



Township of Wellington North

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

Regular Meeting of Council

Monday, April 28, 2014

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

A G E N D A

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<p><u>CALLING THE MEETING TO ORDER</u></p> <p>- Mayor Tout</p> <p><u>O' CANADA</u></p> <p><u>PASSING AND ACCEPTANCE OF AGENDA</u></p> <p><u>DECLARATION OF PECUNIARY INTEREST</u></p> <p><u>MINUTES</u></p> <p>1. Regular Meeting of Council, April 7, 2014</p> <p><u>BUSINESS ARISING FROM MINUTES</u></p>	<p>1</p>

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<p><u>CLOSED MEETING SESSION</u></p> <ol style="list-style-type: none">1. Personal matters about an identifiable individual, including municipal or local board employees (Section 239 (2) (b))2. A proposed or pending acquisition or disposition of land by the municipality (Section 239 (2) (c)) former CP Railway Lands.3. Confirmation of Closed Session Minutes	
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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

REGULAR MEETING OF COUNCIL

Monday, April 7, 2014

7:00 p.m.

Members Present:

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

Absent:

Councillor: Dan Yake

Also Present: Chief Administrative Officer/Clerk: Michael Givens
 Deputy Clerk: Catherine More
 Executive Assistant: Cathy Conrad
 Director of Public Works: Deb Zehr
 Business Economic Manager: Dale Small
 Treasurer: Paul Dowber

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 Burke

Seconded by: Councillor Goetz

THAT the Agenda and the Supplementary Agenda for the April 7, 2014 Regular Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

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

REGULAR MEETING OF COUNCIL

Monday, April 7, 2014

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

None declared.

E. **MINUTES**

1. Public Meeting, March 24, 2014
2. Regular Meeting of Council, March 24, 2014

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on March 24, 2014 be adopted as circulated.

Resolution Number: 2

Carried

F. **DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**

None.

G. **BUSINESS ARISING FROM MINUTES**

None.

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

REGULAR MEETING OF COUNCIL

Monday, April 7, 2014

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

1. Report from Barry Lavers, Director of Recreation, Parks & Facilities
- Mount Forest Indoor Walking Track Schedule

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive the report from the Director of Recreation Parks & Facilities regarding the Mount Forest Indoor Walking Track Schedule;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve the Mount Forest Indoor Walking Track Schedule as amended.

Resolution Number: 3

Carried

2. Report from Barry Lavers, Director of Recreation, Parks & Facilities
- Emergency Generator Mount Forest Sports Complex

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive and accept the report from the Director of Recreation Parks & Facilities regarding an Emergency Generator for the Mount Forest Sports Complex.

Resolution Number: 4

Carried

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

REGULAR MEETING OF COUNCIL

Monday, April 7, 2014

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

3. Report from Dale Small, Business Economic Manager
- Community Improvement Program

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive the Business Economic Manager report dated April 7, 2014 regarding the Community Improvement Program;

AND FURTHER THAT the Council of the Township of Wellington North approve a one-time grant up to \$2,500 under the Façade 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 Façade 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.

Resolution Number: 5

Carried

4. Report from Deb Zehr, Director of Public Works
- 2014 Reserve Capacity Calculations for Arthur and Mount Forest Waste Water Treatment Plant

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Director of Public Works report regarding 2014 Reserve Capacity Calculations for Arthur and Mount Forest Waste Water Treatment Plant

AND FURTHER THAT the Council of the Township of Wellington North review and adopt the reports prepared by Triton Engineering;

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THE CORPORATION OF THE
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Monday, April 7, 2014

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

4. Report from Deb Zehr, Director of Public Works
- 2014 Reserve Capacity Calculations for Arthur and Mount Forest Waste Water Treatment Plant (continued)

AND FURTHER THAT the Council of the Township of Wellington North directs staff to flow test each device in the Arthur Waste Water Treatment Plant 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.

Resolution Number: 6

Carried

5. Report from Michael Givens
- Township of Wellington North Corporate Credit Card Policy

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation 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 cardholders submit the duly authorized Employee Acknowledgement of Responsibilities and Obligations form to the CAO.

Resolution Number: 7

Carried

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

REGULAR MEETING OF COUNCIL

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

6. Report from Darren Jones
- Building Permit Monthly Review Period Ending March 31, 2014

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive and accept the Building Permit Monthly Review for the Period Ending March 31, 2014.

Resolution Number: 8

Carried

7. Report from Paul Dowber, Treasurer
- Treasurer's Report TR2014-01 – 2013 Council Remuneration

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Treasurer's Report TR2014-01 itemizing the remuneration and expenses of Council for 2013, dated April 4, 2014;

AND FURTHER THAT Report TR2014-01 be accepted as presented.

Resolution Number: 9

Carried

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REGULAR MEETING OF COUNCIL

Monday, April 7, 2014

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

8. Report from Deb Zehr, Director of Public Works
- Frederick St. Project and the proposed Roundabout Public Meeting Feedback

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the report from the Director of Public Works regarding the Frederick Street Project and the proposed Roundabout Public Meeting Feedback.

Resolution Number: 10

Carried

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North acknowledge the importance of proceeding with the Frederick St. Project in Arthur to rehabilitate the road, storm, water and wastewater infrastructure;

AND FURTHER THAT based on the majority responses received at the Information Open House held at the Arthur Community Centre on March 18, 2014, council of the Township of Wellington North recommends that the Frederick Street Project should not proceed with a roundabout at the intersection of Frederick, Eliza, Gordon and Domville Streets as an option;

AND FURTHER THAT the Council of the Township of Wellington North encourages the County of Wellington and Triton Engineering to give full consideration of pedestrian safety during the final design phase for the project including the introduction of a pedestrian cross walk at the intersection of Isabella and Frederick Streets.

Resolution Number: 11

Carried

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

9. Wellington North Fire Service
- Arthur Station
 - March 2014 Fire Report
 - March 2014 Fire Prevention Officer's Report
 - Mount Forest Station
 - March 2014 Fire Report
 - March 2014 Fire Prevention Officer's Report

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service March 2014 Fire Reports and the March 2014 Fire Prevention Officer's Reports for the Arthur and Mount Forest Fire Stations.

Resolution Number: 12

Carried

I. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND
DIRECTION**

1. Coast to Coast Against Cancer Foundation
Re: Authorization for Tour for Kids Bicycle Fundraising Event,
August 14, 15 and 17)

Moved by: Councillor Lennox
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North grant permission to the Coast To Coast Against Cancer Foundation to conduct their Tour for Kids bicycle fundraising event on August 14, 15 and 17, 2014.

Resolution Number: 13

Carried

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

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I. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION** (continued)

2. Heart & Stroke Foundation
Re: Heart & Stroke Big Bike Events – Arthur and Mount Forest,
Tuesday, May 27, 2014

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North grant permission to the Guelph Chapter of the Heart and Stroke Foundation to hold Big Bike for Stroke events in the Town of Mount Forest and in the Village of Arthur on May 27, 2014 using the routes proposed by the foundation.

Resolution Number: 14

Carried

3. Upper Grand District School Board
Re: Wellington North Elementary Accommodation Review

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North appoint Michael Givens, CAO/Clerk as the municipal representative on the Upper Grand District School Board Wellington North Elementary Accommodation Review Committee.

Resolution Number: 15

Carried

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

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J. BY-LAWS

1. 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 known as the Arthur Seniors Hall in the Township of Wellington North – Arthur Seniors Group)

Moved by: Councillor Goetz

Seconded by: Councillor Lennox

THAT 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 be read a First, Second and Third time and finally passed. (Part Lot 22, W/S Isabella Street, 244 Isabella Street, former Village of Arthur, sometimes known as the Arthur Seniors Hall in the Township of Wellington North – Arthur Seniors Group)

Resolution Number: 16

Carried

2. 23-14 Being a By-law to appoint an Acting Fire Chief for Wellington North Fire Service

Moved by: Councillor Goetz

Seconded by: Councillor Lennox

THAT By-law Number 23-14 being a by-law to appoint an Acting Fire Chief for Wellington North Fire Service be read a First, Second and Third time and finally passed.

Resolution Number: 17

Carried

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

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K. OTHER/NEW BUSINESS

1. County of Wellington, Planning and Land Division Committee
Re: Comments for Consent Applications

File No. B15/14, Kathleen Murray

Council supported the application with the following conditions:

- That the Owner satisfy all 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.

L. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated April 2, 2014

AMO Watchfile

- March 27, 2014
- April 3, 2014

Guelph Wellington Crime Stoppers

- Newsletter, The Informant – Spring 2014

Grand River Conservation Authority

- Minutes, Annual General Meeting, February 28, 2014

M. NOTICE OF MOTION

None

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

REGULAR MEETING OF COUNCIL

Monday, April 7, 2014

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N. **CULTURAL MOMENT**

THE HISTORY OF THE ARTHUR FIRE DEPARTMENT

The Life and Times in Arthur and Area piece, written by John Walsh, tells the history of not only Arthur's local story of the formation of a Fire Brigade but that of the events that contributed globally to the organizations of fire brigades and fire prevention education.

Locally, the late Rixon Rafter, former editor and owner of the Enterprise News, deserves much credit for the formation of the Arthur Fire Brigade. Between Christmas and New Years in 1925, a fire had demolished the Anglican Church on Tucker Street. In the tower of the church was a bell installed in 1900, which acted as the fire alarm for the village.

Within two months another fire raged through the business section of the community destroying two stores and threatening to wipe out the entire business area, as had happened a few years previously in the village of Clifford. The only firefighting equipment was a volunteer bucket brigade. Often the well would run dry and the firefighters would have to stand by and watch the building destroyed.

Mr. Rafter, in a series of editorials in his newspaper, urged the installation of water works in the village, as he knew this would lead to better firefighting equipment. However, it wasn't until 1933, that the local fire brigade was organized.

The article continues outlining the important accomplishments made by the organization through the years and highlights the banner year in 2002 for the 27 members of the Arthur Fire Department when the ribbon was cut to officially open the new fire department headquarters, built on the location of the former hall, but to a larger scale, housing many sought after additions to the village's protective services.

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

REGULAR MEETING OF COUNCIL

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O. ANNOUNCEMENTS

Councillor Lennox asked for Council's support of further discussion regarding funding for connecting links. Council has discussed the request to have funding reinstated with MTO and our MPP. A new approach is needed. Councillor Lennox has arranged to meet with the Chambers of Commerce and the Federation of Agriculture regarding this issue.

Mayor Tout presented a news release from Randy Pettapiece, MPP Perth-Wellington regarding connecting link funding.

Councillor Goetz attended the first Safe Communities meeting held in Arthur arranged by County Councillor Gary Williamson. Twenty to twenty-five people were in attendance. It was encouraging to see high school students and members of the Mennonite community in attendance.

Mayor Tout announced that he had attended the Mount Forest Kin Club 50th Anniversary. He also attended the Business Retention and Expansion presentation by the County. A delegation will be coming to the next Council meeting to present the findings of this project.

P. CLOSED MEETING SESSION

1. A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c))
2. Personal matters about an identifiable individual, including municipal employees (Section 239 (2)(b))
3. Confirmation of Closed Session Minutes

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT Council go into a meeting at 8:18 p.m. that is closed to the public under subsections 239 (2) (c) and (b) of the Municipal Act, 2001

- ***to consider a proposed or pending acquisition or disposition of land by the municipality or local board***

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THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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Q. CLOSED MEETING SESSION (continued)

*- to consider personal matters about an identifiable individual,
including municipal employees*

Resolution Number: 18 Carried

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT Council rise from a closed meeting session at 8:40 p.m.

Resolution Number: 19 Carried

R. CONFIRMING BY-LAW

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT 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 be read a First, Second and Third time and finally passed.

Resolution Number: 20 Carried

S. ADJOURNMENT

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Regular Council meeting of April 7, 2014 be adjourned at 8:42 p.m.

Resolution Number: 21 Carried

CLERK

MAYOR



**Business Retention and Expansion
Project Results**

**Township of Wellington North
April 28, 2014**



Wellington North Intro

Council is aware that in 2013, in-partnership with the County and all seven municipalities, we delivered our first ever Wellington County Economic Development Strategic Plan. One of the four short-term priorities of this plan was to conduct a county-wide Business Retention & Expansion Program.

The Business Retention & Expansion Program has been a key strategy for the Wellington North Economic Development Committee for many years:

- 2005 with a review of the Retail and Manufacturing sector
- 2011 with a review of the Manufacturing & Construction sectors
- 2012 with a review of the Retail Sector

On July 15th, 2013 we came to council and communicated to you the goals and timelines for the countywide program and this evening I'm pleased to introduce to you our Wellington County Economic Development Officer, Jana Reichert, and our Business Retention & Expansion Program Coordinator, Carolyn O'Donnell, who are going to share the results of the program with you.

COUNTY of WELLINGTON

B R E

BUSINESS RETENTION AND EXPANSION



- September 2013 to February 2014
- In cooperation with each of the 7 municipalities
- 270 in person business interviews using the Ministry of Rural Affairs survey tool
- Evaluated the aggregated data and compiled the results to identify opportunities to help Wellington businesses



Why?

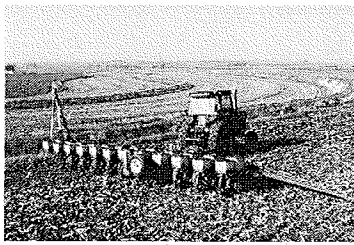
- 76% of all new jobs and capital investment is attributed to existing businesses
- To understand our local economy
- Tool to help impact our local economy
- To shape economic development focus



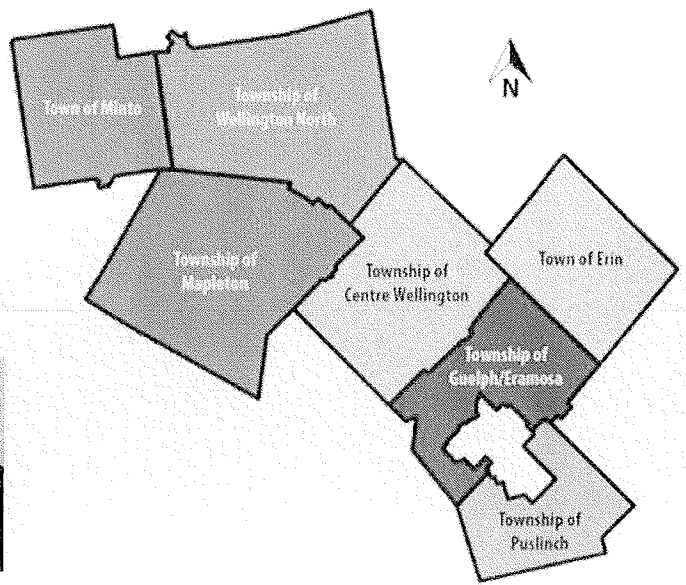
Who Was Talking?



Manufacturing



Agriculture

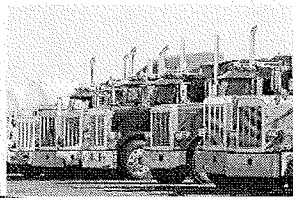


Health Care



Creative Economy

+ Transportation



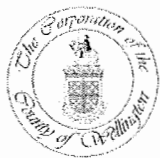
+ Downtowns



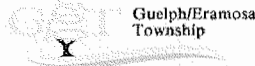
Who Was Listening?



Centre Wellington



Ministry of Economic Development, Trade and Employment
Ministry of Rural Affairs



Guelph-Wellington Business
Enterprise Centre



Workforce Planning Board
of Waterloo Wellington Dufferin

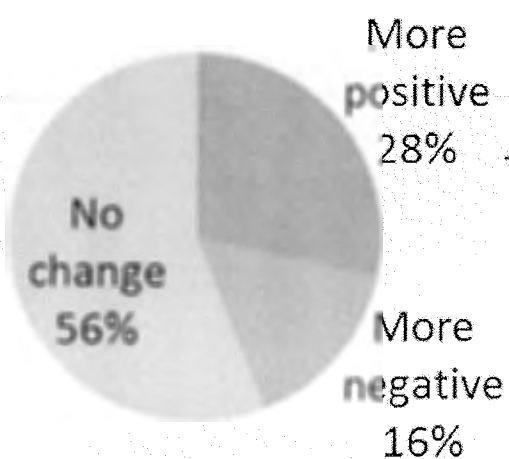


WELLINGTON FEDERATION OF AGRICULTURE



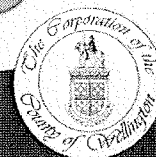
What Did We Hear? Business Climate

- 77% Wellington good/excellent as a place to do business
- More positive change in attitude

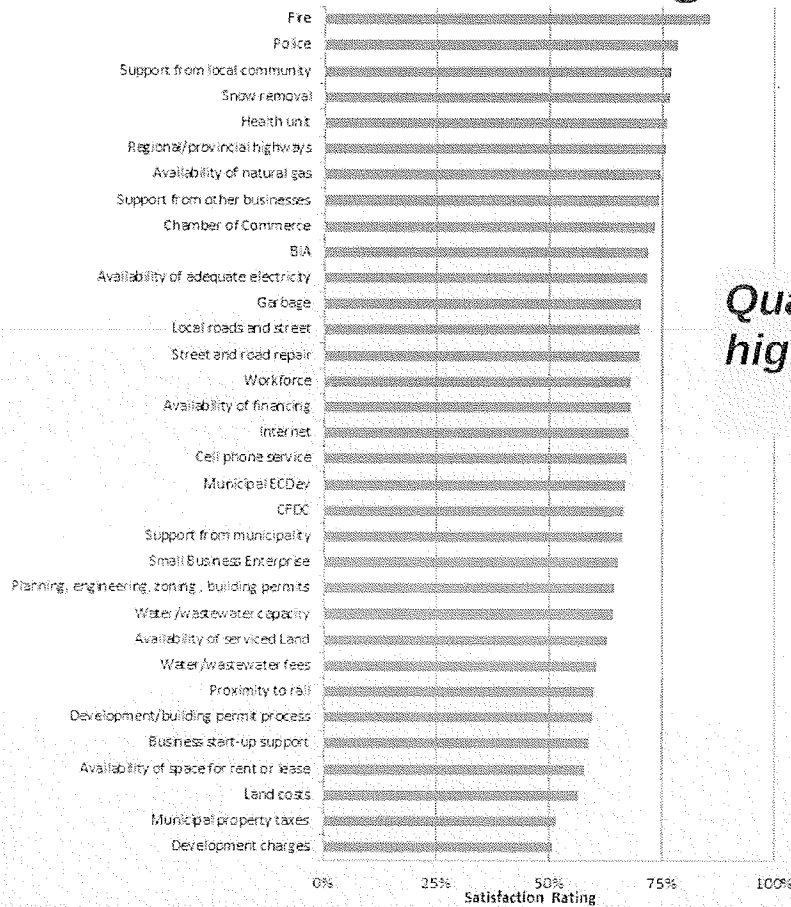


Support from municipality and community, improved economy and quality of life

Permit processes and fees, utility costs, difficulty hiring, lack of government and business relationships



What Did We Hear? Factors in Doing Business



Quality of life was the highest scoring factor



What Did We Hear? Common Concerns/Lack of Awareness

- Space for rent or lease
- Financing
- Business start up support
- Hi-speed internet
- Adequate electricity and natural gas
- Development/building permit processes
- Development charges, taxes and land costs



What Did We Hear? Living Here



Libraries and farmers markets are valued as places to find out what is where in the community.

Common concerns in the areas of:

- Affordable housing options
- Public transit
- Child Care



What Did We Hear? Future Plans

48% plan to remain the same size

43% plan to expand

52% expect overall industry growth

58% project sales in next year to increase



What Did We Hear? Workforce

Businesses are concerned about the availability of qualified workers

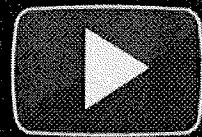
	Availability of qualified workers	Stability of the workforce	Ability to attract and retain new employees
Poor	17%	8%	11%
Fair	24%	12%	20%
Good	34%	49%	40%
Excellent	12%	18%	13%



What Did We Hear? Jobs in Demand Now



Analysis to Actions



YouTube

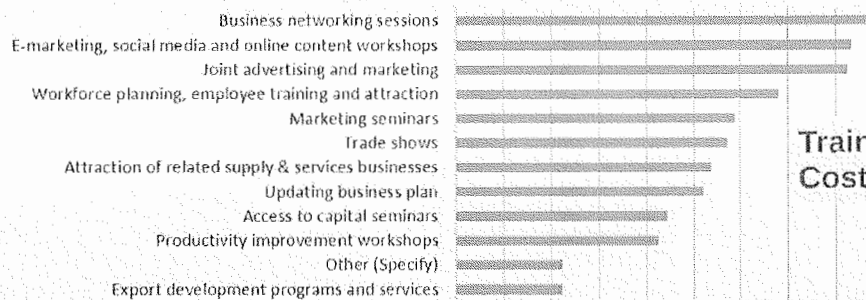


New Actions to Help Business Networking and Training

- Support existing and develop new business networking opportunities
- Offer/cross promote training workshops across Wellington
- Host a Wellington Business Symposium

135 businesses expressed a desire for training (ie: leadership, health and safety, specific skills)

Figure 8: Assistance and Opportunities of Interest to Businesses



Training barriers?
Cost and local availability



New Actions to Help Business Infrastructure to Advocacy

- Complete First Impressions and Municipal Community Improvement Plans
- Discuss opportunities for encouraging residential/commercial mix downtown
- Advocate/communicate BR+E results with various ministries
- Explore alternative affordable housing options
- Encourage consistency in municipal business development services
- Explore and promote financing options beyond the traditional bank



New Actions to Help Business Workforce Skills Gap

- Identify skill gap programmes
- Link companies with apprentices through appropriate agencies
- Introduce careers demanded and available locally to grade 10 students showing full career path



New Actions to Help Business Promotion

- Promote Wellington (investing and lifestyle)
- Familiarization Tours (sector and general investment)
- Greater promotion of Wellington Waterloo CFDC and GWBEC
- Wayfinding Signage



Actions Already Underway

- Proactive response to business enquiries
- Investment profiles for our four key sectors
- Economic Development webpage with video testimonials, interactive businesses directory and e-newsletter
- Participate in trade conventions
- Assessment of cost-shared rural transportation models
- Vacant land/building inventory
- Continue to develop the Taste Real Local Food prgm



BR+E Local Implementation Fund



COUNTY OF WELLINGTON

BUSINESS RETENTION AND
EXPANSION MUNICIPAL
IMPLEMENTATION FUND



April 2014

Implementation Fund

The County of Wellington, together with the seven municipalities recently completed 270 business interviews in four strategic sectors as part of the Wellington Business Retention and Expansion project. The BR+E Local Implementation Fund provides the municipalities the opportunity to access funding for the direct execution of BR+E recommendations for activities that enhance the local economy.



Wellington North Plans

First Draft of our local Wellington North results were shared with the Economic Development Committee on April 16th and through the Economic Development Committee we will continue to work through these results to ensure Wellington North Action Plans reflect the issues and opportunities identified.

In many instances the opportunities for Wellington North are consistent with the County priorities and we will work closely with the County on these programs.

As an example:

Consistency in Municipal Business Development services

First Impressions & Community Improvement Programs

Business & Community promotion including a signage program

Workforce Development programs

Affordable housing options

Assessment of cost-shared rural transportation models

Continue to develop local food sector/Taste Real Program

COUNTY of WELLINGTON

B R — E

BUSINESS RETENTION AND EXPANSION

Wellington North Plans

At the same time we will have a number of Wellington North specific programs that we will be focusing on. The recently announced BR&E local Implementation Fund from the County is greatly appreciated and will go along way in helping us implement these programs. As an example:

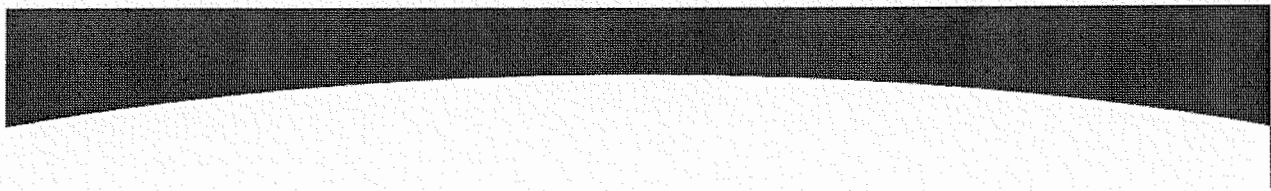
- Continued emphasis on the Wellington North Municipal Cultural Plan
- Establish Business Incubator and "Wellington North Mentors" business centre
- Conduct Commercial & Industrial Development Charges Impact review
- Develop Downtown Commercial Renewal Program
- Working in Rural Wellington 2014 & Wellington North Showcase 2015
- Assessment of cost-shared rural transportation models
- SPARK 88.7FM/Saugeen Community Radio

A copy of the final report is being provided to council this evening and implementation of the recommendations from the B.R. & E. will take place during 2014-2015. Council will receive ongoing reports through the Municipal Economic Development Committee.

COUNTY *of* WELLINGTON

B R — E

BUSINESS RETENTION AND EXPANSION



Questions

County of Wellington
Jana Reichert
Economic Development Officer
janar@wellington.ca
519-837-2600 ext. 2525

Carolyn O'Donnell
BR+E Project Coordinator
carolyno@wellington.ca
519-837-2600 ext. 2611

Township of Wellington North
Dale Small
Business Economic Manager
dsmall@wellington-north.com
519-848-3620 ext. 34

Al Rawlins
Economic Development Committee Champion

COUNTY of WELLINGTON

B R + E

Thank you!

For the first time ever
Thank you to Wellington Business Retention & Expansion
270 Businesses Interviewed

88% of businesses plan to stay in Wellington
62% of businesses plan to expand in Wellington
77% of businesses plan to hire in Wellington
60% of businesses plan to invest in Wellington
25% of businesses plan to relocate to Wellington
75% of businesses plan to open a new location in Wellington

Immediate Actions

Wellington Business Retention & Expansion
OFFICE OF ECONOMIC DEVELOPMENT
800-922-0000



Watch for launch of Wellington ED webpage this Spring!

County of Wellington BR+E Project
Business Interview Findings and Action Plan
April 2014

270 Businesses Interviewed

BR+E
Business Retention & Expansion

Jana Reichert
Economic Development Officer
janar@wellington.ca

Carolyn O'Donnell
Business Retention Coordinator
carolyno@wellington.ca



Delegation Request

at Regular Meeting of Council April 28, 2014

The following individuals forming a group of concerned citizens:

Ivan Armstrong

Steve McCabe

John Raftis

Gerald(Shep) Shepetunko

Dave Stack

Request to appear before, and address the council of the Township of Wellington North, as a delegation:

To discuss initiating a process to facilitate the timely and affordable development of the Wells St. road allowance extending from Wellington County Rd. 14 to the intersection of Domville St.



Communiqué



From the desk of:

Thursday April 10, 2014 # 001

FIRE CHIEF:

I have had the pleasure of attending training sessions in Arthur and Mt. Forest. I really appreciate the warm welcome and the genuine interest that you show in your fire service. Volunteer fire fighters are the back bone of the fire service in this country and you should all be very proud.

This is the first communiqué to all fire fighters in the Wellington North Fire Service, which will be followed by, by-weekly communiqués. It is prudent that we keep each other informed of the happenings within our fire service. We will all benefit from this information put forth. As you can see by the layout, you will hear from the fire chief as well as each division. The committees once established will also provide up to date information, however that information will come monthly or by monthly depending on progress and outcomes. If anyone is hosting a fire service related event, please advise, FPO Jason Benn. Jason has offered to be the communiqué co-coordinator. If any firefighter or committee has information to be put in the communiqué, please send it electronically to jbenn@wellington-north.com

The communiqué will be delivered electronically, to each firefighter via personal emails and as well a paper version be faxed to each station to be posted in the dispatch room on the bulletin board. The communiqué will be sent out the 2nd Thursday of each month. When the next communiqué arrives the previous one will be removed and placed in the binder marked, Wellington North Fire Service Communiqué.

The station chief or designate shall insure that the communiqués have been read by the members of their division.

Thank you again for the warm welcome and I look forward to working with you to make Wellington North Fire Service the best anywhere.

Stay Safe

A handwritten signature in cursive script, appearing to read 'D. E. Guilbault'.

Chief Guilbault



Communiqué



ARTHUR DIVISION:

The Arthur division is re establishing their OH&S committee. The team headed up by Marco, will be contacting members of both divisions with the intent of forming a joint OH&S committee for the Wellington North Fire Service.

Jim Morrison

MT. FOREST DIVISION:

On April 17th, 2014, the Mount Forest Division Station Chief, will be attending the Mt Forest Lions Meeting to receive final payment for the UTV.

Ron MacEachern

FIRE PREVENTION/PUBLIC EDUCATION DIVISION:

The fire prevention division is closely watching the changes and developments of the vulnerable occupancies with in the province and area. Many of these occupancies are affected in regards to mandatory sprinklers and now mandatory annual inspections. With this said the prevention division will be taxed in dealing with these issues. This also includes mandatory training for inspections, fire drills and evacuation evaluations by the prevention officer.



Communiqué



Further information on this subject will be conveyed in upcoming communiqués. The prevention division will also be asking for the assistance of the public educators and firefighters to continue with the smoke alarm door to door campaign. This is a mandated program that the fire services have to complete. We do not have to complete the entire municipality in one year however we do have to work at it collectively to assure we are completing our due diligence for the OFM assessment reviews. I encourage all to participate in one shape or form. This will be coming up in the near future.

I would also like to offer up the chance to be able to attend and work along side of the prevention officer for your own interest. There has been a few individuals expressing interest and I am working on trying to get them out for a few inspections, creating the reports, finding the deficiencies in the fire code etc. It is not all about attending a building and checking to see if the exit lights are working. There is a lot more to it and it would be a privilege to share my training with others. For those who have expressed interest bare with me, I will get you out, I promise.

For the Public Education side of the committee, we will be looking for individuals that are at ease with the following:

- Public speaking
- Work well and communicate well with children and adults
- Able to create power points
- Have good presentation skills
- Confident in conveying proper and up to date information on current topics
- (I.e.: smoke alarms, Carbon Monoxide, burn bylaw info to name a few).

These are a few of the qualities that will be required to be on this committee. Those who choose and qualify to be on the committee will also receive Public Educator Training. Again in the near future this information will be provided. All who are interested please be ready to do a mock presentation. It will not be hard and this will also assist you in becoming a public speaker. I promise it will be rewarding.

Upcoming Public Education, Arthur Division will be hosting a fire hall tour and education session with the LutherWood School from County Road 16 the latter part of April and the Mt. Forest Division will be hosting a similar session with the Maple View School from Concession 6. Students from both schools will be attending from grades 1-8.



Communiqué



WE WON!!!!!!!!!! The Wellington North Fire Service has been chosen 1 out of 5 fire services from across the province to participate in the launch of the Swing Into Summer Campaign!!!! (120 Services applied)

“SWING INTO SUMMER SAFETY” CAMPAIGN 2014 OFFICIAL LAUNCH

WHAT IS IT? - An opportunity for you to join the Toronto Blue Jays and the Fire Marshal’s Public Fire Safety Council in launching the 2014 **“Swing into Summer Safety”** campaign by hosting an event in your community on **Wednesday June 11, 2014 at 12:00 noon.**

WHO - All fire departments in Ontario who would like to host a launch in their community are invited to submit this document by the deadline date specified. **Five** fire departments from various areas of the province will be randomly selected from all submissions. You will be notified by April 16, 2014 if your department has been selected.

There will be more information in the following communiqués.

Yours in fire safety

Jason Benn, FPO.

TRAINING DIVISION:

Our first Wellington County recruit training is starting this Saturday in Rockwood. The training will be held every other weekend for the next 3 months throughout the county. There will be a day in Guelph, at the fire trailer which will be the conclusion of the course and signs will be conducted at that time. Arthur and Mt Forest Division will be focusing on water lays, and shuttle hook ups for the month of April and part of May. We will soon have a training schedule for the entire summer for both divisions.

We are looking forward to getting out of the classroom after this lengthy winter and applying our in class training which has been conducted over the past 5 months.

Thanks

Don Irvine



Communiqué



COMMITTEE'S:

We will soon be rolling out a list of committees for fire fighter participation. A terms of reference has been established for the committees and will be presented once each committee has been formed. This is a great opportunity for you to have a say in how our service operates today and in the future. I am looking forward to everyones participation.

Stay Safe

Chief Guilbault

EVENTS:

The Mt. Forest Division will be attending this Saturday April 12th form 10-3 pm for an equipment display at the Holstein Maple Fest. Many attendees come from the area and cities. It is a well attended event.

Next communiqué will be Thursday April 24th, 2014



"Pride and Passion"

TOWNSHIP OF WELLINGTON NORTH
ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, April 16th, 2014 – 4:30 pm

Members Present: Councilor Dan Yake, Chair
Mayor Ray Tout
Councilor Andy Lennox (arrived at 5:20 pm)
Councilor Mark Goetz
Stephen Dineen
Shawn McLeod
Al Rawlins
Gerald (Shep) Shepetunko
Jim Taylor
Mike Givens, CAO/Clerk
Dale Small; Business Economic Manager
April Marshall; Tourism, Marketing & Promotion Manager

Also Present: Bob McArthur, Vice Chair, Wellington North Safe Communities (WNSC)
Kris Svela, Wellington Advertiser
Michelle Stone, Administrative Support

Absent: Tim Boggs
Councilor Sherry Burke

Meeting was called to order at 4:30 pm

DELEGATIONS AND PRESENTATIONS:

- Bob McArthur, Vice Chair, Wellington North Safe Communities (WNSC)

Bob gave a brief overview on actions and results of the Committee to date. They have had very positive feedback and new members continue to join. Member profiles include ten members from the Leadership Table for the County and four members from the County & Wellington North Economic Development Committee. Monthly meetings are being held in both Arthur and Mount Forest. Bob reviewed a letter sent by Chair Gary Williamson regarding their request to use the Wellington North “Simply Explore” logo for the Wellington North Safe Communities.

Moved By: Mayor Ray Tout

Seconded By: Shawn McLeod

THAT THE Economic Development Committee support the Wellington North Safe Communities request to use the logo as presented.

Resolution Number: 3

Carried

1. DECLARATIONS OF PECUNIARY INTEREST:

- None reported.

2. APPROVAL OF MINUTES:

Moved by: Steve Dineen

Seconded by: Councillor Mark Goetz

THAT the minutes of the Economic Development Committee held on February 19th, 2014, be adopted as circulated.

Resolution Number: 1

Carried

3. MONTHLY REPORTS TO COMMITTEE

Report from the Chair:

- No report

Report from Councillor Yake

Wellington County Economic Development Committee:

Report from Mayor Tout

- Business, Retention and Expansion Program final results were presented on April 4th and will be coming to Wellington North Council on April 28th.
- Taste Real is working on their membership drive and map. The 2014 Spring Rural Romp will be on Saturday, May 31st throughout Minto, Mapleton and Wellington North.
- Attended the Cottage Show in Toronto where the BTT Trail and Taste Real were represented. The Kenilworth Country Kitchen was a true ambassador for the Township and sold over 3,000 Butter Tarts.
- Festivals & Events Guide The website and brochure has had a facelift and redesign this year and will be issued within the next few weeks.

Chamber of Commerce Update:

Report from Councillor Goetz

- Mount Forest Chamber Update:
 - New board member is Kristina Plesa, Molok North America
 - Councillor Lennox attended both meetings to discuss the Ministry of Transportation cancelling the Connecting Links Program and the effects that it will have on the municipality and taxes. He requested support from the Chamber with letters to the Ontario Chamber of Commerce and our MPP in support of reinstating the program.
 - Wellington North Economic Development Update was provided by Dale Small
 - Wellington North Showcase had another successful showcase with positive feedback from participants and the public.
- Arthur Chamber Update:
 - Wellington North Visitors Guide near completion.
 - The Arthur and Mount Forest Chamber will be having a joint meeting in June.
 - New to You Store has outgrown its location and will be moving to a larger space on Main Street in Arthur
 - Wellington North Economic Development Update was provided by April Marshall

4. BUSINESS RETENTION AND EXPANSION PROGRAM:

- Dale Small reviewed the draft report as it pertains to Wellington North with the Committee. Dale also thanked Al Rawlins for his work on this program on behalf of the Economic Development Committee.
- Business Retention & Expansion has been a focus of the Economic Development Committee in Wellington North since 2005 and this time the focus Wellington County wide was on the Agriculture, Creative, Health Care and Manufacturing sectors.
- The process started in July 2013 with a presentation to Wellington North Council and since that time 270 businesses in the county, 32 in Wellington North, were interviewed.
- Wellington North opportunities and action plans are being finalized and some will be consistent with the county-wide action plans while others will be Wellington North specific.
- On April 28th representatives from the County along with Dale will present the final report to council.

5. WELLINGTON NORTH SHOWCASE

- The committee discussed Wellington North Showcase 2014 and April shared the survey results from the participants. Due to the financial sponsorship received from the Saugeen Economic Development Corporation the final expense came in well below budget.
- Mayor Tout thanked staff and indicated he had received many comments about how well organized the event was. He also indicated that from his perspective this was the most attended Showcase to date.
- All sponsors have indicated they want to continue to be involved in Wellington North Showcase and it was agreed by the committee that it would continue in March 2015 and would be held in Mount Forest.

6. TOURISM MARKETING & PROMOTION MANAGER UPDATE

- Cultural Round Table continues to meet monthly and work on identified tasks: Doors Open (September 27, 2014), online Cultural Mapping, Farmers’ Market and brand awareness.
- The Wellington North Farmers Market will run Friday afternoons, May 9 – Oct 10 on King St. E. in Mount Forest. We are now publicizing to farmers to gain vendors and marketing to the community. Special events are planned for opening day.
- Wellington North Simply Explore featuring The Butter Tart Trail: 2014 brochure is now in production; The Kenilworth Country Kitchen arranged and represented the trail at the Cottage Life Show in Toronto at the end of March; The Butter Tart Trail will be participating in Ontario’s Best Butter Tart Festival, June 14th in Midland, to promote the trail; working in partnership with the Arthur and Mount Forest Chamber of Commerce, we will be submitting an application to the CIP to create vertical pole banners highlighting shopping / eating, events, the trail, etc in the downtowns.
- Taste Real is currently renewing memberships and seeking new partners. The Rural Romp with Minto and Mapleton is set for May 31st; will be incorporating partnering local artists with participating sites.
- Plans continue to align efforts in Arthur over the Canada Day Weekend to further promote being “Canada’s Most Patriotic Village” with Art in the Street and Optimist Canada Day Celebrations. The Most Patriotic Search will run again. The Veterans Affairs application is still under review, to contribute to additional programming.
- The Mount Forest Fireworks Festival is now selling tickets on the Meridian Reservation System, offered through the RTO4. We will also be presenting an offer to package with surrounding accommodations.

7. BUSINESS ECONOMIC MANAGER UPDATE

- An update was provided on the Community Improvement Program. To date the program has supported \$88,672 in improvements to our Main Streets of which 26% of the funding has come from the Program and the remaining from the applicants.
- Land Development updates were provided for both Arthur and Mount Forest and it was advised that a Public Open House regarding the Murphy Property Development in Mount Forest will be held on April 28th in Kenilworth.
- Dale encouraged all members to consider submitting a nomination for the Mount Forest Chamber of Commerce Spring Excellence awards.
- The next Mayors Breakfast will be held on May 9th at the Mount Forest & District Sports Complex with a focus on the Healthcare Sector. Community Service and Special Interest Groups were also invited and the guest speakers are Suzanne Trivers from the Mount Forest Family Health Team and Patricia Syms-Sutherland from the Waterloo Wellington Local Health Integration Network.

8. ANNOUNCEMENTS / UPCOMING EVENTS

- April 22nd Business After 5 hosted by the Mennonite Credit and Savings Union
- April 26th – 27th Mount Forest Home & Garden Show
- May 9th Mayors Breakfast in Mount Forest
- May 9th Farmers Market Opens in Mount Forest
- May 13th Mount Forest Chamber Spring Excellence Awards
- May 21st (Tent) Joint EDC with Minto & Mapleton – Mapleton hosting
- May 30th – 31st Mount Forest Community Connection Showcase
- May 31st Spring Rural Romp

9. NEXT MEETING DATE

- May 21st, 2014 (To be confirmed) Joint Meeting with Wellington North, Minto & Mapleton Economic Development Committees

10. ADJOURNMENT:

Moved by: Ray Tout

Seconded by: Shawn McLeod

THAT the Economic Development Committee meeting of April 16, 2014 be adjourned at 6:14 pm

Resolution Number: 2

Carried



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 28TH, 2014**

**FROM: DALE SMALL
BUSINESS ECONOMIC MANAGER**

SUBJECT: Business Retention & Expansion Program

RECOMMENDATION

That the Business Economic Manager report dated April 28th, 2014 with regards to the Business Retention & Expansion Program is received;

AND FURTHER THAT the Council of the Township of Wellington North continues to recognize the importance of the Business Retention & Expansion Program as a community based economic development strategy with a focus on “taking care of, nurturing and supporting” businesses already existing in the community

AND FURTHER THAT the Council of the Township of Wellington North receive the Wellington North B.R. & E. Final Report dated April, 2014 and directs the Business Economic Manager, through the Economic Development Committee, to ensure the identification of Opportunities and implementation of the required Action Plans to address the findings contained in the Report.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Council delegation on July 15th, 2013 & Council delegation on April 28th, 2014

BACKGROUND

The **Business Retention & Expansion Program** was developed by the Ontario Ministry of Agriculture and the Ministry of Rural Affairs and has been successfully utilized in 220 communities in Ontario since 1997. The program uses an in depth, four stage process to assist communities in developing and implementing concrete action plans to address issues and opportunities identified by local business and industry.

The health of our local community relies on strong businesses that can sustain and create jobs. Supporting the development and growth of local businesses is fundamental in order to grow and sustain Wellington communities, the region and Ontario's rural economy.

The Business Retention & Expansion Program combines both short-term and long-term objectives:



Township of Wellington North

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Short-Term Objectives

- Build relationships with existing businesses
- Demonstrate and provide community support for local businesses
- Address urgent business concerns and issues
- Improve communication between the community and local businesses
- Retention of businesses and jobs where there is a risk of closure

Long-Term Objectives

- Increase the competitiveness of local businesses
- Job creation and new business development
- Establish and implement strategic actions for local economic development
- Stronger viable local economy

The Business Retention & Expansion Program has been a key strategy for the Wellington North Economic Development Committee for many years with the first phase, completed in 2005, focused on the Manufacturing and Retail sector. In 2011 the next phase of this program was completed with a review of the Manufacturing and Construction sectors.

In late 2012, The County of Wellington, in-partnership with all seven municipalities, released our five year Economic Development Strategic Plan which recognized the need to better support Wellington's economy and to build on many of its existing strengths. One of the priorities identified in the Plan called for a countywide B. R. & E. Program with a focus on four key sectors; (Manufacturing, Agriculture, Health Care and the Creative Economy)

On July 15th, 2013 Wellington North council received a delegation where the goals and timelines for this county-wide initiative were communicated and during the fall and early winter of 2013 all seven municipalities coordinated and completed the business interviews. Business surveys were entered into the Province of Ontario BR+E database and in January 2014, after the completion of 270 surveys, the County started to pull the aggregate data as a whole and along with the Municipalities started to analyze the data by key sector and municipality.

Since that time a significant amount of analysis and review has taken place and on April 4th, 2014 a BR+E End of Project Celebration was hosted by the County and provided the opportunity to share the aggregate survey results, opportunities and actions with the business community.

In Wellington North a draft of our local results and action plans were shared with the Economic Development Committee on April 16th and in-partnership with the Wellington County Economic Development Office a delegation will deliver the final report to council on April 28th.



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OVERVIEW OF RESULTS

In Wellington North 32 businesses participated in the program representing a cross section of the four key sectors. Detailed results are contained in the report and a high-level overview follows:

The overall Business Climate in Wellington North is very positive, with 75% of participating businesses stating that the community was good or excellent as a place to do business. Over the past 3 years, the attitudes of most businesses have remained the same 66%, while 19% have become more positive and 16% have become more negative. At the same time 97% of businesses also indicated that the Quality of Life in our community was good or excellent.

When discussing Future Plans 77% expect sales to grow or remain the same over the next three years and 78% have a positive outlook for their industry in general. Extremely positive is the fact that 90% expect to expand their business or remain the same size over the next 18 months. These planned expansions will lead to an increase in the workforce of 45 jobs and 48,000 sq. ft. in space.

Workforce Development related responses indicate that 84% have either grown their workforce or remained the same over the past 3 years. 49% however also indicated that they have difficulty in hiring due to both a lack of skills as well as too few applicants. Public Transit also proved to be an interesting conversation when discussing the impact on their workforce with 45% of businesses stating that the lack of public transit posed a problem for recruitment as well as their workforce.

Each business was also asked to score a variety of Factors in Doing Business in the community.

- In Wellington North the following services received a satisfaction rating higher than 75%:

Library Services	Fire Services	Health & Medical Services
Police Services	Recreation Facilities	Provincial Roads & Highways
Availability of electricity	Housing	Parks & Open Spaces
Snow Removal	Garbage/recycling	Internet Service

In all cases, with the exception of Fire Services & Parks and Open Spaces the Wellington North ratings were equal to or higher than the Wellington County average.

- In Wellington North the following services received a satisfaction rating of 60% or lower:

Development Building Permit Process	Child Care Services
Workforce	Water/Wastewater capacity
Post Secondary Education Services	Development Charges
Proximity to Rail and Airports	

In all cases the Wellington North ratings were lower than the Wellington County average.



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WELLINGTON NORTH OPPORTUNITIES AND ACTION PLANS

Detailed analysis of the Wellington North data continues and the following potential opportunities and action plans were provided to the Economic Development Committee on April 16th. In most cases the Opportunity reflects a similar opportunity identified in the Wellington County plan.

Wellington North Potential Opportunities and Action Plans

Opportunity	Action Plans for 2014 - 2015
Promote Wellington County & Wellington North	<ul style="list-style-type: none"> • Continued work on Municipal Cultural Plan including Doors Open, Data Mapping, etc. • Economic Development website update as part of overall Municipal update • Wellington North “Simply Explore, BTT, Festivals and Events Guide, etc. • SPARK 88.7FM • Familiarization tours (Manufacturing sector) • RTO4 tourism development • Research on how to promote Wellington – lifestyle - we are a health and wellness community (Safe Community, Active Transportation, Quality of Life, etc) • Signage strategy for Wellington North and Wellington County
Support business	<ul style="list-style-type: none"> • Support creation of an online business directory for Wellington North & Wellington County • Establish Business Incubator and “Wellington North Mentors” business resource • Conduct Commercial & Industrial Development Charges impact review • Support efforts addressing the capacity issues at the Arthur Wastewater Treatment Plant • Wellington North Showcase 2015 • Mayor’s Breakfast Series • Support Chamber Networking events & Northern Wellington Young Professional’s • Better utilization of MEDTI resources • E-newsletters for businesses (highlight a new business, show business resources, funding for apprentice hiring, land available, industry networking etc.)
Encourage our downtowns to leave an indelible impression	<ul style="list-style-type: none"> • “First Impressions Community Exchange” for Mount Forest • Continued emphasis on Community Improvement Program • New Partnerships with Chambers of Commerce and B.I.A. <ul style="list-style-type: none"> ◦ Business Strategies for Downtown & Rural Merchants (Retail Coach) • Develop Downtown Commercial Renewal Program
Workforce Development including Housing & Transportation	<ul style="list-style-type: none"> • Support workshops (i.e.: management skills, cost control, health and safety, marketing, etc.) in various locations across Wellington • Support Wellington Waterloo Manufacturing Day • Working in Rural Wellington 2014 • Support Health Care Human Resource Strategy • Support 2014-2017 Labour Market Plan Wellington Waterloo Dufferin • Discussion on how do we encourage people to buy a home in Wellington (affordable options?) • Discussion on how we encourage developers to build multi-unit dwellings • Assessment of cost-shared rural transportation models as part of ROI initiative
Develop local food sector in Wellington	<ul style="list-style-type: none"> • Support Taste Real Local Food program and initiatives • Wellington North Farmers Market • Explore involvement with the 5 Star Food Hub. • Promote Wellington North’s unique Local Food attributes



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NEXT STEPS

Within the next few weeks every business in Wellington County that participated in the Business Retention & Expansion Program will receive a thank you letter from the County as well as a brief overview of the Program findings. Moving forward within Wellington North the Business Economic Manager will continue to work through the Economic Development Committee to ensure the Wellington North Action Plans accurately reflect the issues and opportunities identified in the reports.

Implementation of the recommendations from the B.R. & E. program, will take place during 2014 and 2015 under the direction of the Municipalities Economic Development Committee. At the same time, as part of the 2014 budget process, the County has allocated \$25,000 per Municipality, to assist with the implementation. This assistance will go a long way to ensuring the success of this program and we thank the County for their continued commitment and support.

PREPARED BY:

RECOMMENDED BY:

Handwritten signature of Dale Small.

Handwritten signature of Mike Givens.

DALE SMALL

MIKE GIVENS

BUSINESS ECONOMIC MANAGER

CHIEF ADMINISTRATIVE OFFICER

TOWNSHIP OF WELLINGTON NORTH
PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, April 22, 2014 at 8:30 am

Members Present: Chair, Councillor Mark Goetz
Mayor Raymond Tout
Councillor Sherry Burke
Councillor Andy Lennox
Mike Givens, CAO/Clerk
Deb Zehr, Director of Public Works
Dale Clark, Road Superintendent
Barry Trood, Water & Sewer Superintendent

Also Present: Stephen Nutt, XCG
Michelle Stone, Administrative Support

Absent: Councillor Dan Yake

1. CALLING THE MEETING TO ORDER

Chair Mark Goetz called the meeting to order at 8:30 am.

2. DECLARATIONS OF PECUNIARY INTEREST:

- None reported.

3. APPROVAL OF MINUTES:

Moved by: Ray Tout
Seconded by: Sherry Burke

THAT THE Minutes from the March 18th, 2014 Public Works Committee meeting be accepted.

Resolution No. 1

Carried

4. PRESENTATION: 8:30 am - to 10:00 am

Stephen Nutt, XCG Re: Class EA Assessment of Arthur WWTP

Stephen Nutt presented his Technical memo on the upgrade options for the Arthur WWTP. XCG and Staff's recommendation is: Option 2A & B and a decision on the sludge management option to be decided after further information is gathered and a public meeting / open house is held.

Moved by: Ray Tout
Seconded by: Sherry Burke

THAT THE Public Works Committee recommend to Council that they accept the report as presented by XCG;

AND Further that they proceed with Option 2 as the preferred option.

Resolution No. 2

Carried

Mayor Tout and Mike Givens excused themselves and left the meeting at 9:45 am

5. REPORT FROM CHAIR

6. SEWER AND SEWER

i. MOE Water Inspections

- 2013-2014 Arthur Drinking Water System MOE Inspection Report
- 2013-2014 Mount Forest Drinking Water System MOE Inspection Report

Moved by: Andy Lennox
Seconded by: Sherry Burke

THAT THE Public Works Committee accept and approve the following MOE Annual Drinking Water Inspection reports from the Director of Public Works;

*2013-2014 Arthur Drinking Water System MOE Inspection Report
2013-2014 Mt. Forest Drinking Water System MOE Inspection Report*

Resolution No. 3

Carried

ii. Golden Valley Farms 2013 Annual Wastewater Treatment Report by Triton Engineering

Moved by: Sherry Burke
Seconded by: Andy Lennox

THAT the Public Works Committee accept and adopt the following report completed by Triton Engineering, submitted to the Director of Public Works; Golden Valley Farms Inc. 2013 Annual Wastewater Report;

AND FURTHER THAT Committee directs staff to notify Golden Valley Farms of Tritons recommendations

Resolution No. 4

Carried

iii. One Call Agreement – Deb reviewed the purpose of this Agreement with the Committee

Moved by: Andy Lennox
Seconded by: Sherry Burke

THAT the Public Works Committee of the Township of Wellington North receive this report as information from the Director of Public Works;

AND FURTHER THAT the Committee recommends staff prepare a by-law to authorize the Mayor and CAO/Clerk to enter into an agreement with Ontario One Call for the supply of locate services for sewer, water, storm and traffic signal wiring for a period of three years. The by-law will be presented at the next scheduled meeting of Council.

Resolution No. 5

Carried

- iv. MOE Technical Review Section Response on the Cork Street Pumping Station – Deb provided an overview of the report to the Committee. The monitoring program currently in place is to continue.

Moved by: Sherry Burke
Seconded by: Andy Lennox

THAT the Public Works Committee receive the Bluewater Geoscience and MOE Technical Report as information from the Director of Public Works;

AND THAT Committee directs staff to have Bluewater Geoscience continue with monitoring as per the MOE's recommendation.

Resolution No.6

Carried

7. ROADS

- i. Foreman's Reports
 - Tree trimming and brush clean up
 - Opening storm sewer outlets and drainage ditches to allow for drainage
 - Staff prepping for street sweeping
 - Street sweeping to start in Arthur April 25th, 2014
- ii. Emerald Ash Borer Training Update – Staff attended training at Saugeen/Sulphur Springs Conservation Authority
- iii. Audible Signals in Arthur - Deb to contact County to see if they are aware of any funding available.
- iv. Road Tour - The County road tour was on Thursday, April 17th, 2014. There are still discussions with the County regarding Frederick Street.
- v. Fuel Tender - Tender for furnace fuel, clear and colored diesel will go out by the end of April. Deb has done some investigating with Dale on the most cost effective methods for the Township and tendering for fuel savings. Tender will include clauses to address Emergency Management fuel needs at Township works yards, water and WWTP facilities.
- vi. Bye Gravel Pit – Staff is working on an agreement with the owner to address Township concerns.
- vii. Energy Retrofit – Streetlight Pilot Project - Deb updated the Committee on the plan and proposed areas. A report will be presented to Council.

8. ITEMS FOR COMMITTEE'S INFORMATION

The Water and Sewer Department has received a 100% rating for the 5th year in a row and a notice has been prepared for the newspapers.

Mount Forest Works Yard and Mount Forest Fire Hall waste / recycling bin locations and usage – The location and usage was identified. Staff will ensure that the bins that are not ours are not on our property.

Frederick Street Pump Station – There were three by-passes in April.

Backflow Preventer testing is about 93% complete at this time.

Energy Efficiency – There will be an energy efficient pilot done on the control valve at Well # 5 in Mount Forest. A VFD is being installed at a cost of \$10,000 and energy project funds provide \$3,980.00 in rebate money toward that retrofit.

9. OTHER/NEW BUSINESS

Mike Givens attended a meeting regarding the Grand River Water Shed Water Management Plan and Deb will do report to Council.

10. NEXT MEETING DATE

- Tuesday, May 20th, 2014 at 8:30 am in Kenilworth

11. ADJOURNMENT

Moved by: Andy Lennox

Seconded by: Sherry Burke

THAT the Public Works Committee Meeting of April 16th, 2014 be adjourned at 10:50 a.m.

Resolution No.7

Carried



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 28, 2014**

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

SUBJECT: Arthur Works Yard Building Roof

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North accept this report from the Director of Public Works;

AND THAT Council award the repair work for the Arthur Works Yard building roof to Stephen O'Donnell at a cost of \$13,426.61 including taxes;

AND FURTHER THAT the project be funded from the Arthur Works Yard reserve fund.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

BACKGROUND

In the 2012-2013 winter season the Arthur Works Yard building roof was found to be leaking. At that time it was thought that the sheet metal on the roof needed to be tightened down. In the summer of 2013, the roof was re-screwed to the rafters. Again, over the 2013-2014 winter season the insulation and rafters were found to be wet. If this condition is left as is, it will cause rot to the wooden rafters and mould in the insulation.

Staff invited two contractors to assess the wet ceiling, make a recommendation and price to fix it. Both recommended installing air vents, removing the wet insulation, ventilating the ceiling and spraying two inches of foam insulation into the ceiling roof. I am providing two quotes to complete this work for your consideration.

BC Construction	\$14,188.28 (including taxes)
Stephen O'Donnell	\$13,426.61 (including taxes)

Staff is requesting Council's direction to proceed with the Arthur Works Yard building roof with the contractor of Stephen O'Donnell at a price of \$13,426.61 including taxes and this project is to be funded from the Arthur Works yard reserve fund.

PREPARED BY:

RECOMMENDED BY:

Deb Zehr

Mike Givens

**DEB ZEHR
DIRECTOR OF PUBLIC WORKS**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION/FINANCE COMMITTEE**

Monday, April 14, 2014
5:00 p.m.

Present: **Andy Lennox, Councillor, Chairperson, Administration and Finance**
 Ray Tout, Mayor
 Mark Goetz, Councillor
 Sherry Burke, Councillor
 Dan Yake, Councillor
 Michael Givens, CAO/Clerk
 Paul Dowber, Treasurer
 Cathy Conrad, Executive Assistant
 Deb Zehr, Director of Public Works
 Barry Trood, Water and Sewer Superintendent
 Dale Clark, Roads Superintendent

1. Declaration of Pecuniary Interest.

None declared

Moved by: Yake
Seconded by: Tout

THAT the Agenda for the April 14, 2014 Administration/Finance Committee meeting be accepted and passed.

Carried

2. 2014 Grants/Donations/Waiver of Fees

- CAO Report 2014-03

The Committee reviewed the Grants/Donations/Waiver of Fees requests and received the CAO 2014-03 report as presented. Letters will be sent to the applicants.

3. 2014 Budget

- CAO to present the 2014 Budget Overview

Mike Givens, CAO, presented the 2014 Budget Overview. The budget process is a continuation of the process introduced in 2013. Personnel changes resulted in the CAO completing a significant portion of the budget. 2013 Year-end results are not final yet. CAO-Treasurer focus items in 2014 include increased emphasis on building reserves and reserve funds, capital projects where third party funding has been approved, consideration of how projects will be fully funded, a more collaborative approach to budgeting, user pay budgets being revenue neutral, dealing with all prior year unfinanced capital projects and looking for opportunities to increase returns on reserves and reserve funds.

Budget considerations include tangible capital assets, obligatory reserve funds, discretionary reserve funds, reserves, and harmonized sales tax. Operating and Capital Budgets are funded through tax levy, user fees, transfers from reserve/reserve funds, grants and debts.

2014 Budget Impact Items were reviewed. Last year's budget was just over 6 million; this year's is 6.2 million. The County rate and the education rate are declining year over year. Many people assume the rate decline should result in a decline in taxes, which doesn't necessarily happen. Assessments are increasing. Wellington North has not considered debt yet; but, may need to for the Arthur Waste Water Treatment Plant and Mount Forest water tower. Changes to service levels are not being considered. OMPF funding has increased this year. North Wellington Health Care, Louise Marshall Hospital Foundation has requested a sizable donation for the expansion project at Louise Marshall Hospital. It was suggested that the budget not be amended if Council should choose to provide funding for the Louise Marshall Hospital expansion. Council should use reserve funds if they choose to fund the hospital project. Further discussion will be needed regarding the hospital.

The 2014 Operating Budget was reviewed for each department. The CAO's goal for departments was a 2% Operating Budget reduction. Property has a 3.9% decrease from the 2013 Budget; Fire a 2.8% decrease; Conservation Authorities a 2.2% increase; Property Standards/By-law Enforcement a 3.5% increase; Roads a 6.0% increase; Parks & Recreation a 0% increase; Council a 0% change; Administration a 5.2% increase; CBO Protective Inspection & Control an 80% decrease (to conform with Bill 124 as revenues should match expenses); Planning a 5.7% decrease; and Economic Development a 2% decrease. Sanitary Sewer and Water are user pay budgets and are revenue neutral with no impact on the tax levy.

A comparison of departmental budgets for 2013 and 2014, the impact on taxpayers of the Township portion only and the impact of total taxes were reviewed. The impact on taxpayers total taxes is -0.31% for a single family home; 0.06% for a farm house; 12.32% for farmland; -1.12% for a small office building; 0.00% for small retail property; and 4.97% for standard industrial. The total Township levy increase is 3.1%.

Growth is defined as new assessment and has no impact on the current taxpayer. During 2013 Wellington North had assessment growth of approximately 1.1%, primarily in the residential and farmland tax classes, which results in about \$52,000 additional tax dollars. Province wide re-assessments were done by MPAC in 2012 and will be phased in from 2013 to 2016. Wellington North's re-assessment growth is approximately 17%.

Total taxes include the Township, County and Education levies. The distribution of total tax dollars is Township 36.3%; County 44.3%; and Education 19.4%.

Reserve fund balances include obligatory reserve and discretionary reserves. Obligatory Reserve Funds – Development Charges are estimated at \$1,792,757 for the 2013 year-end balance. Discretionary Reserve funds, including Federal Gas Tax, are estimated at \$4,625,106 for 2013 year-end balance. Estimated year-end balances of reserves total \$3,014,776.

There was approximately \$1.25M in recreation, wastewater, water and roads debt to be repaid by end of 2013. Additional long-term borrowing currently allowed by the Province as per our Annual Repayment Limit is approximately \$20M for 20 years at a 5% interest rate. Long-term borrowing to cut into the infrastructure deficit may need to be explored. Total current debt is \$7.8M with the annual principal and interest being \$1.25M.

Municipalities are now responsible for a greater percentage of infrastructure as Connecting Link funding is no longer available. This could have a dramatic impact on future funding needs and priorities.

Future provincial infrastructure funding will be tied to municipalities having a detailed asset management plan (AMP). A comprehensive AMP should guide municipal investment and budgeting decisions. The province provided \$30,458.54 to Wellington North to support the preparation of our AMP. Public Works staff continue to work with BM Ross to determine project priorities for roads and bridges.

4. **2014 Capital Budget Summary**

The 2014 Capital Budget Summary was reviewed by the Committee. Items for Administration include replacement of the mail machine and main copier; \$10,000 for reserves and consideration of a backup generator for the Kenilworth office. The Property capital budget includes \$18,000 for the gymnasium roof. The Fire Service capital budget includes the service vehicle recently purchased. A plow truck, back hoe and box replacement are included in the Roads Fleet capital budget. The capital budget for Bridges/Culverts includes Bridge #6 and Bridge #11. The Roads capital budget includes \$50,000 for rural gravel roads; Frederick Street; and 4.4 km of Concession 11. Work on London Road using funding contributed by developers is included; as is King Street to Newfoundland Street. The Frederick Street Sanitary Sewer work included in the capital budget is a joint project with the County. \$20,000 is included for energy retrofits in Arthur and Mount Forest. The Waterworks capital budget includes the joint Frederick Street project; engineering for Eliza Street; backup generators for the SCADA system; and energy retrofits. A zero turn lawn mower is included in the Cemetery capital budget. The Parks & Recreation capital budget includes header pipes and accessible doors at the Arthur & Area Community Centre.

After discussion the Committee agreed that both sets of doors at the Arthur & Area Community Centre should be included in the capital budget. The replacement of the lawn mower for the cemetery does not include any trade-in value. Further discussion regarding the current machine is required to determine if it could be used elsewhere.

5. **Set date for Public Presentation of the 2014 Budget**

Public Presentation of the 2014 Budget was set for Thursday, May 1st at 7 p.m.

6. **Adjournment**

Moved by: Councillor Tout
Seconded by: Councillor Goetz

That the Administration/Finance Meeting of April 14, 2014 be adjourned at 7:05 p.m.

Carried

Minister Responsible
for Seniors Affairs

Ministre délégué aux
Affaires des personnes âgées

77 Wellesley Street West
12th Floor, Ferguson Block
Toronto, ON M7A 1N3
Tel: 416-314-9710
Fax: 416-325-4787

77, rue Wellesley Ouest
12^e étage, bloc Ferguson
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Tél: 416-314-9710
Télé: 416-325-4787



RECEIVED

MAR 31 2014

(MPP. OF WELLINGTON NORTH

March 24, 2014

Dear Mayor (or Reeve),

In advance of Seniors' Month I am writing to encourage you to proclaim June as Seniors' Month in your community.

June marks the 30th anniversary of Seniors' Month in Ontario. To recognize the important achievements we have made together, and the important role seniors play in our communities, this year's Seniors' Month theme is "Aging Without Boundaries: 30 Years of Celebrating Seniors."

Attached is a sample proclamation for your consideration. Please let us know if you will be making this proclamation by emailing the Ontario Seniors' Secretariat at infoseniors@ontario.ca.

We will be sending you promotional materials soon. Please let us know about any events you are planning and we will post them on the Ontario Seniors' Secretariat website at www.ontarioseniors.ca/seniorsmonth.

I would also like to encourage you to work with your MPP(s) to host Seniors' Month events in your community and to access the resources offered by the Ontario Seniors' Secretariat, such as A Guide to Programs and Services for Seniors in Ontario, Age-Friendly Community Planning Guide and Advance Care Planning Guide.

Seniors' Month presents a great opportunity for alignment with the Senior of the Year Award, which is awarded each year by the Government of Ontario through municipalities. I hope to visit a number of participating municipalities over the course of Seniors' Month.

If you have any questions regarding Seniors' Month or about hosting an event, please contact Ontario Seniors' Secretariat at infoseniors@ontario.ca for assistance.

Thank you,

A handwritten signature in cursive script that reads "Mario Sergio".

Mario Sergio
Minister

Enclosure

Seniors' Month Proclamation

Seniors' Month June 1 – 30, 2014

June 2014 marks the **30th anniversary** of Seniors' Month.

Consider officially proclaiming June as Seniors' Month in your community this year.

Here is a sample proclamation for your consideration.

Please let the Ontario Seniors' Secretariat know if you will be honouring seniors in your community this June with a proclamation by emailing us at infoseniors@ontario.ca.

WHEREAS Seniors' Month is an annual nation-wide celebration;

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

I, Mayor _____, do hereby proclaim June 1-30, 2014 Seniors' Month in _____ and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Dated in the Mayor's Office on this _____ day of _____, 2014.

Mayor

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

April 7, 2014

To Whom It May Concern:

The Mount Forest Renegades mixed slo-pitch team is planning on running a mixed 3-pitch tournament on June 13 and 14, 2014. This will take place on the Optimist and Kinsmen ball diamonds in Mount Forest, ON. The agricultural barns have been reserved to be used as tournament headquarters. The Mount Forest Legion is looking after the bar and the legalities behind the license. We are both sharing the cost of purchasing PAL insurance. There will be Smart serve bartenders running the bar at all times.

Our hope is to help a local family raise some money to help install a wheelchair lift on their van for their son. The previous four years this tournament has raised over \$16000 towards local community needs.

Please advise if further information is needed.

Regards,

Steve Chambers



THE CORPORATION OF THE TOWN OF PETROLIA
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Canada N0N 1R0

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882-3373

www.town.petrolia.on.ca

"Celebrating our Heritage. Investing in our Future"

April 8, 2014

Hon. Kathleen Wynne
Premier of the Province of Ontario
Via email: premier@ontario.ca

Dear Premier Wynne,

During our regular session of Council on April 7, 2014, the below noted resolution was brought forward for the attention of your office;

MOVED: Mary-Pat Gleeson

SECONDED: Tim Brown

WHEREAS the province of Ontario's recently released Long Term Energy Plan anticipates that consumers will face hydro rate that will rise by 42% over the next five (5) years;

WHEREAS the Minister of Energy recently announced that past FIT prices are driving electricity prices higher and that changes to domestic content requirements for construction or future renewable energy projects are necessary to lower future electricity rates;

WHEREAS the recent Auditor-General's report advised of extreme amount of waste in the energy sector, particularly at Ontario Power Generation and Hydro One, due to high labour costs and a generous public sector pension plan;

WHEREAS decisions including but not limited to the cancellation of Gas Plants in Ontario could cost taxpayers close to \$ 1.1 billion;

WHEREAS recent increases announced by Union Gas and Enbridge, will cause great financial burden to the residents and businesses of the Town of Petrolia;

WHEREAS it is essential for the residents and businesses of the Town of Petrolia to have access to affordable Hydro & Natural Gas to thrive and prosper;



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"Celebrating our Heritage. Investing in our Future"

NOW THEREFORE BE IT RESOLVED:

THAT the Town of Petrolia Call on Premier Wynne and the Province of Ontario to take immediate action to prevent these and any other rate increases from being implemented;

AND THAT this motion be circulated to all Ontario Municipalities for support.

Carried

C - 03 - 04/7/2014

Thank you for receiving our correspondence, we look forward to hearing from your office regarding this item of concern effecting our residents and business owners.

Yours truly,

Mandi Pearson
Deputy Clerk/Operations Clerk

CC: Ontario Municipalities via email