



# Township of Wellington North

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

## Regular Meeting of Council

Monday, June 23, 2014

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

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- Mayor Tout	
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**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**REGULAR MEETING OF COUNCIL**

**Monday, June 9, 2014**

**Following Committee of Adjustment - 7:14 p.m.**

<b><u>Members Present:</u></b>	<b>Mayor:</b>	<b>Raymond Tout</b>
	<b>Councillors:</b>	<b>Sherry Burke</b>
		<b>Andy Lennox</b>
		<b>Mark Goetz</b>

<b><u>Absent</u></b>	<b>Councillor:</b>	<b>Dan Yake</b>
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<b><u>Also Present:</u></b>	<b>Chief Administrative Officer/Clerk:</b>	<b>Michael Givens</b>
	<b>Deputy Clerk:</b>	<b>Catherine More</b>
	<b>Executive Assistant:</b>	<b>Cathy Conrad</b>
	<b>Treasurer:</b>	<b>Paul Dowber</b>
	<b>Chief Building Official:</b>	<b>Darren Jones</b>
	<b>Acting Fire Chief:</b>	<b>Dave Guilbault</b>
	<b>Business Economic Manager:</b>	<b>Dale Small</b>

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 June 9, 2014 Regular Meeting of Council be accepted and passed.*

**Resolution Number: 1**

**Carried**

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

None declared.

E. **MINUTES**

1. Regular Meeting of Council, May 26, 2014

**Moved by: Councillor Burke**

**Seconded by: Councillor Goetz**

*THAT the minutes of the Regular Meeting of Council held on May 26, 2014 be adopted as circulated.*

Resolution Number: 2

**Carried**

F. **BUSINESS ARISING FROM MINUTES**

None.

G. **DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**

1. Shawn Armstrong, Fire Chief  
Stephen Dewar, Chief of EMS  
Re: Land Ambulance Plans for 2014 for the County of Wellington

Chief Armstrong, General Manager Emergency Services, outlined the service relations between the Province, County and Township:

Province:

- Certify Training Regulation
- Compliance and Investigations Funding Partner (50% overall Land Ambulance costs)
- Service Reviews every 3 years for certification to operate Land Ambulance

/3

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

**REGULAR MEETING OF COUNCIL**

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

1. Shawn Armstrong, Fire Chief  
Stephen Dewar, Chief of EMS  
Re: Land Ambulance Plans for 2014 for the County of Wellington  
(continued)

County:

- Funding County levy (20% of overall Land Ambulance costs)
- Receives updates on Land Ambulance Issues through the County Social Services as required
- Safer communities initiative

Townships:

- Contributes to County levy through local municipal taxation
- Support Land Ambulance through tiered response agreements with fire service and land ambulance
- Public access
- Defibrillation participant with Guelph Wellington EMS

The City is responsible for the governance, accountability and transparency of the service area; establishing service levels and approves budget. Guelph Wellington EMS provides Staff Reports, Annual Report, service change requests and information reports; implements changes to service levels or funding; and information reports on service “dash boarding” service performance.

The County receives information and provides feedback. They pose questions and service inquiries relative to system performance against expectations; the Social Service Committee or CAO forwards issues; provides feedback/support proposed CTAS RPPP; and provides feedback/support proposed annual work plan. GWEMS presents annual report on land ambulance for information; provides monthly financial performance to County Clerk; presents annual budget as submitted to the City; presents Canadian Triage and Acuity Scale (CTAS) response time performance plan and solicits input on work plan development.

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

**REGULAR MEETING OF COUNCIL**

**Monday, June 9, 2014**

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

1. Shawn Armstrong, Fire Chief  
Stephen Dewar, Chief of EMS  
Re: Land Ambulance Plans for 2014 for the County of Wellington  
(continued)

The Township and towns receive updates from GWEMS, pose questions on service delivery; supports Community Public Access Defibrillation Programs (PAD). GWEMS presents annual work plan at local council; develops relationships with local groups supporting emergency services (local FD); presents annual budget for information; and presents response time performance plan annually.

Chief Armstrong presented the Response Time Performance Plan (RTPP) for 2015. The Chief reviewed the 2013 approved RTPP and EMS compliance rates for the various CTAS levels and compared the City and County Compliance.

As part of the RTPP – 2015 staff propose to review existing deployment of staffed ambulance hours; re-define Tiered Response Agreements to better leverage assistance should ambulance be delayed; and seek additional resources to the budget process for consideration.

Land Ambulance is a complex operation. They are provincially dispatched; often outside their normal coverage area; often required that the closest ambulance responds to the area where the call originated; and how the service is delivered is not clearly understood by all stakeholders. Future steps include meeting in June with Operations, Transit and Emergency Services to discuss the RTPP and extending a special invitation to Social Services Committee members.

Mayor Tout expressed concern with the deployment of land ambulances and the service and coverage our residents receive. Mayor Tout is also concerned with our tax dollars leaving the County with regards to maintenance and repair of the ambulances. Chief Armstrong will look into these issues for the Mayor.

**THE CORPORATION OF THE  
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**G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS**  
(continued)

1. Shawn Armstrong, Fire Chief  
Stephen Dewar, Chief of EMS  
Re: Land Ambulance Plans for 2014 for the County of Wellington  
(continued)

Councillor Burke inquired if defibrillators are registered so emergency services can direct someone to a nearby defibrillator unit. Chief Armstrong stated that there is a register. Chief Dewar explained that when someone calls 911 they can be directed to a defibrillator unit in a public building; however, they do not have information regarding units in private building.

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

1. Report from Darren Jones, Chief Building Official  
- Building Permit Monthly Review Period Ending May 31, 2014

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

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

**Resolution Number: 3**

**Carried**



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

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

2. Wellington North Fire Service  
- Communiqué, #005, Thursday, June 5, 2014

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

*THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #0005 dated Thursday, June 5, 2014.*

**Resolution Number: 4**

**Carried**

3. Report from Paul Dowber, Treasurer  
- Treasurer's Report TR2014-03, Application for funding under the Ontario Ice Storm Assistance Program

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

*THAT the Council of the Corporation of the Township of Wellington North seek financial assistance from the Province of Ontario through the Ice Storm Assistance Program to help cover extraordinary costs that were incurred as a result of the December 21-22, 2013 ice storm;*

*AND FURTHER THAT the Township's Treasurer be delegated authority to submit claims on behalf of the Township.*

**Resolution Number: 5**

**Carried**

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

4. Dale Small, Business Economic Manager  
- Community Improvement Program, Grant Applications

Moved by: Councillor Goetz  
Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the Business Economic Manager report dated June 9, 2014 with regards to 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 Public Arts Grant Program to the Mount Forest B.I.A., Arthur Chamber of Commerce and Wellington North Simply Explore for the purchase of fourteen vertical banners for the downtown areas in Mount Forest and Arthur.*

Resolution Number: 6

Carried

5. Report from Cathy More, Deputy Clerk  
- Deputy Clerk's Report DC2014-01, Joint Compliance Audit Committee By-law

Moved by: Councillor Lennox  
Seconded by: Councillor Goetz

*THAT a by-law to establish a Joint Compliance Audit Committee, including its terms of reference, be presented to the Council of the Corporation of the Township of Wellington North;*

*AND FURTHER THAT authority be delegated to the County of Wellington Meeting Investigator, Mr. Norm Gamble, to appoint members to the Joint Committee.*

Resolution Number: 7

Carried

**THE CORPORATION OF THE  
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**I. BY-LAWS**

1. Correspondence from Royal Canadian Legion, Branch #226, Arthur requesting permission to hold a road toll event.

46-14 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. (Royal Canadian Legion Branch #226, Arthur – George Street, Arthur)

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

*THAT By-law Number 46-14 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. (Royal Canadian Legion Branch #226 Arthur – George Street, Arthur)*

**Resolution Number: 8**

**Carried**

2. 47-14 Being a by-law to amend By-law Number 5000-05, a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Township of Wellington North

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

*THAT By-law Number 47-14 being a by-law to amend By-law Number 5000-05, a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Township of Wellington North be read a First, Second and Third time and finally passed.*

**Resolution Number: 9**

**Carried**

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

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

3. 48-14 Being a by-law to establish a Joint Municipal Election Compliance Audit Committee in accordance with sections 81 and 81.1 of the Municipal Elections Act 1996, as amended.

**Moved by:** Councillor Lennox

**Seconded by:** Councillor Goetz

*THAT By-law Number 48-14 being a by-law to establish a Joint Municipal Election Compliance Audit Committee in accordance with Sections 81 and 81.1 of the Municipal Elections Act 1996, as amended be read a First, Second and Third time and finally passed.*

**Resolution Number: 10**

**Carried**

4. 49-14 Being a by-law to authorize an amendment to a Standard Condominium Corporation Agreement (Birmingham Street East, Mount Forest – Curve Rock Phase 2)

**Moved by:** Councillor Lennox

**Seconded by:** Councillor Goetz

*THAT By-law Number 49-14 being a by-law to authorize an amendment to a Standard Condominium Corporation Agreement be read a First, Second and Third time and finally passed. (Birmingham Street East, Mount Forest – Curve Rock Phase 2)*

**Resolution Number: 11**

**Carried**

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

5. 50-14 Being a by-law to authorize the execution of a Site Plan Agreement (Part Lot 4, Concession 3, geographic Township of West Luther – John Murray Martin and Ruby Jane Martin)

**Moved by: Councillor Lennox**

**Seconded by: Councillor Burke**

*THAT By-law Number 50-14 being a by-law to authorize the execution of a Site Plan Agreement be read a First, Second and Third time and finally passed. (Part lot 4, Concession 3, geographic Township of West Luther – John Murray Martin and Ruby Jane Martin)*

**Resolution Number: 12**

**Carried**

J. **OTHER/NEW BUSINESS**

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

File No. B65/14, 940749 Ontario Limited

Council supported the application.

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

Cheque Distribution Report dated June 5, 2014

AMO Watchfile

- May 29, 2014
- June 5, 2014

Grand River Conservation Authority

- Minutes, General Membership/Strategic Planning Meeting, May 8, 2014

**THE CORPORATION OF THE  
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**Monday, June 9, 2014**

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**L. NOTICE OF MOTION**

Councillor Lennox requested that a resolution be brought forth to the next Regular Council Meeting in regards to Council acknowledging the successful completion of probationary period for Michael Givens in the position of Chief Administrative Officer.

**M. ANNOUNCEMENTS**

Mayor Tout announced that he attended three events on Saturday, June 7.

- The ALS Walk was held with 170 participants raising over \$8,000.
- The 12<sup>th</sup> Field Regiment held their D Day Ceremony.
- Kenilworth Public School celebrated its 50<sup>th</sup> anniversary

**N. CLOSED MEETING SESSION**

1. To consider matters regarding labour relations or employee negotiations (Section 239 (2) (d))
2. Confirmation of Closed Session Minutes, May 26, 2014

**Moved by: Councillor Lennox**

**Seconded by: Councillor Burke**

***THAT Council go into a meeting at 8:11 p.m. that is closed to the public under subsections 239 (2) (d) of the Municipal Act, 2001***

- *to consider matters regarding labour relations or employee negotiations*
- *confirmation of Closed Session Minutes, May 26, 2014*

**Resolution Number: 13**

**Carried**

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, June 9, 2014

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N. CLOSED MEETING SESSION (continued)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

*THAT Council rise from a closed meeting session at 9:15 p.m.*

Resolution Number: 14

Carried

After rising from the Closed Meeting Session, Council passed the following resolution to adopt By-law Number 51-14.

Moved by: Councillor Burke

Seconded by: Councillor Goetz

*THAT By-law Number 51-14 being a by-law to appoint an Interim Building Inspector for the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed. (David Kopp)*

Resolution Number: 15

Carried

O. CONFIRMING BY-LAW

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT By-law Number 52-14 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 June 9, 2014 be read a First, Second and Third time and finally passed.*

Resolution Number: 16

Carried

THE CORPORATION OF THE  
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REGULAR MEETING OF COUNCIL

Monday, June 9, 2014

Page Thirteen

P. ADJOURNMENT

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT the Regular Council meeting of June 9, 2014 be adjourned at 9:17 p.m.*

Resolution Number: 17

Carried

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CLERK

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MAYOR



**TOWNSHIP OF WELLINGTON NORTH**  
**Regular Meeting of Council**

MOVED BY: \_\_\_\_\_

DATE: June 23, 2014

SECONDED BY: \_\_\_\_\_

RES. NO.: \_\_\_\_\_

**THAT the Council of the Corporation of the Township of Wellington North acknowledge the successful completion of the probationary period for Michael Givens in the position of Chief Administrative Officer.**

MAYOR \_\_\_\_\_

CARRIED

DEFEATED



# Communiqué



**From the desk of:**

Thursday June 19, 2014 # 006

## **Fire Chief**

The Fire Chief hosted the Chamber of Commerce Business after Five events on Tuesday, June 17 at the Mount Forest Station. Members of the Chamber of Commerce attend this monthly event; which is hosted by businesses at different locations. We had a fun time and a great turn out considering the extreme weather conditions at the time.

We appreciate the members of the Chamber who participated in the turnout gear challenge. Thank you Mayor Tout for being a good sport, you were this close to placing first in the challenge.

This is a friendly reminder to those who have received attendance letters. I need a written response from you explaining your lack of attendance by June 25th, 2014 at 4 pm for Arthur Station and June 27th, 2014 at 4 pm for Mount Forest Station. Failure to do so will result in disciplinary action.

Reminder that ALL fire apparatus must be properly cleaned upon returning from a emergency call out or a training session. I will have further discussion with the vehicle & equipment chair with respect to this matter.

Reminders of the wage committee, several names have been submitted thus far and the cutoff date for the registering for this committee is June 25th, 2014.



# Communiqué



## FIRE DEATHS

Total fatal fires for the period from January 1 to June 18 for the years 2013 and 2014				
	2013		2014	
	Fatal fires	Fatalities	Fatal fires	Fatalities
Ontario fatal fires (except federal and First Nations properties) from January 1 to June 18	30	36	31	38
Fatal fires on federal or First Nations properties from January 1 to June 18	2	5	2	5
Total	32	41	33	43

Respectfully

Chief Guilbault

### ARTHUR STATION:

There is nothing to report at this time.

SUBMITTED BY: Jim Morrison, CMM III Fire Service Professional

### MOUNT FOREST STATION:

There is nothing to report at this time.

Respectfully,

Ron MacEachern



# Communiqué



## FIRE PREVENTION/PUBLIC EDUCATION DIVISION:



### **"SWING INTO SUMMER SAFETY" CAMPAIGN 2014 OFFICIAL LAUNCH**

Thank you to FF Marco Guidotti, FF Mike Lucas, Station Chief MacEachern, Chief Guilbault for your assistance in making this happen! Thank you to Township staff members, Council and media staff for attending as well, mostly thank you to the students for attending and sharing in the festivities. Ethan Petty was the winner of the 4 field level tickets and 4 Blue Jays hats, Congrats Ethan!! (Wearing the Blue Jay Hat, on left)



*Thank you again for your help!*



# Communiqué



**Remember;** The time is always right, to do what is right. *Martin Luther King Jr.*

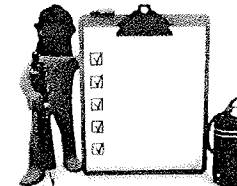
Yours in fire safety

Jason Benn, FPO.

## TRAINING DIVISION:

Gidday'

Many great things are happening in the Training Department in the Mount Forest Station.



First of all we have moved our training from every other week, to two on and one off. So far this has worked without too much complication. This was done in the early stage of January as I felt we could not adequately keep up with the demand of the compliancy change over from the old Ontario Curriculum, to the NFPA Standards. Our attendance suffered a little at the beginning as no one was really sure when they were supposed to be here. I think we have rectified that as we are back to an average of 17 – 18 per training meeting. Great Job!!

Our Focus for the past while has been on our arrival on scene, scene set up, command structure, and as of late, water supply. We have finished what we had set out for goals on this; however, we are far from being done with this topic. Over the next four months, we will be focusing on some of the NFPA standards for IMS, and how it plays a vital role in what we have been doing with all the other topics. It's important to understand that we need to keep building on the skill sets that we have started to improve on our effectiveness and "customer service". There has been a two night IMS refresher, introduction to a few members of both our Station and Arthur Station. Remember the old additive, THE FIRST FIVE MINUTES PREDICT THE NEXT 5 HOURS! This training will be on held on June 24 and 26 at the Council Chambers in Kenilworth with a start time of 1900 hours.

Next, I'd like to talk about our growing library of information. As you may or may not be aware, we won the \$5000.00 through the Fire Safety Council and Union Gas last fall. The money was to be split between Mount Forest Station and Arthur Station. While I felt it was a waste of money to order exactly the same stuff for both halls, I made the decision to use the whole \$5000.00 to purchase videos and books. I have a complete list that I will have posted, and will be taking the books down to Arthur as some of their members may want to further their knowledge. If you're interested in any material, please contact me.

Now, with the grandfathering from the old standard, to the NFPA, we have a few options that have been tabled. First of all, the red books that were once located in the radio room, are now in my office. In order for you to be grandfathered into the NFPA, this book must be completed along with a form of competence that I will be shortly



# Communique



going through with the Chief. If you have less than 5 years in the service, you have to go through the whole process. If you have less than 5 years in your position, you basically have to start from scratch. This is unfortunate for all those who have tried to further their career and taken an interest in a captain's position. I am determined to work with each and every firefighter on a one to one basis to ensure we can maximize your talents and reach your goal. I'm hoping that in the near future we are able to start offering courses again in the County to better accommodate all levels in the service. It's going to take a little work to get everyone in the system, but I will make sure we hit the deadlines and have all the necessary paper work in place. Stay tuned for further updates.

Next, I'd like to thank everyone for their speedy reply on the FIT testing. We did it in just over a week for both SCBA and N-95. I have all the results in my files. The machine is already in Arthur for them to start using; they have it until end of July. This again is an every other year event that takes about an hour per person. Thanks Kevin Rice for spear heading this, and showing an interest in helping your fellow firefighters.

Recruit update!- This is our last month and will be finishing up with live fire training in Waterloo on June 28<sup>th</sup>.

Last, but not least, I think we are ready to start forming our Training Committee. This is a great opportunity for anyone to join and see what is involved in the planning, set up and delivery of the multitude of topics that we have to cover. If you are interested in joining, please contact me and we can set up a night for a meeting. I'd like to have at least 2 from Mount Forest and at least 2 from Arthur. I think it would be fair to let you know that there are quite a few hours involved in planning a simple training night, so please take that into consideration before you respond. This committee will be working closely with some of the others like H&S, Truck, Wage committees, and so on. It is very important that we utilize the information handed to us from these committees to integrate into our training sessions. From there we can start to build on our S.O.G.'s and our O.G.'s. Our end goal is always the same, Safety First. As part of the committee, you will be expected to contribute your knowledge and experience throughout the planning and execution of the training lesson, as well as keeping the fire call going on the right path. It's too easy to slip back to old habit; after all, we are all creatures of habit!

Be safe!

Don Irvine

## COMMITTEES:

## Public Education

Looking to have a meeting coming up for those of you who are interested in being a part of the committee, please let me know which of the following works best for you via email.

July 3<sup>rd</sup> or July 10<sup>th</sup>, location TBA





# Communiqué



## Tuck and Equipment

Nothing to report at this time.

Thanks, Curtis

## Health & Safety

OH&S Committee meeting will be on June 27th at 7pm in Arthur.

Good day everyone,

It has been brought to our attention that everybody within the fire service has to take the OH&S online training. Firefighters need to take the employee training and captains need to take the supervisors training. This is according to the Occupational Health and Safety Act, Ontario regulation 297/13. It has also been brought to our attention that it needs to be completed by June 30 2014. You can access the site by using the link below. Once completed you must print your certificate of completion and give it to your Station Chief or to Chief Guilbault. These certificates must be kept on file so they can be retrieved if ever needed to be.



<http://www.labour.gov.on.ca/english/hs/training/workers.php>

Regards

Marco Guidotti

OH&S Committee

### EVENTS:

No events to report at this time.

Next communiqué will be Thursday July 3<sup>rd</sup>, 2014

*"Pride and Passion"*

**JOINT ECONOMIC DEVELOPMENT COMMITTEE MEETING  
MAPLETON, MINTO AND WELLINGTON NORTH**

**Wednesday, May 21st, 2014 in Moorefield**

**Members Present:** Mayor Ray Tout  
Councilor Mark Goetz  
Stephen Dineen  
Al Rawlins  
Jim Taylor  
Mike Givens, CAO/Clerk  
Dale Small; Business Economic Manager  
April Marshall; Tourism, Marketing & Promotion Manager

Councilor Andy Lennox  
Councilor Sherry Burke  
Shawn McLeod  
Gerald (Shep) Shepetunko

**Also Present:** Pat Raftis, Wellington Advertiser  
Michelle Stone, Administrative Support

**Absent:** Councilor Dan Yake

**6:00 – 6:30 Networking and Dinner.**

This was the sixth joint Economic Development Committee meeting held over the past 4 years with the Town of Minto, Township of Mapleton and Township of Wellington North. This meeting was hosted by the Township of Mapleton at the Moorefield Community Centre.

**6:30 – 6:40 Welcome**

Mapleton Mayor Bruce Whale and Crystal Ellis, Business Development & Marketing Coordinator for the Township of Mapleton welcomed everyone to the meeting and introduced the first Guest Speaker.

**6:40 – 7:25 Guest Speaker Rebecca Mustard, Economic Development Officer for the Region of Durham.**

In partnership with the Region of Durham, the Township of Scugog conducted a Business Retention & Expansion (BR&E) project. Over 114 local business owners and 29 volunteer interviewers participated in the project. A summary of results and proposed action plan were presented to local Council at the December 2nd, 2013 meeting.

The proposed action plan includes five key areas;

- 1) Build relationships between government and business
- 2) Support business development and expansion to inspire entrepreneurship,
- 3) Invest in culture and heritage to celebrate our identity and foster business development,
- 4) Grow a talented workforce to create a vibrant future of business opportunities,
- 5) Continually improve infrastructure to serve the needs of businesses, residents and tourists.

The next steps in the BR+E project are to work through the action plan with business owners, organizations and government to keep building a vibrant local economy. The Durham Federation of Agriculture, Scugog Chamber of Commerce and Port Perry BIA are also partners in the project.

Their results mirrored many of ours with similar challenges primarily with development, development charges, taxes, housing, workforce skills and employment. They are having events to promote available opportunities, improving their signage and have a "Township Page" in the local paper. They are using the "CARE" module - Create – Attract – Retain – Expand!



**7:25 – 7:55 Guest Speakers; Jana Reichert, Economic Development Officer and Carolyn O'Donnell, Business Retention & Expansion Program Coordinator, Wellington County.**

Jana and Carolyn reviewed the results of the Wellington County's BR & E Study, particularly looking at Mapleton, Minto and Wellington North.

The Report was received by County Council and in January 2014 they approved \$25,000 in funding to be available for each of the seven municipalities to assist with the local implementation.

Various local presentations are in the works. Within Wellington North the Economic Development Committee reviewed the report on April 16<sup>th</sup> and the final report was presented to Wellington North council on April 28<sup>th</sup>.

**7:55 – 8:25 Municipal Updates: Belinda Wick-Graham, Town of Minto**

- The "Pitch It" contest had seven finalists with the winner, Alexander's Air Brush, receiving \$10,000 for their business expansion.
- They will be opening the door on their new business Incubator called "Launch It" with a special event on June 10th.
- Industrial land sales have been good and the Farmer's Market will open in June for the 5<sup>th</sup> year.
- Party in the Park" programs will continue this summer as well as many other events happening in Minto.

**Municipal Updates: Dale Small, Township of Wellington North**

- Community Radio Station now has an official name – Spark FM 88.7. The committee is waiting to hear from the Trillium Funding Application. Require \$80,000+ for start-up.
- Wellington North's BR & E was approved by Council on April 28<sup>th</sup> and the opportunities and action plans are moving forward through the Economic Development Committee.
- We have completed a First Impression Community Exchange review in Arthur and looking for a partner for Mount Forest.
- Community Improvement Program continues to be a success and we are now looking into extending the boundaries to also include Kenilworth.

**Municipal Updates: April Marshall, Township of Wellington North**

- April reported that the Farmer's Market has had an excellent start and it is being held every Friday in Mount Forest from 3:00pm to 8:00pm.
- The Spring Rural Romp is on May 31<sup>st</sup> incorporating locations in all three municipalities.
- The new Butter Tart Trail brochures will be ready next week and Wellington North is working on launching a new website and social media policy.

**Municipal Updates: Crystal Ellis, Township of Mapleton**

- Mapleton is launching their new logo and it will soon be on website, signage and letterhead.
- They are encouraging people to visit The Wellington County Festival and Events Guide website with local Mapleton events.
- The Drayton Theatre continues to be a wonderful draw for the community.
- The Rural Romp will be on May 31<sup>st</sup> and Mapleton will be having their Rodeo again this year on July 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

Mayor Tout and Mayor Bridge made closing remarks, thanking Mapleton for hosting the event as well as thanking everyone for attending.

The meeting ended at 8:40 pm.



# 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  
JUNE 23rd, 2014**

FROM:

**Dale Small  
Business Economic Manager**

SUBJECT:

**Community Improvement Program**

## RECOMMENDATION

That the Business Economic Manager report dated June 23rd, 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 paid upon completion of the proposed improvements to 181 Main Street South in Mount Forest.

**AND FURTHER THAT** the Council of the Township of Wellington North approve a one-time grant up to \$1,000 under the Facade Improvement Grant Program to be paid upon completion of the proposed improvements to 176 George Street in Arthur.

**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 paid upon completion of the proposed improvements to 121 Main Street South in Mount Forest.

## PREVIOUS REPORTS PERTINENT TO THIS MATTER

Council: May 7<sup>th</sup>, 2012 Council adoption of the Community Improvement Program  
Aug. 8<sup>th</sup>, 2012, Dec. 13<sup>th</sup>, 2012, April 22<sup>nd</sup> 2013, Aug 12<sup>th</sup>, 2013  
Dec. 16<sup>th</sup>, 2013, Apr. 7<sup>th</sup>, 2014, June 9<sup>th</sup>, 2014

## BACKGROUND

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

Through this framework the Municipality is able to provide incentives for businesses to enhance their building presentation to the public and to help stimulate pride in our downtowns. Many



# Township of Wellington North

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communities take years for the program to gain traction so to show our long term commitment to applicants, our Wellington North program, has a 10 year timeframe of January 1<sup>st</sup>, 2012 – 2021.

Including the requests contained in this report thirteen applications have been submitted and recommended by the Community Improvement Program Review Panel for funding. The total dollar value of the overall improvements from these applications totals just over \$110,000 and of this amount:

- \$24,000 (22%) has been provided in grants from the Community Improvement Program
- \$ 5,000 (4.5%) has been advanced in interest free loans repayable over 5 years
- \$81,000 (73.5%) has been provided by the applicants.

These improvements have had a noticeable impact on both our Downtowns and we look forward to continued success stories moving forward.

## OVERVIEW

On June 4th, 2014 an application was received under the Facade Improvement Grant section of the Community Improvement Program for replacement of the four top-storey windows to the front of the building of the Wendt's Jewellery store at 181 Main Street South in Mount Forest. The application was submitted by the Building Owner and also includes replacement of the trim around all four windows.

On June 12th, 2014 an application was received under the Facade Improvement Grant section of the Community Improvement Program for the installation of new signage to the front of the Arthur Laundromat store at 176 George Street in Arthur. At the present time there is no signage on this building to identify the business inside and this application was submitted by the Building Owner, who is also the Business Owner.

On June 16th, 2014 an application was received under the Facade Improvement Grant section of the Community Improvement Program for the replacement of the mural at the Mount Forest Foodland store at 121 Main Street South in Mount Forest. The application was submitted by the Business Owner and also includes additional improvements to the store front.

The process to approve/decline a Community Improvement Plan application is as follows:

1. **Business Economic Manager** reviews the application to ensure all required documentation has been provided and that the application has been properly completed. Once everything is in order the Grant Application Decision Matrix is drafted.
2. **Community Improvement Plan Review Panel** reviews and discusses the application, finalizes the Grant Application Decision Matrix and makes recommendation to the Economic Development Committee/Business Economic Manager.



# Township of Wellington North

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# Township of Wellington North

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3. **Business Economic Manager/Economic Development Committee** obtains the Review Panels findings and forwards a report to council to approve or decline the application.
4. **Wellington North Council** provides final decision.

On June 16th, 2014 the Community Improvement Plan Review Panel met to review the applications and to complete the Decision Matrix for each application. The Community Improvement Plan Review Panel consists of the following individuals:

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

All three applications have been found to be eligible for funding and based on the analysis of the Review Panel are being recommended for approval. The applications and recommendations were also reviewed and discussed with the Economic Development Committee at their meeting on June 18<sup>th</sup> and also have the support of this committee.

A copy of each application and Decision Matrix is attached to this report. The Community Improvement Plan Review Panel supports the applications and has directed the Business Economic Manager to prepare this report and recommend council approve funding for all three applications.

**PREPARED BY:**

**RECOMMENDED BY:**

Handwritten signature of Dale Small in black ink.

Handwritten signature of Mike Givens in black ink.

**DALE SMALL**

**MIKE GIVENS**

**BUSINESS ECONOMIC MANAGER**

**CHIEF ADMINISTRATIVE OFFICER**

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

Applicant: **Doris & Dawna Weber**

Date Received: **June 4<sup>th</sup>, 2014**

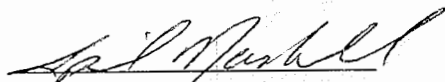
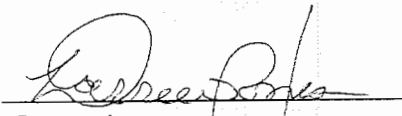
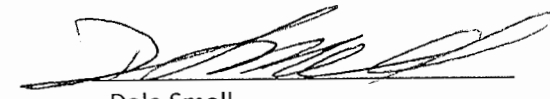
Application #: **F.I.L. & G. # 10**

Amount: **\$2,500 Grant**

Date of Community Improvement Plan Review Panel Meeting: **June 16<sup>th</sup>, 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		Applicant is the building owner of 181 Main Street South Mount Forest which is currently occupied by Wendt's Jewellery.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X	X	Application is for 50% funding under the Facade Improvement Grant program up to a maximum of \$2,500.
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 181 Main Street South Mount Forest which is within the approved CIPA boundary
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	While a detailed sketch was not provided information was received from the building owner indicating the type of change that is to be made.
5	Are property taxes and any other Municipal Accounts receivable up to date	X		Tax Roll account number 000-005-10600-0 was verified and is 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		Application is to support the replacement of the four top story windows.

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

	<ul style="list-style-type: none"> <li>Restoration of original facade appearance</li> <li>Replacement or Repair of canopies and awnings</li> <li>Installation or repair of exterior lighting</li> <li>Other similar improvements approved by CIPRP</li> </ul>	X		New trim will also be put in place around the windows as well as some minor touch-ups to the shutters.
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.			Overall Cost of improvements: <ul style="list-style-type: none"> <li>Quote 1 = \$4,203.60</li> <li>Quote 2 = \$5,668.03</li> </ul> Grant Amount being requested: 50% up to a maximum of \$2,500. Percentage of overall Costs: 45% - 50%
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?			Loan Amount being requested: N/A  Amortization Period: N/A
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		Both estimates are from local suppliers and applicant has indicated work will be completed by local suppliers
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		Targeted completion date is the Fall of 2014 which is within the CIP guidelines.
11	Other comments from the Review Panel			Replacement of windows is an eligible expense under the Community Improvement Program and we support the application. Future upgrades planned for the building include a new roof, sandblasting the brick and painting.
<b>Recommendation</b>	That the Economic Development Committee support this application and make a motion for council approval: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
	 April Marshall	 Darren Jones	 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 \$\_\_\_\_\_ 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.J.L.16 #10
Date Application Received:	JUNE 4TH, 2014

PROPERTY INFORMATION					
Municipal Address	Street Num:	181	Street Name:	Main Str.	Unit Num:
Commercial Name (if applicable)		Doris and Dawna Weber			
Registered Plan Number:	000-005-10600	Registered Plan Lot/Block No.	PT LOT 16 W MAIN STR. OF 60R1729 PART 1		
OWNER and APPLICANT INFORMATION					
Property Owner Information (check one)		Person(s) <input checked="" type="checkbox"/>		Company	
Registered Land Owner:	Surname:	Weber		First name:	Doris and Dawna
Name:	(if Company)			Company Officer	
Address:	Street No.	181	Street Name:	Main Str.	Unit Num:
Municipality:	Wellington	Province:	ON	Postal Code:	N0G 2L0
Telephone:	No: (519) 323-3341	Fax: ( )	Email:	prwsandyridge@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 <b>Facade Improvement Loan and Grant</b> , 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:		
Doris Weber			Owner		
Printed Name of Signatory: Doris Dawna Weber			Date: JUNE /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 too determine the degree in meeting 'best practices' for the proposed facade improvements.

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



## 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.

We are planning to replace the 4 top story windows.

IN ADDITION TO NEW WINDOWS THE TRIM WILL ALSO BE REPLACED.

TWO QUOTES HAVE BEEN PROVIDED.

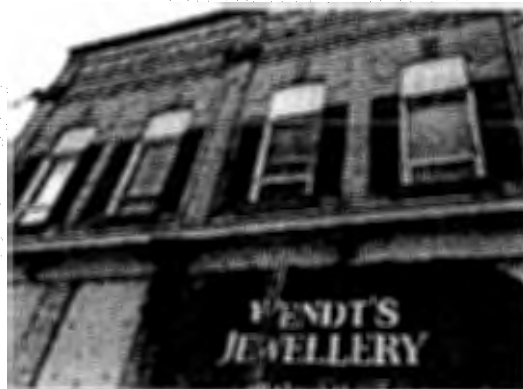
QUOTE 1 CENTENNIAL WINDOWS & DOORS \$ 5668.03

QUOTE 2 WAYNE G DOWLING \$ 4203.60

BOTH QUOTES INCLUDE HST & INSTALLATION

## PHOTOGRAPHS

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



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

Applicant: **Lucy & Roberto Argiro**

Date Received: **June 12<sup>th</sup>, 2014**

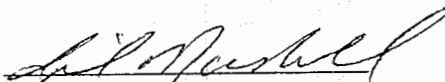
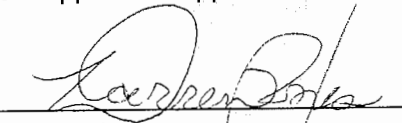

Application #: **F.I.L. & G. # 11**

Amount: **50% up to a maximum of \$1,000**

Date of Community Improvement Plan Review Panel Meeting: **June 16<sup>th</sup>, 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		Applicant is the building owner of 176 George Street in Arthur which is currently occupied by Arthur Laundromat.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X	X	Application is for 50% funding under the Facade Improvement Grant program.
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 176 George Street Arthur which is within the approved CIPA boundary
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		Property Taxes were verified and 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			Existing location does not currently have a sign and this application is to assist with the installation of new signage.

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

	<ul style="list-style-type: none"> <li>• Restoration of original facade appearance</li> <li>• Replacement or Repair of canopies and awnings</li> <li>• Installation or repair of exterior lighting</li> <li>• Other similar improvements approved by CIPRP</li> </ul>			
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.			<p>Overall Cost of improvements:</p> <ul style="list-style-type: none"> <li>• Quote 1 = \$1,553.75</li> <li>• Quote 2 = \$1,717.60</li> </ul> <p>Grant Amount requested is 50% up to a maximum of \$1,000. Percentage of overall Costs requested is 50%</p>
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?			<p>Loan Amount being requested: N/A</p> <p>Amortization Period: N/A</p>
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		Estimates are from suppliers in Wilmot and Waterloo
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		Targeted completion date is by the end of June.
11	Other comments from the Review Panel	Clarification on the location for the signage was requested from the applicant as the application contains three signs. It was advised that the large sign is going over the large window at the Laundromat, the smaller sign is going over the door and the refreshment sign is going to be mounted to the wall in front by a metal bracket so it can sway back and forth.		
<b>Recommendation</b>	That the Economic Development Committee support this application and make a motion for council approval: Yes <b>XX</b> No _____			
	 April Marshall	 Darren Jones	 Dale Small	



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

RECEIVED  
 JUN 12 2014  
 TOWNSHIP OF WELLINGTON NORTH

## Facade Improvement Loan and Grant Program Application Form

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Application Number (assigned by staff):	F.I.L. # 6 # 11
Date Application Received:	JUNE 12/14

PROPERTY INFORMATION			
Municipal Address	Street Num: 176	Street Name: George	Unit Num:
Commercial Name (if applicable)		Arthur Laundromat	
Registered Plan Number:	000-012-11600-0	Registered Plan Lot/Block No.	PT LOT 45

OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s) <input checked="" type="checkbox"/>	Company
Registered Land Owner:	Surname: ARGIRO	First name: ROBERTO / LUCY	Company Officer
Name:	(if Company)	Company Officer	
Address:	Street No. 284	Street Name: CARROLL	Unit Num:
Municipality:	Arthur	Province: ON	Postal Code: N0G 1A0
Telephone:	No: 5198483952	Fax: ( )	Email: ON FILE
Applicant Information (if different than Owner):			
Application Contact:	Surname:	First name:	Company Officer
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: LUCY ARGIRO	Date: JUNE 11/14

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.

Facade 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.

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

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.

We have purchased some signage to improve the appearance of the Arthur laundromat, as well as to let people know that it is a laundromat because there is no sign at present times. This sign also indicates Arthur is the most patriotic village.

TWO QUOTES HAVE BEEN RECEIVED:

J-D GRAPHICS - \$1,553.75

LASSIO - \$1,717.60

PHOTOGRAPHS

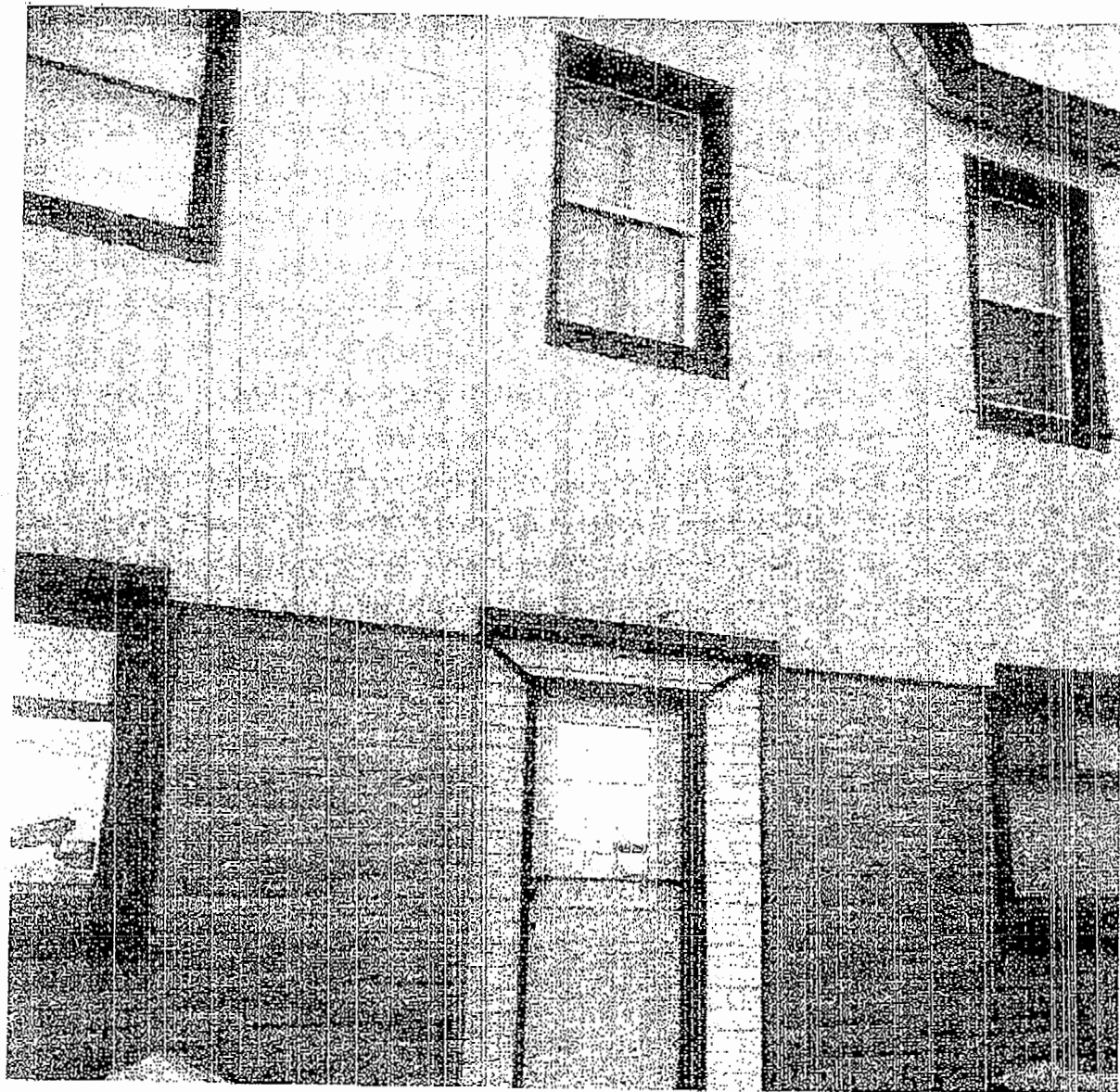
- Please attach a photograph of the existing façade/signage.

REFER ATTACHED



6/11/2014

Facebook



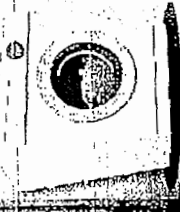





CUSTOMER: Roberto  
DATE: May 9, 2014

**ARTHUR LAUNDROMAT**

- TRIPLE LOADS
- 30 LB DRYERS
- TOP LOADS

HOURS:  
 7A - 8PM  
 7 DAYS A WEEK

CONTACT ROBERTO: 581-580-0183

**ARTHUR LAUNDROMAT**

E+E  
 LAUNDROMAT  
 CREDIT HOUR



176 GEORGE ST.  
 SERVICES BY: JD Graphics

*Refreshing*

**COLD POP S1**

*Available Inside*

JD Graphics ©2014 JD Graphics  
FINAL APPROVAL SIGNATURE

Copyright ©2014 JD Graphics

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

Applicant: **Mike Armstrong**

Date Received: **June 17<sup>th</sup>, 2014**

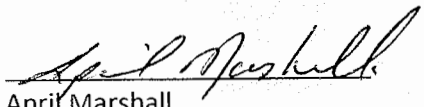
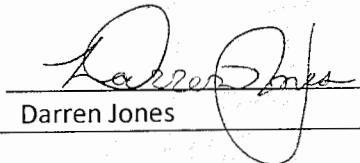
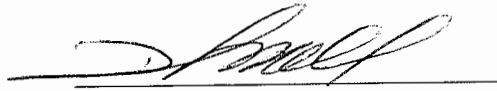
Application #: **F.I.L. & G. # 12**

Amount: **\$2,500 Grant**

Date of Community Improvement Plan Review Panel Meeting: **June 18<sup>th</sup>, 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		Applicant is the business owner of Mount Forest Foodland at 121 Main Street South Mount Forest
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X	X	Application is for a maximum of \$2,500 in funding under the Facade Improvement Grant program.
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 121 Main Street South Mount Forest which is within the approved CIPA boundary
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		This application could also qualify under the Public Arts Grant program however the funding would be the same and as a result of the detailed nature of the improvements we have had the business owner complete a Facade Improvement Checklist.
5	Are property taxes and any other Municipal Accounts receivable up to date	X		Tax Roll account number 000-005-11500-0 was verified and is 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		The existing mural on the building will be digitally scanned and colour corrected in order to be reproduced in the future if desired. A small print will hang in the store as recognition.  A new mural will be designed and airbrushed to look like you are looking into the store through a window.  Additional millwork, painting and some minor repairs to the front of the building will also be completed at the same time.

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

	<ul style="list-style-type: none"> <li>Restoration of original facade appearance</li> <li>Replacement or Repair of canopies and awnings</li> <li>Installation or repair of exterior lighting</li> <li>Other similar improvements approved by CIPRP</li> </ul>	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.		<p>Overall Cost of improvements is \$10,516.00</p> <p>Grant Amount being requested is \$2,500 which represents approximately 24 percent of the overall Costs.</p>
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?		<p>As the cost of the improvement is over \$10,000 the applicants also qualify for an interest free loan up to a maximum of \$2,500.</p> <p>The applicants have decided to not apply for this loan.</p>
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X	Alexandra's Airbrush in Minto will be completing the mural.
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X	Targeted completion date is the summer of 2014.
11	Other comments from the Review Panel		
<b>Recommendation</b>	That the Economic Development Committee support this application and make a motion for council approval: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	 April Marshall	 Darren Jones	 Dale Small



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

FACADE IMPROVEMENT GRANT  
**Public Art Grant**  
**Application Form**

The purpose of this program is to encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc in the Community Improvement Areas of Arthur and Mount Forest. Grant assistance is provided in the form of a one-time grant for the cost of the art-related work. This program will allow for a grant up to 2,500 value for works. Please review the specific grant program term and conditions found in the Community Improvement Plan and contact the Business Economic Manager for current limits.

Application Number (assigned by staff):	F.I.L.G # 12
Date Application Received:	JUNE 17/14

PROPERTY INFORMATION			
Municipal Address	Street Num: 121	Street Name: MAIN	Unit Num:
Commercial Name (if applicable)	MOUNT FOREST FOODLAND		
Registered Plan Number: 000-005-11500-0	Registered Plan Lot/Block No.	PT LOTS 13-15 W/5 MAIN STR R.P. 60R2490 PTS 1-5 60R16	

OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname: Freiburger	First name: <del>NAOMI</del> NAOMI	
Name:	(if Company)	Company Officer	
Address:	Street No.	Street Name:	Unit Num: P.O. BOX 299
Municipality: STARRA N.	Province: ONT	Postal Code: N0G 2L0	
Telephone:	No: ( )	Fax: ( )	Email:
Applicant Information (if different than Owner):			
Application Contact:	Surname: Armstrong	First name: Mike	
Name:	(if Company) MOUNT FOREST FOODLAND	Company Officer: MIKE ARMSTRONG	
Address:	Street No. 121	Street Name: MAIN ST.	Unit Num:
Municipality: MOUNT FOREST	Province: ON	Postal Code: N0G 2L0	
Telephone:	No: (5A) 3231390	Fax: (5A) 3231402	Email: Mike.Armstrong@sobeys.com

I hereby make the above application for a FACADE IMPROVEMENT GRANT ~~Public Art 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: FRANCHISEE
Printed Name of Signatory: MIKE ARMSTRONG	Date: JUNE 17/14

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.

## 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.

We are going to have a picture of the Art taken and recoloured so it can be saved digitally and reproduced on whatever in the future. One idea is to make a 2' x 6' print and hang on the store with Robert Markets name beside it.

The new work will be done over the old painting to save money since it is real mason board. I am getting the frame fixed and coloured red.

Alexandra's Air brush from Palmerston is doing the work. She will design and airbrush a painting that looks like your looking into the store through a window. It will look colourful and fresh and have the FOODLAND logo above it. She is very excited about having her work on our main St. I will send along sketches and prices as well.

We will also get the cement front painted as well.

## PHOTOGRAPHS

- Please attach a photograph of the project site and proposed public art.

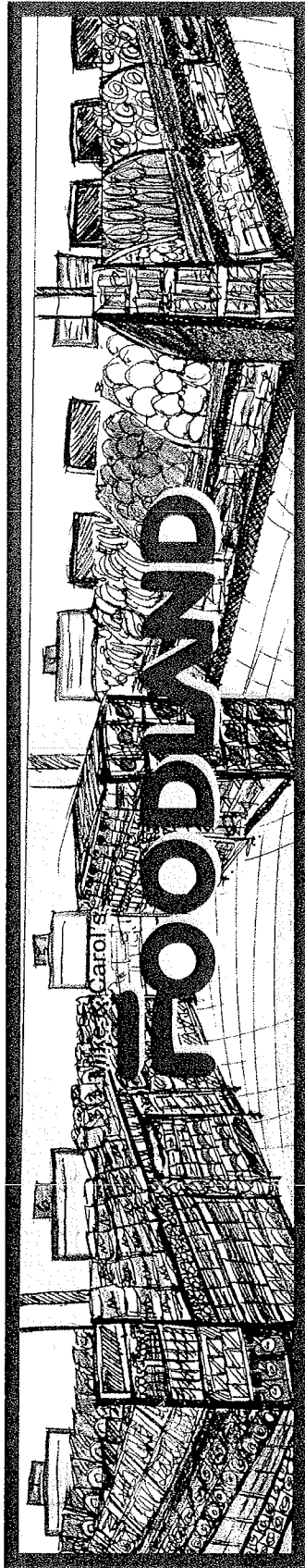
~~Attached to you~~

COPY OF THE PROPOSED ARTWORK IS ATTACHED ALONG WITH QUOTES AS FOLLOWS:

- ARTWORK \$ 9,040.00
- DIGITAL SCAN & COLOUR CORRECTION OF EXISTING MURAL \$ 396.25
- REPAIR FRAME & OTHER MILLWORK, ETC 1080.00

---

\$ 10,516.00





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 too determine the degree in meeting 'best practices' for the proposed facade improvements.

Façade Project Design Checklist				
Criteria/Description	Yes	No	N/A	Comments
<b>1. Responding to Core Context</b>				
i) Does the façade design enhance its context and adjacent buildings?	✓			not sure about adjacent buildings.
<b>2. Building Envelopes in the CIPA</b>				
i) Does the façade work/align with existing facades and reinforce the clarity of the public network and the cohesion of building groups?	<del>✓</del>		✓	
<b>3. Beneficial Building / Street Relationships</b>				
i) Does the building façade and street establish a supportive relationship, in which indoor and outdoor spaces animate and are connected to each other?	✓			fresh.
ii) Does the façade define the building as a distinct space with a strong sense of identity and place?	✓			
<b>4. Response to Climate</b>				
i) Does the façade design respond to the climate of area, taking into account all seasons?	✓			will be sealed for weather.
<b>5. Identifiable Building Entrances</b>				
i) Does the façade project help to make the buildings entrance more identifiable?	✓			
<b>6. Long Life / Loose Fit</b>				
i) Is the façade treatment capable of being adapted to new / future building uses?	<del>✓</del>	✓		very grocery store.
<b>7. Safety Within CIPA</b>				
i) Does the façade design provide personal safety and impart a sense of comfort to all users?				? what
<b>8. Community Expression</b>				
i) Does the façade design express a sense of permanence and durability?	✓			
ii) Does the façade promote traditional roots and express historical continuity?	✓			
<b>9. Appropriate Scale</b>				
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?			✓	It is already 66' ft long.
<b>10. Exterior Materials for Facades</b>				
i) Does the proposed façade materials reinforce the cohesion of related groups of buildings?	✓			only slightly changed.
ii) Are proposed exterior building materials durable and of high aesthetic quality?	✓			
<b>11. Technical Performance</b>				
i) Does the proposed façade determine a balance capital costs, operating costs and maintenance costs?	✓			<del>low</del> low maintenance.
<b>12. Accessibility</b>				
i) Does the façade design provide equal means of access to all users regardless of ability?			✓	

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

**RECREATION & CULTURE COMMITTEE MINUTES**

Tuesday, June 3, 2014

8:30 a.m.

**Present:** Sherry Burke, Councillor, Chairperson  
Ray Tout, Mayor  
Mark Goetz, Councillor  
Andy Lennox, Councillor  
Dan Yake, Councillor  
Pat Franks, Councillor, Township of Southgate  
Barry Lavers, Director of Recreation, Parks & Facilities  
Mark MacKenzie, Mount Forest Facilities Manager  
Tom Bowden, Arthur Facilities Manager  
Michael Givens, CAO/Clerk  
Cathy Conrad, Executive Assistant

The meeting was held in the Mount Forest & District Sports Complex Meeting Room.

**DECLARATION OF PECUNIARY INTEREST**

None declared

**DELEGATIONS**

1. Ian Turner and Jack Benham  
Re: Upper Grand Trail Way Proposal

Mr. Turner and Mr. Benham presented to the Committee a proposal to complete the Arthur to East/West Luther Townline trail using the former railway lands. Mr. Turner explained that completing this portion would complete the Arthur to Grand Valley to Waldemar Trail. Mr. Turner reported that every trail user leaves money in the community. This proposal would create a destination trail from the Townline to the Upper Grand Trailway. There is hope that future trails will link to the Elora Cataract Trail.

The Committee questioned if there was any private ownership of portions of the former rail lands. Mr. Benham thought there was some private ownership of the old rail bed east of Damascus with a right of way. CAO, Mike Givens stated that titles show that the Township has ownership of the entire stretch from the Village of Arthur to the East-West Luther Townline. There may be property owners along the rail lands that believe they own portions adjoining their property.



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

**RECREATION & CULTURE COMMITTEE MINUTES**

Tuesday, June 3, 2014

The Wellington County Active Transportation Committee has completed a study. The proposed trail was noted in the study. However, the County Active Transportation Plan has not received approval. Funding is a primary concern and they are hoping the Province will provide additional funding. The area snowmobile club may work with the trail committee on this project and possibly provide some financial resources. Concerns raised included ATV's using the trail in the summer, what type of trail will it be, construction and maintenance costs and concerns of adjacent farmers.

The Committee discussed the Township's involvement in the trail project. The Trail Committee needs to be aware that the Township's involvement will be limited to ownership of the property and liability insurance. The Arthur Volunteer Trails Committee would be responsible for establishing agreements with adjacent property owners, exploring a partnership with the Arthur Snowmobile Club, development costs and future trail maintenance.

**Moved by: Mayor Tout**  
**Seconded by: Councillor Lennox**

*THAT the Recreation and Culture Committee supports the concept of Recreation Trail extending from the Village of Arthur to the West Luther Town line along the former CP rail line:*

*AND FURTHER THAT the Arthur Volunteer Trails Committee will establish agreements with the property owners adjacent to the proposed trail prior to trail development;*

*AND FURTHER THAT the Arthur Volunteer Trails Committee will explore a partnership with the Arthur Snowmobile Club for trail development;*

*AND FURTHER THAT said trail development costs will not be funded by the Township of Wellington North;*

*AND FURTHER THAT future trails maintenance will be the responsibility of the Arthur Volunteer Trail Committee;*

Carried

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

**RECREATION & CULTURE COMMITTEE MINUTES**

**Tuesday, June 3, 2014**

2. Adam Norton, Civic Teacher, Wellington Heights Secondary School  
Re: Link Crew Program

Mr. Norton, along with students Andrew Stewart and Kaitlin Brown appeared before the committee to present information regarding the school's Link Crew program and request a donation to the program. They are requesting a donation of \$500.00 to \$1,000.00.

Mr. Norton explained that the Link Crew program at Wellington Heights is in its fifth year. Prior to the beginning of the school year an orientation is held for the grade nine students. This allows the new students to get a feel for the school, find out where to go for help and creates a connection with older students in a positive environment. Teachers are better able to identify those needing help academically and socially. This helps students to feel they are part of the school community and has helped to increase attendance rates. In October the grade nine students go to a leadership camp just north of Barrie. This year the cost will be \$150.00 per student and the leaders must pay to attend as well. They are trying to fundraise to reduce the cost. With increased costs and a decline in the grade nine enrollment the program is in danger of being cut.

The students described their experiences at camp and how they have been able to build leadership skills as a result of their experiences. Attending the orientation prior to the school year helped them to meet new people, develop friendships and get a feel for the school through various activities. It makes the transition from grade eight to grade nine easier. The camp gives students who wouldn't normally be a leader a chance to be a leader. It is rewarding to know that the grade nine's are more likely to get involved in the school activities as a result of camp experiences.

The Committee asked about the process for getting the grade nine's to attend camp and school board and teacher donations. Mr. Norton explained that letters go home to grade eight students in May. There is a parent only session held in August. Camp is discussed at orientation and then students decide on their own if they want to attend camp. The grade nines pay to go to the three day camp. The school board does not provide funding for this program. Some teachers donate. The Principal received a \$1,000 award for the program and donated it to the program. Students held various fundraising activities. There is no fundraising done during the summer.

The Committee thanked the group for their presentation and suggested that they apply for funding through the Township's Grant/Donation application process. Councillor Burke will draft a letter reminding them of the process.

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

**RECREATION & CULTURE COMMITTEE MINUTES**

Tuesday, June 3, 2014

MINUTES

1. Review minutes of May 6, 2014 meeting

The minutes of the May 6, 2014 Recreation & Culture Advisory Committee were received and adopted by Council at the Regular Meeting of Council held on May 12, 2014.

BUSINESS ARISING FROM MINUTES

None.

NEW BUSINESS

1. Municipal Pools Update

At the May 6<sup>th</sup> meeting Committee was advised that everything was in place for the pools. Later that day the supervisor announced that she would not be available due to her work with the Provincial election. Elya Menzies will now be taking on the task of organizing and supervising staff for both pools and fulfilling the position of head lifeguard in Mount Forest. She began May 26 and is working with the two facility managers.

Barry Lavers informed the Committee that he hopes there may be another round of funding available after the Provincial election for the pool in Mount Forest. They need to decide where they want to go with that facility. The pool in Mount Forest is approximately sixty years old and without renovation will soon be coming to the end of its lifespan.

2. Capital Projects Update

Tom Bowden reported that he has received one price for the headers and should receive a price from another company this week. He is still waiting to hear about quotes for the accessible doors.

The Committee questioned whether the header pipe project should be tendered. Barry Lavers explained that specialized companies are qualified to do this work and they won't know if tendering is required until proper estimates are received.

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

**RECREATION & CULTURE COMMITTEE MINUTES**

Tuesday, June 3, 2014

3. Rural Summer Job Service

Barry Lavers reported that we have received word that we will receive a wage subsidy again this year in the same amount as last year.

CORRESPONDENCE

None.

REPORTS

The Mount Forest Facility Manager's written report and facility usage report for Mount Forest was available for review.

Mark MacKenzie, Mount Forest Facility Manager, reported that he had Ken Frey come in and checkout wifi connections in the facility. Ken reported that the system was working fine. Ken had indicated that an upgraded router may be needed to resolve further wifi issues. The trophy case has been installed. He is waiting for the new flag poles.

Tom Bowden, Arthur Facility Manager, did not submit a written report; but, reported that a new slo-pitch league has started and the pool start up is being completed.

The Director of Recreation, Parks and Facilities written report was available for review.

Barry Lavers reported that he will attend a Lions Club meeting on Thursday, June 5<sup>th</sup> to accept pledged payment cheques for the Trillium park and playground equipment project.

Mayor Tout inquired about issues at the skateboard park. The OPP have been asked to keep an eye on the park. Staff have been told to report issues at the park. Someone had brought in pallets to build ramps. These have been removed by staff. There have been issues with the fence being ripped open for access even though the gate is unlocked.

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

**RECREATION & CULTURE COMMITTEE MINUTES**

Tuesday, June 3, 2014

**MEMBER'S PRIVILEGE**

Councillor Goetz asked who is looking after the flags now. Flags will be checked.

Mark MacKenzie announced that the Patriots have notified him that Club President Jamie McLellan is retiring and they are requesting a month's grace on future ice rentals. The future of the Patriots will be determined by July.

Mark MacKenzie inquired about installing portable toilets for the soccer fields. This would save money as staff would not need to come in to open the washrooms on the weekends and then come back hours later to lock them. Barry Lavers had previously suggested this.

**NEXT MEETING**

Tentatively set for Tuesday, September 9, 2014 at 8:30 a.m. at the Mount Forest Sports Complex.

**ADJOURNMENT**

**Moved By:      Councillor Goetz**

***THAT the Recreation & Culture Committee meeting of June 3,  
2014 be adjourned at 10:10 a.m.***

**Carried**



# Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF June 23, 2014**

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

**SUBJECT: Arthur Arena Headers Replacement**

## RECOMMENDATION

That the Council of the Corporation of the Township of Wellington North accept the quotation from Kore Mechanical Inc. for the replacement of the refrigeration header piping at the Arthur Arena based on the quotation price of \$ \$29,590 + 3,846.70 hst = \$33,436.70

## PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

## BACKGROUND

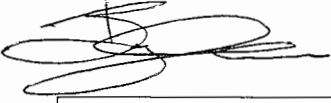
The 2014 Capital Budget approved the replacement of the refrigeration header piping at the Arthur Arena in relation to the ice making equipment. The approved replacement cost was \$90,000. Four companies were contacted to inspect and provide quotations for completion. The following quotations were reported by Arthur Facility Manager Tom Bowden.

- Toromont/Cimco Refrigeration \$36,500.00 + 4,745.00 hst = \$41,245.00
- Kore Mechanical Inc. \$29,590.00 + 3,846.70 hst = \$33,436.70
- AJM Mechanical No quote submitted
- Black & McDonald No quote submitted

It should be noted that AJM Mechanical inspected the work but chose not to submit a quote as the Contractor did not feel he could accomplish the work. Black & McDonald's representative set an inspection date but failed to arrive for an inspection and thus did not provide a quotation. Kore Mechanical Inc. is the current Refrigeration Contractor for the Arthur Arena and has provided satisfactory service based on past performance. Both quotations received agreed to complete the work by August 29, 2014 in order to facilitate ice making operations.

PREPARED BY:

RECOMMENDED BY:



*Mike Givens*

BARRY LAVERS  
DIRECTOR OF RECREATION

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER

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

**ADMINISTRATION/FINANCE COMMITTEE**

Monday, June 16, 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**  
                  **Mary Jo Marshall, Deputy Treasurer**  
                  **Cathy Conrad, Executive Assistant**  
                  **Barry Trood, Water and Sewer Superintendant**  
                  **Dale Clark, Roads Superintendant**

**A.     CALL THE MEETING TO ORDER**

Chairperson Lennox called the meeting to order.

**B.     PASSING AND ACCEPTANCE OF AGENDA**

**Moved by:    Goetz**

**Seconded by: Tout**

*THAT the Agenda for the June 16, 2014 Administration/Finance Committee meeting be accepted and passed.*

**Resolution No. 1**

**Carried**

**C.     DECLARATION OF PECUNIARY INTEREST**

None declared



D. ADMINISTRATION

1. Council Code of Conduct  
- CAO Report 2014-11

Moved by: Tout  
Seconded by: Goetz

*THAT the Administration and Finance Committee of the Township of Wellington North receive the Draft Council Code of Conduct Policy;*

*AND FURTHER THAT staff prepare a by-law to authorize the Council Code of Conduct for consideration at an upcoming meeting of Council.*

Resolution No. 2 Carried

2. Township Health & Safety  
- CAO Report 2014-12

Moved by: Goetz  
Seconded by: Tout

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information CAO Report 2014-12;*

*AND FURTHER THAT the Administration and Finance Committee acknowledges the importance of the health and safety of all Township Staff;*

*AND FURTHER THAT a copy of this report be provided to all staff.*

Resolution No. 3 Carried

3. Draft Procedural By-law  
- Draft by-law to be tabled and reviewed at meeting

Moved by: Tout  
Seconded by: Goetz

*THAT the Administration and Finance Committee of the Township of Wellington North receive the Draft Procedural By-law for review.*

Resolution No. 4 Carried

E. FINANCE

1. Asset Management Plan  
- Treasurer Report 2014-04

Moved by: Goetz  
Seconded by: Yake

*THAT the Administration and Finance Committee of the Township of Wellington North receive the Treasurer's Report TR2014-04 with regards to an Asset Management Plan;*

*AND FURTHER THAT the Finance Committee recommend to Council that the Township of Wellington North enter into an agreement with Public Sector Digest to develop a comprehensive Asset Management Plan;*

*AND FURTHER THAT the 2014 portion of the project be funded from the Reserve for Working Capital.*

Resolution No. 5

Carried

2. Development Charges Reserve Fund  
- Treasurer Report 2014-05

Moved by: Yake  
Seconded by: Goetz

*THAT the Administration and Finance Committee of the Township of Wellington North receive and file for information the Treasurer's Report TR2014-05 dated June 16, 2014 with respect to 2013 Development Charges – Reserve Funds.*

Resolution No. 6

Carried

3. 2014 Budget vs. Year-to-Date Financials

Moved by: Burke  
Seconded by: Goetz

*THAT the Administration and Finance Committee receive for information the Budget vs. Year to Date Financial Summary for the period ended May 31, 2014.*

Resolution No. 7

Carried

F. WELLINGTON NORTH POWER – 6:00 pm

Judy Rosebrugh, President and CEO, and Richard Bucknall, Regulator and Administrative Manager from Wellington North Power attended to provide updates on the following matters.

1. Subdivision agreements

Wellington North Power needs to have their own agreements with developers. Currently there is one reference to Wellington North Power in the Township subdivision agreements that allows for the Township to collect deposits. If Wellington North Power has their own agreements with developers there will be a formal agreement in place to enable them to collect deposits. In accordance with the Ontario Energy Board, when a development is planned Wellington North Power is to complete an economic evaluation to determine the amount of the deposit and enter into an agreement with the developer. As homes are connected the developer will get portions of their deposit returned. An agreement would allow Wellington North Power to hold back funds and be able to complete a project should the developer not be able to finish it. Having an agreement in place will ensure that rate payers are not impacted by new development.

2. Murphy Property Update

Wellington North Power has not budgeted anything for the Murphy lands development. They do not know anything about the development. Has land been allocated for a substation? An economic evaluation needs to be done to assist with budgeting for this development. An evaluation needs to be completed to determine if they can feed from substation 1 or if a secondary feed needs to be brought in from Palmerston.

3. New Substation (Sligo Road & Foster St) Financing

Wellington North Power will be replacing the substation at Sligo Road and Foster Street. A rate adjustment application was made in August and the Energy Board has approved it. Cost recovery began May 1, 2014. Wellington North Power will be applying to the Energy Board for a second feed in the spring of 2015 and will need to borrow funds to cover this. They require an acknowledgement and approval to obtain a \$1.150 million loan from Infrastructure Ontario.

**Moved by: Burke**

**Seconded by: Yake**

*THAT the Administration & Finance Committee recommend that Council acknowledge Wellington North Power borrowing \$1.150 million from Infrastructure Ontario for replacement of MS2 substation.*

**Resolution No. 8**

**Carried**

G. **CLOSED MEETING SESSION**

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

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

*THAT the Administration/Finance Committee go into a meeting at 6:35 p.m. that is closed to the public under subsection 239 (2) (b) (d) of the Municipal Act, 2001*

1. *Personal matters about an identifiable individual, including municipal or local board employees*
2. *Labour relations or employee negotiations.*

**Resolution No. 9**

**Carried**

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

**THAT the Administration/Finance Committee rise from a closed meeting session at 7:14 p.m.**

**Resolution No. 10**

**Carried**

H. **ADJOURNMENT**

The next meeting is set for Monday, July 21, 2014 at 5:00 p.m.

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

*That the Administration/Finance Meeting of June 16, 2014 be adjourned at 7:15 p.m.*

**Resolution No. 11**

**Carried**



## The Royal Canadian Legion

Fred Campbell V.C. Branch #134

140 King Street West

Mount Forest, Ontario

N0G 2L2

(519) 323-1570

RECEIVED

JUN 16 2014

TWP. OF WELLINGTON NORTH

June 10, 2014

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

Dear Mayor Tout and Councilors:

This letter is to inform you that we would like to be put on the agenda for the council meeting. We at the Royal Canadian Legion, Mount Forest Branch 134, would like to inform you of our participation in the community festival known as the Mount Forest Fireworks Festival to be held at the Mount Forest Legion on July 18-20, 2014.

Also, we will be requiring a temporary extension of our Liquor Sales License to be amended by the LLBO, and require the Townships approval prior to us going to the AGCO for this extension to be granted.

We will be placing a tent in our parking lot to host a licensed music/beer tent that will be enclosed and confined to a fenced off area, which we are requesting that the permit fee be waived. We will also be hosting a Motorcycle Show and Shine between the hours of 11:00 to 4:00 on Saturday July 19th.

Also, we are requesting an extension of the noise by-law for the times listed below.

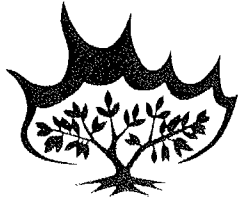
Hours of security operations will commence on Friday July 18th at 3:00 p.m. and be continuous through to Sunday July 20<sup>th</sup>.

Friday July 18th	3:00 p.m. to 1:00 a.m.
Saturday July 19th	11:00 a.m. to 1:00 a.m.
Sunday July 20th	12:00 p.m. to 12:00 a.m.

Thank you in advance for your co-operation regarding the above matter. Should you have any further questions and/or queries, please do not hesitate to contact me at anytime.

Yours truly,

Kathleen MacRobbie  
President



## A Congregation of The Presbyterian Church of Canada

St. Andrew's Presbyterian Church  
196 Birmingham St. East  
Mount Forest, ON, N0G 2L2

Clerk of Session: Ellenor MacEachern  
Minister: The Rev. Michael D. Burns  
519-546-2380

May 29, 2014

Dear Mr. Givens and the Council of Wellington North,

We are writing this letter to request a road closure in Mount Forest on August 23, 2014 from 2pm to 7pm. The section of road we wish closed runs from Main St (Hwy 6) east on Birmingham St. East to Fergus St. North.

Our congregation is planning an outdoor family music day on that date. The Celtic band "Failte" is playing and we are inviting all local musicians and groups to come and jam or perform as well. In addition there will be games for children of all ages. It is our hope that this will be a community event where families can come together to enjoy a summer afternoon. There will be no admission charge, but a free will donation box will be present along with some food for sale. All proceeds will be split with 50% going to the congregation and 50% going to the Louise Marshall Hospital Foundation.

If this road closure is approved the congregation will look inform all emergency services (fire, police, ambulance) of the closure.

If you have any further questions or concerns you can contact Rev. Mike Burns or the Clerk of Session, Ellenor MacEachern.

Blessings,

**Ellenor MacEachern**

Clerk of Session  
519-323-  
ronmac232@hotmail.com

**Rev. Michael D. Burns**

Minister  
519-546-2380  
burnsmichaeld@gmail.com

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

**BY-LAW NUMBER 53-14**

**BEING A BY-LAW TO TEMPORARILY CLOSE A PORTION OF BIRMINGHAM STREET EAST, IN THE FORMER TOWN OF MOUNT FOREST FOR THE PURPOSE OF HOLDING AN OUTDOOR FAMILY MUSIC DAY.**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 42.

**WHEREAS** Section 42 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides for the temporary closing of a street to vehicular traffic for such period as shall be specified in the by-law for such community purpose as may be specified in the by-law;

**AND WHEREAS** St. Andrew's Presbyterian Church is planning to hold an outdoor family music day and have requested that Birmingham Street East between Main Street and Fergus Street North, in the former Town of Mount Forest be closed to vehicular traffic on Saturday, August 23, 2014 between the hours of 2:00 a.m. and 7:00 p.m.

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

1. That Birmingham Street East between Main Street and Fergus Street North, in the former Town of Mount Forest is hereby temporarily closed on Saturday, August 23, 2014 between the hours of 2:00 p.m. and 7:00 p.m.
2. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23RD DAY OF JUNE, 2014.**

---

**RAYMOND TOUT  
MAYOR**

---

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

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

**BY-LAW NUMBER 54-14**

**BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH.**

**AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Sections 11 and 223.2(1)**

**WHEREAS** Section 11 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operations and of its local boards and their operations; and

**WHEREAS** Section 223.2(1) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, authorizes municipalities to establish codes of conduct for members of the Council of the municipality and of local boards of the municipality; and

**WHEREAS** Council of the Corporation of the Township of Wellington North deems it expedient to establish a Code of Conduct for Council;

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

1. That the Council of the Township of Wellington North does hereby adopt the Code of Conduct, attached hereto as Schedule "A".
2. That Schedule "A" forms part of this by-law.
3. That this by-law shall come into force on and take effect upon its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23RD DAY OF JUNE, 2014.**

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**RAYMOND TOUT,  
MAYOR**

---

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





# TOWNSHIP OF WELLINGTON NORTH POLICY AND PROCEDURE MANUAL

DEPARTMENT	Council	POLICY NUMBER 39
SECTION	223.2 (1)	EFFECTIVE DATE: June 23, 2014
SUBJECT	Council Code of Conduct	
AUTHORITY	Municipal Act, 2001, Section 223.2 (1)	

## POLICY

This policy provides the rules of conduct for Council Members to ensure that the Township of Wellington North's affairs are governed in an accountable and transparent manner. Attaining an elected position within one's community is a privilege that carries significant responsibilities and obligations. Members of Council are held to a high standard as leaders of the community and are expected to become well informed on all aspects of municipal governance, administration, planning and operations. They are also expected to carry out their duties in a fair, impartial, transparent and professional manner.

## PURPOSE

1. To ensure that Council Members fundamentally understand that:
  - a) The proper operation of democratic and representative municipal government requires that they be independent, impartial and responsible to the people;
  - b) There are open and proper channels for decision making and approval of policies;
  - c) Conflicts between private interests and public responsibilities are unacceptable and must be avoided, and;
  - d) As leaders of the community, they are held to a higher standard of behavior and conduct.

## RESPONSIBILITIES

### 1. Roles and Responsibilities

Council Members recognize their mandate includes the following tasks:

- a) Learning and following the Procedure By-law for Council and its Committees;
- b) Fairly representing the diversity of community views in developing an

- overall strategy for the future of our Township;
- c) Setting objectives and determining strategies to achieve Council's Corporate objectives;
- d) Achieving sound financial management, planning and accountability, and;
- e) Being aware of and conversant with the statutory obligations imposed on Council as a whole, as well as each individual Member of Council.

## 2. Use of Information

In their decision making process, Members of Council are sometimes privy to information which may be confidential such as, but not necessarily limited to, information provided or discussed during "Closed" meetings. It is expected that Members of Council will:

- a) Use confidential information appropriately, so as not to be used to their personal advantage or cause detriment or benefit to others;
- b) Respect the status of confidential (personnel, legal, property acquisition, etc.) information;
- c) Understand they enjoy the same access rights to municipal information as any other member of the community, unless it is specifically relevant to a matter before Council;
- d) Keep confidential any information disclosed or discussed at a meeting of Council or Committee, or part of a meeting of Council or Committee, that was closed to the public;
- e) Keep confidential any information that is circulated to members of Council that is marked "Confidential", or received in confidence verbally in preparation for the Closed meeting;
- f) Keep information confidential even if the member ceases to be a Member of Council, and;
- g) Only release information according to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended from time to time.

## 3. Communications and Media Relations

Members of Council will accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with a majority decision of Council so that:

- a) There is respect for the decision making processes of Council, and;
- b) Information concerning adopted policies, procedures and decisions of the Council is conveyed openly and accurately.

## 4. Relationships with Staff and Other Members of Council

Members of Council will:

- a) Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;

- b) Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others, and;
- c) Refrain from publicly criticizing individual members of staff and/or Members of Council in a way that casts aspersions on their professional competence and credibility.

5. Gifts, Hospitality and Other Benefits

The objective is to ensure that Members of Council make decisions based on impartial and objective assessment of each situation, free from influence of gifts, favours, hospitality or entertainment.

- 5.1. Members of Council shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.
- 5.2. Members of Council are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family member or business acquaintances, that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, "special consideration".
- 5.3. Members of Council are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Township.
- 5.4. The above policy does not preclude Members of Council from accepting:
  - 5.4.1. The stipend paid to each Member of Council intended to fully remunerate members of Council for service to the Corporation;
  - 5.4.2. A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council;
  - 5.4.3. Reimbursement of reasonable expenses incurred in the performance of office;
  - 5.4.4. Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
  - 5.4.5. Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Township at an event;
  - 5.4.6. Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
  - 5.4.7. Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;

5.4.8. Gifts of a nominal value that are received as an incident or protocol or social obligation that normally and reasonably accompany the responsibility of the office, and;

5.4.9. Political contributions that are otherwise offered, accepted and reported in accordance with applicable law.

5.5. Where it is not possible to decline unauthorized gifts, hospitality or other benefit. Members of Council shall report the matter to the Chief Administrative Officer (CAO). The CAO may require that the gift be retained by the Township or be disposed of for charitable purposes.

## 6. Conflict of Interest

Members of Council will recognize their obligations to:

- a) Follow and respect both the letter and spirit of the provisions of the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act, 1994* as amended from time to time.

## 7. Use of Property

Members of Council will:

- a) Only use Township property, equipment, supplies or services of consequence, for activities connected with the discharge or official duties or associated community activities having the sanction of Council.

## 8. Transparency and Openness in Decision Making

Members of Council will endeavour to:

- a) Conduct and convey Council business in an open and public manner (other than subject matters being considered in a Closed meeting), so that residents and ratepayers are aware of the process, logic and rationale that was used to reach conclusions or decisions.

## 9. Public Input

Council may periodically use formal and informal opportunities to seek public input as a component of the decision making process especially if it will have a broad impact on the community. The purpose of the exercise will be to provide residents and ratepayers with a mechanism to provide opinions and advice so that the widest range of views and information is available before final decisions are made.

**10. Professional Development**

- a) Members of Council have an obligation to promote, support, pursue and partake in opportunities for professional development, and;
- b) Council Members are encouraged to stay updated on issues and trends so that they may be as efficient and effective as possible when carrying out their duties and responsibilities.

**11. Conduct During An Election Campaign**

- a) Every member shall comply with all applicable requirements of the *Municipal Elections Act, 1996*.
- b) No member shall use confidential information, facilities, equipment, supplies, services or other resources of the municipality, including any Municipal newsletter or website linked through the municipality's website, for any election campaign or campaign-related activity.
- c) No member shall undertake campaign-related activities on Municipal property during regular staff working hours unless authorized by the municipality.
- d) No member shall use the services of any person for election-related purposes during hours in which that person receives any compensation from the municipality.

**ETHICAL BEHAVIOUR**

**1. Definitions:**

"Ethical behaviour" – is characterized by honesty, fairness and equity in interpersonal and professional relationships and in other Township related activities. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. This definition is not a denial of the existence of other ethical duties with respect to elected office (see Addendum "Definition of Ethical Behaviour", attached).

**2. Fundamental Principles of Ethical Behaviour:**

The fundamental principles of ethical behaviour within the Council of the Township of Wellington North focus on Council's professional conduct (internally with Council and staff and externally with the electorate, other governments, etc.)

The fundamental principles of ethical behaviour within the Council of the Township of Wellington North are:

- Each member of Council is personally accountable for his or her actions;
- All members of Council have a shared responsibility to uphold ethical behaviour within the Council;
- To facilitate and promote ethical behaviour in contrast to policing cases of unethical behaviour.

## PROCEDURES

- a) Council Members are encouraged to seek clarification from other Members if they are uncertain as to the appropriateness of their existing or contemplated conduct.
- b) Complaints or inquiries concerning ethical conduct of any Member of Council shall be made in writing to the Chief Administrative Officer.
- c) The content of the complaint is not to be made public or provided to members of Council.
- d) Where a contravention of any component of this Code of Conduct is alleged, Council will appoint an Integrity Commissioner to investigate alleged contravention. The Integrity Commissioner will complete a report that will be reviewed by Council at a meeting open to the public prior to it being published.
- e) Any sanctions recommended by the Integrity Commissioner shall be ratified by Resolution at a session of Council.
- f) Sanctions include, but are not limited to, removal from Committee assignments either permanently or for an interim period, barring the member from attendance at Closed meetings either permanently or for an interim period, barring the member from being circulated/informed of confidential materials/matters, or demand of an apology.
- g) All Sanctions under this policy will be fair and in keeping with the severity of the infraction, giving due regard to the previous conduct of the Member.
- h) Nothing in this Section restricts or attempts to revoke the legal right of a Member to challenge a decision by the Integrity Commissioner through established legal channels.
- i) All complainants shall be advised in writing of the Integrity Commissioner's decision.
- j) It is the intent of this policy to have the process of investigation started within 20 working days of the complaint being filed with the Chief Administrative Officer.
- k) Complaints that are considered frivolous and vexatious by the Clerk will not be subjected to the costs of investigation. In this instance "frivolous" means "not having any serious purpose or value" and "vexatious" means "annoying or harassing".

## IMPLEMENTATION

1. At the beginning of each term, Members of Council will be expected to sign a Confirmation of Understanding of the Code of Conduct to convey to each other, residents, ratepayers and staff that they have read, understand and accept the Policy.
2. A Code of Conduct component will be included as part of the orientation workshop for each new Member of Council.
3. Council Members are expected to formally and informally, on a regular basis, review their adherence to the provisions of the Code, or as requested by Council.



**CONFIRMATION OF UNDERSTANDING**  
**TOWNSHIP OF WELLINGTON NORTH**  
**COUNCIL CODE OF CONDUCT**

I have received a copy of the Township of Wellington North Council Code of Conduct for members of Council and have read the document carefully.

I understand all of the terms and agree to abide by them.

I understand that if I violate the Code of Conduct, I may be subject to sanctions or corrective action.

\_\_\_\_\_  
Council Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Member Name (please print)

\_\_\_\_\_  
Witness

**DEFINITION OF ETHICAL BEHAVIOUR**

**Addendum:**

- "Dignity"** - true worth, excellence, high rank or estimation
- "Diversity"** - being unlike in nature or qualities, different kind, variety
- "Equity"** - fairness, recourse to principles of justice to correct or supplement law; system of justice supplementing or prevailing over common and statute law
- "Fairness"** - fair = just, unbiased, equitable, legitimate, in accordance with rules
- "Honesty"** - truthfulness; honest = fair and righteous in speech and act, not lying, cheating or stealing; sincere; showing righteousness
- "Respect"** - as noun: respect of persons = partiality or favour shown especially to the powerful; heed or regard to; as verb: pay heed to; regard with deference, esteem, or honour; avoid degrading or insulting or injuring or interfering with or interrupting, treat with consideration, spare, refrain from offending or corrupting or tempting
- "Right(s)"** - justification, fair claim, being entitled to privilege or immunity, thing one is entitled to; authority to act in specified way



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

**BY-LAW NUMBER 55-14**

**BEING A BY-LAW TO APPOINT PATTY WRIGHT TO BE ACTING  
CHIEF BUILDING OFFICIAL FOR THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**WHEREAS** c. 23, section 3(2) of the *Building Code Act, R.S.O., 1992*, as amended, requires the Council of each municipality to appoint a Chief Building Official and such inspectors as it deems necessary for the enforcement of the *Building Code Act* within its municipal boundaries;

**AND WHEREAS** the Township of Wellington North deems it necessary to contract the services of the Chief Building Official from the Township of Mapleton on a short term basis.

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

1. That Patty Wright is hereby appointed Acting Chief Building Official for The Corporation of the Township of Wellington North.
2. In addition to the duties required to be performed under any statute, Patty Wright shall perform such other duties as may, from time to time, be assigned to the Chief Building Official by by-law or resolution of the Corporation of the Township of Wellington North.
3. The Township of Wellington North shall reimburse the Township of Mapleton based on the number of hours worked in Wellington North at the current rate of pay that Patty Wright is receiving from the Township of Mapleton plus benefits and mileage.
4. The amount reimbursed to Mapleton under Section 3 of this by-law shall be payment in full for all services required of Patty Wright and all fees or emoluments of any kind payable to the Chief Building Official of The Corporation by virtue of any Act or Regulation shall be paid to The Corporation of the Township of Mapleton and be credited to the general funds of The Corporation.
5. The appointment of Patty Wright as Acting Chief Building Official shall be effective as of July 1, 2014 to July 31, 2014.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23RD DAY OF JUNE, 2014.**

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**RAYMOND TOUT  
MAYOR**

---

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

35 pm

# Ontario Wildlife Damage Compensation

# Program Application

Note – This form is to be used by all livestock and poultry owners and valuers.

## Section 1 – Identification

### Name of Valuer

Last Name

Flewelling

First Name

GORDON

Farm Location (where the damage occurred)

Lot No.

24

Concession No.

6

Wellington North Twp

County/Region/District

Wellington Cty.

Municipality

Vendor Number (to be completed by OMAFRA)

## Section 2 – Owner/Business Information

### Owner of Livestock/Poultry – Contact Information

Owner Last Name

Murray

Owner First Name

Peter

Social Insurance No. (SIN) or Business No. (BN)

### Mailing Address

Unit No.

Street No.

Street Name

Rural Route

PO Box

City/Town

Kenilworth

Province

Ont

Postal Code

N0G 2E0

Email Address

Telephone No.

Fax No.

## Section 3 – Description of Livestock/Poultry Killed or Injured

Description – Include species and breed.

Suffolk cross ewe lamb

Kill or Injury Date (yyyy/mm/dd)

2014/05/27

Description of Injuries Sustained – Attach photographs (3-6) of the injured livestock/poultry to indicate attack site, wounds and other pertinent evidence.

Teeth marks on neck. Scatches (deep) on lower side.  
Possible broken neck.

**Section 4 – Description of Predator**

Description – Species

*Coyote*

Description of the supporting evidence.

*Injuries to lamb. Incident occurred in the pasture field.*

**Section 5 – Valuation**

Species	Number of Head(s)	Live Weight (lb or kg)	Market Price (lb or kg)	Additional Value Over Market*	Veterinary Costs for Injured Animals	Total Value of Animal	Less Amount to be Claimed by Insurance	Compensation Applied For **
<i>Suffolk cross</i>	<i>1</i>	<i>100</i>	<i>1.80</i> <i>per lb</i>			<i>180. -</i>		<i>\$180. -</i>
<b>Total Compensation Applied For (\$)</b>								<i>180. -</i>

\* For bred, purebred or high quality animals, animals must have physical identification that corresponds to written records. Copies of records supporting the additional award must be attached to this report.

\*\* Total Compensation applied for must not exceed the program limit (% coverage and per species maximum).

**Section 6 – Reasonable Care**

**Risk Assessment**

Current Regional Predation Risk is

High  Medium  Low

Regional Risk of Predation is

Increasing  Stable  Decreasing

Predation on this farm is

1<sup>st</sup> incident  1 claim/year  2 claims/year  3 or greater claims/year

Most Recent Predation Date(s) (yyyy/mm/dd)

Describe actions taken by owner to decrease likelihood of predation since last claim.

*Has introduced horses (a young stallion) to the pasture area.*

**Farm Management**

Health condition of the livestock herd/poultry flock

Healthy  Diseased  Sick

Location where the kill/injury occurred

Barnyard  Pasture-Near Buildings  Pasture-Distant

Herd/Flock Size

*50 ewes*

Other (specify)

Livestock Inspection Frequency – How often, by whom?

*Frequently by owner*

Livestock/Poultry confined at night?

Yes  No

Dead Livestock Disposal Practices

Collected  Buried  Composted  
 Other (specify)

Fencing Description – Type/Condition

*electric fencing - good condition*

Type of Guard Animals Used (if any)

*Owner has had success with a young stallion in the pasture area*

Other Predator Prevention Practices Used

Owner will implement the following practices to prevent/reduce future predation

*Will continue with past practices. Keep sheep in barn at night and running the horses in the sheep pasture during the day.*

Valuer Finding – I have found that the owner:

Had taken reasonable measures to prevent predation

Had not taken reasonable measures to prevent predation

**Section 7 – Program Compliance Verification**

Farm Business Registration (FBR) No. 2441456

OR

- Farm Business Registration (FBR) No. Alternate
- An OMAFRA Gross Farm Income Exemption Certificate for New/Retired Farmers that do not currently qualify to obtain an FBR number,
  - A confirmation letter provided from the Indian Agricultural Program of Ontario (IAPO) for premises situated on First Nations Land, or
  - A Religious Exemption approved by the Agriculture Food and Rural Affairs Appeal Tribunal.

Explanation (supporting verification must be supplied)

Premises ID No. ON4093490

OR

- Premises ID No. Alternate
- A confirmation letter provided from the Indian Agricultural Program of Ontario (IAPO) for premises situated on First Nations Land

Explanation (supporting verification must be supplied)

**Section 8 – Valuer Declaration and Signature**

I have found sufficient evidence, to the best of my knowledge and belief, that the livestock/poultry in question has been killed or injured by a predator within the requirements of the Ontario Wildlife Damage Compensation Program and the owner is eligible for the amount of compensation indicated above.

OR

- There was insufficient evidence to make a finding due to deterioration or lack of carcass remains
- Died of natural causes, sickness or disease
- Scavenged only – did not die from predation
- Damage was caused by a dog owned or habitually kept on premises of owner of livestock and/or poultry
- Other reason claim is declined (specify)

I hereby certify that the information I have provided in this Application Form is true and accurate to the best of my knowledge. I also understand that submitting false or misleading information in this Application Form could result in the denial of the claim. I further understand that any payment the municipality that I work for receives from OMAFRA under the Ontario Wildlife Damage Compensation Program as a result of the submission of false or misleading information I have submitted may have to be repaid by the municipality I work for to OMAFRA.

**Valuer Mailing Address**

Unit No. <u>271</u>	Street No. <u>271</u>	Street Name <u>Elgin St. N.</u>	Rural Route	PO Box
City/Town <u>Mt. Forest</u>		Province <u>Ont</u>	Postal Code <u>N0G 2L1</u>	
Email Address			Telephone No. <u>519-323-9953</u>	Fax No.

**Valuer Signature**

Valuer Last Name (Print) <u>Flewelling</u>	Valuer First Name (Print) <u>GORDON</u>
Position <u>Sup. Livestock Valuer</u>	Signature <u>G. Flewelling</u>
Valuation Date (yyyy/mm/dd) <u>2014/05/28</u> <b>74</b>	

**Section 9 – Notice of Collection of Personal Information**

Any personal information collected on this form, such as the Social Insurance Number of an individual acting as a sole proprietor or as an unincorporated partner in a partnership, is necessary for income tax purposes because a payment is being made as well as for the overall administration of the Ontario Wildlife Damage Compensation Program. More specifically, the Social Insurance Number will also be used for auditing and the collection of any debts incurred under the Ontario Wildlife Damage Compensation Program. The Social Insurance Number is being collected pursuant to the *Income Tax Act* (Canada), as amended and the Order-in-Council that established the Ontario Wildlife Damage Compensation Program.

Questions as to the collection of this information may be directed to:

Ontario Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 519 826-4047 or 1 877 424-1300 (toll free)  
Email: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

**Section 10 – Livestock and Poultry Owner Declaration and Signature**

I hereby certify that the information I have provided in this Application Form is true and accurate to the best of my knowledge. I also understand that submitting false or misleading information in this Application Form could result in the denial of this claim and any potential future claims that could be made by myself, myself on behalf of another person or any other person affiliated with myself in any type of business relationship in which this claim is being made may have under the Ontario Wildlife Damage Compensation Program and/or a requirement that any compensation received under the Ontario Wildlife Damage Compensation Program as a result of the submission of false or misleading information be repaid.

**Owner Signature**

Owner Last Name (Print)

Owner First Name (Print)

Murray  
Signature  
Peter Murray

Peter

Date (yyyy/mm/dd)

2014/05/28

Completed applications and all supporting documents should be submitted to your local Municipal Clerk. If the damage occurred in an unincorporated township (a territory without Municipal organization as defined in Section 2 of the *Northern Services Board Act*), completed applications and all supporting documentation should be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs.

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

**BY-LAW NUMBER 56-14**

**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  
JUNE 23, 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 June 23, 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 23RD DAY OF JUNE, 2014.**

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**RAYMOND TOUT  
MAYOR**

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**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

## MEETINGS, NOTICES, ANNOUNCEMENTS

Monday, July 14, 2014	Regular Council Meeting	7:00 p.m.
Monday, July 21, 2014	Admin and Finance Committee	5:00 p.m.
Monday, August 11, 2014	Public Meeting	7:00 p.m.
Monday, August 11, 2014	Regular Council Meeting	Following Public Meeting
Monday, August 20, 2014	Economic Development Committee	4:30 p.m.

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

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

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