential Units (9) - (10)	-152
<p>* Average of 2011 (1402 m³/d), 2012 (1484 m³/d) and 2013 (1,922 m³/d)</p> <p>** Estimated Population using 2011 Census (2421) + (units built in 2012 and 2013 x 2.57)</p> <p>*** Estimated residential sewage connections (<i>5 units added in 2012 and 20 units added in 2013</i>)</p>	

TABLE 2

A5510(14)R05

ARTHUR		
SUMMARY OF COMMITTED DEVELOPMENT - 2014		
REGISTERED/UNBUILT	REMAINING UNITS	TOTAL
1. D. Martin Development (Conestoga St.)	2	
2. Eastridge Landing - Carroll Street	17	
3. Baratto – 178 Frederick Street	1	
SUB-TOTAL		20
MULTI-UNIT DEVELOPMENT	UNITS	
1260119 Ontario Inc. - Preston Park	32	
SUB-TOTAL		32
INDUSTRIAL	UNITS	
Golden Valley Farms	17	
SUB-TOTAL		17
INFILLING LOTS		
	0	
SUB-TOTAL		0
TOTAL COMMITTED UNITS		69



**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 31, 2014

Township of Wellington North
P. O. Box 125
7490 Sideroad 7 West
KENILWORTH, Ontario
N0G 2E0

Attention: Deb Zehr
Director of Public Works

RE: 2014 RESERVE CAPACITY CALCULATIONS
MT. FOREST WASTEWATER TREATMENT PLANT
OUR FILE: A5510(14)-R03 (Revision 1)

Dear Madam:

The Township Building Department has advised of an error in Table 2 of the letter report dated March 25, 2014. The error results in a minor increase in the equivalent residential unit reserve capacity. The report is revised as follows.

We have undertaken a review of the reserve capacity for the Mount Forest Wastewater Treatment Plant (WWTP) for 2014 in accordance with the requirements outlined in the MOE Guidelines. The current Average Day Flow (ADF) is based on recorded flows at the plant for a three year period (2011, 2012 and 2013) as provided by the Ontario Clean Water Agency (OCWA).

The reserve capacity calculations indicate an increase in the three year ADF from 2,110 m³/day to 2,235 m³/day. Calculations provided in Table 1 (attached) indicate the uncommitted reserve capacity has decreased from 610 to 474 equivalent residential units.

Registered/Unbuilt development figures provided in Table 2 (attached) have been adjusted to include Building Permits issued in 2013 as provided by the Chief Building Official. Six (6) additional units were connected to the collection system in 2013.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the Ministry of Environment's Guelph District Office to the attention of Lisa Williamson. We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Christine M. Furlong, P. Eng.

Encl.

cc: Mark Van Patter, County of Wellington, Planning Department
Darren Jones, Township of Wellington North, Building Department
Gil Deverell, Grant, Deverell, Lemaich and Barclay



TABLE 1

A5510(14)R03
Revision 1

MOUNT FOREST - WWTP 2014 RESERVE CAPACITY	
DESCRIPTION	2014
1. Design capacity of WWTP (m ³ /day)	2818
2. Average day flow * (m ³ /day)	2235
3. Reserve capacity (m ³ /day) (1) - (2)	583
4. Population served **	4867
5. Serviced households ***	2025
6. Average daily per capita flow (m ³ /day) (2) ÷ (4)	0.459
7. Additional population that can be served (3) ÷ (6)	1270
8. Persons per equivalent residential unit (4) ÷ (5)	2.40
9. Additional equivalent residential units that can be served (7) ÷ (8)	529
10. Committed Development (Table 2)	55
11. Uncommitted Reserve Capacity in Equivalent Residential Units (9) - (10)	474
* Average of 2011 (2363 m ³ /day), 2012 (2109 m ³ /day) and 2013 (2235 m ³ /day)	
** Estimated Population using 2011 Census (4757) + (units built in 2012 and 2013 x 2.40)	
*** Estimated Residential sewage connections (40 units added in 2012, 6 units added in 2013)	

TABLE 2

A5510(14) R03

MOUNT FOREST		
SUMMARY OF COMMITTED DEVELOPMENT - 2014		
REGISTERED/UNBUILT	UNITS	TOTAL
Church St. (Plan 419)	3	
Bye - Wendy Lane (Plan 832)	1	
SUB-TOTAL		4
DRAFT PLAN APPROVED OR COMMITTED BY RESOLUTION	UNITS	
Reeves - Albert Street Estates	17	
Lucas Subdivision (King & Albert Streets)	31	
SUB-TOTAL		48
MULTI-UNIT DEVELOPMENT	UNITS	
SUB-TOTAL		0
INFILL LOTS	UNITS	
	3	
SUB-TOTAL		3
TOTAL COMMITTED UNITS		55



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF APRIL 7, 2014**

**FROM: MICHAEL GIVENS
CAO**

**SUBJECT: TOWNSHIP OF WELLINGTON NORTH CORPORATE
CREDIT CARD POLICY**

RECOMMENDATION

THAT Council of the Township of Wellington North approve the Corporate Credit Card Policy (F04) as presented;

AND FURTHER THAT the Policy be circulated to all Township personnel currently issued Corporate Credit Cards;

AND FURTHER THAT all cardholder's submit the duly authorized Employee Acknowledgement of Responsibilities and Obligations form to the CAO.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

Township of Wellington North-Purchasing and Procurement Policy (F03)

BACKGROUND

To date the Township of Wellington North has not had a formal Corporate Credit Card Policy.

The attached policy provides clear standards and responsibilities for all Wellington North personnel that have purchasing authority and are issued Corporate Credit Cards. This Policy works in conjunction with the Township's Purchasing and Procurement Policy (F03).

If approved this policy will be implemented immediately and will be the basis for issuance of credit cards going forward if/when we have personnel changes within the Township.

PREPARED BY:

RECOMMENDED BY:

Mike Givens

Mike Givens

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



TOWNSHIP OF WELLINGTON NORTH POLICY AND PROCEDURE MANUAL

DEPARTMENT	Township Wide	POLICY NUMBER: F04
SECTION		EFFECTIVE DATE: April 7, 2014
SUBJECT	Corporate Credit Card Policy	
AUTHORITY	<u>Municipal Act, 2001</u> , c. 25 Part VI, s. 271 states that before January 01, 2005 a municipality shall adopt policies with respect to its procurement of goods and services.	

PURPOSE

To provide for the use and control of the Township of Wellington North corporate credit cards.

POLICY

That the Township of Wellington North provides corporate credit cards to selected senior individuals to facilitate business operation.

STANDARDS

1. Each credit card will have a unique number, and will be issued in the name of the Township of Wellington North and the name of the employee or member of Council who has been authorized to use that card. The card is not transferable to any other employee, even if that other employee is also authorized to use a credit card on behalf of the Township.
2. Credit cards are intended to facilitate payment of legitimate business expenses as delineated in the Township Purchasing and Procurement Policy F03.
3. The Mayor, Chief Administrative Officer (CAO), and members of the Senior Management Team are authorized by this policy to have purchasing and approval signing authority for purchases relative to their budget by use of the credit card.
4. The credit card limit for purchases is restricted to the value as set by the CAO.
5. Credit cards must **not** be used:
 - a. when the total purchase price exceeds the total dollar limits per transaction (including taxes and freight);
 - b. when the goods and services are available under an existing supply contract;

- c. **for personal purchases;**
 - d. **to obtain cash advances;**
 - e. when the cost of the goods or services would be significantly increased as a result of using the **card** and an alternative method of payment is available (i.e., a discount is provided by the vendor as a result of not using the card).
6. In the event a personal purchase is charged to the credit card it will be identified on the expense report and reimbursed in the form of a cheque payable to the Township of Wellington North accompanying the expense report. It shall be deemed an offence of this policy and will result in a 2 day suspension without pay. On second offence the credit card SHALL be revoked and the employee will be suspended without pay for 5 days.
7. No cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to a credit card account. The vendor in all cases must issue a credit voucher.
8. Every cardholder shall be informed in writing of their responsibilities and restrictions regarding the use of the credit card and shall agree to them in writing. Cardholders will be held liable for any misuse or willful disregard of policies or operating procedures, which result in a loss of money, fraud or collusion.
9. The Treasury Department will review all transactions on a monthly basis. Any discrepancies will be immediately reported to the CAO who will direct the discrepancy to the relative department head.

RESPONSIBILITIES:

1. The Treasurer is responsible for:
- a. Key contact with the financial institution providing the credit cards;
 - b. Processing requests for new credit cards, card changes (e.g. credit limits or changes in departments or area of responsibility as provided by the appropriate department head) and cancellation of cards;
 - c. Notifying the bank of any unresolved issues on the cardholders monthly statements if not able to solve through the vendor;
 - d. Monitoring monthly activity and providing necessary information to management;
 - e. Providing coordination with respect to monitoring the overall utilization of credit cards within the Township;
 - f. Ensuring that the conduct of all purchasing activity is done in accordance with approved policies and procedures;
 - g. Assessing the need for credit cards based on operational requirements;
 - h. Initiating cancellation of cards, increases or decreases to credit limits, and change in department or area of responsibility;
 - i. Ensuring that the use of credit cards conforms to departmental and corporate policy and procedures by reviewing and approving, on a monthly basis all purchases

2. The cardholder is responsible for:

- a. Adhering to all conditions and restrictions imposed on the credit card by the Township and the issuing Bank;
- b. Submitting the Employee Acknowledgement of Responsibilities and Obligations form to the CAO;
- c. Maintaining all transaction receipts, sales slips and credit vouchers to facilitate reconciliation of their monthly statement and identify the proper G/L allocation and coding;
- d. Reconciliation of monthly statements;
- e. Immediately notifying the CAO and Treasurer of any loss or theft of the card;
- f. Returning the card to the CAO for cancellation upon change of position or termination of employment;
- g. Resolving disputed charges with the assistance of the Accounts Payable department.



Corporate Credit Card Agreement
Employee Acknowledgement of Responsibilities
and Obligations

Employee/Councillor: _____ Position: _____

Department: _____

I understand that I am responsible for all expenses charged to the corporate credit card, and I agree to:

- use the corporate credit card for approved business expenses only
- not charge personal expenses to the card or obtain cash advances, personal use of the card will result in suspension as stipulated in the Credit Card Policy
- maintain all transaction receipts, sales slips and credit vouchers to facilitate reconciliation of the monthly statement and identify the proper General Ledger allocation and coding
- Reconcile monthly statements
- return the corporate credit card to the CAO or his/her designate when my employment/Council term ends or any time I am asked to do so
- review and abide by the Township of Wellington North corporate credit card policy.

Misuse of credit cards may be cause for immediate revocation and may also be reason for disciplinary action up to termination.

Signature: _____

Date: _____

Witness: _____



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF APRIL 7, 2014**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: BUILDING PERMIT MONTHLY REVIEW
PERIOD ENDING MARCH 31, 2014**

RECOMMENDATION

THAT the Building Permit Monthly Review for the Period Ending March 31, 2014 was reviewed and accepted.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

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

BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	2	610,000.00	4,380.43	18,230.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	1	1,500.00	126.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	1	78,000.00	3,402.00	1,833.00
Institutional	0	0.00	0.00	0.00
Agricultural	1	90,000.00	141.70	0.00
Sewage System	1	12,000.00	504.00	0.00
Demolition	0	0.00	0.00	0.00

Total March 2014	6	791,500.00	8,554.13	20,063.00
Total Year to Date 2014	19	1,864,080.00	26,018.72	20,063.00

Total March 2013	13	1,149,340.00	13,244.49	28,000.00
Total Year to Date 2013	20	2,216,840.00	23,942.41	28,000.00

Total March 2012	18	1,908,000.00	19,447.55	68,034.00
Total Year to Date 2012	27	2,489,930.00	23,502.13	68,034.00

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

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------




DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--

Cathy Conrad

From: Scott Graham [scott.graham@ctcacf.org]
Sent: March 21, 2014 3:27 PM
To: Sonia Giberson
Cc: chumphrys@centrewellington.ca; mreid@get.on.ca; Cathy Conrad; chickey@town.mapleton.on.ca; kathyrn.ironmonger@erin.ca; klandry@puslinch.ca; Rebecca von Goetz
Subject: Cycling Event > Tour for Kids
Attachments: Tour for Kids 2104 (Wellington).pdf; County of Wellington Liab Certs2014.pdf; Completed App 2014.pdf

Hello Sonia,

You may recall that the Tour for Kids charity bicycle tour passed through Wellington last summer. We are hoping to return this August so I'm submitting the following documents to begin the process.

1. Letter of introduction
2. Map and road list for each day (August 14, 15 and 17)
3. Certificate of Insurance

Based on last year's learning, separate applications will be made to each affected Township. They will be asked to copy you on final approvals should they be granted. Additionally, the OPP will be advised.

Please let me know if the County requires additional information or documentation.

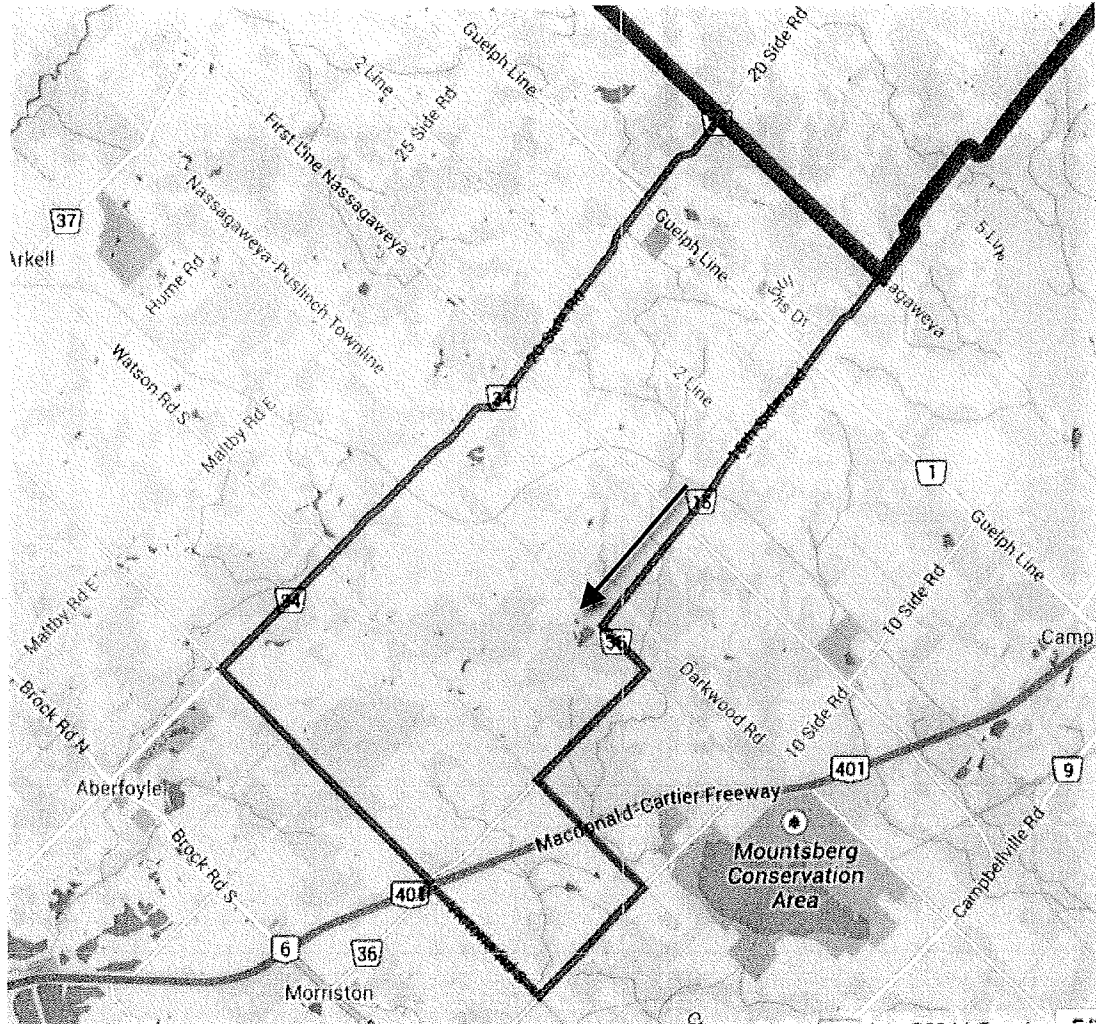
Thank you,
Scott

Scott Graham, Co-Founder
416 254-5973
Coast To Coast Against Cancer Foundation
Charitable No: 8282 52346 RR0001
www.CTCACF.org
www.TourForKids.com





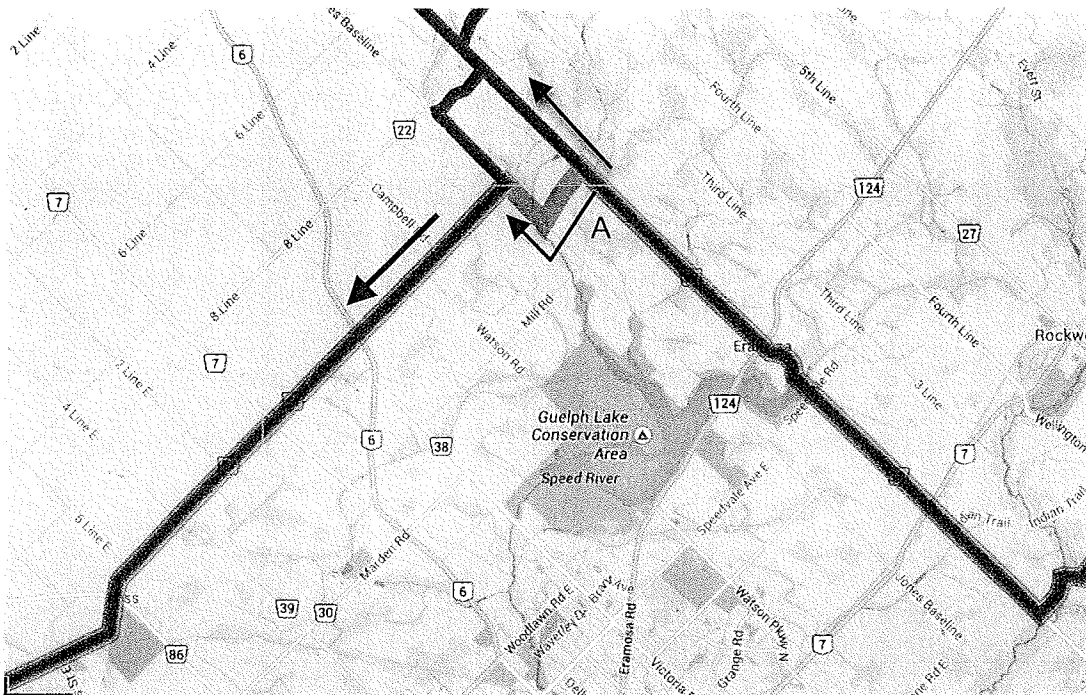
TOUR FOR KIDS > AUGUST 14, 2014 > WELLINGTON REGION



ENTER on 15th Sideroad at 2nd Line (westbound)

- | | | | |
|------|---|----------|--|
| 14.2 | ← | Left | Turn left onto Concession Rd 11 |
| 0.8 | → | Right | Turn right onto Wellington 36 |
| 2.1 | ← | Left | Turn left onto Watson Rd S |
| 2.0 | → | Right | Turn right onto Leslie Rd W |
| 2.0 | → | Right | Turn right onto Victoria Rd S/Concession Rd 9 |
| 2.2 | → | Right | (Turn right onto Wellington 36) |
| 0.2 | ← | Left | (Turn left onto Victoria Rd S) |
| 4.0 | → | Right | Turn right onto Wellington 34 |
| 4.4 | ↑ | Straight | Continue onto 20 Side Rd to EXIT Wellington |
| 5.8 | ← | Left | (Turn left onto Fourth Line Nassagaweya, Halton) |

TOUR FOR KIDS > AUGUST 14, 2014 > WELLINGTON REGION

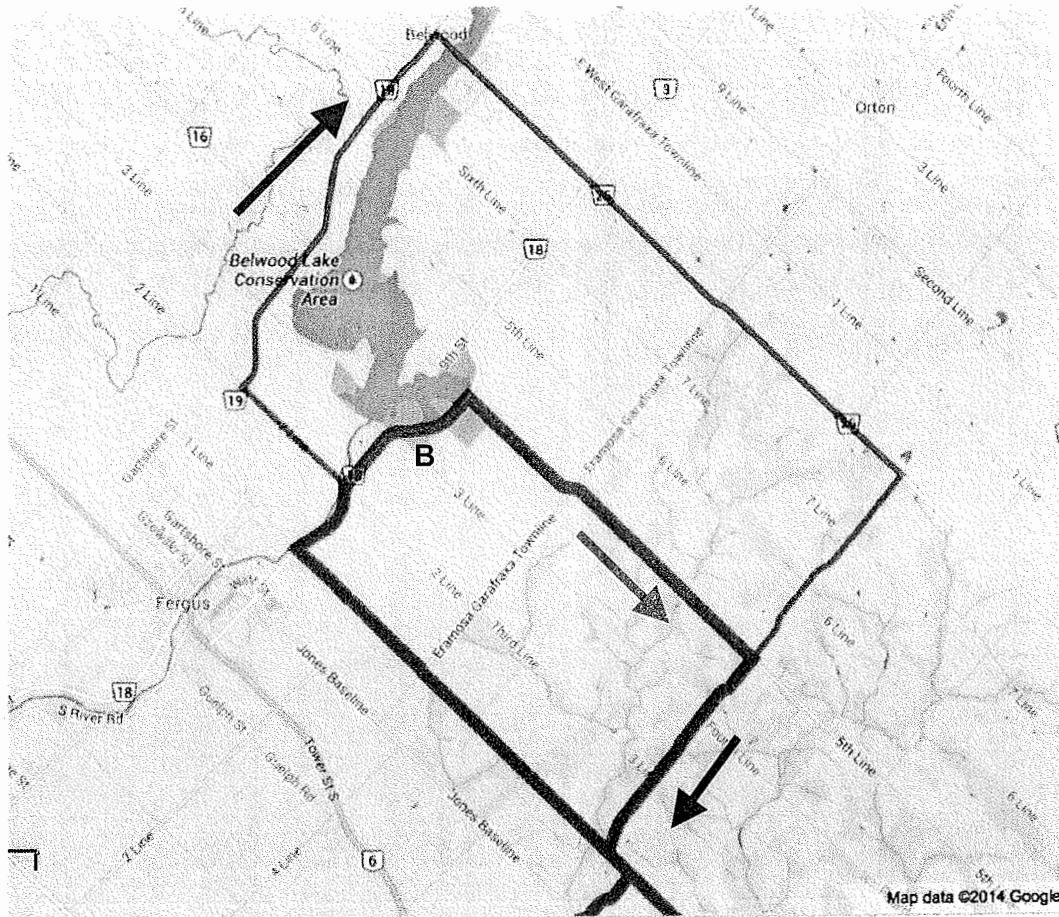


- 7.4 ← Left Turn left onto Erasmia–Milton Townline
- 2.7 ↑ Straight Continue onto Wilson St/Regional Rd 28
- 0.5 → Right Turn right onto York St/Regional Rd 28
- 0.4 ← Left Turn left onto Barden St/Regional Rd 28
- 0.8 → Right Turn right onto County Rd 29

SHORT CUT A

- 12.0 ← Left **Turn left onto Side Rd 20**
- 1.2 → Right **Turn Right onto Jones Baseline**
- 1.0 ← Left **Turn Left onto Guelph Nichol Townline / 51 to rejoin route**

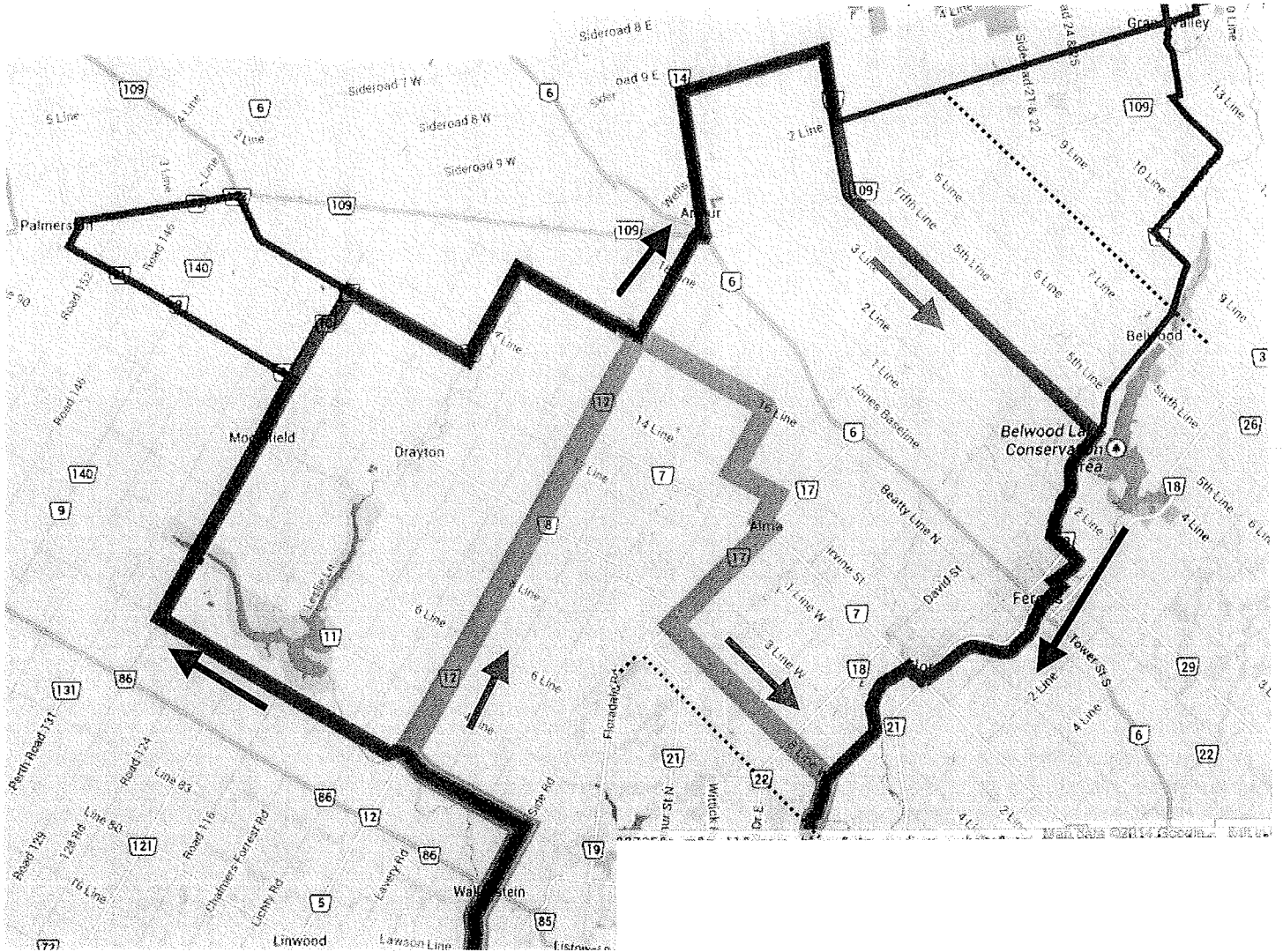
TOUR FOR KIDS > AUGUST 14, 2014 > WELLINGTON REGION



- 2.7 → Right Turn right onto Wellington 18
- SHORT CUT B**
- Continue on Wellington 18**
- .2 → Right **Turn right onto 4 Line**
- .4 ↑ Straight **Continue onto 5th Line**
- .4 → Right **Turn right onto Wellington 22 to rejoin route**
- .5 ← Left Turn left onto 2 Line
- .5 → Right Turn right onto Wellington 19
- .2 → Right Turn right onto N Broadway St/County Rd 26/Wellington 26 (signs for county road 26)
- 1.1 → Right Turn right onto Wellington 22
- .3 ← Left Turn left onto Wellington 29
- .6 → Right Turn right onto Wellington 22 (signs for County Road 22)
- .2 ← Left Turn left onto Jones Baseline
- .9 → Right Turn right onto Guelph Nichol Townline / 51
- 1.6 ↑ Straight Continue onto County Rd 51
- EXIT Wellington at Weisenberg Rd.**



TOUR FOR KIDS > AUGUST 15 > WELLINGTON REGION



TOUR FOR KIDS > AUGUST 15 > WELLINGTON REGION

- | | | | | | |
|------|------------|--|--|------------|--|
| 2.7 | ← Left | Turn left onto 3 Line | 5.5 | ← Left | Turn left onto Wellington 12 |
| 5.6 | ↑ Straight | Continue onto County Rd 45 | 4.3 | → Right | Turn right onto Wellington 109 (signs for County Road 109) |
| 4.4 | ↑ Straight | Continue straight onto Wellington 11 | 0.3 | ← Left | Slight left |
| 1.2 | ↑ Straight | Continue onto Concession Rd 3 | 0.0 | ← Left | Turn left onto George St/ON-6 N |
| 17.2 | ← Left | Turn left onto Wellington 8 (signs for County Road 8) | 0.3 | ← Left | Turn left onto Isabella St E |
| 5.5 | ↑ Straight | Continue onto County Rd 91 (signs for County Road 91) | 0.6 | → Right | Turn right onto Frederick St E/Wellington 14 |
| 4.8 | → Right | Turn right onto Toronto St | 4.7 | → Right | Turn right onto 4 Line |
| 1.1 | → Right | Turn right onto Main St E/Perth Line 93/Wellington 123 | 5.5 | → Right | Turn right onto Wellington 16 |
| 6.4 | → Right | Turn right onto Wellington 7 (signs for Wellington Road 7) | 2.7 | ← Left | Turn left onto 2 Line to EXIT Wellington |
| 11.4 | ← Left | Turn left onto Wellington 11 (signs for County Road 11) | SHORT CUT B | | |
| 4.1 | → Right | Turn right onto 16 Line | Straight Continue on Wellington 16 to rejoin at Wellington 19 | | |
| 5.5 | ← Left | Turn left onto Wellington 12 | ENTER on County Rd 5 | | |
| 4.3 | → Right | Turn right onto Wellington 109 (signs for County Road 109) | 3.3 | ↑ Straight | Continue onto Wellington 19 |
| 0.3 | ← Left | Slight left | 10.7 | ← Left | Turn left onto Anderson St N |
| 0.0 | ← Left | Turn left onto George St/ON-6 N | 0.7 | → Right | Turn right onto St Andrew St E |
| 0.3 | ← Left | Turn left onto Isabella St E | 1.2 | ← Left | Turn left onto Gartshore St |
| 0.6 | → Right | Turn right onto Frederick St E/Wellington 14 | 0.3 | → Right | Turn right onto Union St E |
| | | | 1.1 | → Right | Turn right onto Union St W |
| | | | 0.0 | ← Left | Turn left onto Bridge St/Union St W/ON-6 S |
| | | | 0.9 | ↑ Straight | Continue onto S River Rd |
| | | | 3.6 | ↑ Straight | Continue onto Water St E |
| | | | 1.0 | → Right | Turn right onto Clyde St |
| | | | 0.1 | ↑ Straight | Continue onto Carlton Pl |
| | | | 0.3 | → Right | Turn right onto Wellington 7 |
| | | | 0.7 | ← Left | Turn left onto Middlebrook Rd |
| | | | SHORT CUT from A | | |
| | | | 28.3 | ← Left | Turn left onto 14 Line |
| | | | 1.8 | → Right | Turn right onto Simpson St E |
| | | | 1.1 | ← Left | Turn left onto Elora St N/Wellington 7 |
| | | | 0.4 | → Right | Turn right onto Peel St W/Wellington 17 |
| | | | 5.1 | ← Left | Turn left onto 8 Line W |
| | | | 8.2 | → Right | Turn right on Middlebrook to rejoin main route |
| | | | EXIT Wellington | | |

TOUR FOR KIDS > AUGUST 17 > WELLINGTON REGION

0.7	↑	Straight	Continue onto Middlebrook Rd/Township Rd 62	21.2
11.7	→	Right	Turn right onto County Rd 7	32.9
0.7	←	Left	Turn left onto Carlton Pl	33.6
0.3	↑	Straight	Continue onto Clyde St	33.9
0.1	←	Left	Turn left onto Water St E	34.0
1.0	↑	Straight	Continue onto S River Rd	35.0
3.6	↑	Straight	Continue onto Union St W	38.6
0.8	→	Right	Slight right toward Union St W	39.5
0.0	↑	Straight	Continue straight onto Union St W	39.5
1.1	←	Left	Turn left onto Scotland St	40.6
0.3	→	Right	Turn right onto St Andrew St E	40.9
1.2	←	Left	Turn left onto Anderson St N	42.0
0.7	→	Right	Turn right onto County Road 19	42.7

SHORT CUT A

Continue Straight on County Road 19

Turn Right on Wellington 26 to rejoin route

4.9	←	Left	Turn left onto Wellington 16	47.6
15.6	→	Right	Turn right onto 2 Line	63.2
	↑	Straight	EXIT Wellington	68.8
6.6	←	Left	ENTER Wellington on County Rd 5	86.0
3.3	↑	Straight	Continue onto Wellington 19	89.2
1.4	←	Left	Turn left onto N Broadway St/County Rd 26/Wellington 26	90.7
13.0	←	Left	Turn left onto Wellington 22 (signs for County Road 22)	103.6
2.8	→	Right	Turn right onto Second Line	106.4
5.7	↑	Straight	Continue onto Wellington 125	112.1

ROUTE SPLITS

4.8	→	Right	Turn right onto County Rd 50	116.9
6.6	↑	Straight	Continue onto Harris St	123.5
0.7	←	Left	Turn left onto Main St S	124.2

EXIT Wellington

7.9	←	Left	Turn left onto Halton-Erin Rd/32 Side Rd	81.3
9.7	←	Left	Turn left onto 9 Line	90.9
3.1	→	Right	Turn right onto Side Rd 5	94.0
2.7	←	Left	Turn left onto Winston Churchill Blvd/Peel 19	96.7
4.2	→	Right	Turn right onto Bush St/ EXIT Wellington	100.9



75 Main Street North, Princeton, ON N0J 1V0

Phone: 800-265-4000 Fax: 519-458-4366

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS COAST TO COAST AGAINST CANCER FOUNDATION PO BOX 17 20 QUEEN STREET WEST, SUITE 702 TORONTO, ON M5H 3R3	BROKER'S FULL NAME AND MAILING ADDRESS Marsh Canada Limited 70 University Avenue, Suite 800 Toronto, ON M5J 2M4
---	---

Supplementary Schedule

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMUNITY SERVICES GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> HIRED AUTOMOBILES <input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE	Subscribing Companies as Identified in GT CP90981A CP90981C	January 1, 2014	January 1, 2015	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE	\$10,000,000
				GENERAL AGGREGATE	
				PRODUCTS-COMPLETED/OPERATIONS AGG	
				PERSONAL INJURY	Included
				MEDICAL PAYMENTS (Any One Person)	\$10,000
		January 1, 2014 January 1, 2015		TENANTS LEGAL LIABILITY	Included
				NON-OWNED AUTO	\$10,000,000
				PROFESSIONAL / MALPRACTICE LIABILITY	\$10,000,000
				OCCURRENCE	AGGREGATE
				LIMIT	AGGREGATE
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED	
				BODILY INJURY (Per Person)	
				BODILY INJURY (Per Accident)	
				PROPERTY DAMAGE	
OTHER <input type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				LIMIT	AGGREGATE
				LIMIT	DEDUCTIBLE
				OCCURRENCE	AGGREGATE
PROPERTY <input type="checkbox"/> PROPERTY "ALL RISKS" <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Valuation	
				Deductibles ALL OTHER	
				EARTHQUAKE	FLOOD

ADDITIONAL INSURED NAME AND MAILING ADDRESS County of Wellington 7275 Sideroad 16 PO Box 160 Drayton, ON N0G 1P0 <input type="checkbox"/> Supplementary Schedule Fax Interest to Insured "With respect to Liability Only"	DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS With respect to the Tour for Kids event being held August 15, 2014.
--	---

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS County of Wellington 7275 Sideroad 16 PO Box 160 Drayton, ON N0G 1P0 Fax Email	CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 90 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.
GT INSURANCE COMPANY AM Best's Rating The Guarantee Company of North America "A" Temple Insurance Company "A+"	 January 22, 2014
AM Best's Rating are subject to change and may be reviewed at www.ambest.com	



County of Wellington
Engineering Services Department
74 Woolwich Street
Guelph, Ontario N1H 3T9
Phone: (519) 837-2601
Fax: (519) 837-8138

SPECIAL EVENT PERMIT

APPLICANT

ORGANIZATION

Name: Scott Graham
Address: 17 Grandview Ave
City/Town: Toronto
Province/Postal Code: ON, M4K1J1
Phone: 416 254-5973 Fax: _____

Name Coast to Coast Against Cancer (CTCACF)
Address: Ste 702, 20 Queen St. West
City/Town: Toronto
Province/Postal Code: ON, M5H 3R3
Phone: 855 352 6470 Fax: 888-826-6744

NAME OF EVENT: TOUR FOR KIDS

TYPE OF EVENT: (ie. bike trek, parade, etc.) BIKE TOUR

DATE AND TIME OF EVENT: Please see attached schedule

LOCATION/ROUTE OF EVENT ON COUNTY ROAD(S): (please include map outlining route of bike trek, parade, etc.) Please see attached schedule

TEMPORARY ROAD CLOSURE REQUIRED: Yes: No:

TERMS AND CONDITIONS

A Certificate of Liability Insurance in the amount of \$2,000,000.00 naming the County of Wellington as co-insured, a letter from the local municipalities involved expressing support for the event, and a letter from the Wellington County OPP acknowledging knowledge of the event must be attached. CTCACF accepts full responsibility for any suits, actions or damages that may arise or be taken against the Corporation of the County of Wellington by reasons of or in connection with this event. CTCACF also accepts the responsibility for traffic control, crowd control, barricades, safety precautions, and clean up

Scott Graham
Applicant (Signature)

MARCH 21, 2014
Date of Application

I have authority to sign this form which commits the above mentioned organization to the above terms and conditions. I also acknowledge that if the terms and conditions of this permit are not fulfilled, the County will assume that the event will not take place.

PERMISSION is hereby granted subject to description of event/route/date specified on this form and subject to the applicant's acceptance of the terms and conditions signed for above.

Date of Issue
cc. County Forman
Fire Department
Ambulance Dispatch – 1-519-653-1214

Chief Administrative Officer or his designate



HEART &
STROKE
FOUNDATION

April 1, 2014

Attention: Cathy Conrad
Township of Wellington North
P.O. Box 125 – 7490 Sideroad 7 W
Kenilworth, ON N0G 2E0
Fax: 519-848-3228
cconrad@wellington-north.com

Re.: Heart and Stroke Big Bike Events – Arthur and Mount Forest (Tuesday, May 27, 2014)

Dear Ms. Conrad,

We are once again planning our Heart and Stroke Annual Big Bike Event in Arthur and Mount Forest on May 27th, 2014. We would like to ask the council for permission to run these events in the Township of Wellington North again this year.

Here are the details of the events:

Arthur Big Bike
Host Site: Crescent Care Arthur
215 Eliza St., Arthur
Event Date: Tuesday, May 27th, 2014 from 9:00 am to 11:00 am
Route: See attached map and route description

Mount Forest Big Bike
Host Site: Mount Forest Fire Dept.
318 Main St. N., Mount Forest
Event Date: Tuesday, May 27th, 2014 from 12:00 pm to 3:00 pm
Route: See attached map and route description

We are very grateful for the support of local townships that make this important fund raising event possible.

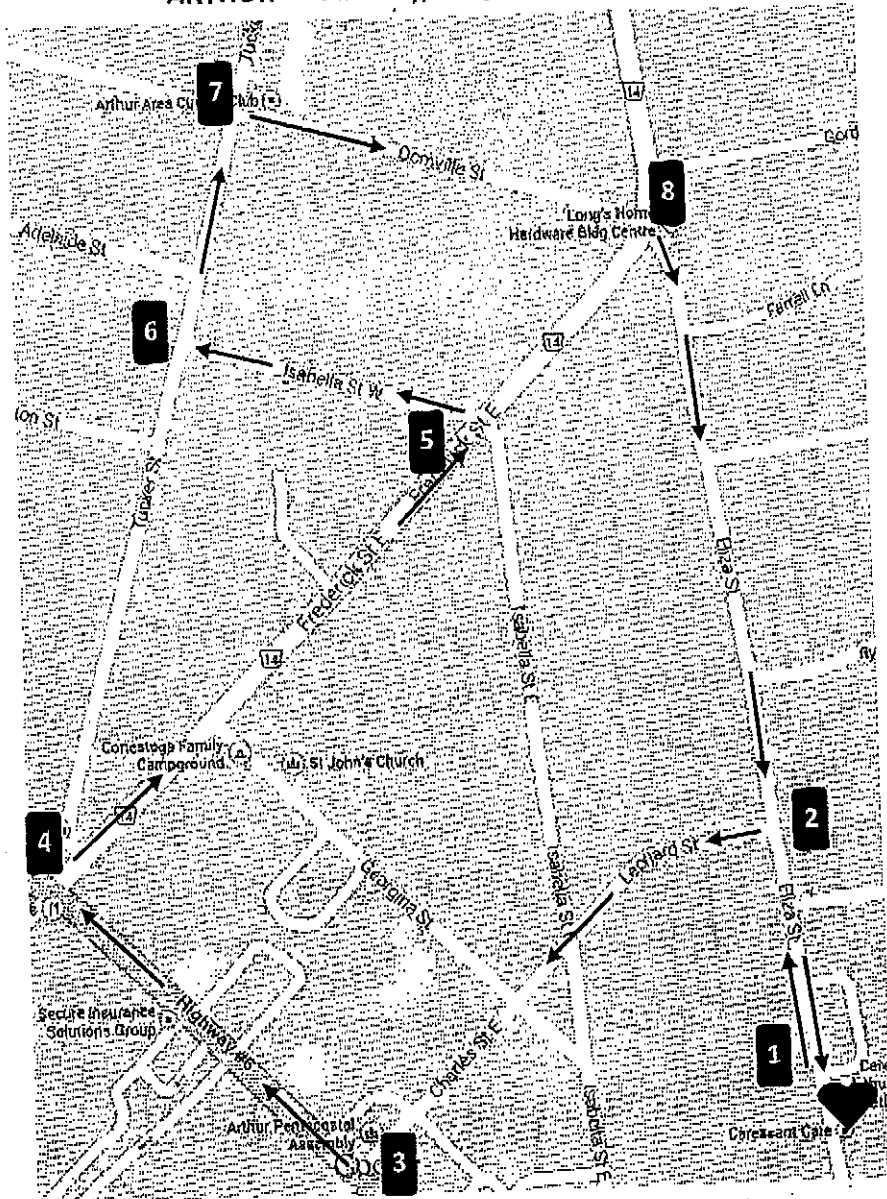
If you have any questions or concerns, or if you require further information, please don't hesitate to contact me.

Sincerely,

Sara Felske, Area Manager
Heart and Stroke Foundation
21 Surrey St. West, Suite 204
Guelph, ON N1H 3R3
Telephone: 519-837-4858 Fax: 519-837-9209
Email: sfelske@hsf.on.ca

Heart & Stroke Big Bike

ARTHUR — Tuesday, May 27th 2014




Start at the Heart: Caressant Care at Eliza Street

1. Turn right onto Eliza Street
2. Turn left onto Leonard Street and continue onto Charles
3. Turn right onto Highway #6
4. Turn right onto Frederick Street
5. Turn left onto Isabella Street
6. Turn right onto Tucker Street
7. Turn right onto Domville Street
8. Turn right onto Eliza Street

Finish at the Heart: Turn left into Caressant Care

MAP KEY

Start & Finish 

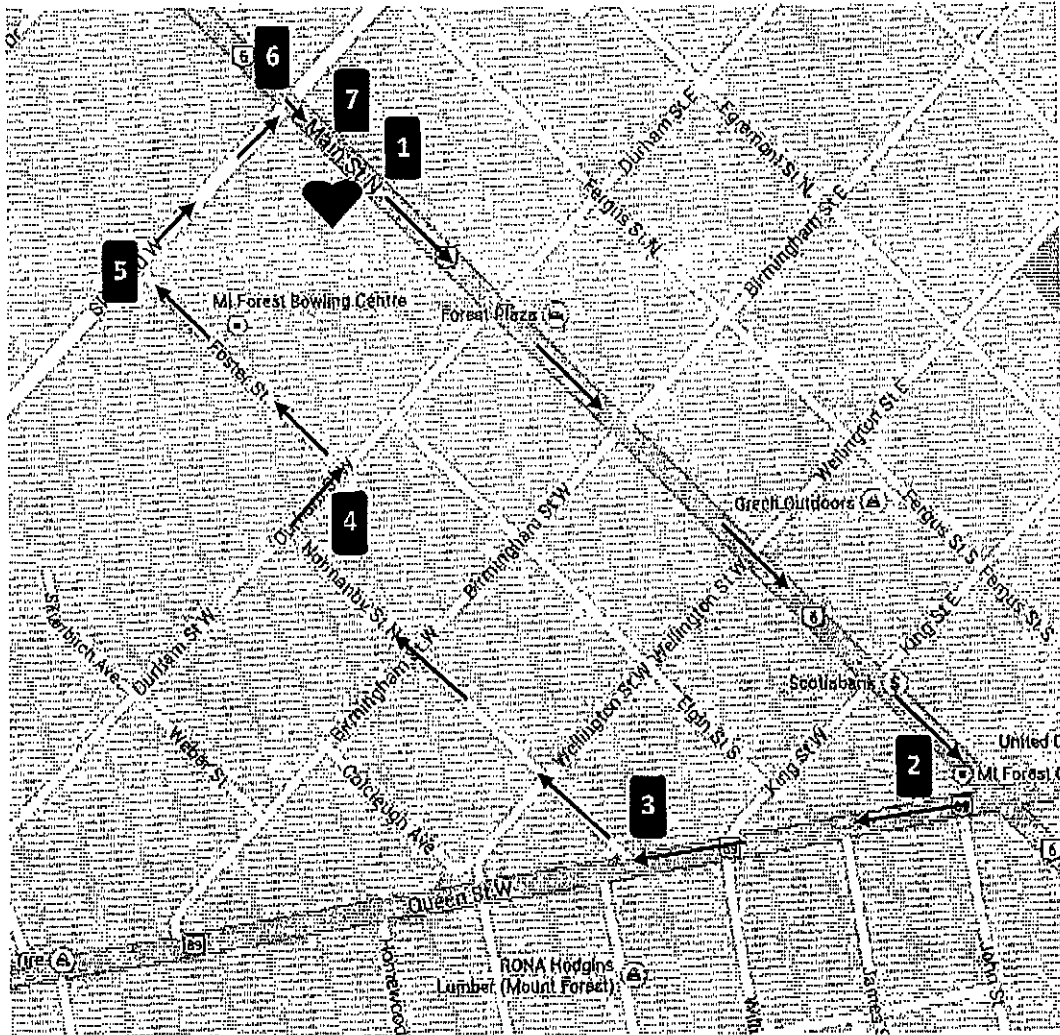
Route Directions 

Direction 

ROUTE DISTANCE: 2.6 km

Heart & Stroke Big Bike

MOUNT FOREST — May 27th 2014






Start at the Heart: The Fire Station

1. Turn right onto Main Street
2. Turn right onto Queen Street
3. Turn right onto Normanby
4. Turn right onto Durham
5. Turn left onto Foster
6. Turn right onto Sligo
7. Turn right onto Main Street

Finish at the Heart: The Fire Station

MAP KEY

- Start & Finish 
- Route Directions 
- Direction 

ROUTE DISTANCE: 2.6 km

Note: If Big Bike does not have full complement of riders, ride may be shortened by turning right onto King from Main and then right on Queen. This would avoid the last portion of the hill going South on Main.



County of Wellington
Engineering Services Department
74 Woolwich Street
Guelph, Ontario N1H 3T9
Phone: (519) 837-2601
Fax: (519) 837-8138

SPECIAL EVENT PERMIT

APPLICANT

ORGANIZATION

Name: Kim Henry
Address: 204-21 Surrey St W
City/Town: Guelph
Province/Postal Code: ON, N1H 3R3
Phone: (519) 837-4858 Fax: (519) 837-9209

Name: Heart & Stroke Foundation
Address: 204-21 Surrey St W
City/Town: Guelph
Province/Postal Code: ON, N1H 3R3
Phone: (519) 837-4858 Fax: (519) 837-9209

NAME OF EVENT: BIG BIKE RIDE

TYPE OF EVENT: (ie. bike trek, parade, etc.) 30 person bike ride.

DATE AND TIME OF EVENT: TUESDAY MAY 27 9am-11am & 12pm-3pm

LOCATION/ROUTE OF EVENT ON COUNTY ROAD(S): (please include map outlining route of bike trek, parade, etc.) Arthur - please see attached Map
Mant Forest - please see attached Map.

TEMPORARY ROAD CLOSURE REQUIRED: Yes: No:

TERMS AND CONDITIONS

A Certificate of Liability Insurance in the amount of \$2,000,000.00 naming the County of Wellington as co-insured, a letter from the local municipalities involved expressing support for the event, and a letter from the Wellington County OPP acknowledging knowledge of the event must be attached. _____ accepts full responsibility for any suits, actions or damages that may arise or be taken against the Corporation of the County of Wellington by reasons of or in connection with this event. _____ also accepts the responsibility for traffic control, crowd control, barricades, safety precautions, and clean up associated with this event.

Kim Henry
Applicant (Signature)

April 1 / 14
Date of Application

I have authority to sign this form which commits the above mentioned organization to the above terms and conditions. I also acknowledge that if the terms and conditions of this permit are not fulfilled, the County will assume that the event will not take place.

PERMISSION is hereby granted subject to description of event/route/date specified on this form and subject to the applicant's acceptance of the terms and conditions signed for above.

Date of Issue
cc. County Forman
Fire Department
Ambulance Dispatch - 1-519-653-1214

Chief Administrative Officer or his designate



County of Wellington
Engineering Services Department
74 Woolwich Street
Guelph, Ontario N1H 3T9
Phone: (519) 837-2601
Fax: (519) 837-8138

SPECIAL EVENT PERMIT

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Mount Forest - please see attached Map.

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TERMS AND CONDITIONS

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Applicant (Signature)

April 1, 14
Date of Application

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Date of Issue
cc. County Forman
Fire Department
Ambulance Dispatch - 1-519-653-1214

Chief Administrative Officer or his designate



UPPER GRAND DISTRICT SCHOOL BOARD
500 Victoria Road North, Guelph, Ontario N1E 6K2
Phone: (519) 822-4420 Fax: (519) 822-2134

Martha C. Rogers
Director of Education

PLN: 14-27

Code: R02

Sent by: mail & email

March 29, 2014

Michael Givens, CAO
The Township of Wellington North
7490 Sideroad 7 W
PO Box 125
Kenilworth, ON NOG 2E0

Dear Mr. Givens,

Re: Wellington North Elementary Accommodation Review

This letter is to inform you that on March 25, 2014, Trustees passed a motion to commence the Wellington North Elementary Accommodation Review. The purpose of this review is to consider the future status of Kenilworth PS. Also included in the review are Arthur PS and Victoria Cross PS as these schools could be affected by boundary changes. The review process is scheduled to take place from April 2014 to February 2015.

The establishment of an Accommodation Review Committee (ARC) is the first step in the initiation of the review. The ARC is responsible for guiding the Accommodation Review process and making recommendations to inform the final decision of the Board. The ARC must include several members including two (2) parent/guardian representatives and the Principal from each school, local and non-local Trustees and a community representative.

Our Accommodation Review policy also requires that we have a municipal representative with some planning knowledge participate on the ARC. The most suitable individual would be someone with a background or understanding of development trends in the Township.

If possible, we would ask that the name and contact information of the individual most suited for this Committee be provided to Ashley Behling in the Board's Planning Department by **April 9, 2014** at the latest. We hope to hold the first ARC meeting by mid-April with future ARC meetings taking place regularly, in the evenings, approximately 2-3 times per month.

Attached to this letter are copies of Report #1 which was presented to Trustees on March 18, 2014. It outlines the Accommodation Review Process and provides the context for this review. As a courtesy to the community we ask that a few of these copies be made available at your office, should the public wish to access a hard copy of the report. We have also made the report available at local libraries as well as at each school.

There is a website for this review which will contain all of the pertinent information as well as an online feedback form to allow the public to submit comments. The address of the website is www.ugdsb.on.ca/wnar.

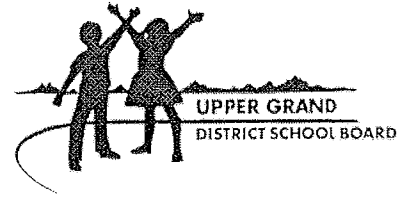
Should you have any questions now or as the Accommodation Review proceeds, please feel free to contact me at (519) 822-4420 ext. 824.

Sincerely,



Heather Imm, BES, MCIP, RPP
Senior Planner

Planning Department Memo Wellington North Accommodation Review – Report #1



To: Martha Rogers, Director of Education
From: Heather Imm, Senior Planner
Jennifer Passy, Manager of Planning
Janice Wright, Superintendent of Finance
Date: March 18, 2014
Report Type: DECISION

Background

The Wellington North Elementary Accommodation Review concluded on June 24, 2003 and involved three schools – Arthur PS, Kenilworth PS and Victoria Cross PS (formerly named Mount Forest PS). At that time, the Board decided to approve renewal expenditures at Kenilworth PS and expand its attendance area to encompass all of the former Arthur Township, effective September 2005. Further, the motion indicated that if the enrolment at Kenilworth PS were to fall below 120 Full Time Equivalent (FTE) students for two consecutive years, the Board would close Kenilworth PS and reassign students to either Arthur PS or Victoria Cross PS.

Despite the enrolment trigger having been met, several factors impeded the Board's ability to act on its closure motion, including a Ministry imposed moratorium on school closures in 2005 and resulting changes in the Province's Accommodation Review Guidelines.

As a result of the need to implement Full Day Kindergarten (FDK) at Kenilworth PS in 2014 and the associated FDK capital expenditures, the issue of the future of Kenilworth PS was raised again in February 2013.

Given the outcome of the previous Accommodation Review and need to determine whether FDK funding should be spent at Kenilworth PS, it is appropriate for Staff to undertake a new Accommodation Review process in Wellington North to confirm the school's status.

Issue

In accordance with the Board motion from February 26, 2013, Staff is to schedule an Accommodation Review for Kenilworth PS. The purpose of Report #1 is to seek Board direction on the initiation of an Accommodation Review for Wellington North to include Kenilworth PS, Arthur PS and Victoria Cross PS.

This document is available in alternative formats upon request.

Recommendations

1. That memo PLN: 14-05 “Wellington North Elementary Accommodation Review – Report #1”, dated March 18, 2014 be received.
2. That the Board commence the Wellington North Elementary Accommodation Review in accordance with Board Policy 305.

Rationale

See the attached report “Wellington North Elementary Accommodation Review - Report #1.”

**WELLINGTON NORTH
ELEMENTARY
ACCOMMODATION REVIEW
REPORT #1**

Presented to the Business Operations Committee
Upper Grand District School Board

March 18, 2014

This document is available in alternative formats upon request.

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1.0 OVERVIEW

On June 24, 2003, at the conclusion of the Wellington North Elementary Accommodation Review, the Board passed a motion to proceed with facility renewal expenditures of \$10,000-20,000 at Kenilworth Public school, and expand the Kenilworth attendance area to include all of the former Arthur Township, effective September 2005.

Further, the motion indicated that if the enrolment at Kenilworth PS were to fall below 120 Full Time Equivalent (FTE) students for two consecutive years, the Board would revert to Scenario 1 which recommended the closure of Kenilworth PS with students reassigned to either Arthur PS or Victoria Cross PS. The Board moved that the October FTE enrolment for Kenilworth PS be reported annually in November at the Business Operations Committee meeting in order to determine the status of the enrolment trigger.

Kenilworth enrolment reports were presented in November 2003 and 2004. The enrolment in 2003 was 122 FTE students and therefore the trigger was not met. In 2004, the enrolment was reported as 113 FTE students which meant the trigger had been met for 1 year.

In December 2004, families residing in the areas of the Kenilworth PS boundary expansion expressed concern about moving to Kenilworth PS given that students attending Kenilworth PS may have to change schools again in the future. As a result, the Board decided that the areas to be added to the Kenilworth PS boundary would become “option areas”. In September 2005, affected families were given the option to attend either Arthur PS or Kenilworth PS (Option Area A) and Victoria Cross PS or Kenilworth PS (Option Area B).

In February 2005, the Ministry of Education announced a moratorium on all school closures. No additional Kenilworth enrolment reports were presented at Business Operations meetings after November 2004, although enrolment continued to decline.

At the March 2010 Board meeting, a report was presented on the “Status of 2003 Motion to Close Kenilworth PS”. It noted that the closure trigger of enrolment less than 120 FTE students for 2 consecutive years had been met at Kenilworth PS (by 2005/06 school year) but no action had been taken by the Board. It also identified that Ministry funding sources for renewal projects are only to be used for work on schools not due to be closed. The Board decided “that the Kenilworth PS facility be maintained to a minimum standard and any discretionary abnormal expenditures be brought back to the board for consideration.”

The revised FDK Capital Plan approved in June 2012 identified the need for an expansion of one classroom into one purpose built FDK room at Kenilworth PS. At the Business Operations Committee Meeting of February 12, 2013, the committee received a report entitled “Kenilworth Public School, Facility Conditions Update” which indicated

that Kenilworth PS was scheduled to receive Full Day Kindergarten (FDK) in September 2014. In addition, an estimated \$650,000 in renewal needs was identified at Kenilworth PS.

As the proposed FDK and renewal expenditures are considered discretionary abnormal expenditures, the Board was asked to either direct staff to schedule an Accommodation Review for the purpose of considering the future status of Kenilworth Public School or to direct staff to proceed with the FDK renovation and renewal work. On February 26, 2013, the Board passed a motion to direct staff to schedule an Accommodation Review for Kenilworth PS.

2.0 TERMS OF REFERENCE

2.1 Purpose of the Review

The purpose of the review is to examine the accommodation of elementary students in the Township of Wellington North. Specifically, the review will determine the future status of Kenilworth PS.

2.2 Review Area

The Review area being examined in this process consists of the Township of Wellington North. The three schools included in this review are:

- Kenilworth PS (JK-6 RT)
- Victoria Cross PS (JK-8 RT)
- Arthur PS (JK-8 RT)

Map 1 shows the review area boundary for Wellington North, and Maps 2-6 show the current attendance areas for the schools under review. Please refer to Appendix A.

2.3 Goals and Objectives

The review goals are to:

- determine the future status of Kenilworth PS
- provide the Board's Capital Department with direction on spending with respect to the outstanding FDK renovation and renewal expenditures

The review objectives are to:

- ensure program viability in the schools under review (ie. enrolment, class sizes, grade configurations) and equity of access to support services such as CYC and Special Education resource assistance
- balance enrolments in the schools under review (short and long term)
- support the efficient use of capital and operating resources
- provide the Kenilworth school community with certainty regarding the future of Kenilworth PS
- minimize the impact on students if transitions are proposed

Normally decisions from Accommodation Reviews are effective as of June 30th of the following school year. Given the outstanding renewal work and the FDK renovation at Kenilworth PS, it would be prudent for Staff to suggest that recommendations from this review be implemented in advance of the 2015/16 school year.

This introduces a constraint in this review as a Board decision needs to be made in time for staffing in February 2015 to implement new boundaries for September 2015.

2.4 Accommodation Review Process

The Wellington North Elementary Accommodation Review –Report #1 has been prepared in accordance with Board Policy 305 and in response to the Board motion in February 2013 directing staff to schedule the review.

The process to be followed is outlined in Accommodation Review Policy 305 under the Accommodation Review Procedures Manual (305-A).

Board approval of the recommendations of Report #1 will initiate the review process.

2.5 School Information Profile (SIP)

A fundamental piece of the Board's Accommodation Review Policy 305 is the School Information Profile (SIP). The purpose of a SIP is to provide a comprehensive picture of the school(s) under review, by examining a series of issues under the following four categories:

- Value to the Student
- Value to the School Board
- Value to the Community
- Value to the Local Economy

The SIP will be used by the Accommodation Review Committee (ARC) to assess each of the four considerations about the schools being reviewed. As per Accommodation Review Policy 305, a school's value to the student takes priority over other considerations about the school.

2.6 Accommodation Review Committee (ARC)

The process involves the establishment of an ARC, whose role it will be to guide the process and provide recommendations to inform the final decision of the Board. The ARC includes both voting and non-voting members.

The ARC shall be established in April 2014 with the appointment of parent/guardian representatives from Kenilworth PS, Arthur PS, and Victoria Cross PS by their respective School Councils. A letter will be sent to the local municipality to inform them of the review and ask that they submit a staff representative who has planning knowledge to participate on the ARC. Local community groups will also be sent a letter about the review with a request for a community member to participate on the ARC.

2.6.1 Accommodation Review Committee Composition

The ARC may be comprised of the following voting members:

- two parents/guardians from each school under review, who have been approved by their School Councils
- one community member
- one local Municipal staff representative with planning knowledge

The ARC may also include the following non-voting members:

- Principals from each school under review
- local Trustee(s)
- non-local Trustee(s)
- Superintendent(s)
- other members as deemed necessary by the ARC (i.e. a non-staff facilitator/administrator to work on behalf of the ARC for report writing, etc.)

Planning and other Board Staff are a resource to the ARC.

2.6.2 Accommodation Review Committee Roles and Responsibilities

The role of the ARC is to act as an advisory committee to help inform the final decision of the Board.

The ARC responsibilities are as follows:

- discuss the Draft SIP's prepared by Resource Staff and modify the SIP's as a result of consultation with the public at the first public meeting
- schedule and conduct a minimum of four public meetings to consult about the SIP's, the accommodation options, and the ARC's Draft Accommodation Report
- establish the process for members of the public to appear as delegations at the public meetings
- meet as necessary to review and consider Staff Report 2, discuss accommodation options and analyze feedback from the public meetings
- present the Draft Accommodation Report to the public at the final public meeting
- prepare the Final Accommodation Report including any recommendations to the Board and submit the report to the Director of Education not later than 30 days following the ARC's final public meeting
- present the Final Accommodation Report to a Committee of the Board or to the Board

2.7 Recommended Timelines

The following timeline has been prepared in accordance with Policy 305 to be recommended to the ARC.

When	What	Who
March 18, 2014	Staff Report #1 at Business Operations Committee	Staff
April 2014	Appointment of ARC	School Council
April – Nov 2014	ARC Meetings	ARC, Resource Staff
May 13, 2014	Staff Report #2 at Business Operations Committee	Staff
May 15, 2014 (cannot be earlier than Apr 28/14 to meet)	Public Meeting #1	ARC, Staff,

30 day guideline)		Community
June 19, 2014	Public Meeting #2	ARC, Staff, Community
September 18, 2014	Public Meeting #3	ARC, Staff, Community
October 30, 2014 (cannot be earlier than Oct 24 to meet 90 day guideline)	Public Meeting #4	ARC, Staff, Community
November 28, 2014 (cannot be later than Nov 29 to meet 30 day guideline)	ARC Final Report Submission to Director	ARC
December 9, 2014	ARC Final Report Presentation at Business Operations Committee	ARC
January 13, 2015	Staff Report #3 Presentation at Business Operations	Staff
February 17, 2015 (cannot be earlier than Feb 12 to meet 60 day guideline)	Board Decision	Board

2.8 Communication Plan

The Communication Plan focuses on giving the public an opportunity to be fully informed throughout the Accommodation Review process and the opportunity to provide input to the ARC. The various ways in which the school communities will remain informed through this process include:

- All reports will be posted to the Board’s website in a timely manner
- Web pages in the Planning Department section of the Board’s website will be updated and include links to reports, letters, and other documents as required
- Information on delegation opportunities will be included with a link to the web page outlining delegation registration requirements
- The Accommodation Review web page will be promoted on the home page of the Board’s website, and the home pages of the affected schools, with links to the Planning Department web pages
- The Planning Department web page will include a form that gives community members the opportunity to sign up and receive email alerts when significant new content is added to the site
- A feedback form will be available on the review webpage, at all the school offices (Kenilworth PS, Arthur PS and Victoria Cross PS) and at each public meeting. Feedback will be compiled by date and shared on the website without attribution.

Due to time constraints and staff resources, individual responses to the feedback will not be provided

- The public meetings will provide another vehicle for communication to the community, and an opportunity for the public to provide comments and discuss the scenarios with the ARC.
- A minimum of four public meetings will be held by the ARC
- Public meetings will be advertised in local newspapers.

2.8.1 Public Consultation

The ARC is responsible for undertaking the public consultation process. There will be a minimum of four public meetings, to be scheduled and chaired by the ARC. The public meetings shall coincide with the following benchmarks:

- Meeting #1 – to review Staff Report #2 and the Draft SIPs
- Meeting #2 & #3 - to share accommodation options and hear delegations
- Meeting #4 - to present the ARC Draft Accommodation Report
- Additional meetings may be scheduled prior to the submission of the Final Report, as deemed necessary by the ARC

All reports completed during the review and press releases will be made available to the public in a timely manner and posted on the Board website (www.ugdsb.on.ca). The Board's website will also contain an email address for this specific review for the public to submit their input at any time. Other pertinent pieces of information will be made available throughout this process on the Board's website.

3.0 NEXT STEPS

Following commencement of the review by Board motion, a number of steps will take place next including:

3.1 Notification of the Review (April 2014)

A press release will be prepared to announce the commencement of the Review. A notice will also be sent out to the school communities of Kenilworth PS, Arthur PS and Victoria Cross PS specifically targeted to:

- School Councils
- Parents and students

Notices will also be sent out to the wider school community including:

- Township of North Wellington (Councilors and Township staff)
- County of Wellington (Councilors and County staff)
- Co-terminous School Boards serving the area (English Catholic, French Catholic and French Public)
- Registered Neighborhood Associations

3.2 Signage (April 2014)

Signs will be posted outside at each of the three schools advising the general public that they are under review and how to obtain more information on the process.

3.3 Data Gathering & Analysis by Planning Staff (April, May 2014)

During the initial phase of the review process Planning Staff will compile data from several sources for the Draft SIPs and for Staff Report #2. Planning Staff will consult with schools and the Municipality as part of this phase. The data that is compiled will form the basis of the initial staff developed accommodation option(s). The content of Report #2 and the SIPs is outlined in the Accommodation Review Procedures Manual 305-A, Appendices B and F.

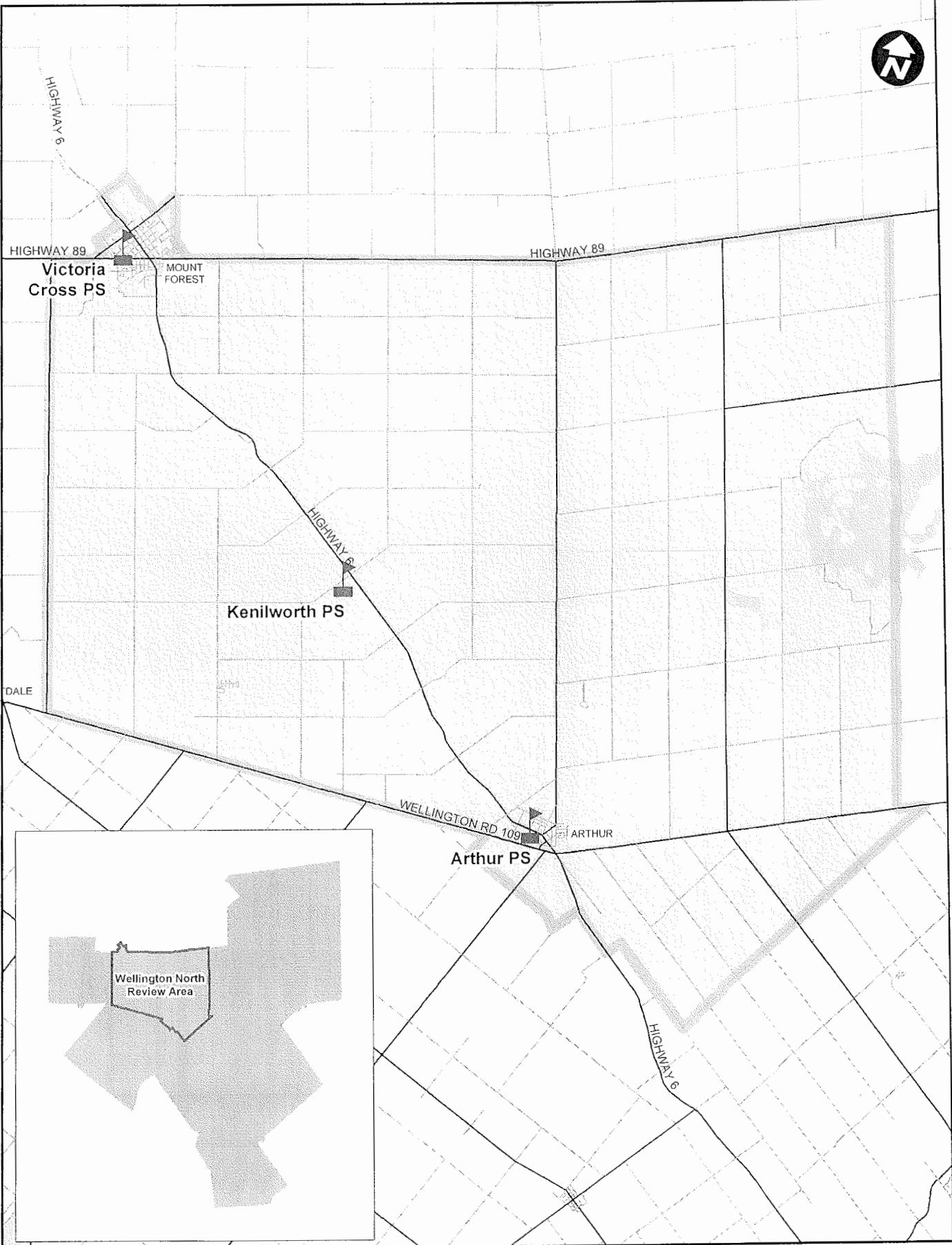
3.4 ARC Meetings

In April and May, Planning staff will provide the ARC with an overview of Accommodation Review policy and procedures and background information. ARC members will consider the data in Staff Report #2 and the Draft SIPs. Following the first public meeting, the ARC may modify the Draft SIP's in response to the public input. Additional scenarios may be developed by the ARC and the ARC may request supplementary data to be compiled by Board Staff to support their work. The ARC will host a second public meeting in June to share new information and scenarios.

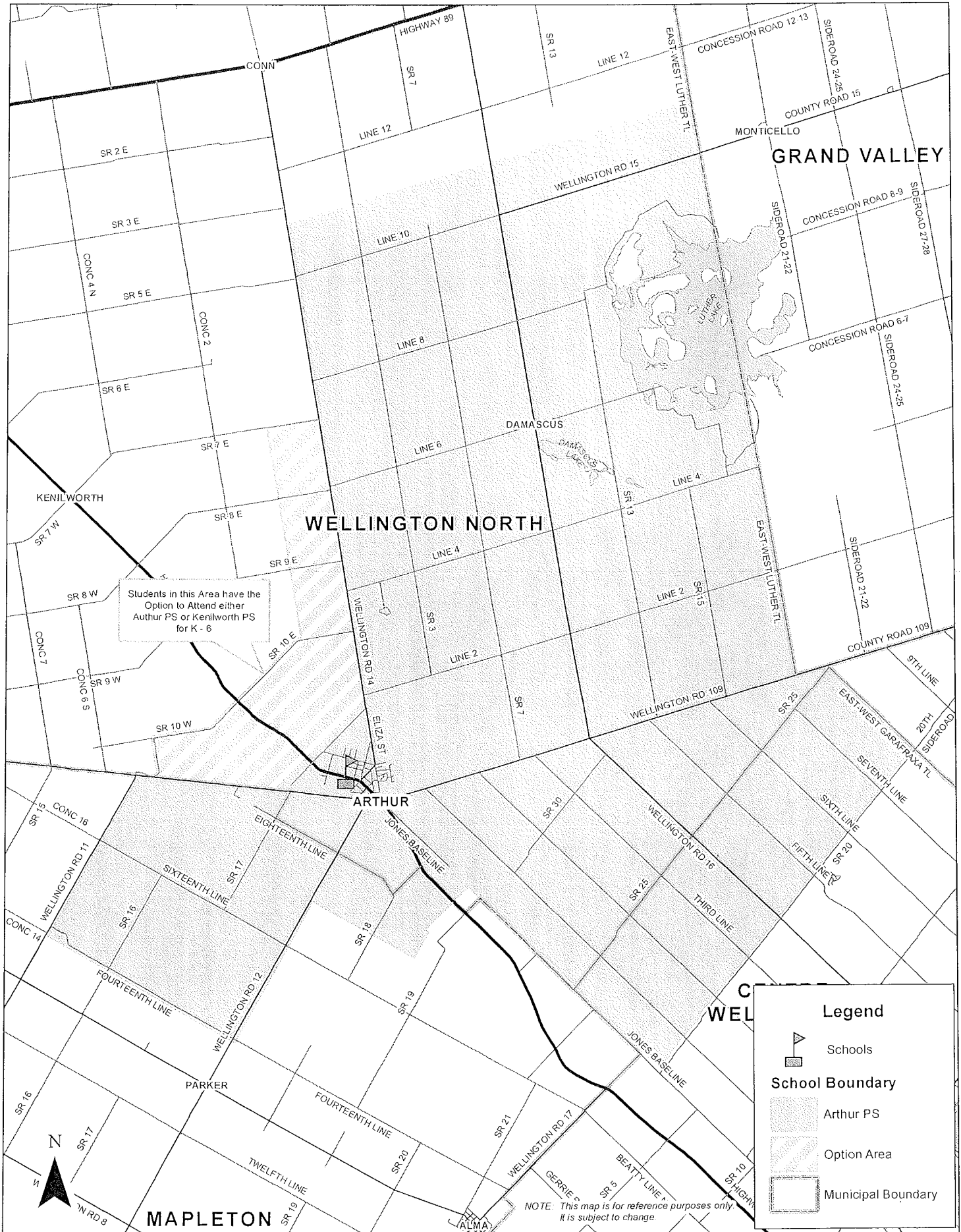
APPENDIX A

Wellington North Review Area

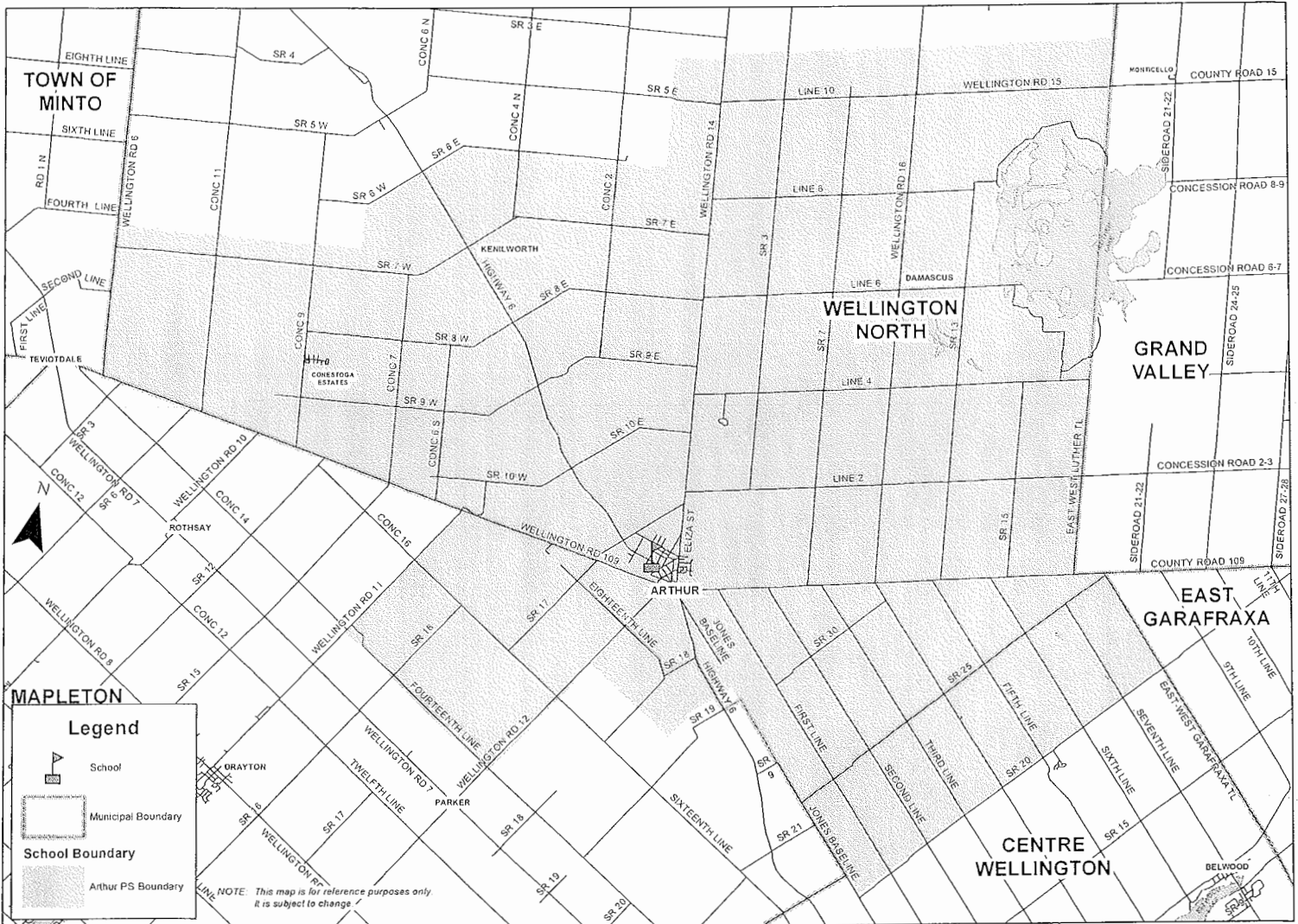
Map 1



Arthur PS English JK to 6 Attendance Area



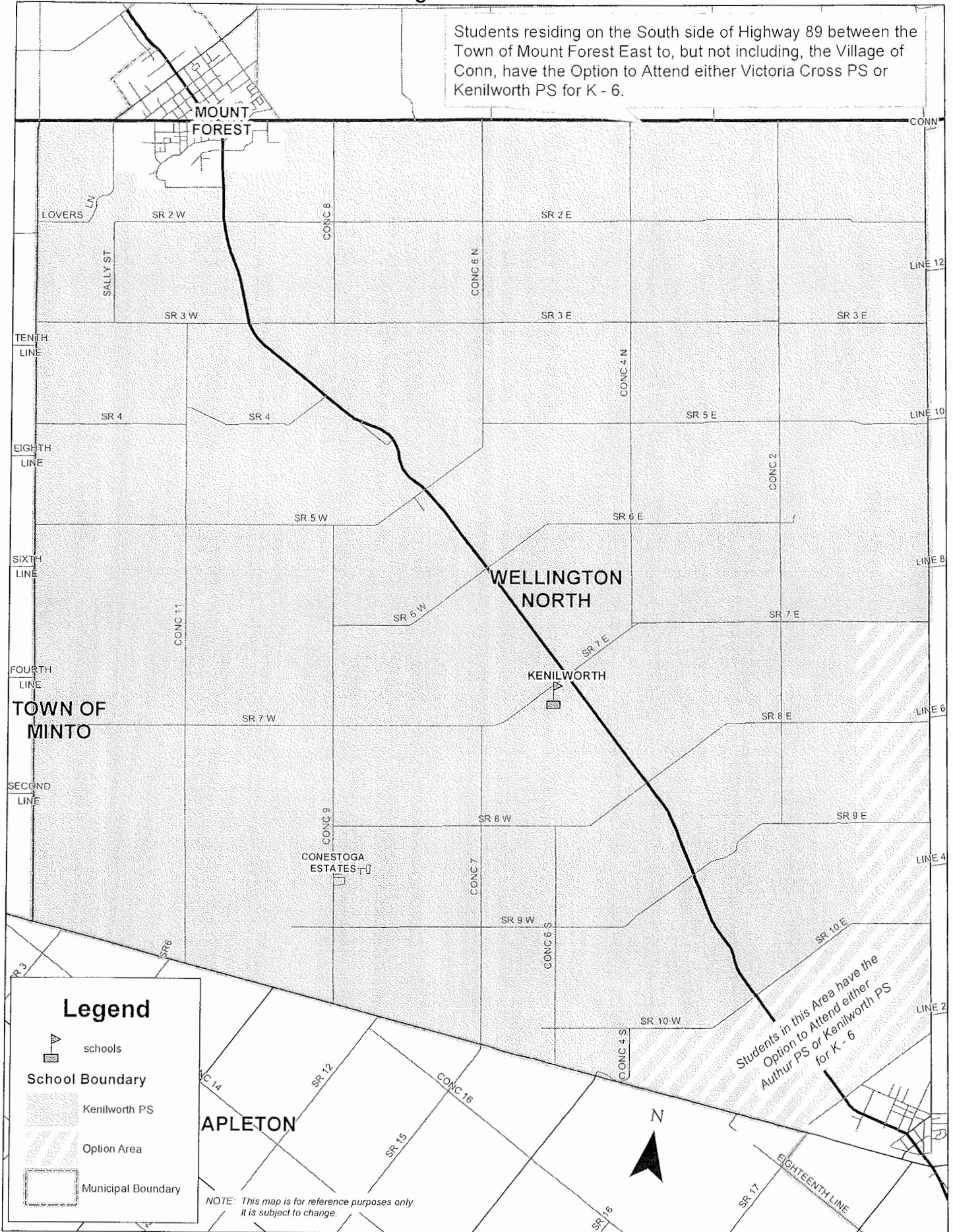
Arthur PS English 7 - 8 Attendance Area



UGDSB Planning Dept., May 2013

Kenilworth PS English JK - 6 Attendance Area

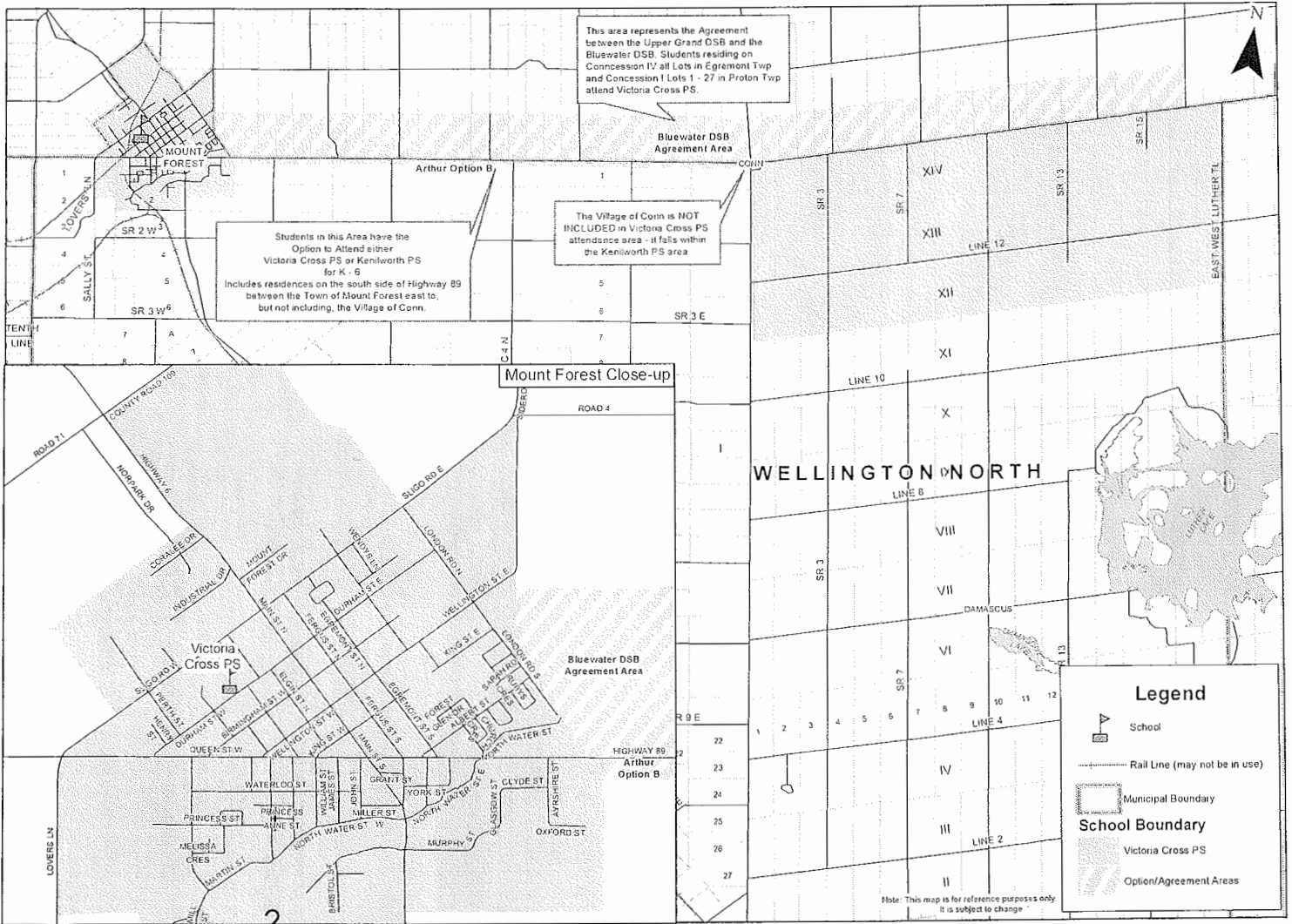
Students residing on the South side of Highway 89 between the Town of Mount Forest East to, but not including, the Village of Conn, have the Option to Attend either Victoria Cross PS or Kenilworth PS for K - 6.



Students in this Area have the Option to Attend either Author PS or Kenilworth PS for K - 6

NOTE: This map is for reference purposes only. It is subject to change.

Victoria Cross PS English JK - 6 Attendance Area



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

BY-LAW NUMBER 22-14

BEING A BY-LAW TO AUTHORIZE A LEASE AGREEMENT FOR THE PURPOSE OF A SENIORS HALL OWNED BY THE MUNICIPALITY (Part Lot 22, W/S Isabella Street, 244 Isabella Street, former Village of Arthur, sometimes know as the Arthur Seniors Hall in the Township of Wellington North –Arthur Seniors Group)

WHEREAS:

- A. Section 4 of the Municipal Act, 2001 as amended (hereinafter called “the Act”) provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the Act provides that the powers of a municipality shall be exercised by its Council, and further, Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act.
- B. The Corporation of the Township of Wellington North is the owner of the lands and building in the former Village of Arthur, being Part Lot 22, W/S Isabella Street, 244 Isabella Street.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH (“the Corporation”) enacts as follows:

- 1. The Corporation is hereby authorized to enter into a lease agreement with the Arthur Seniors Group for the premises currently used for a Seniors Hall attached hereto as Schedule “A”.
- 2. The Mayor and the Clerk are hereby authorized and directed to sign the lease agreement on behalf of the Corporation.

By-law No. 22-14
Page 2 of 2

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 7TH DAY OF APRIL, 2014.**

**RAYMOND TOUT,
MAYOR**

**MICHAEL GIVENS,
CHIEF ADMINISTRATIVE OFFICER/CLERK**

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 22-14

SCHEDULE "A"

THIS LEASE made the 31st day of December, 2013

IN PURSUANCE OF THE SHORT FORMS OF LEASES ACT

BETWEEN:

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

Hereinafter called the "Lessor"
OF THE FIRST PART

- and -

ARTHUR SENIORS GROUP

Hereinafter called the "Lessee"
OF THE SECOND PART

WITNESSETH that in consideration of the rents, covenants and agreement hereafter reserved and contained on the part of the said Lessee, to be paid, observed and performed, the said Lessor has demised and leased and by these presents doth demise and lease unto the said lessee:

ALL THOSE CERTAIN PREMISES known and described as Part Lot 22, W/S Isabella St., 244 Isabella St, former Village of Arthur, sometimes known as the Arthur Seniors Hall in the Township of Wellington North, in the County of Wellington, subject to existing sub-lease (hereinafter called the "Premises").

TERM

TO HAVE AND TO HOLD the said demised Premises for and during the term of five (5) years to be computed from January 1, 2014 and from thenceforth ensuing and to be fully completed and ended on December 3, 2018.

RENTAL

Under this Lease Agreement the rent payable shall be THIRTY SIX HUNDRED DOLLARS (\$3,600.00) per year payable TWO HUNDRED SIXTY FIVE DOLLARS AND FOURTY NINE CENTS (\$265.49) PLUS HST per month in advance commencing on the 15th day of January, 2014 and continuing until the 15th day of December 2015.

To reflect increasing operating costs, effective January 1, 2016 the rent payable will increase by two (2) percent and shall be THIRTY SIX HUNDRED AND SEVENTY TWO DOLLARS (\$3,672.00) per year payable TWO HUNDRED SEVENTY DOLLARS AND EIGHTY CENTS (\$270.80) PLUS HST per month in advance commencing on the 15th day of January, 2016 and continuing until the 15th day of December 2018.

REPAIRS AND RENOVATIONS

THE Lessor and Lessee agree that all major repairs to the plumbing and electrical systems, furnace, insulation, roof, outside painting and pointing, and structural repairs both interior and exterior, shall only proceed where appropriate funding for said major repairs are in place. Securing appropriate funding shall be the responsibility of both the Lessor and Lessee but will not include municipal levy dollars.

THE Lessee agrees that regular maintenance, internal renovations including painting and repairs of a minor nature shall be its responsibility. The Lessee shall be responsible for its own snow removal, lawn maintenance, landscaping, as well as cleaning and garbage disposal in the areas of the Premises that it occupies.

The Lessee agrees that all equipment/appliances service the premise will be the sole responsibility of the Lessee.

THE Lessee agrees that it will leave the Premises in a good state of repair (reasonable wear and tear and damage by fire, lightning and tempest excepted).

UTILITIES

THE Lessor hereby covenants to pay for all charges for electrical energy, water and sewer rates and utilities used in the Premises.

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

BY-LAW NUMBER 23-14

**BEING A BY-LAW TO APPOINT AN ACTING FIRE CHIEF FOR
WELLINGTON NORTH FIRE SERVICE.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended.
Fire Protection and Prevention Act, S.O. 1997, Chapter 4, Section 6.

WHEREAS the Fire Protection and Prevention Act authorizes by-laws for providing fire fighting and fire protection services and authorizes the establishment, maintenance and operation of a fire department to serve defined areas of the municipality;

AND WHEREAS The Corporation of the Township of Wellington North has established the Wellington North Fire Service.

AND WHEREAS The Corporation of the Township of Wellington North requires a Fire Chief for the operation of the Township of Wellington North Fire Service.

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

1. THAT By-law Number 23-13 is hereby repealed upon the coming into effect of By-law Number 23-14;
2. THAT David Guilbault be appointed Acting Fire Chief for the Corporation of the Township of Wellington to hold office until a successor is appointed;
3. This By-law shall come into effect on April 7th, 2014.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 7TH DAY OF APRIL, 2014.**

**RAYMOND TOUT,
MAYOR**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER/CLERK**

MUNICIPALITY COMMENTING FORM

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

FILE NO: B15/14

APPLICANT

LOCATION OF SUBJECT LANDS

Kathleen Murray
9018 Highway 6
R.R. 2
Kenilworth, ON NOG 2EO

WELLINGTON NORTH (Arthur Twp)
Part Lots 23 & 24, Div 1&4, WOSR
Part Lot 24, Div 2 & 3, WOSR
Pt Lots 20 & 21, Concession 6

Proposed irregular shaped lot line adjustment is 27 hectares with no frontage, existing agricultural land to be Added to abutting agricultural parcel – John Murray.

Retained parcel is 38 hectares with 153m frontage, existing and proposed residential and agricultural use with Existing house and barn.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 007 12200 0000

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

If the answer is no, please provide new information:

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

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

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

(Please Specify) Section 8-A of Zoning by-law 66-01.

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

(Please Specify) Section 8-A of Zoning By-law 66-01

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

Is proposal on an opened maintained year-round public road YES (X) NO ()
If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify

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

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

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

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

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

Approximate Time of Servicing Availability:

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

MUNICIPALITY COMMENTING FORM

FILE NO: B 15/14

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

YES (X) NO ()

Is there any further Information that may assist the Planning and Land Division Committee?
(A letter may be attached if there is insufficient space to explain)

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

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

THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.

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

SIGNATURE: _____

TITLE: Deputy Clerk

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

DATE: April 8, 2014

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

March 14, 2014

NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

APPLICATION SUBMITTED ON: February 25, 2014

FILE NO. B15/14

APPLICANT

Kathleen Murray
9018 Highway 6
RR#2
Kenilworth ON N0G 2E0

LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Twp of Arthur)
Part Lots 23 & 24, Div 1 & 4, WOSR
Part Lot 24, Div 2 & 3, WOSR
Pt Lots 20 & 21, Concession 6

Proposed irregular shaped lot line adjustment is 27 hectares with no frontage, existing agricultural land to be added to abutting agricultural parcel – John Murray.

Retained parcel is 38 hectares with 153m frontage, existing and proposed residential and agricultural use with existing house and barn.

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

April 16, 2014

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

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

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

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

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

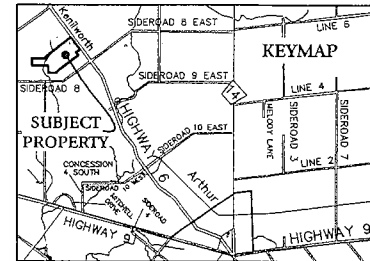
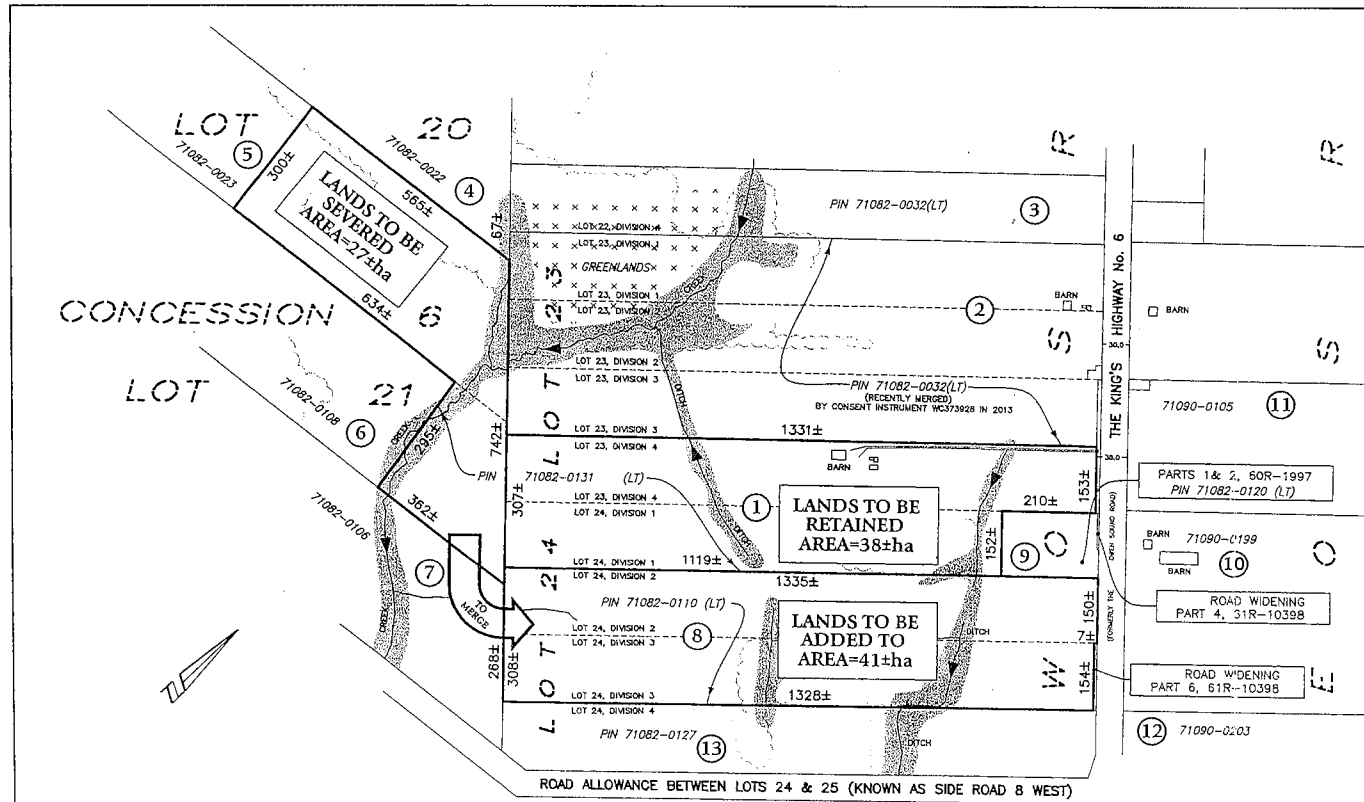
MAILED TO:

Local Municipality – Wellington North County Planning Conservation Authority - GRCA

MTO – London MTO – Owen Sound

Bell Canada County Clerk Roads

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



SEVERANCE SKETCH
 PART OF LOTS 23 & 24, WOSR
 AND PART OF LOTS 20 & 21
 CONCESSION 6
 GEOGRAPHIC TOWNSHIP OF ARTHUR
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON

SCALE: 1 - 10,000
 0 100 200 400 600 metres
 VAN HARTEN SURVEYING INC.

- LEGEND:
- WOSR DENOTES 'WEST OF THE OWEN SOUND ROAD'
 - EOSR DENOTES 'EAST OF THE OWEN SOUND ROAD'
 - [Pattern] O.P. : CORE GREENLANDS
 - [Pattern] ZONING : NATURAL ENVIRONMENT
 - [Symbol] O.P. : GREENLANDS

NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL AND NATURAL ENVIRONMENT
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL, GREENLANDS & CORE GREENLANDS.
4. DISTANCES TO BARN ARE TAKEN FROM WEB-BASED GEOGRAPHICAL INFORMATION SYSTEMS.
5. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

SURVEYOR'S CERTIFICATE

THIS SKETCH WAS PREPARED
 ON THE 17th DAY OF JANUARY, 2014.

Jeffrey E. Buisman
 JEFFREY E. BUISMAN
 ONTARIO LAND SURVEYOR

Van Harten
 SURVEYING INC.
 LAND SURVEYORS and ENGINEERS

423 WOOLWICH STREET GUELPH - ONTARIO, N1H 3X3 PHONE: (519) 821 - 2763 FAX: 821 - 2770 www.vanharten.com	660 RIDDELL ROAD, UNIT 1 ORANGEVILLE - ONTARIO, L9W 1 PHONE: (519) 940 - 4110 FAX: 519 - 940 - 4113 www.vanharten.com
DRAWN BY: JAM	CHECKED BY: JEB
PROJECT No. 20325-1	

Feb 11, 2014 - 9:57am
 G:\ARTHUR\WOSR\ACAD\SKETCH PT23(CALLAGHAN).dwg

100



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

B15/14

Location

Part Lots 20 & 21, Concession 6
TOWNSHIP OF WELLINGTON NORTH

Applicant/Owner

Kathleen Murray

PLANNING OPINION: This lot line adjustment would sever a 27 ha (66.7 ac) irregular shaped agricultural parcel and add it to an adjacent agricultural parcel. The resulting lot would be a 68 ha (168 ac) vacant agricultural parcel. A 38 ha (94 ac) agricultural parcel with existing dwelling and barn would be retained.

This application is consistent with Provincial policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- 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 issue.

PROVINCIAL POLICY STATEMENT (PPS): Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons. Legal or technical is defined as "severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot".

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLANDS. The natural features covered by the Greenland designations include Hazard lands and significant forested areas.

According to section 10.4.6, Lot line adjustments may be permitted where no adverse effect on agriculture will occur and are encouraged where:

- a) More viable agricultural operations will result;
- b) An undersized lot is made useable given the requirement for appropriate sewer and water systems.

Lot line adjustments are deemed not to create new lots for the purpose of this plan.

The matters under section 10.1.3 were also considered including... h) "that natural heritage features are not affected negatively"... j) "that natural resources such as agricultural lands and mineral aggregates would not be affected negatively"

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) and Natural Environment (NE). It appears that both the minimum frontage and lot area requirements can be met.

SITE VISIT INFORMATION: The subject property has not yet been visited.

Jameson Pickard, Junior Planner

April 1st 2014

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

BY-LAW NUMBER 24-14

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON
APRIL 7, 2014.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 130.

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 130 provides that every council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law.

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

1. That the action of the Council at its Regular Meeting held on April 7, 2014 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 7TH DAY OF APRIL, 2014.**

**RAYMOND TOUT
MAYOR**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER/CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Wednesday, April 16, 2014	Economic Development Committee	4:30 p.m.
Thursday, April 17, 2014	County Road Tour	10:30 a.m. to 11:30 a.m.
Tuesday, April 22, 2014	Public Works Committee	8:30 a.m.
Monday, April 28, 2014	Committee of Adjustment	7:00 p.m.
Monday, April 28, 2014	Public Meeting	Following Committee of Adjustment
Monday, April 28, 2014	Regular Council Meeting	Following Public Meeting

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