



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228

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# Regular Meeting of Council

Monday, August 15, 2016

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

## AGENDA

AGENDA ITEM	PAGE NO.
<b><u>CALLING TO ORDER</u></b>	
- Mayor Lennox	
<b><u>SINGING OF O' CANADA</u></b>	
<b><u>PASSING AND ACCEPTANCE OF AGENDA</u></b>	
<b><u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u></b>	
<b><u>MINUTES OF PREVIOUS MEETING(S)</u></b>	
Regular Meeting of Council, July 11, 2016	001
Special Meeting of Council, July 14, 2016	013
<b><u>BUSINESS ARISING FROM MINUTES</u></b>	
<b><u>PRESENTATIONS</u></b>	
Matthew Venne, CPA, CA, Partner, RLB LLP – Chartered Accountants	
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Report from Karren Wallace, Clerk - Report CLK 2016-032 being a report on Ontario Wildlife Damage Compensation (Robinson)	085

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<b><u>ANNOUNCEMENTS</u></b>	
<b><u>CLOSED MEETING SESSION</u></b>	
Pursuant to Section 239 (2) (d) of the Municipal Act, 2001, specifically labour relations or employee negotiations;	
1. Report CAO 2016-017 being a report on Employee Remuneration 2. Review of Closed Session Meeting Minutes, July 11, 2016	
<b><u>CONFIRMING BY-LAW NUMBER 065-16 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL</u></b>	234
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**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

001

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

**Members Present:**

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

**Staff Present:**

**CAO/Deputy Clerk:** Michael Givens  
**Clerk:** Karren Wallace  
**Executive Assistant:** Cathy Conrad  
**Treasurer:** Kimberly Henderson  
**Director of Public Works:** Matthew Aston  
**Director of Recreation, Parks and Facilities:** Barry Lavers  
**Chief Building Official:** Darren Jones  
**Economic Development Officer:** Dale Small  
**Fire Chief:** Dave Guilbault  
**Senior Planner:** Linda Redmond

**CALLING THE MEETING TO ORDER**

Mayor Lennox called the meeting to order.

**SINGING OF O' CANADA**

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION 2016-293**

**Moved by:** Councillor Hern

**Seconded by:** Councillor Yake

*THAT the Agenda for the July 11, 2016 Regular Meeting of Council be accepted and passed with the following amendments:*

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

*Change the order of items to put:*

*Public Works Committee*

- Minutes, June 21, 2016

*before*

*Report from Matthew Aston, Director of Public Works*

- Report 2016-049 Brush Program

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

*Addition of:*

*Wesley Haramule, Post Time, Arthur*

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

002

- *Temporary Liquor License Extension for Buzz & Tom's Charity Bike Run in support of Groves Memorial Hospital*

**BY-LAWS**

*Amendment to By-law 055-16 by adding clause:*

*2c)the reference plan include the required easements to access water and sanitary sewer services for the proposed lots be provided to the County of Wellington to be registered.*

**CARRIED**

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

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING(S)**

**RESOLUTION 2016-294**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on June 20, 2016 be adopted as circulated.*

**CARRIED**

**BUSINESS ARISING FROM MINUTES**

No business arising from minutes.

**DELEGATIONS**

Gary Williamson, Safe Communities/Wellington North

- Safe access for the Mennonite community to businesses in the north end of Mount Forest

Mr. Williamson provided an update from Safe Communities/Wellington North. An electronic speed sign placed in front of Victoria Cross Public School has had a positive effect on traffic. Safe access by horse and buggy traffic to the businesses north of Sligo Road has been identified as a concern. Mr. Williamson and Amos Martin have been working together to investigate horse and buggy use in the area. Loblaws/No Frills were approached regarding access to Sligo Road East along their property. They were very willing to work with the Mennonite community. A gravel lane for horse and buggy use only has been installed from Sligo Road to an area near the store. There is a gate at the store end to discourage vehicle traffic. The hitching rail has been moved, a cement pad is being installed and a shed will be built within the next year. This project was funded 100% by Loblaws.

**THE CORPORATION OF THE  
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003

Safe Communities/Wellington North would now like to see safe access using the truck route behind No Frills, across the rear of the property for the proposed Canadian Tire Corporation (CTC) to the Chamber of Commerce, across the highway to Industrial Drive then use the 50 ft. Township right of way at 202 Industrial Drive, to TSC. The Chamber of Commerce has already been asked to allow access. They are agreeable provided they do not incur any expense. Safe Communities requested that access across the CTC property be considered during the site plan process and that the Township permit the use of the 50 ft. right of way from Industrial Drive to the TSC property.

Council inquired about snow removal and signage for the proposed access.

Wellington Federation of Agriculture

- Presentation of online 'Flipbook' and reference book

Greg Dineen and Melisa Luymes, Directors, presented the Fast Ag Facts for Wellington and Beyond reference book prepared by the Wellington Federation of Agriculture. The reference book provides information regarding:

- Contacts
- Ontario Federation of Agriculture
- Ontario Farmers Spend \$ to Make \$
- Sustainable Ag
- Wellington's Ag Stats
- Ontario Ag Stats
- Checklist to Support Agricultural Growth in Your Municipality

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

Planning Report from Linda Redmond, Senior Planner

- Report regarding H. Bye Construction Ltd., Semi-Detached dwellings – Lots 1 & 2, Plan 419 (Mount Forest), Part Lot Control Exemption

**RESOLUTION 2016-295**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report dated June 23, 2016 from Linda Redmond, Senior Planner, regarding H. Bye Construction Ltd., Semi-Detached dwellings – Lots 1 & 2, Plan 419 (Mount Forest) Part Lot Control Exemption;*  
*AND FURTHER THAT the Mayor and Clerk be authorized to sign the Part Lot Control Exemption By-law.*

**CARRIED**



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
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004

Report from Dale Small, Economic Development Officer

- Report EDO-2016-18 Community Improvement Program

**RESOLUTION 2016-296**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Economic Development Officer report EDO-2016-18 dated July 11, 2016 with regards to the Community Improvement Program;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$1,322 under the Facade Improvement Grant program as a result of the improvements made to the Precious Paws Dog Grooming location at 269 Main Street South in Mount Forest.*

**CARRIED**

Report from Darren Jones, Chief Building Official

- Report CBO 2016-08 Building Permit Review Period Ending June 30, 2016

**RESOLUTION 2016-297**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2016-08 being the Building Permit Review for the period ending June 30, 2016.*

**CARRIED**

Report from Karren Wallace

- Report CLK 2016-035 being a report to appoint an Engineer for Drainage Works on Municipal Drain (Eden Drain)

**RESOLUTION 2016-298**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-035 being a report to appoint an engineer for drainage works under the Drainage Act on Lot 34, EOSR (Eden Drain);*

*AND FURTHER THAT Council appoints K. Smart & Associates Limited as the engineer and directs them to prepare a preliminary report if necessary or proceed directly with the final report pursuant to the Drainage Act.*

**CARRIED**

Report from Karren Wallace

- Report CLK 2016-039 being a report on Business Licensing

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

005

**RESOLUTION 2016-299**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-039 being a report on Business Licensing by-law;  
AND FURTHER THAT the Mayor and Clerk be authorized to sign the Business Licensing by-law.*

**CARRIED**

Report from Karren Wallace

- Report CLK 2016-040 being a report on Housekeeping Zoning By-law Amendments (Maas)

**RESOLUTION 2016-300**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2016-040 being a report on housekeeping rezoning amendments (Maas) in the Township of Wellington North.*

**CARRIED**

Report from Karren Wallace

- Report CLK 2016-043 being a report on the Burn By-law

**RESOLUTION 2016-301**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-043 being a report on regulating the setting of Open Air Fires within the Township of Wellington North;*

*AND FURTHER THAT Council give first and second reading to By-law 057-16 being a By-law to regulate the Setting of Open Air Fires at the July 11, 2016 Council meeting;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the Open Air Burn By-law after third reading on August 15, 2016;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to amend Schedule "D" of the Fees and Charges By-law 088-16 at the August 15, 2016 meeting of Council after the third reading of the Open Air Burn By-law 057-16.*

**CARRIED**

Recreation & Culture Committee

- Minutes, June 14, 2016

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

006

**RESOLUTION 2016-302**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation and Culture Committee meeting held on June 14, 2016.*

**CARRIED**

**RESOLUTION 2016-303**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation and Culture Committee, approve the installation of a Buddy Bench, donated on behalf of #GetInTouchForHutch, in the swimming pool park area in Arthur;*

*AND FURTHER THAT Council authorize the cost of installation and securing of the bench through the Recreation Budget.*

**CARRIED**

Cultural Roundtable Committee

- Minutes, June 16, 2016

**RESOLUTION 2016-304**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Cultural Roundtable Committee meeting held on June 16, 2016.*

**CARRIED**

Public Works Committee

- Minutes, June 21, 2016

**RESOLUTION 2016-305**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Public Works Committee meeting held on June 21, 2016.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

007

**RESOLUTION 2016-306**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, direct staff to make the following changes to the 2016 Township Wood/Brush and Yard Waste program:*

- 1. Add monthly curbside pick-up of yard waste at roadside;*
- 2. Yard waste for pick-up needs to be contained in brown bags and/or re-usable containers not to exceed 50lbs;*
- 3. Works yard drop off sites remain closed;*
- 4. Residents to separate wood/brush and yard waste for road-side pick-up;*
- 5. Wood/brush road-side pick-up will continue as scheduled for 2016; and*
- 6. Wood/brush and yard waste event days will continue as scheduled for 2016.*

**CARRIED**

**RESOLUTION 2016-307**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, award the contract for the 2016 asphalt program to the lowest cost bidder, consistent with the Township's procurement policy, being Ekum Sekum Inc. o/a Brantco Construction at a contract cost of \$572,240.65 plus applicable taxes;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize the Chief Administrative Officer to sign the agreement with Ekum Sekum Inc. o/a Brantco Construction for this program.*

**CARRIED**

Report from Matthew Aston, Director of Public Works

- Report 2016-049 Brush Program

**RESOLUTION 2016-308**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report PW 2016-049 being a report on the Township's 2016 brush program;*

*AND FURTHER THAT the Council of Wellington North direct staff to provide the "2016/2017 Wood Brush and Garden Disposal Program", as presented, by direct mail.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
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008

Burn By-law Working Group  
- Minutes, June 28, 2016

**RESOLUTION 2016-309**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Burn By-law Working Group meeting held on June 28, 2016.*

**CARRIED**

Correspondence dated April 1, 2016 from Paul F. Ziegler, C.E.T., Triton Engineering Services Limited  
- McCord Street Development, Arthur

**RESOLUTION 2016-310**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT Council of the Township of Wellington North receive correspondence dated April 1, 2016 from Triton Engineering Services Limited wherein they recommend the release of the remaining securities for the McCord Street development;*

*AND FURTHER THAT Council of the Corporation of the Township of Wellington North grants James Daniel Coffey a Certificate of Final Acceptance for the McCord Street Development;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North agrees to release the remaining securities to James Daniel Coffey in the amount of \$44,920.00.*

**CARRIED**

Cheque Distribution Report dated July 7, 2016

**RESOLUTION 2016-311**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated July 7, 2016.*

**CARRIED**

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

Wesley Haramule, Post Time, Arthur

- Temporary Liquor License Extension for Buzz & Tom's Charity Bike Run in support of Groves Memorial Hospital

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

009

**RESOLUTION 2016-312**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North have no objection to Post Time Pub & Grill, Inc., 257 George St., Arthur, applying for a temporary license extension to the Alcohol and Gaming Commission of Ontario for Saturday, August 27, 2016 between the hours of 11:00 a.m. and 6:00 p.m. for the annual Buzz and Tom's charity fundraiser.*

**CARRIED**

**BY-LAWS**

**RESOLUTION 2016-313**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT By-law Number 054-16 being a by-law to declare lands as part of a public highway (McCord Street) be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2016-314**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT By-law Number 055-16 being a by-law to designate certain lands to be not subject to Part Lot Control pursuant to Section 50 (7) of the Planning Act, R.S.O., 1990, as amended be read a First, Second and Third time and finally passed. (Lots 1 and 2, Registered Plan 419, Township of Wellington North, Bye)*

**CARRIED**

**RESOLUTION 2016-315**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT By-law Number 056-16 being a by-law to appoint a Building Inspector/By-law Enforcement Officer/Property Standards Officer/Peace Officer for the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2016-316**

Moved by: Councillor McCbae

Seconded by: Councillor Burke

*THAT By-law Number 057-16 being a by-law to regulate the setting of open air fires within the Township of Wellington North and to repeal By-law 006-15 be read a First and Second time.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

010

**RESOLUTION 2016-317**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT By-law Number 058-16 being a by-law to establish business licensing regulations related to business licensing in the Township of Wellington North pursuant to ss. 10 (2) of the Municipal Act, 2001. S.O. 2001, c. 25 as amended (the "Municipal Act, 2001") be read a First, Second and Third time and finally passed.*

**CARRIED**

**ITEMS FOR COUNCIL'S INFORMATION**

AMO Watchfile

- June 16, 2016
- June 23, 2016
- June 30, 2016

Grand River Conservation Authority

- Grand River Watershed Water Management Plan 2015 Annual Report on Actions

Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region

- Media Release – Road Signs
- Drinking Water Protection Zone Road Sign Fact Sheet

Crime Stoppers Guelph Wellington

- Newsletter, The Informant, Summer 2016

County of Wellington

- Notice of Decision – Official Plan Amendment
  - File Number OP-2016-02, Official Plan Amendment No. 98
  - File Number OP-2015-02, Official Plan Amendment No. 99

Wellington County Fire Chiefs Association

- Media Release dated July 5, 2016, Open Air Burning is Prohibited in Wellington County

**RESOLUTION 2016-318**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the July 11, 2016 Regular Council Meeting Agenda.*

**CARRIED**

## **CULTURAL MOMENT**

### **The Butter Tart Trail And former Horse & Buggy Trail merge and grow to offer new tourism experience for the region**

Explore the Simpler Life in the rural areas of Minto, Southgate and Wellington North. Discover butter tart flavours & inspirations. Experience a showcase of local food, handcrafted items, producers and business related to the horse & buggy culture. You may even chance upon the opportunity to have a buggy ride. How sweet is that!

Butter Tarts and Buggies: Explore the Simpler Life, is a new tourism experience developed in partnership with the Town of Minto and Townships of Southgate and Wellington North. The experience combines The Butter Tart Trail with the Mennonite Culture of the former Horse and Buggy Trail. This new exciting offering promotes butter tart bakers, butter tart inspired items and related products including maple syrup. Explore Mennonite Cultural offerings, local food at the farm, restaurants, retail stores, local handcrafted items and the equine industry.

Visitors will enjoy the opportunity for an old fashioned Mennonite horse and buggy ride through a working Mennonite farm and along scenic backroads. There are numerous farm experiences that include alpaca shearing, wagon rides and the opportunity to visit friendly critters. The tastes will amaze you with dozens of varieties of butter tarts and inspired products like pies, sundaes, trifle and waffles. There are even special butter tart doggy treats locally made and sourced. Talented local artist works will awe you.

Watch for the special Passport Promotion being launched in conjunction with the Mount Forest Fireworks Festival, July 15-17<sup>th</sup>- A top 100 festival in Ontario. Ignite your weekend and enjoy family fun for all ages. Includes amusements all weekend, live entertainment, kid's zone, great food and great fun! And of course a SPECTACULAR fireworks display!!

## **NOTICE OF MOTION**

None

## **ANNOUNCEMENTS**

Councillor Burke announced that the Fireworks Festival Committee is looking for volunteers to assist as gate keepers this Saturday.

Mayor Lennox reminded everyone of the Special Council Meeting on Thursday, July 14, 2016 at 5:00 p.m.



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, JULY 11, 2016 - 7:00 P.M.**

012

**CLOSED MEETING SESSION**

**RESOLUTION 2016-319**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT Council go into a meeting at 8:35 p.m. that is closed to the public under subsections 239 (2) (d) of the Municipal Act, 2001 to consider:*

- 1. Verbal Report from the CAO on Union Negotiations*
- 2. Review of Closed Session Meeting Minutes, June 20, 2016*

**CARRIED**

**RESOLUTION 2016-320**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

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

**CARRIED**

**RESOLUTION 2016-321**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of June 20, 2016.*

**CARRIED**

**CONFIRMING BY-LAW**

**RESOLUTION 2016-322**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT By-law Number 059-16 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on July 11 , 2016 be read a First, Second and Third time and finally passed.*

**CARRIED**

**ADJOURNMENT**

**RESOLUTION 2016-323**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Regular Council meeting of July 11, 2016 be adjourned at 8:42 p.m.*

**CARRIED**

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
SPECIAL MEETING OF COUNCIL  
THURSDAY, JULY 14, 2016 - 5:00 P.M.**

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

**Members Present:**

**Mayor: Andy Lennox  
Councillors Sherry Burke  
Lisa Hern  
Dan Yake**

**Absent:**

**Councillor: Steve McCabe**

**Staff Present:**

**CAO/Deputy Clerk: Michael Givens  
Clerk: Karren Wallace  
Executive Assistant: Cathy Conrad  
Treasurer: Kimberly Henderson  
Director of Public Works: Matthew Aston  
Director of Recreation, Parks and Facilities: Barry Lavers  
Chief Building Official: Darren Jones  
Economic Development Officer: Dale Small  
Tourism, Marketing, Promotion Manager: April Marshall  
Senior Planner: Linda Redmond**

**CALLING THE MEETING TO ORDER**

Mayor Lennox called the meeting to order.

**SINGING OF O' CANADA**

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION 2016-324**

**Moved by: Councillor Hern**

**Seconded by: Councillor Yake**

*THAT the Agenda and the Supplementary Agenda for the July 14, 2016 Special Meeting of Council be accepted and passed.*

**CARRIED**

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

No pecuniary interest declared.

## **PRESENTATION**

Triton Engineering Services Limited

- Municipal Servicing Standards

Matthew Aston, Director of Public Works, presented an overview of ongoing update to Municipal Standards including:

- What are Municipal Standards
- Why are they important
- Scope of standards
- Standard drawings
- Materials and product list
- Draft revision updates
- Sidewalks and bike trails
  - Current Revisions and Draft Revision
  - Sidewalks to no where
  - Pros for sidewalks
  - Cons for sidewalks
- Trees
  - Pros for trees in road allowance
  - Cons for trees in road allowance
- Streetlights
- Next Steps

Paul Ziegler, Triton Engineering Services Ltd., discussed sidewalk standards and explained that cul-de-sacs sometimes have a walk way through them, making sidewalks necessary. Relief can be granted if it's not a busy roadway. Municipalities are being pressured to install multi-use trails. Bike lanes are becoming more important than parking lanes. There is a push for new development to be user friendly for homes being purchased by younger families.

## **DELEGATIONS**

Randy Bye

- Municipal Sidewalks
- Development Issues

Mr. Bye appeared before Council regarding municipal standards related to the development agreement for a proposed retirement community development. Mr. Bye inquired about sidewalks, streetlights and location for placement of trees. He expressed concern with having sidewalks that do not link to existing sidewalks. The possibility of seniors eventually being responsible for clearing should the Township alter their snow removal standards is another concern. Mr. Bye inquired if he should wait until January to proceed with his development, when

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new standards will be in place, or to ask Council for an exemption for the installation of sidewalks, which would allow him to move forward now.

Council advised Mr. Bye that they will review his request to be exempted from installing sidewalks and make a decision.

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

Report from Dale Small, Economic Development Officer  
- Report EDO-2016-17 Municipal Development Forum

Following a review of the recommendations arising from the Municipal Development Forum Council worked individually on a prioritization exercise from 6:51 p.m. to 7:11 p.m.

**RESOLUTION 2016-325**

Moved by: Councillor Yake

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive report EDO-2016-17 being a report on the Municipal Development Forum;  
AND FURTHER THAT the Council of the Township of Wellington North prioritize and approve the recommendations and financial considerations as contained in this report as follows;*

<b>RECOMMENDATION</b>	<b>RANKING</b>
<b>Barrier 1 Development Charges &amp; Cumulative Costs</b>	
❖ Development Charges Study	9
❖ Development Charges Pamphlet	11
❖ Fees & Charges associated with Development Pamphlet	15
❖ Community Improvement Program	6
<b>Barrier 2 Improved Service Delivery/Development Process</b>	
❖ Community Growth Plan	17
❖ Municipal Servicing Standards	15
❖ Community Ambassador Program	13
❖ Community Group Meetings	13
❖ Official Plan and Zoning By-law Review	10
<b>Barrier 3 Infrastructure</b>	
❖ Arthur Wastewater Treatment Plant	17
❖ Wellington North Power	7
❖ Business Recruitment Program	5
<b>Barrier 4 Land Related Issues</b>	
❖ Land Acquisition/Sale/other partnership opportunities	8
❖ Employment Land Analysis	3

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❖ Neighbouring Municipality Review	5
<b>Barrier 5 Workforce/Labour Market</b>	
❖ Wellington North Workforce Recruitment & Attraction	1
❖ Wellington County Workforce Recruitment & Attraction	2

*AND FURTHER THAT Council directs staff to commence work as soon as possible on identified priorities 13 to 17;*

*AND FURTHER THAT Council directs staff to consider priorities 1-8 in future workplans;*

*AND FURTHER THAT the Council of the Township of Wellington North direct the CAO and EDO to prepare a communication/update to be distributed to the participants of the March 22<sup>nd</sup> Municipal Development Forum;*

*AND FURTHER THAT the Council of the Township of Wellington North direct the CAO and EDO to prepare a Terms of Reference and establish a steering committee comprised of representatives from the Business Community, Development Community, Residents and elected officials to provide oversight and direction and to ensure the recommendations contained in this report are implemented as prioritized.*

**CARRIED**

Business Arising from the June 6, 2016 Regular Council Meeting

- Deferred resolution regarding sidewalks

**RESOLUTION 2016-326**

Moved by: Councillor Burke

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, declare sidewalks important public infrastructure which promotes community health, accessibility and safety;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, direct staff to pursue an allowance from developers in lieu of installed sidewalk at locations where sidewalk installation is not currently possible but may be required in the future;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, direct staff to pursue sidewalk on [local, collector and arterial] roads within new developments and during road construction and reconstruction projects;*

*AND FURTHER THAT where a developer does not believe sidewalks are warranted or possible or beneficial to their proposed development, they provide a written submission to the Township detailing the reasons sidewalks are ill advised and inappropriate for the Township's consideration and acceptance as part of their development proposal.*

**DEFERRED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
SPECIAL MEETING OF COUNCIL  
THURSDAY, JULY 14, 2016 - 5:00 P.M.**

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**BY-LAWS**

**RESOLUTION 2016-327**

Moved by: Councillor Burke

Seconded by: Councillor Yake

*THAT the Mayor and Clerk be authorized to sign By-law Number 060-16 in the form substantially attached to enter into a Site Servicing Agreement with Canadian Tire Real Estate Ltd.*

**CARRIED**

**CONFIRMING BY-LAW**

**RESOLUTION 2016-328**

Moved by: Councillor Burke

Seconded by: Councillor Yake

*THAT By-law Number 061-16 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on July 14 , 2016 be read a First, Second and Third time and finally passed.*

**CARRIED**

**ADJOURNMENT**

**RESOLUTION 2016-329**

Moved by: Councillor Burke

Seconded by: Councillor Yake

*THAT the Special Council meeting of July 14, 2016 be adjourned at 7:33 p.m.*

**CARRIED**

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**INDEX TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2015**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Township of Wellington North

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Wellington North, which comprise the consolidated statement of financial position as at December 31, 2015 and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North as at December 31, 2015 and the results of its operations and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Fergus, Ontario  
August 15, 2016

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2015**

	2015	2014
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 18,605,545	\$ 16,685,715
Investments	10,524	10,442
Taxes receivable	1,371,026	1,542,225
Trade and other receivables	1,942,206	1,475,926
Long term receivables (note 3)	522,875	725,899
Investment in Wellington North Power Inc. (note 4)	<u>4,100,024</u>	<u>3,863,206</u>
	<u>26,552,200</u>	<u>24,303,413</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	2,218,401	1,954,669
Deferred revenue (note 6)	2,925,161	2,811,648
Long term debt (note 5)	<u>7,263,752</u>	<u>8,250,859</u>
	<u>12,407,314</u>	<u>13,017,176</u>
<b>NET FINANCIAL ASSETS</b>	<u>14,144,886</u>	<u>11,286,237</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 2)	109,835,579	110,210,263
Prepaid expenses and inventory	<u>84,325</u>	<u>103,708</u>
	<u>109,919,904</u>	<u>110,313,971</u>
<b>ACCUMULATED SURPLUS</b> (schedule 3)	<u>\$124,064,790</u>	<u>\$121,600,208</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 CONSOLIDATED STATEMENT OF OPERATIONS  
 FOR THE YEAR ENDED DECEMBER 31, 2015

	2015 Budget	2015 Actual	2014 Actual
<b>REVENUE</b>			
Net taxation/user charges	\$ 6,885,859	\$ 6,910,028	\$ 6,667,162
Fees and service charges	5,534,879	5,617,630	5,538,174
Grants	2,136,012	2,612,109	1,364,503
Other income (note 7)	859,794	732,087	1,263,596
Obligatory reserve funds revenue recognized (note 6)	<u>0</u>	<u>395,320</u>	<u>345,000</u>
	<u>15,416,544</u>	<u>16,267,174</u>	<u>15,178,435</u>
<b>EXPENSES</b> (schedule 1)			
General government	2,095,341	1,337,926	1,283,781
Protection to persons and property	982,084	1,158,857	1,220,272
Transportation services	5,588,852	5,642,003	5,614,022
Environmental services	3,719,149	3,370,467	3,514,662
Health services	35,065	37,890	29,876
Recreation and culture	1,997,869	1,915,281	1,886,749
Planning and development	<u>29,488</u>	<u>340,168</u>	<u>331,828</u>
	<u>14,447,848</u>	<u>13,802,592</u>	<u>13,881,190</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 968,696</u>	<u>\$ 2,464,582</u>	<u>\$ 1,297,245</u>
<b>ACCUMULATED SURPLUS at beginning of year</b>		\$121,600,208	\$120,302,963
Annual surplus		<u>2,464,582</u>	<u>1,297,245</u>
<b>ACCUMULATED SURPLUS at end of year</b>		<u>\$124,064,790</u>	<u>\$121,600,208</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
 FOR THE YEAR ENDED DECEMBER 31, 2015

	2015 Budget	2015 Actual	2014 Actual
<b>Annual surplus</b>	\$ 968,696	\$ 2,464,582	\$ 1,297,245
Acquisition of tangible capital assets	(4,548,710)	(4,548,710)	(1,789,824)
Amortization of tangible capital assets	4,643,508	4,482,036	4,643,508
Loss on disposal of tangible capital assets	0	438,137	86,971
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>3,221</u>	<u>53,556</u>
	<u>94,798</u>	<u>374,684</u>	<u>2,994,211</u>
Change in prepaid expenses and inventory	<u>0</u>	<u>19,383</u>	<u>(40,874)</u>
<b>INCREASE IN NET FINANCIAL ASSETS</b>	<u>\$ 1,063,494</u>	2,858,649	4,250,582
<b>NET FINANCIAL ASSETS at beginning of year</b>		<u>11,286,237</u>	<u>7,035,655</u>
<b>NET FINANCIAL ASSETS at end of year</b>		<u>\$ 14,144,886</u>	<u>\$ 11,286,237</u>

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**CONSOLIDATED STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

	<b>2015</b>	<b>2014</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus for the year	\$ <u>2,464,582</u>	\$ <u>1,297,245</u>
Items not requiring an outlay of cash		
Amortization	4,482,036	4,643,508
Loss on disposal of tangible capital assets	438,137	86,971
Share of income of Wellington North Power Inc.	<u>(236,818)</u>	<u>(191,309)</u>
	<u>4,683,355</u>	<u>4,539,170</u>
	<u>7,147,937</u>	<u>5,836,415</u>
Net changes in non-cash working capital		
Taxes receivable	171,199	(142,371)
Accounts receivable	(466,280)	431,108
Accounts payable and accrued liabilities	263,732	(166,339)
Prepaid expenses and inventory	19,383	(40,873)
Deferred revenue	<u>113,513</u>	<u>280,576</u>
	<u>101,547</u>	<u>362,101</u>
	<u>7,249,484</u>	<u>6,198,516</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(4,548,710)	(1,789,824)
Proceeds on disposal of tangible capital assets	<u>3,221</u>	<u>53,556</u>
	<u>(4,545,489)</u>	<u>(1,736,268)</u>
<b>CASH (USED IN) FINANCING ACTIVITIES</b>		
Repayment of long term debt	<u>(987,107)</u>	<u>(1,072,550)</u>
<b>CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		
Acquisition of investments	(82)	(89)
Decrease in long term receivables	<u>203,024</u>	<u>394,743</u>
	<u>202,942</u>	<u>394,654</u>
<b>NET INCREASE IN CASH</b>	1,919,830	3,784,352
<b>CASH, beginning of year</b>	<u>16,685,715</u>	<u>12,901,363</u>
<b>CASH, end of year</b>	<u>\$ 18,605,545</u>	<u>\$ 16,685,715</u>

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of The Corporation of the Township of Wellington North are the representation of management prepared in accordance with Canadian public sector accounting standards (PSAS) as established by the Public Sector Accounting Board (PSAB) of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Wellington North are as follows:

(a) **BASIS OF CONSOLIDATION**

- (i) These consolidated statements reflect the assets, liabilities, revenues and expenses of the current fund, capital fund, reserves and reserve funds of all municipal organizations, committees and boards which are controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation. The following board has been reflected in the consolidated financial statements:

Mount Forest Business Improvement Area 100%

Government business enterprises and partnerships are separate legal entities which do not rely on the municipality for funding. Investments in government business enterprises are accounted for using the modified equity method. The following government business enterprise is reflected in the consolidated financial statements:

Wellington North Power Inc 96.71%

- (ii) **Accounting for County and School Board Transactions:**  
The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in the municipal fund balances of these financial statements. Overlevies (underlevies) are reported on the Consolidated Statement of Financial Position as Other Current Liabilities (Other Current Assets).
- (iii) Trust funds and their related operations administered by the municipality are not consolidated, but are reported separately on the Trust Funds Statement of Financial Position and Continuity.

(b) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) **USE OF ESTIMATES**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management's estimates include amortization and accrued liabilities. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(d) INVESTMENTS

Investments held by the municipality are recorded at cost.

(e) LONG TERM RECEIVABLES

Long term receivables are recorded at cost.

(f) DEFERRED REVENUE

The revenue is reported on the Consolidated Statement of Operations in the year in which it is used for the specified purpose, and any unspent revenue is deferred to the following year.

(g) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over its estimated useful life as follows:

Land improvements	30 to 75 years
Buildings	20 to 50 years
Machinery and equipment	5 to 50 years
Vehicles	10 to 20 years
Roads	30 years
Bridges and culverts	50 years
Water and sewer systems	70 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue at the same time.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

(h) REVENUE RECOGNITION

Revenues are recognized as follows:

- (i) Tax revenue is recognized as revenue when the amounts are levied on the municipality's ratepayers.
- (ii) Fines and donations are recognized when collected.
- (iii) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- (iv) Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur providing the transfers are authorized, and eligibility criteria have been met and reasonable estimates of the amounts can be made.
- (v) Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of operations in the year in which it is used for a specific purpose. Reserve fund transfers are recognized as revenue in the year they are used.

(i) POST-EMPLOYMENT BENEFITS

The contributions to the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due.

**2. CASH**

The Township of Wellington North has an undrawn credit facility of \$3,678,000 for operating purposes.

The municipality's deposits are held with a Canadian Chartered Bank. The Canadian Deposit Insurance Corporation insures deposits up to a maximum of \$100,000 per depositor.

**3. LONG TERM RECEIVABLES**

	<b>2015</b>	<b>2014</b>
Sewer loans, 6%, various repayment amounts, due in 2016 - 2018	\$ 20,538	\$ 18,778
Township of Southgate for the Mount Forest and Area Sports Complex, repayable in annual principal payments of \$100,925, 0%, due January 1, 2016	100,925	201,850
Pledge amounts in relation to King Street Playground, 0%, payable in annual principal payments of \$5,000, due 2018	15,000	0
Tile drainage loans, 8% or 6%, various repayments, due 2016 - 2022	<u>386,412</u>	<u>505,271</u>
	<u>\$ 522,875</u>	<u>\$ 725,899</u>



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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**4. INVESTMENT IN WELLINGTON NORTH POWER INC.**

Wellington North Power Inc. is a corporation incorporated under the laws of the Province of Ontario and provides municipal electrical services. The Corporation of the Township of Wellington North owns 96.71% of the outstanding shares of Wellington North Power Inc.

The following summarizes the financial position and operations of the government business enterprise which has been reported in these financial statements using the modified equity method:

	<b>2015</b>	<b>2014</b>
Investment in common shares	\$ 1,585,016	\$ 1,585,016
Note receivable on demand, interest at 4.41%	985,016	985,016
Share of accumulated net income	<u>1,529,992</u>	<u>1,293,174</u>
	<u>\$ 4,100,024</u>	<u>\$ 3,863,206</u>

During 2015, the Corporation of the Township of Wellington North received interest of \$43,439 (2014 - \$43,439) from Wellington North Power Inc.

The following is selected financial information from the December 31, 2015 audited financial statements of Wellington North Power Inc.

During the year, Wellington North Power Inc. began preparing their financial statements in accordance with International Financial Reporting Standards. As such, the prior year numbers reported here have changed from the statements issued in the prior year.

	<b>2015</b>	<b>2014</b>
Assets	<u>\$ 12,134,152</u>	<u>\$ 11,185,018</u>
Liabilities	\$ 7,852,340	\$ 7,569,972
Equity	3,313,485	3,092,163
Regulatory balances	<u>968,327</u>	<u>546,435</u>
	<u>\$ 12,134,152</u>	<u>\$ 11,208,570</u>
Revenues	\$ 15,679,033	\$ 14,591,323
Expenses	<u>15,434,159</u>	<u>14,400,161</u>
Net income for the year	<u>\$ 244,874</u>	<u>\$ 191,162</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2015

5. LONG TERM DEBT

The balance of long term liabilities on the Consolidated Statement of Financial Position is made up of the following:

	2015	2014
Tile drainage loans payable, 8% or 6%, due from 2016 - 2022	\$ 386,412	\$ 505,271
Debenture payable, 5.84%, payable \$128,114 semi-annually, principal and interest, due August 2024	1,773,995	1,920,188
Debenture payable, 4.858%, payable \$191,153 semi-annually, principal and interest, due December 2017	720,345	1,055,400
Debenture payable, 3.85% increasing to 5%, principal repayments annually at declining rate, due July 2018	1,216,000	1,340,000
Debenture payable, 1.65% increasing to 4.90%, principal repayments annually at declining rate, due February 2019	1,338,000	1,457,000
Debenture payable, 1.60% increasing to 4.85%, principal repayments annually at declining rate, due June 2020	<u>1,829,000</u>	<u>1,973,000</u>
	<u>\$ 7,263,752</u>	<u>\$ 8,250,859</u>

Principal repayments, in aggregate, are due as follows:

2016	\$ 1,000,528
2017	1,044,840
2018	1,478,199
2019	1,349,636
2020	1,419,368
Thereafter	<u>971,181</u>
	<u>\$ 7,263,752</u>

6. DEFERRED REVENUE

	DEC 31/14	CONTRI- BUTIONS RECEIVED	INVEST- MENT INCOME	REVENUE RECOGNIZED	DEC 31/15
<b>OBLIGATORY RESERVE FUNDS</b>					
Development charges	\$ 2,086,601	\$ 404,873	\$ 21,925	\$ (233,800)	\$ 2,279,599
Recreational land	77,101	12,000	784	0	89,885
Gas tax	<u>307,977</u>	<u>332,321</u>	<u>4,213</u>	<u>(161,520)</u>	<u>482,991</u>
	2,471,679	749,194	26,922	(395,320)	2,852,475
<b>OTHER</b>					
Municipal roads and bridges	<u>339,969</u>	<u>72,386</u>	<u>0</u>	<u>(339,669)</u>	<u>72,686</u>
	<u>\$ 2,811,648</u>	<u>\$ 821,580</u>	<u>\$ 26,922</u>	<u>\$ (734,989)</u>	<u>\$ 2,925,161</u>

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

**7. OTHER INCOME**

	<b>2015</b>	<b>2014</b>
Penalties and interest on taxation	\$ 210,826	\$ 213,664
Miscellaneous	112,709	198,346
Other fines and penalties	667	2,005
Investment income	265,814	241,908
Rents, concessions and franchises	343,370	344,125
Donations	20	26,266
Loss on disposal of land and other assets	(438,137)	(86,971)
Prepaid special charges	0	132,944
Government business enterprise	<u>236,818</u>	<u>191,309</u>
	<u>\$ 732,087</u>	<u>\$ 1,263,596</u>

**8. PENSION AGREEMENTS**

The municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 39 (2014 - 40) members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement entitlement to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2015 by the municipality was \$216,500 (2014 - \$198,076). The contribution rate for 2015 was 9.0% to 14.6% depending on age and income level, which is consistent with the previous year. OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2015. At that time, the plan reported a \$7.0 billion actuarial deficit (2014 - \$7.1 billion actuarial deficit), based on accrued pension obligations of \$81.9 billion (2014 - \$76.9 billion) and net assets available for benefits of \$77.2 billion (2014 - \$72.1 billion).

**9. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON**

During the year, the following taxation revenue was raised and remitted to the school boards and County of Wellington:

	<b>2015</b>	<b>2014</b>
School Boards	\$ 3,436,179	\$ 3,386,606
County of Wellington	<u>8,091,936</u>	<u>7,807,311</u>
	<u>\$ 11,528,115</u>	<u>\$ 11,193,917</u>

**10. TRUST FUNDS**

The trust funds administered by the municipality amounting to \$333,015 (2014 - \$323,683) have not been included in the statement of financial position, nor have the operations been included in the statement of financial operations.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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**11. SEGMENTED INFORMATION**

The Corporation of the Township of Wellington North is a diversified municipal government institution that provides a wide range of services to its residents such as police, fire, sewer, water, waste collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item relates to the revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services ensure the safety and protection of the residents and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, parking areas and streetlights.

Environmental Services

This service provides the municipality's drinking water. They process and clean sewage and ensure the municipality's water systems meet all Provincial standards.

Health

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

This service area provides services meant to improve the health and development of the municipality's residents. The municipality operates and maintains parks, arenas, a swimming pool and community centres. The municipality also provides recreational programs.

Planning and Development

This department is responsible for planning and zoning, including the Official Plan. This service area also includes tourist information and promotion, economic development, business improvement area and drainage.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 SCHEDULE OF SEGMENTED DISCLOSURE  
 FOR THE YEAR ENDED DECEMBER 31, 2015

Schedule 1

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2015	2014
<b>EXPENSES</b>									
Salaries and benefits	\$ 829,142	\$ 424,818	\$ 1,243,176	\$ 563,050	\$ 18,997	\$ 698,483	\$ 124,236	\$ 3,901,902	\$ 3,806,147
Materials	341,994	598,084	1,557,325	1,128,391	15,870	695,564	158,887	4,496,115	4,481,930
Contracted services	0	0	0	401,000	0	0	26,732	427,732	438,918
Rents and financial expenses	84,684	0	0	0	0	0	0	84,684	32,922
Interest on long term debt	0	0	13,648	166,136	0	179,349	30,313	389,446	468,625
Amortization	61,429	135,955	2,827,854	1,111,890	3,023	341,885	0	4,482,036	4,643,508
Other	20,677	0	0	0	0	0	0	20,677	9,140
	<u>\$ 1,337,926</u>	<u>\$ 1,158,857</u>	<u>\$ 5,642,003</u>	<u>\$ 3,370,467</u>	<u>\$ 37,890</u>	<u>\$ 1,915,281</u>	<u>\$ 340,168</u>	<u>\$13,802,592</u>	<u>\$13,881,190</u>

see notes to the consolidated financial statements

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
 FOR THE YEAR ENDED DECEMBER 31, 2015

Schedule 2

	Land	Buildings	Machinery and Equipment	Vehicles	Roads	Bridges and Culverts	Water works/ Sanitary sewer	2015	2014
<b>COST</b>									
Balance, beginning of year	\$ 5,097,086	\$ 18,432,998	\$ 32,230,455	\$ 6,851,679	\$ 129,619,438	\$ 4,933,854	\$ 27,563,780	\$ 224,729,290	\$ 223,524,772
Additions during the year	0	61,618	108,762	422,843	1,710,948	169,722	2,074,817	4,548,710	1,789,824
Disposals during the year	(54,323)	(24,045)	0	(142,004)	(296,239)	(49,853)	(453,800)	(1,020,264)	(585,306)
Balance, end of year	<u>5,042,763</u>	<u>18,470,571</u>	<u>32,339,217</u>	<u>7,132,518</u>	<u>131,034,147</u>	<u>5,053,723</u>	<u>29,184,797</u>	<u>228,257,736</u>	<u>224,729,290</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance, beginning of year	488,112	5,337,291	10,240,840	3,590,904	84,733,266	2,697,080	7,431,534	114,519,027	110,320,299
Amortization for the year	18,702	379,853	435,622	346,465	2,408,200	80,856	812,338	4,482,036	4,643,508
Accumulated amortization on disposals	0	(13,218)	0	(142,004)	(160,167)	(49,853)	(213,664)	(578,906)	(444,780)
Balance, end of year	<u>506,814</u>	<u>5,703,926</u>	<u>10,676,462</u>	<u>3,795,365</u>	<u>86,981,299</u>	<u>2,728,083</u>	<u>8,030,208</u>	<u>118,422,157</u>	<u>114,519,027</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>									
	<u>\$ 4,535,949</u>	<u>\$ 12,766,645</u>	<u>\$ 21,662,755</u>	<u>\$ 3,337,153</u>	<u>\$ 44,052,848</u>	<u>\$ 2,325,640</u>	<u>\$ 21,154,589</u>	<u>\$ 109,835,579</u>	<u>\$ 110,210,263</u>

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from service) is \$3,054,946 (2014 - \$87,354).

No contributed capital assets were recognized in the financial statements during the year.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 SCHEDULE OF ACCUMULATED SURPLUS  
 FOR THE YEAR ENDED DECEMBER 31, 2015

Schedule 3

	2015	2014
<b>SURPLUSES</b>		
Invested in tangible capital assets		
Tangible capital assets at cost less amortization	\$109,835,579	\$110,210,263
Unexpended capital financing	772,328	(116,306)
Capital assets financed by long-term liabilities and to be funded in future periods	<u>(6,877,340)</u>	<u>(7,745,588)</u>
	103,730,567	102,348,369
General surplus	1,100,592	249,524
Investment in Wellington North Power Inc.	4,100,024	3,863,206
Cemeteries	52,470	61,034
Recreation, community centres and arenas	(14,339)	(5,477)
Streetlighting	11,309	13,073
Business Improvement Areas	<u>(21,368)</u>	<u>(16,712)</u>
	<u>108,959,255</u>	<u>106,513,017</u>
<b>RESERVE FUNDS</b>		
Capital purposes	<u>5,638,889</u>	<u>4,714,108</u>
<b>RESERVES</b>		
Working funds	599,392	1,454,912
Current purposes	4,929,109	4,996,627
Capital purposes	<u>3,938,145</u>	<u>3,921,544</u>
	<u>9,466,646</u>	<u>10,373,083</u>
	<u>\$124,064,790</u>	<u>\$121,600,208</u>

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

### Report on the Financial Statements

We have audited the accompanying statements of financial position and continuity of the trust fund of The Corporation of the Township of Wellington North as at December 31, 2015, and for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Township of Wellington North as at December 31, 2015 and for the year then ended in accordance with Canadian public sector accounting standards.

Fergus, Ontario  
August 15, 2016

Chartered Professional Accountants  
Licensed Public Accountants



THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH - TRUST FUNDS  
 STATEMENTS OF FINANCIAL POSITION AND CONTINUITY  
 AS AT DECEMBER 31, 2015

	Subdividers	Cemetery Care and Maintenance	History Books
<b>STATEMENT OF FINANCIAL POSITION</b>			
<b>Assets</b>			
Cash	\$ 2,360	\$ 257,803	\$ 7,877
Investments (note 2)	0	64,825	0
Due from Township	<u>0</u>	<u>150</u>	<u>0</u>
	<u>\$ 2,360</u>	<u>\$ 322,778</u>	<u>\$ 7,877</u>
<b>Liabilities</b>			
Due to Township	\$ 0	\$ 4,394	\$ 0
<b>Fund balance</b>	<u>2,360</u>	<u>318,384</u>	<u>7,877</u>
	<u>\$ 2,360</u>	<u>\$ 322,778</u>	<u>\$ 7,877</u>
<b>STATEMENT OF CONTINUITY</b>			
<b>Fund balance, beginning of year</b>	\$ 2,336	\$ 313,014	\$ 7,798
<b>Receipts</b>			
Interest earned	24	0	79
Share of plot sales	0	4,420	0
Monument fees	<u>0</u>	<u>950</u>	<u>0</u>
	<u>24</u>	<u>5,370</u>	<u>79</u>
<b>Fund balance, end of year</b>	<u>\$ 2,360</u>	<u>\$ 318,384</u>	<u>\$ 7,877</u>

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH - TRUST FUNDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the trust funds of The Corporation of the Township of North Wellington are the representation of management prepared in accordance with accounting policies prescribed for Ontario municipalities by the Ministry of Municipal Affairs and Housing and Canadian public sector accounting standards. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**2. INVESTMENTS**

Total investments of \$64,825 (2014 - \$63,700) reported on the statement of financial position at cost have a market value of \$66,112 (2014 - \$65,763).

DRAFT



# Township of Wellington North

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

RECEIVED

AUG 10 2016

## Delegation Request Form

TWP. OF WELLINGTON NORTH

Name of Delegate(s) Richard MacVicar

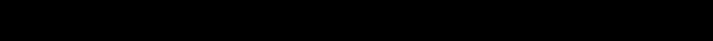
Attending as an individual OR  Representing a group/organization/business

Name of Group/Organization/Business

MOUNT FOREST HOMECOMING COMMITTEE 2017.

Contact Information

Mail: 110 BYELAND DRIVE, MOUNT FOREST, ON

Email: 

Telephone: 519-323-3175.

Type of Meeting


Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting AUGUST 15, 2016.

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

Township Lean for production of "Mount Forest Book"  
ENTRANCE SIGNS AND CAMPING POSSIBILITIES.

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

SIGNATURE: 

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

RECEIVED  
AUG 10 2016  
TOWNSHIP OF WELLINGTON NORTH

**Mount Forest Homecoming Committee  
"Mount Forest Book"  
Wellington North Township Loan Proposal**

The "Mount Forest Book" Committee, a sub committee of the Mount Forest Homecoming Committee, has been working diligently over the last year to put together all the information photos from the Mount Forest Archives and Museum, Facebook submissions and donated pictures and information all pertaining to the history of Mount Forest in order to publish a book for the people of Mount Forest and area. We would like to have these published and for sale to the public prior to Christmas season.

The Mount Forest Homecoming Committee has been working hard fundraising for the Homecoming in June 2017, we are at most events in Mount Forest promoting and selling merchandise. As you may be aware entertainment, advertising, media etc. involves pre event expenditures which we are covering with our fundraising efforts.

We would ask the Township of Wellington North to please consider a loan to the Mount Forest Homecoming Committee for the purpose of moving forward to publish these historic books for our community. The committee will be using a local printer the the purpose of publishing the books.

The Mount Forest History Book is compiled of 200 pages of pictures and descriptions of landmarks, buildings, businesses and homes in Mount Forest.

Cost for 500 Books: \$7291.00 + \$1500.00 Set up= \$8791.00

Each book - \$17.58 plus tax(19.87)

Sell at \$25.00

Profit - \$5.13 each x 500 = \$2565.00

If you have any questions regarding the financials of the Mount Forest Homecoming Committee, I will have documents with me to make available to Council at their request.

Thank You



Richard MacVicar

Chairperson

Mount Forest Homecoming Committee 2017

## Dry Camping Possibilities Request

Dear Mayor Lennox and Council, over the past few months the Mount Forest Homecoming Committee has been receiving requests for dry camping facilities in Mount Forest through social media and our website. We have supplied and posted accommodation lists. These are filling up as the Homecoming weekend approaches. The Committee is curious if there is any Township land that could be utilized for "Dry Camping" purposes?

And if so what is the position of the Township of Wellington North about using these areas for that purpose?

With this information we can work with the Township to make informed decisions regarding these requests.

Thank You



Richard MacVicar

Chairperson

Mount Forest Homecoming 2017

## Homecoming Signs at the Entrances

Dear Mayor Lennox and Council,  
the Mount Forest Homecoming Committee would like to ask permission to place Homecoming Signs at the 4 entrances to Mount Forest. These would be placed following the regulations and approvals of the Township of Wellington North.  
Maximum size would be 48" x 96"

Thank You



Richard MacVicar

Chairperson

Mount Forest Homecoming 2017



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

www.wellington-north.com

RECEIVED

AUG 10 2016

11:21 Am

TWP. OF WELLINGTON NORTH

519.848.3620

1.866.848.3620 519.848.3228

042

Plan to Simply Explore  
www.simplyexplore.ca

**Delegation Request Form**

Name of Delegate(s) PAT BROWN ROBT. EMIGH

Attending as an individual OR  Representing a group/organization/business

Name of Group/Organization/Business  
\_\_\_\_\_

**Contact Information**

Mail: 9149 CONC 4 N, R.R.#4, KENILWORTH, ON, N0G 2E0

Email: \_\_\_\_\_

Telephone: 519-323-2338

**Type of Meeting**

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting Aug 15 / 16.

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

Road Safety

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

On going safety concerns, which we feel have to be dealt with

SIGNATURE: Pat Brown

Delegations shall not be permitted to address Council or its Committees on the following matters:

- Labour relations or employee negotiations
- Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact
- Other matters before a tribunal or that have been ruled on at a tribunal
- Tenders, RFPs or other procurement matters
- Any other matter that is properly the subject of the closed meeting provisions in the *Municipal Act, 2001*

**Council or Committee, may in their discretion, refuse to hear any delegation.**

Residents of Ward three on Concession four North, bring this road safety concern to Wellington North Council.

In the fall of 2015 a tenant farmer harvesting his crop blocks both lanes of traffic while transferring his load from the grain buggy into tractor trailers. To transfer the load takes approximately ten minutes, now a second buggy is prepared to enter onto the road to begin transfer. This continues for approximately seven hours. Beginning at five P.M. until approximately midnight.

Traffic travelling north and south begin to manoeuver by doing three point turns and travel around the block which is approximately six kilometers. Traffic which is able to get in between loads find the road a hazard from the amount of mud left on the road by the tractors and grain buggies, for approximately three hundred and fifty meters. From the gateway they enter onto the road to the second gateway where they exit off the road back into the field.

We are concerned with this unsafe road hazard; we feel the tractor operator is maneuvering his buggy in place to fill the tractor trailer properly. If in the event our first responders are on route to a call the risk of being delayed is too great, this could be avoided.

Also the amount of mud left on the road during this operation is a road safety issue, again if in the event of a 9-1-1 call if our first responders or anyone travelling this stretch of road lose control and are in an accident and injured who will be held responsible for all costs involved?

Currently our road is a haul route for Municipal gravel, if our gravel trucks had to stop and wait while loads were being transferred would this road issue not be dealt with? Farmers also on this road have feed, chicken and livestock trucks attempting delivery to farms 24-7. This road hazard impacts many.

I, Robert Emigh reported to Wellington County Traffic Sargent Rob Nixon that I was travelling to work at approximately ten thirty P.M. I also waited approximately ten minutes for a grain buggy to unload. As it pulled forward to enter into the field, I was prepared to drive on but a second buggy now had pulled into position to unload. I also completed a three point turn travelling back to side road six to make my way to work.

We are concerned with this road hazard from the time the first load enters the road to transfer. We do know construction contractors are obliged to keep the road clear – safe at all times, are farmers not to be held to these standards also?

Old Order Mennonites live on this road and in this neighborhood also using this road and such a hazard could cause a horse to slip and go down or off the road. Who will be held responsible?

Neighbors witnessed our Municipal pay loader; operator and men cleaning this stretch of Concession four North between side roads six and seven the next day in which this farmer has transferred his loads.

RECEIVED

AUG 10 2016



We request a written reply back to our questions and concerns. We also request this letter along with your response be kept on file.

As a solution to this road safety issue is it acceptable to allow tractor trailers to be parked on one lane and the crop to be transferred from the field by conveyor or auger. Then no tractor or buggies need to transfer on the road. This ends blocking/interfering with all traffic as one lane will always be open. This also eliminates the road hazard of mud from the field being left on the road.

Who authorized our Municipal workers to complete cleaning up work on Concession four North between side road six and seven. In the fall of 2014 and again in 2015- the following day this operator transfers his loads?

Who is covering the cost of all workers and equipment used in this road maintenance? If in the event of an accident, injury or death can we the taxpayers of Wellington North be held liable in anyway?

Our Mayor and Councilors have been made aware of this road issue as well as the Wellington County O.P.P. which is on record with file number LP16089796.

For the safety of all, we request our Council to establish a road safety by-law prohibiting the transferring of loads while blocking all lanes of traffic. We feel the liability risk to all taxpayers in Wellington North is too high. Is our Council willing to act on this request?

MC of ROBERT EMICH

Pat Brown.

C.C.

Wellington County O.P.P

Inspector Scott Lawson



## COUNTY OF WELLINGTON

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### COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Mark Paoli, Manager of Policy Planning  
**Date:** June 9, 2016  
**Subject:** COMMENTS ON PROPOSED CHANGES TO PROVINCIAL PLANS

---

#### 1.0 Background:

The province started a Co-ordinated Land Use Planning Review of the Growth Plan for the Greater Golden Horseshoe (the Growth Plan); the Greenbelt Plan; the Oak Ridges Moraine Conservation Plan; and the Niagara Escarpment Plan, in 2015. The Growth Plan and Greenbelt apply within Wellington County.

The first phase of the review was focused on a discussion paper that was released for comment and concluded with a report prepared for the province by David Crombie with 87 recommendations. The County provided input to this part of the process through Planning Committee reports that were endorsed by Council, forwarded to the province and circulated to local municipalities.

A new phase of the review is underway as the province has released proposed changes to the Plans and is seeking input. While the deadline for comments is September 30th, County staff are bringing forward this report now so that local municipalities have time to use it as a base for their comments if they wish to do so.

#### 2.0 Comments:

##### Overall Comment

The province is intruding too far into municipal planning, leaving little room for citizens to have meaningful input into the future of their own communities.

Also, the province's review is an opportunity for the Plans to reduce overlap with the PPS and focus more on growth management; instead, the scope of the Plans has broadened to include a number of topics that are already adequately addressed in the PPS, or should be added to the PPS. These include:

- Agriculture;
- Natural heritage;
- Cultural heritage; and
- Climate change.

The province needs to clarify the hierarchy and minimize duplication between the Growth Plan, Greenbelt Plan, and the Provincial Policy Statement.

A more detailed summary of comments is set out below:

<b>Comments on Both Plans</b>	<b>Growth Plan Comments</b>	<b>Greenbelt Plan Comments</b>
<p>The County of Wellington:</p> <ol style="list-style-type: none"> <li>1. Supports Greenbelt policy changes that defer to the Growth Plan for certain growth management and infrastructure policies as this reduces overlap and improves coordination.</li> <li>2. Views the establishment of Agricultural System mapping as being redundant given that the PPS already directs us to designate these lands.</li> <li>3. Recommends that Agricultural Support Network policies be added to the PPS instead of these Plans.</li> <li>4. Recommends that the requirement for an agricultural impact assessment for mineral aggregate applications be added to the PPS instead of these Plans.</li> <li>5. Notes that the PPS was broadened to include climate change policies and recommends that, if the province feels that the PPS climate change policies are not sufficient, then it should address this through changes to the PPS instead of these Plans.</li> </ol>	<p>The County of Wellington:</p> <ol style="list-style-type: none"> <li>1. Supports the continued ability of the County to establish alternative targets; however, we are concerned about the upward pressure on targets as the main factors on which the targets were justified remain, and major density increases are not accepted by the public in small town Ontario.</li> <li>2. Notes that some designated greenfield is made up of subdivision plans historically approved or supported by the province at lower densities. Making up for these lower densities in the remaining area is not realistic so the application of the target needs to exclude the build out of these plans.</li> <li>3. Supports the change to the 2041 time horizon and a consistent methodology to assess land needs; however, we are concerned that the 5-Year Review requirement for a municipal comprehensive review may prevent important projects that cannot wait for the next 5-Year Review (example: to expand to accommodate a school).</li> <li>4. Does not support the mandatory identification of, and prohibition of development on, excess lands. This should be optional.</li> <li>5. Supports the ability to establish 'prime employment areas'; however, discussion with our local municipalities is required and we are concerned that the definition excludes unserved lands outside of settlement areas which are some of our best employment lands.</li> <li>6. Does not support the provincial imposition of a natural heritage system. Current PPS policies should govern the development of natural heritage systems in official plans.</li> </ol>	<p>The County of Wellington:</p> <ol style="list-style-type: none"> <li>1. Maintains the position stated in previous reports that the Greenbelt Plan is doing its intended job reasonably well, and we see no rationale for expanding beyond its current boundary in Wellington County.</li> <li>2. Does not support the proposed policy that would impose Greenbelt expansion on the County. Municipal support should be a requirement.</li> <li>3. Supports natural heritage policy changes that provide less onerous requirements for agricultural development than in the current Greenbelt Plan.</li> <li>4. Does not support the inclusion of buildings for agricultural, agriculture-related and on-farm diversified uses in the definition of 'major development'.</li> </ol>

### 3.0 Changes in Both Plans:

#### 3.1 Agricultural System and Agricultural Support Network

The province proposes to lead the establishment of an Agricultural System across the Greater Golden Horseshoe. It would consist of Specialty Crop areas, Prime Agricultural Areas and Rural Lands.

**Given that the land base for the system is already designated in official plans, we see this as a redundant exercise.**

Also added is a new policy for an "Agricultural Support Network", defined below:

"a network that includes elements important to the viability of the Agri-food sector such as: regional agricultural infrastructure and transportation networks, on-farm buildings and infrastructure, agricultural services, farm markets, distributors and first level processing and vibrant agricultural-supportive communities. "

New policies which have been introduced into the Plan include planning for the "Agricultural Support Network". This would require planning decisions to consider the connections, both financial and physical of the Agricultural food Sector. It is unclear at this time what criteria would be applied to a land use decision in this regard.

**We recommend that Agricultural Support Network policies be added to the PPS instead of these Plans.**

#### 3.2 Agricultural Impact Assessment for new mineral aggregate operations

Both Plans would require an Agricultural Impact Assessment to be completed for new mineral aggregate operations in the Prime Agricultural Area, which is not a requirement in the current Provincial Policy Statement.

**We recommend that the requirement for an agricultural impact assessment for mineral aggregate applications be added to the PPS instead of these Plans.**

#### 3.3 Climate change

The scope of both Plans has widened to include climate change. The Growth Plan would require the County to "develop policies in the official plan to identify actions that will reduce greenhouse gas emissions and address climate change adaptation goals, aligned with the Ontario Climate Change Strategy, 2015 and Action Plan."

**We note that the PPS was broadened to include climate change policies and recommend that, if the province feels that the PPS climate change policies are not sufficient, then it should address this in the PPS instead of these Plans.**

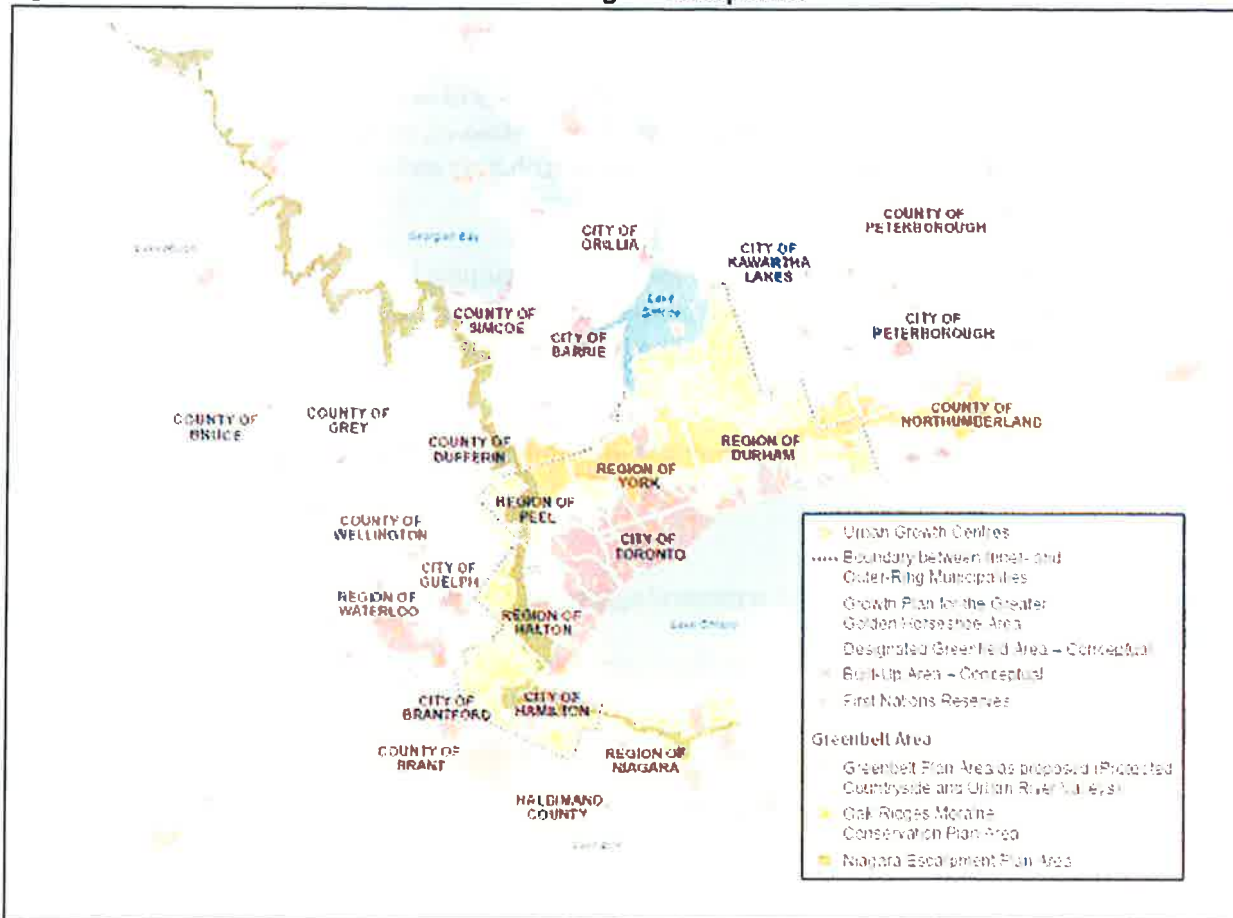
## 4.0 Main Growth Plan Changes:

### 4.1 Targets

#### Current Targets

The Growth Plan contains two areas that are referred to as the “inner ring” and “outer ring” and Wellington County is in the outer ring (see Figure 1 below).

**Figure 1: The Greater Golden Horseshoe and Niagara Escarpment Area**



Source: Ministry of Municipal Affairs and Housing

The current minimum targets that apply to the inner ring municipalities, as well as those municipalities in the outer ring that have an urban growth centre such as Waterloo Region and the City of Guelph are:

- Intensification - 40 % of residential development within the built boundary; and
- Greenfield Density - 50 persons and jobs per hectare.

In the outer ring, the Growth Plan provided Counties with the ability to request an alternative target that would be appropriate given the size, location and capacity of the built up area, and the characteristics of the municipality and adjacent communities.

In 2009, County Council submitted a request for alternative targets that was based on a staff report that set out the planning analysis for the minimum targets for Wellington County:

- Intensification - 20 % of residential development within the built boundary; and
- Greenfield Density - 40 persons and jobs per hectare.

The province approved Council's request, and the alternative targets were included in the Official Plan Amendment to conform with Places to Grow (OPA 65) that was adopted in 2009.

### **Proposed Changes**

The proposed minimum targets that apply to the inner ring municipalities, as well as those municipalities in the outer ring that have an urban growth centre such as Waterloo Region and the City of Guelph are:

- Intensification - 60 % of residential development within the built boundary; and
- Greenfield Density - 80 persons and jobs per hectare.

The proposed Intensification target is 50% higher than in the current Growth Plan and the proposed Greenfield Density target is 60% higher. Although the effect of the Greenfield Density increase will be offset somewhat by the fact that more land can be excluded from the calculation, it is also worth noting that these higher targets will need to be met on a smaller land area because the built boundary is to remain unchanged.

In the outer ring, Council may request alternative targets at the time of the next 5-Year Review of the Official Plan. At that point, we will be required to revisit the targets and resubmit justifications. There will be pressure to increase the targets based on the significant mandatory increases described above.

**We support the continued ability of the County to establish alternative targets; however, we are concerned about the upward pressure on targets as the main factors on which the targets were justified remain, and major density increases are not accepted by the public in small town Ontario.**

**We note that some designated greenfield area is made up of subdivision plans historically approved or supported by the province at lower densities. Making up for these lower densities in the remaining area is not realistic so the application of the target needs to exclude the build out of these plans.**

## 4.2 Land Needs Assessment

In the current Growth Plan, the assessment of land needs to justify a settlement expansion is: based on 20 years of growth as set out in the forecasts; carried out as part of a municipal comprehensive review that can be done as part of a 5-Year Review, or on an as needed basis; and is calculated using different methods.

In the proposed Growth Plan, the assessment of land needs to justify a settlement expansion is: based on the horizon of the Plan (2041); carried out as part of a municipal comprehensive review that can only be done as part of a 5-Year Review; and calculated using a standardized provincial methodology.

A related change is that, as an outer ring upper-tier, we would be required to identify any 'excess lands', (lands that exceed forecasted needs to 2041). If we have excess lands, we would be required to prohibit development on those lands. Although we would then be in a position to justify settlement expansions, notwithstanding the identified "excess", the prohibition of development on designated land is likely to result in objections.

**We support the change to the 2041 time horizon and a consistent methodology to assess land needs; however, we are concerned that the 5-Year Review requirement for a municipal comprehensive review may prevent important projects that cannot wait for the next 5-Year Review (example: to expand to accommodate a school).**

**We do not support the mandatory identification of, and prohibition of development on, excess lands. This should be optional.**

## 4.3 Employment Lands

The proposed Growth Plan would establish a new category of employment lands referred to as "Prime Employment Areas" and defined as:

"Areas of employment within settlement areas that are designated in an official plan and protected over the long-term for uses that are land-extensive or have low employment densities and require these locations, including manufacturing, warehousing and logistics and appropriate associated uses and ancillary facilities."

As an upper-tier municipality, the County may identify existing employment areas in settlement areas as prime employment areas, where appropriate. Implications of this would include:

- A requirement to prohibit residential and other sensitive land uses, institutional uses, and retail, commercial and office uses that are not ancillary to the primary employment use.
- Conversion of 'prime employment areas' to 'employment areas' to allow retail, commercial and office uses that are not ancillary to the primary employment use would be permitted only through a municipal comprehensive review (a 5-Year review under Section 26 of the Planning Act) to justify the need and location of the change.
- Conversion of 'prime employment areas' to non-employment uses would be prohibited.

- The foregoing would be more restrictive than current policy. This may be desirable in some locations where the priority is long term protection of the land base for industrial development, and not desirable in other locations where the strategy is to provide for transition to more retail or office commercial uses.
- Prime employment areas would be excluded from the designated greenfield area density calculation which would mitigate some of the effect that the lower industrial employment densities have on the greenfield density target.

**We support the ability to establish 'prime employment areas'; however, discussion with our local municipalities is required and we are concerned that the definition excludes unserved lands outside of settlement areas which are some of our best employment lands.**

#### **4.4 Natural Heritage System**

The province would establish a Natural Heritage System, similar to the current Greenbelt Plan, across the entire Greater Golden Horseshoe. The system in the Greenbelt Plan extends into working farm fields well beyond natural features and has been difficult to explain and justify to farmers, rural land owners and decision-making bodies. Although the 2014 PPS requires us to establish a Natural Heritage System in the County Official Plan, we intended to work with the language in the PPS to develop a system that would be appropriate for the agricultural area. Instead, with the changes proposed, we would be in the position of commenting on the province's system before it is imposed.

**We do not support the provincial imposition of a natural heritage system. Current PPS policies should govern the development of natural heritage systems in official plans.**



## 5.0 Main Greenbelt Plan Changes:

### 5.1 Expansion

There is a new section called “Growing the Greenbelt” in which the Province shall lead a process to identify areas to be added to the Protected Countryside. A specific focus shall be on areas of ecological and hydrogeological significance where urbanization should not occur.

The policy direction calls for consultation with municipalities, among other stakeholders. Municipal support is not required.

**We maintain the position stated in previous reports that the Greenbelt Plan is doing its intended job reasonably well, and we see no rationale for expanding beyond its current boundary in Wellington County.**

**We do not support the proposed policy that would impose Greenbelt expansion on the County. Municipal support should be a requirement.**

### 5.2 Siting of Agricultural Buildings and Structures

The current Greenbelt Plan requires new development within 120 m of a Key Natural Heritage Feature in the Natural Heritage System or a Key Hydrologic Feature anywhere in the Protected Countryside to complete a natural heritage evaluation or a hydrologic evaluation to identify a vegetation protection zone.

In the Proposed Greenbelt Plan, development of Agricultural, Agricultural-related and On-farm diversified uses within 120 m of a Key Natural Heritage Feature or Key Hydrologic Feature will not be required to complete a natural heritage or hydrologic evaluation. Rather these types of developments will be sited in accordance with a number of criteria specified in the Plan which promote the enhancement and protection of the features.

**We support natural heritage policy changes that provide less onerous requirements for agricultural development than in the current Greenbelt Plan.**

### 5.3 Key Hydrologic Areas

A section has been added to provide policy direction in significant groundwater recharge areas, highly vulnerable aquifers, and significant surface water contribution areas. In these areas, major development is required to do water studies or submit designs that demonstrate that the hydrologic functions of these areas will be protected and, where possible, improved or restored.

The definition of major development includes buildings that are 500 m<sup>2</sup> or larger, which could include many agricultural buildings. Agricultural buildings are typically sited on large lots which, combined with the required setbacks from natural and hydrologic features, provide ample space for water to infiltrate. This requirement is not reasonable for agricultural development.

**We do not support the inclusion of buildings for agricultural, agriculture-related and on-farm diversified uses in the definition of ‘major development’.**

## 6.0 Summary:

The province has proposed extensive changes to the Growth Plan and Greenbelt Plan. While a number of the changes are supported, there are significant areas of concern.

This report summarized the main comments arising from our review to-date, and may provide a base for local municipality comments. Our review will continue over the summer as there are a number of areas, particularly related to infrastructure, where the changes will be felt more locally. Accordingly, we plan more analysis and discussions with local staff. This work may result in a Supplementary Report with additional comments in September.

### Recommendation:

That the report "Comments on Proposed Changes to Provincial Plans" be forwarded to the Minister of Municipal Affairs, and circulated to local municipalities.

Respectfully submitted,



Mark Paoli  
Manager of Policy Planning



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

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**TO: MAYOR MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK  
SUMMER STUDENT - ASSISTANT ARCHIVIST**

**SUBJECT: REPORT CLK 2016-050 BEING A REPORT ON 2016 SUMMER  
JOBS PROGRAM**

#### **RECOMMENDATION**

**THAT** Report CLK 2016-050 being a report on the 2016 Summer Jobs Program be received for information.

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

N/A

#### **BACKGROUND**

In the winter of 2016, a Business Case was presented by the Chief Building Official, the Treasurer and the Clerk to the Chief Administrative Officer, outlining the need and cost for a summer student, specifically an Assistant to the Archivist and approval to apply for funding under the 2016 Summer Jobs Program through Employment and Social Development Canada (ESDC) 2016 Summer Jobs Program.

The Business Case provided:

*Typically the Township of Wellington North employs summer students for the Parks and Recreation and Public Works departments. There has not been a comprehensive project in the administration/building/treasurer department for a summer student, however with the improvement in the records management area, it is an ideal time to create a position for a student for several weeks.*

*The job would entail culling files in accordance with best practices and our records retention bylaw. In particular need are property assessment/roll files, drainage files and treasury records. With the increase in administration staff vacation hours this year from*

*three weeks each to four weeks, the student could also provide assistance with some job duties related to those positions, including reception, mail, dog tags, burn permits, assisting with folding tax bills and mailing, etc.*

*Preference would be given to applicants who are currently enrolled in a post secondary school program related to archiving, records management or a similar program. The Clerk's department would provide mentoring and supervision to the successful applicant over the 15 week employment period.*

*The benefits to employing a summer student to primarily concentrate on records managements include:*

- *Financial savings-it cuts down on staff time searching for records*
- *Risk management-it could lessen the municipality's risks should evidence be required in a joint and several liability suit or any court case where Wellington North is named*
- *Legislative requirements-Wellington North would be in compliance with the applicable legislation*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) FOI request will not be as onerous with records being destroyed in a timely manner*
- *Increase operational efficiency in all departments once the records are in a manageable state as permanent staff can concentrate on records management on a part time basis*
- *Permits full time staff to direct their work to their primary duties as the summer student can do back up on phones, front counter, etc. to fill in while staff are on vacation*
- *Assisting with the accommodation and renovation by identifying files in the storage room above the Kenilworth works yard that can be shredded or moved to storage at the Luther works yard*

The request was approved by ESDC for six weeks of employment. The student was hired and started employment on July 4<sup>th</sup> with last date of work scheduled for August 19, 2016.

The student's performance measure was to review and vet at least 50% of the approximately 5,000 property roll files, assist with the vault renovation in Kenilworth as part of the accommodation review and assist with day to day functions as support to front line team members. She met and exceeded all the measures.

She also had the opportunity to job shadow in the Clerk's department, Public Works department (roads and water) and the Building department.

This student has been an excellent addition over the six weeks to Team Wellington North, showing initiative, drive, innovative and thoughtful thinking. The student was self motivated, and a quick learner. Her personality made her a perfect fit for this office. She has been a pleasure to work with over the summer.

### FINANCIAL CONSIDERATIONS

The Assistant Archivist position is being partially funded by Employment and Social Development Canada 2016 Summer Jobs Program. The balance will split between the Building, Treasury and Clerk's department budgets.

### STRATEGIC PLAN

Does the information in the report advance the Strategy's implementation?

X Yes                                       No                                       N/A

Which pillars does this report support?

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

By acknowledging the Assistant Archivist position it shows the valuable contribution the student played in providing much needed support in records management to three departments in the municipality. It positions us to be in a better position to access information and records more efficiently through better organization, preparing the municipality for the growth that is projected.

Having the student here through the summer months when full time staff are typically away on vacation provided back up to routine functions (telephones, mail, etc.) so that other staff could continue their day to day duties with minimal disruption creating a positive health work environment.

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



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

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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2016-09 BUILDING PERMIT REVIEW  
PERIOD ENDING JULY 31, 2016**

### **RECOMMENDATION**

THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2016-09 Building Permit Review for the period ending July 31, 2016.

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

1. CBO 2016-08 Building Permit Review Period Ending June 30, 2016

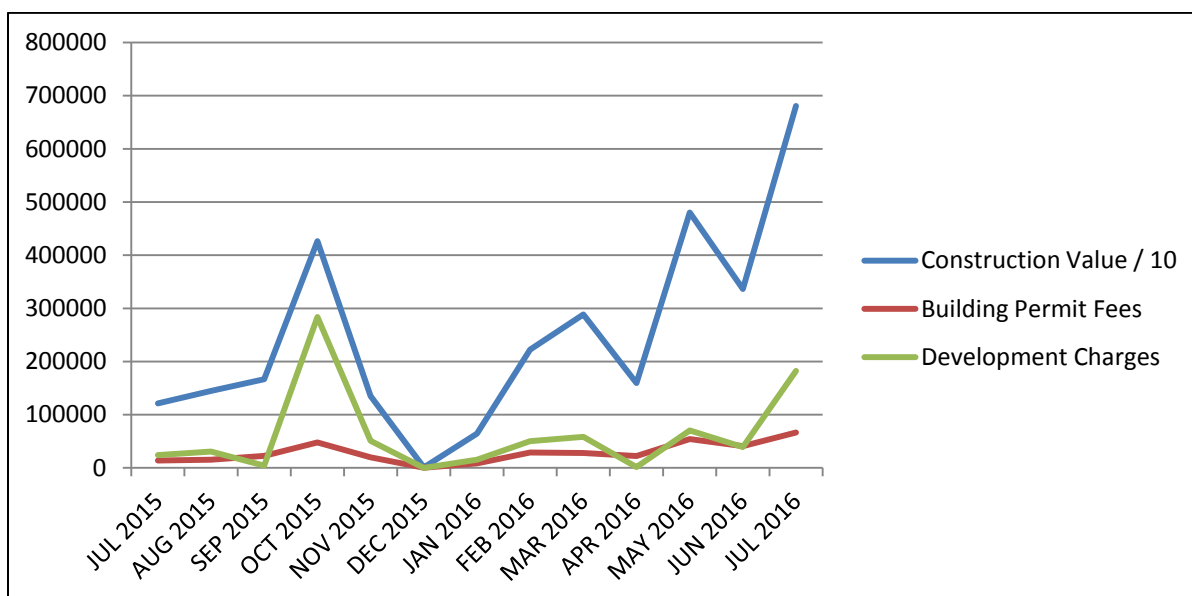
### **BACKGROUND**

<b>PROJECT DESCRIPTION</b>	<b>PERMITS ISSUED</b>	<b>CONSTRUCTION VALUE</b>	<b>PERMIT FEES</b>	<b>DEV. CHARGES</b>
Single Family Dwelling	1	250,000.00	3,409.49	4,228.00
Multi Family Dwelling	1	210,000.00	1,225.92	0.00
Additions / Renovations	2	10,000.00	1,126.96	0.00
Garages / Sheds	3	48,500.00	859.80	0.00
Pool Enclosures / Decks	4	51,700.00	686.79	0.00
Commercial	6	3,570,500.00	32,802.63	174,462.84
Assembly	0	0.00	0.00	0.00
Industrial	1	297,000.00	1,683.00	3,668.00
Institutional	1	18,000.00	489.00	0.00

Agricultural	9	2,288,000.00	22,557.20	0.00
Sewage System	3	63,000.00	1,527.00	0.00
Demolition	0	0.00	0.00	0.00

Total July 2016	31	6,806,700.00	66,367.79	182,358.84
Total Year to July 2016	159	21,675,553.00	240,575.46	402,114.44

12 Month Average	22	2,588,034.58	29,583.82	65,585.18
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10 Year Monthly Average	24	2,376,831.50	22,500.98	34,805.98
10 Year, Year to Date Average	136	14,239,743.10	123,830.16	156,388.25

**FINANCIAL CONSIDERATIONS**

None.

**STRATEGIC PLAN**

This report does not directly relate to the implementation of the Township of Wellington North Strategic Plan.

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

Yes                                       No                                       N/A

Which pillars does this report support?

- Community Growth Plan                       Community Service Review
- Human Resource Plan                         Corporate Communication Plan
- Brand and Identity                             Positive Healthy Work Environment
- Strategic Partnerships                       None

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Mike Givens*

<b>DARREN JONES CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: APRIL MARSHALL  
TOURISM, MARKETING & PROMOTION MANAGER**

**SUBJECT: REPORT EDO-2016-22 BEING A REPORT ON WELLINGTON  
NORTH YOUTH ACTION COUNCIL SUB-COMMITTEE OF THE  
WELLINGTON NORTH CULTURAL ROUNDTABLE**

**RECOMMENDATION**

**THAT** the Council of the Corporation of the Township of Wellington North receive Report EDO-2016-22 being a report on a request by the Wellington North Youth Action Council Sub-Committee of the Cultural Roundtable to be appointed a Committee of Council;

**AND FURTHER THAT** the Council of the Township of Wellington North hereby appoint the Wellington North Youth Action Council Sub-Committee of the Cultural Roundtable as a Committee of Council designation for insurance purposes for the duration of the Sub-Committee's activities.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

January 26<sup>th</sup> & July 13<sup>th</sup> 2015 delegation to Council: North Wellington Coalition for Youth Resiliency

Report EDO-2015-26 Administration & Finance Committee Meeting of September 21, 2015

Report EDO-2016-05 Economic Development Committee Meeting of January 20, 2016

Report EDO-2016-13 Economic Development Committee Meeting of May 18, 2016

## BACKGROUND

Through North for Youth (working to improve positive youth development, resiliency and civic engagement) community outreach efforts in early 2015, it was recommended to the Council of the Township of Wellington North by the Community Youth Resiliency worker facilitating the project that they proceed with the identified key action item to create a youth council focusing on youth engagement.

Council supported the recommendation to form a Youth Council, a formal “board” of young people that provides representation or a “voice” for the youth in the community. The Youth Council was identified to facilitate the involvement of young people in local governance and in decision-making. It was suggested that the Youth Council work on various events, develop action plans and discuss key issues, in order to strengthen the youth presence in their community. The same concept was extended into all Northern Wellington municipalities, with Mapleton Township being the first to start.

Wellington North has established a great alliance with community stakeholders to form the Wellington North Youth Action Council’s Adult Ally Team. It is suggested that the Youth Action Council become a sub-committee of the Cultural Roundtable to give a direct link to other community groups and Wellington North Council. It will also provide liability coverage to the Youth Action Council, for insurance purposes, as well as, support the sustainability of the group. The Adult Ally will have direct involvement and will report back to the committee. Regular communication will also be provided to the Economic Development Committee. Creating these linkages will help to build capacity and collaboration amongst community stakeholders.

The following roles and responsibilities have been identified:

### **April Marshall - Township of Wellington North**

- Be the lead administrative facilitator and supply applicable budget, upon approvals
- April will assume a portion of the Adult Ally responsibilities:
  - o Assisting in the coordination of preparing for upcoming meetings and attend when needed
  - o Build community awareness of the Youth Action Council by helping to promote to recruit members and build awareness, as well as, acting as a community connection for interested organizations.
  - o Provide updates to Wellington North Council and associated committees
  - o Be a resource for the Youth Action Council to move forward initiatives and support the needed resources

### **Trish Wake – Mount Forest Chamber of Commerce Community Administrator**

- Assumes the lead as the Adult Ally and the identified criteria
- Is a Cultural Roundtable member
- Has official recognition/commitment of participation with the Mount Forest Chamber of Commerce Board of Directors

- Recognizes and implements risk management when dealing with the youth
- Criminal Background Check Required

### **Gabriella Ieropoli – Mount Forest Family Health Team Youth Resiliency Coordinator**

- Provide ongoing facilitation support to the Adult Ally / Steering Group / Youth Action Council
- Keep the group informed of relevant resources and opportunities, as well as, build connections with community partners

### **Leslie Binnington – Wellington Dufferin Guelph Public Health**

- Provide ongoing facilitation support to the Adult Ally / Steering Group / Youth Action Council
- Keep the group informed of relevant resources and opportunities, as well as, build connections with community partners

### **Expectations of the Youth Action Council**

- Be the lead voice for youth in Wellington North and implement **action**
- Establish a mandate and working plan to drive youth initiatives in our community
- Coordinate delivery of that plan to Council in October / November 2016
- Establish a committee structure to take the lead to facilitate initiatives and to work closely with community stakeholders
- Elect a representative to give a voice to the Cultural Roundtable

A group of approximately a dozen youth have been meeting since the end of May, 2016 to advance these initiatives.

### **FINANCIAL CONSIDERATIONS**

Council has approved a budget of \$5,000 through the Economic Development budget to support creation and ongoing activities of the Wellington North Youth Council.

### **STRATEGIC PLAN**

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

- Yes                       No                       N/A

Which pillars does this report support?

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

Strategic Partnerships

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*April Marshall*

*Michael Givens, CAO*

<b>APRIL MARSHALL TOURISM, MARKETING &amp; PROMOTIONS MANAGER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15<sup>TH</sup>, 2016**

**FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER**

**SUBJECT: REPORT EDO-2016-19 COMMUNITY IMPROVEMENT PROGRAM**

### **RECOMMENDATION**

**That** the Economic Development Officer report EDO-2016-19 dated August 15th, 2016 with regards to the Community Improvement Program be received;

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$650 under the Façade Improvement Grant Program as a result of the improvements made to the Younique Scrapbook store at 258 Main Street South in Mount Forest.

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$450 under the Application Fees and Development Charges Grant Program and \$1,941 under the Façade Improvement Grant Program as a result of the improvements made/to be made to the Tina's Sugar Shoppe location at B1 - 392 Main Street North in Mount Forest.

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

There have been numerous reports to council on the Community Improvement Program since the program was approved in May 2012 however none of these reports are related to these applications.

### **BACKGROUND**

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

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

On July 7<sup>th</sup> an application was received from Dan McCallum the business owner of the Younique Scrapbook Store who recently opened his business at 258 Main Street South in Mount Forest. The application is requesting funding to assist in covering expenditures related to the design and installation of new signage.

On August 9<sup>th</sup> two applications were received from Tina Grant the business owner of Tina's Sugar Shoppe who recently opened her business under the Renew Northern Wellington Program at B1 - 392 Main Street North in Mount Forest. One application is to recover expenditures related to the Application Fees that were paid as a result of the improvements and the other application is to assist with the expenses that will be incurred for the design and installation of new signage.

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

For councils information over the past few weeks there have been a number of inquiries from local business owners looking for information on the Community Improvement Program as they consider making improvements to their store-front. This is a positive sign and at the present time we are working with five business owners on potential applications and are actively supporting them as they prepare applications. It is expected that at least three or four of these applicants will have submitted an application by council's next meeting on September 12<sup>th</sup>.

## FINANCIAL CONSIDERATIONS

This ten year program has proven quite popular and since 2012 twenty seven applicants have submitted applications to the Community Improvement Program. The total dollar value of the overall improvements made to our Main Streets is conservatively estimated at \$257,590

Of this amount:

- \$ 57,937 (22%) has been covered by grants from the C.I.P.
- \$ 17,500 ( 7%) has been advanced in interest free loans repayable over 5 years
- \$182,153 (71%) has been the applicants contributions

Similar to past years \$10,000 in funding has been approved in the 2016 Economic Development budget to cover applications under the Community Improvement Program. Expenditures to date, including the funding required to cover the applications contained in this report, is \$8,363.

With the number of recent inquiries into the program we expect that our 2016 funding will not be sufficient to cover the demand through to the end of the year. We view this as a good challenge as it speaks to the popularity of the program and should this occur we will address the funding shortfall along with our recommendations in a future report to council.

For councils information in 2015 we experienced a similar shortfall and at that time we utilized \$10,597 in funding from the BR+E Implementation Fund to enable us to approve and cover all applications under the Community Improvement Program.

**STRATEGIC PLAN**

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

- Yes**                       **No**                                       **N/A**

Which pillars does this report support?

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Community Growth Plan</li> <li><input type="checkbox"/> Human Resource Plan</li> <li><input type="checkbox"/> Brand and Identity</li> <li><input checked="" type="checkbox"/> Strategic Partnerships</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Community Service Review</li> <li><input type="checkbox"/> Corporate Communication Plan</li> <li><input type="checkbox"/> Positive Healthy Work Environment</li> </ul> |
|--|---|

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Dale Small*




*Michael Givens*

<b>DALE SMALL ECONOMIC DEVELOPMENT OFFICER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
--	--





**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.	X		Overall Cost of exterior improvements: \$1,299.72 Grant Amount being requested: \$650 Percentage of overall Costs: 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?		X	Not eligible as the expenditure does not qualify.
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		The signage was designed and installed by a local contractor.
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		The work has been completed and the signage was installed on July 14 <sup>th</sup> , 2016.
11	Other comments from the Review Panel	These improvements qualify for funding under the Community Improvement program and we recommend council approve the request.		
<b>Recommendation</b>	That the Community Improvement Review Panel support this application and makes a motion for council approval.	Yes XXX	No	
	 April Marshall	 Darren Jones	 Dale Small	



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## Facade Improvement Loan and Grant Program Application Form

The purpose of this program is to encourage facade improvements for privately owned commercial buildings in the Community Improvement Areas within Arthur and Mount Forest. Grant assistance is provided in the form of a 50/50 matching interest free loan, which is paid upon completion of the previously approved work(s). This program offers a loan for eligible work to a maximum limit of \$2,500 per property. Please review the specific grant program terms and conditions found in the Community Improvement Plan and contact the Business Economic Manager for current limits.

Application Number (assigned by staff):	F.I.L.T.G. #20
Date Application Received:	JULY 7/2016

### PROPERTY INFORMATION

Municipal Address	Street Num: 258	Street Name: Main St S	Unit Num:
Commercial Name (if applicable)		Younique	
Registered Plan Number:	P7 LOT 23	Registered Plan Lot/Block No.	000-003-13600

### OWNER and APPLICANT INFORMATION

Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname: 246133 ONTARIO	First name:	LIMITED
Name:	(if Company) Global logic	Company Officer	Marcus Martin
Address:	Street No. 1050	Street Name: BOYDE LANE	Unit Num: RR #1
Municipality:	LINWOOD	Province: ONT	Postal Code: N0B-2A0
Telephone:	No: ( )	Fax: ( )	Email:

### Applicant Information (if different than Owner):

Application Contact:	Surname: McCallum	First name:	Dan
Name:	(if Company) Younique	Company Officer	
Address:	Street No. 311804	Street Name: Hwy ^	Unit Num:
Municipality:	Mount Forest	Province: Ont	Postal Code:
Telephone:	No: ( )	Fax: ( )	Email: DANE.YOUNIQUE@COUNTRYRETREAT.COM

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: DAN MCCALLUM	Date: July 4 2016

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.

IMPROVEMENTS INCLUDE NEW SIGNAGE (3) WHICH  
WILL BE PLACED ON COMPOSITE ALUMINUM PANELS  
WITH A LAMINATED PRINTED VINYL FACE.

ALL PRODUCTS ARE OUTDOOR PRODUCTS WITH  
A FIVE YEAR RATING

COPY OF SIGN IS ATTACHED.

### PHOTOGRAPHS

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



younique



Scrapbook Store

**COMMUNITY IMPROVEMENT PLAN : APPLICATION FEES & DEVELOPMENT CHARGES DECISION MATRIX**

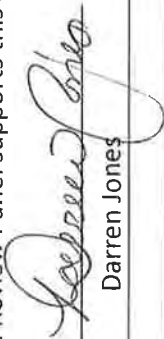
Applicant: Tina's Sugar Shoppe

Date Received: August 9<sup>th</sup>, 2016

Application #: A.F. & D.C. # 7

Amount: \$450.00

Date of Community Improvement Plan Review Panel Meeting: August 9<sup>th</sup>, 2016

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in 4.2.3.2 of the Community Improvement Plan	X		Applicant is the business owner of Tina's Sugar Shoppe.
2	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		The building is located at 392 Main Street, Mount Forest which is within the CIPA boundary.
3	Has the application been properly completed including: <ul style="list-style-type: none"> <li>• Detailed description of proposal</li> <li>• Detailed sketch of the proposed change</li> <li>• Minimum of two quotes obtained</li> </ul>	X X	X	Some renovations were required to the inside of the building prior to opening. (Hand washing basins, sinks, etc.)
4	Are property taxes and any other Municipal Accounts receivable up to date	X		Verified and all up to date as at August 9 <sup>th</sup> , 2016 Roll # 001-12900
5	Eligible costs associated with the Application Fees & Development Charges Grant Program are as follows. Indicate which ones are included: <ul style="list-style-type: none"> <li>• Application fees</li> <li>• Building permit fees</li> <li>• Planning fees (minor variance)</li> <li>• Development Charges</li> </ul>	X		
6	Is the grant amount being requested within eligible amounts	X		100% relief up to a maximum of \$1,500 can be requested.
7	Is the applicant aware that they must first cover the fees then submit a request for payment upon project completion	X		Fees have already been paid
8	Is the targeted completion date within 6 months from date of approval or is an extension required?	X		Work has been completed and the Grand Opening held on July 21 <sup>st</sup> , 2016
9	Other comments from the Review Panel			
<b>Recommendation</b>	The Community Improvement Program Review Panel supports this application and recommends council approval.			
	April Marshall			August 9 <sup>th</sup> , 2016
	April Marshall	Darren Jones		Dale Small



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## Application Fees and Development Charges Grant Application Form

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

Application Number (assigned by staff):	A.F. & D.C.G. # 7
Date Application Received:	AUGUST 9/16

PROPERTY INFORMATION			
Municipal Address	Street Num: 392	Street Name: MAIN ST N	Unit Num: 113
Commercial Name (if applicable)	TINA'S SUGAR SHOPS		
Registered Plan Number:	Registered Plan Lot/Block No. 000-001-12900-0		
OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname: Sehon	First name: Richard	
Name:	(if Company) SDCHON HOLDINGS	Company Officer	
Address:	Street No. 392	Street Name: MAIN ST N	Unit Num: P.O. BOX 1264
Municipality: W.N.	Province: ONT	Postal Code: N0G-2L0	
Telephone: No: ( )	Fax: ( )	Email:	
Applicant Information (if different than Owner):			
Application Contact:	Surname: GRANT	First name: TINA	
Name:	(if Company) TINA'S SUGAR SHOPS	Company Officer	
Address:	Street No. 392	Street Name: MAIN ST N	Unit Num: 113
Municipality: WELLINGTON NORTH	Province: ON	Postal Code: N0G 2L2	
Telephone: No: (226) 338-446	Fax: ( )	Email: t9sugershops@gmail.com	

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

Signature:	Title: owner / operator.
Printed Name of Signatory: TINA GRANT	Date: Aug - 6 / 2016.

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.

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

Applicant: Tina's Sugar Shoppe

Date Received: August 9<sup>th</sup>, 2016

Application #: F.I.L. & G. # 23

Amount: \$1,941.00

Date of Community Improvement Plan Review Panel Meeting: August 9<sup>th</sup>, 2016

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		Application has been received from Tina Grant who is the Business Owner of Tina's Sugar Shoppe
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X		The applicant is applying for a Facade Improvement Grant in the amount of \$1,941
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 392 Main Street North in 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	A detailed description has been provided by the applicant. Work to be completed is for the creation of signage that would incorporate a Mascot and promote the store as well as the Butter Tart Trail.
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All property taxes were verified up to date as at August 9 <sup>th</sup> , 2016
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage	X X  X		Eligible costs include repair to some masonry and cleaning of the facade.  Eligible costs are associated with the design and 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	<p>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>	X		<p>Overall Cost of exterior improvements: \$3,882</p> <p>Grant Amount being requested: \$1,941</p> <p>Percentage of overall Costs: 50%</p>
8	<p>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>		X	<p>Not eligible as the expenditure does not qualify.</p>
9	<p>Will the goods and services to complete the required work be performed by local businesses/suppliers.</p>	X		<p>The signage has been designed and will be installed by a local contractor.</p>
10	<p>Is the targeted completion date within 8 months from date of approval or is an extension required?</p>	X		<p>Target completion date is mid September</p>
11	<p>Other comments from the Review Panel</p>	<p>These improvements qualify for funding under the Community Improvement program and we recommend council approve the request.</p>		
<b>Recommendation</b>	<p>The Community Improvement Review Panel supports this application and recommends council approval.</p> <p><i>April Marshall</i> April Marshall</p>	<p><i>Darren Jones</i> Darren Jones</p>		<p><i>Dale Small</i> Dale Small</p> <p>August 9<sup>th</sup>, 2016</p> <p>075</p>





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## 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. I. L. & G. # 23
Date Application Received:	AUGUST 9/16

PROPERTY INFORMATION			
Municipal Address	Street Num: 392	Street Name: MAIN ST N	Unit Num: 1B
Commercial Name (if applicable)	Tina's Sugar Shoppe		
Registered Plan Number:		Registered Plan Lot/Block No.	000-001-12900-0
OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname: Sochon.	First name: Richard.	
Name:	(if Company) SOCHON HOLDINGS	Company Officer	
Address:	Street No. 392	Street Name: MAIN ST N	Unit Num: P.O. BOX 1264
Municipality:	W.N.	Province: ONT	Postal Code: N0G-2L0
Telephone:	No: ( )	Fax: ( )	Email:
Applicant Information (if different than Owner):			
Application Contact:	Surname: GRANT	First name: TINA	
Name:	(if Company) TINA'S SUGAR SHOPPE	Company Officer	
Address:	Street No. 392	Street Name: MAIN ST N	Unit Num: 1B
Municipality:	WELLINGTON NORTH	Province: ON	Postal Code: N0G 2L2
Telephone:	No: 226 336 9158	Fax: ( )	Email: tjsugarshoppe@gmail.com
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: OWNER/OPERATOR
Printed Name of Signatory:	TINA GRANT		Date: Aug 6 / 2016.

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.

our Shoppe is not visible from the road as we are 2nd in beside Pibba Delight. Although we have a sandwich board sign on the sidewalk we are told we can only do this for a few months and then we need to use only in front of our store. We're hoping to have a larger, more visible sign above our entrance so as to be noticed from the lights at the corner of the plaza we are in. We also would like to participate in the Buttertart Trail and thought we could have a large life sized plexiglass cutout of our mascot on the exterior wall left of the entrance as the space is large and bare. We thought he could look quite friendly and have a waving hand, a name tag sticker that would say "hello, my name is Sweetie" and a sign above him that would read #setfie with Sweetie. This cutout would serve as our mascot/greeter and would be a fun experience of customers, out of towners, commuters and Buttertart-trail enthusiasts.

## PHOTOGRAPHS

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

He would be unique to Tina's Sugar Shoppe, he would be social media popular using the unique to him hashtag and that in turn would serve as free advertising for our Shoppe.





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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS**

**SUBJECT: REPORT PW 2016-056 BEING A REPORT ON THE TOWNSHIP'S  
2016 ENGINEERING SERVICES REQUEST FOR PROPOSAL (RFP)**

**RECOMMENDATION**

**THAT** Report PW 2016-056 being a report the Township's 2016 engineering services request for proposal (RFP) be received;

**AND FURTHER THAT** the Director of Public Works recommend the Council of the Township of Wellington North award the contract for the 2016 engineering services for:

1. James Street in Mount Forest; and
2. Isabella Street between Frederick and Tucker Streets in Arthur

to BM Ross and Associates at a contract cost of \$29,812 plus applicable taxes.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

NA

<b>BACKGROUND</b>
-------------------

As part of the 2016 capital budget the following projects were approved for engineering and project management services work:

- A. James Street in Mount Forest; and
- B. Isabella Street in Arthur, between Frederick and Tucker Streets.

A notice of RFP was published in the Wellington Advertiser on July 8th and closed August 3rd. RFP 2016-011 was taken by four engineering firms (Schedule A) and the Township received four submissions.

RFP 2016-011 was evaluated for recommendation to award consideration the following criteria:

### Evaluation Criteria

In order to be considered for evaluation, proposals shall contain and will be evaluated on the following:

Evaluation Criteria Weighing Factor	
Project Understanding / Technical Proposal .....	30 points
Experience and References .....	20 points
Project Manager and Project Team .....	10 points
Cost proposal .....	40 points
	Total: 100 points

A copy of the results is attached as Schedule B.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

#### 2016 Asphalt Program

	2016 Budget	Successful Proposal
James Street	\$75,000	\$15,246
Isabella Street	\$30,000	\$17,126
<b>Total</b>	<b>\$105,000</b>	<b>\$29,812*</b>

\*- BM Ross and Associates offered a discount if they were awarded both projects.

Township will also incur costs for application for MOECC approvals, contract geotechnical services, contract legals surveying services and Township staff time but expect all projects will be under budget in 2016.

**STRATEGIC PLAN**

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

- X Yes                                       No                                       N/A

Which pillars does this report support?

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

Infrastructure investment is an important component to community growth.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Matthew Aston*

*Michael Givens, CAO*

<b>MATTHEW ASTON DIRECTOR OF PUBLIC WORKS</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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## Schedule A – RFP 2016-011 Bid Taker's



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1.866.848.3620 Fax 519.848.3228

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

August 3, 2016

**RFP 2016-011  
Engineering Services  
document takers**

Greg Ford, P. Eng. (civil), OLS  
*Wilson-Ford Surveying & Engineering*  
*Mount Forest, On*  
*ph: 519-323-2451*

*Frank Vanderloo, P. Eng.*  
*B. M. Ross and Associates Limited*  
*Engineers and Planners*  
*206 Industrial Drive, P.O. Box 1179*  
*Mount Forest, ON N0G 2L0*  
Ph: (519) 323-2945

Matt Ash, C.E.T.  
GM BluePlan Engineering Limited  
975 Wallace Avenue North | Listowel ON N4W 1M6  
t: 519.291-9339

Paul Ziegler, C.E.T.  
Triton Engineering Services Limited  
105 Queen Street West, Unit 14 Fergus, ON N1M 1S6  
Tel - (519) 843-3920

Schedule B – RFP 2016-011 Results



**Township of Wellington North**

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

**RFP No. 2016-011 2016 Project Engineering**

Aug 3/2016 - Township of Wellington North - Township Office - Kenilworth, ON.

Engineering Services		Ranking					Total
		Cost	Technical 30%	Cost 40%	Experience 20%	Project Manager Team 10%	
1 Triton Engineering	Jul-29						
	1:42PM						
	ISABELLA STREET	\$ 15,700	28	38	18	10	94
	JAMES STREET	\$ 28,800	28	24	18	10	80
	BOTH	\$ 44,500					
2 BM Ross	Aug 03						
	9:24AM						
	ISABELLA STREET	\$ 15,246	30	39	20	10	99
	JAMES STREET	\$ 17,126	30	40	20	10	100
	BOTH	\$ 29,812					
3 Wilson-Ford	Jul-29						
	8:35AM						
	ISABELLA STREET	\$ 15,000	24	40	16	10	90
	JAMES STREET	\$ 18,000	24	38	16	10	88
	BOTH	\$ 24,464					
4 GM Blue Plan	Aug-02						
	3:39PM						
	ISABELLA STREET	\$ 16,500	29	36	19	10	94
	JAMES STREET	\$ 27,000	29	25	19	10	83
	BOTH	\$ 43,500					

Department Head

Treasurer

August 3, 2016

Date



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Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2016-016 CUPE AGREEMENT**

#### **RECOMMENDATION**

**THAT** Report CAO 2016-016 being an information report on the agreement between the Township of Wellington North and the Canadian Union of Public Employees and its Local 255-11 be received.

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

N/A

#### **BACKGROUND**

The Canadian Union of Public Employees and Its Local 255.11 represent 17 Township employees. The existing Collective Agreement between CUPE and the Township expired on June 30, 2016.

Negotiations surrounding a new agreement between the CUPE 255.11 negotiation team and the Township's CAO have been ongoing since early in June. Three separate negotiation meetings took place and a revised agreement was arrived at. On July 26<sup>th</sup>, the CAO received notification that the Union membership had voted to ratify the proposed agreement.



## Key items from the Agreement-

- Term-July 1<sup>st</sup>, 2016 to June 30<sup>th</sup>, 2019
- Compensation:
  - Effective July 1<sup>st</sup>, 2016 – 1.5% increase-All Job Classifications excluding:
    - Labourer/Driver (Recreation)
    - Finance Clerk (Public Works)
    - Administrative Support  
(Administration/Treasury/Recreation/Building)
  - Effective July 1<sup>st</sup>, 2017 - 1.6% increase-All Job Classifications
  - Effective July 1<sup>st</sup>, 2018 – 1.7% increase-All Job Classifications
- 1-time wage adjustments, \$1.50/hour:
  - Labourer/Driver (Recreation)
  - Finance Clerk (Public Works)
  - Administrative Support  
(Administration/Treasury/Recreation/Building)
  - Note these positions **will not be** subject to External Compensation Review in 2016/17
- Vacation to be capped at 6 weeks maximum. (1 member grandfathered)
- Probationary period extended from 3 months to 4 months.
- Health benefits to be consistent between Union members and Non-Union members.
- Safety Clothing Allowance increased from \$250.00 to \$275.00 for Works Department and Recreation Department union employees.
- Provision for Flex Hours exclusive to Rural Route Duties within Roads Dept. period May 1 to July 31. Monday to Thursday (4x9hrs), Friday (4hrs)

Council will note an authorization by-law has been included as part of the agenda to authorize the Mayor and CAO to enter into the Collective Agreement with CUPE to finalize the negotiations.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

	TOTAL ANNUAL COMPENSATION-UNION EMPLOYEES (estimate)
Current	\$1,030,030
Per New Agreement	\$1,055,354

Total Annual Compensation Includes all employer paid benefits (OMERS, Health Benefit Premiums, etc.)

**STRATEGIC PLAN**

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

- X Yes  No  N/A

Which pillars does this report support?

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

The collective agreement between the Township and CUPE 255.11 represents a key partnership. Developing a fair agreement that values the service of the employees and acknowledges the needs and ability for a small rural municipality to remaining financial viable while continuing to thrive is paramount to the current and future success of the Township.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Michael Givens*

*Michael Givens, CAO*

<b>MICHAEL GIVENS CAO</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
-------------------------------	--



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-032 BEING A REPORT ON ONTARIO  
WILDLIFE DAMAGE COMPENSATION (ROBINSON)**

**RECOMMENDATION**

**THAT** Report CLK 2016-032 being a report on Ontario Wildlife Damage Compensation (Robinson) be received for information;

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North authorize payment of \$300.00 to Bill Robinson for Ontario Wildlife Damage Compensation livestock claims with a kill date of May 5, 2016;

**AND FURTHER THAT** the Livestock Valuator be paid \$75.00 for Livestock Valuer fees and \$19.00 for mileage;

**AND FURTHER THAT** the Clerk be directed to submit an application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) to compensate the municipality in the amount of \$330.00.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

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

<b>BACKGROUND</b>
-------------------

The Livestock Valuator for Wellington North, submitted an Ontario Wildlife Damage Compensation report on a claim by Bill Robinson for a coyote kill of a miniature foal, that occurred on May 5, 2016. The claim is in the amount of \$300.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

Under the Program, the claimant, the municipality and/or the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) has 20 days in which to appeal the decision of the Livestock Valuator. No appeals were filed on any of these claims and the appeal period expired on June 13, 2016.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

The cost of the claim is \$300.00, the Livestock Valuator's fee is \$75.00 plus mileage of \$19.00 for a total claim of \$394.00.

The municipality will make an application to OMAFRA for reimbursement of the claim in the amount of \$300.00 plus \$30.00 of the Livestock Valuator's fee, which is the maximum that can be claimed for administration.

The net cost to the municipality will be \$64.00 and there is an annual amount in the budget under animal control for these types of claims.

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes

No

N/A

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



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-042 BEING A REPORT ON ONTARIO WILDLIFE  
DAMAGE COMPENSATION (STEVENSON)**

**RECOMMENDATION**

**THAT** Report CLK 2016-042 being a report on Ontario Wildlife Damage Compensation (Stevenson) be received for information;

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North authorize payment of \$1,400.00 to Emerson Stevenson for Ontario Wildlife Damage Compensation livestock claims with a kill date of July 4, 2016;

**AND FURTHER THAT** the Livestock Valuator be paid \$150.00 for Livestock Valuer fees and \$74.00 for mileage;

**AND FURTHER THAT** the Clerk be directed to submit an application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) to compensate the municipality in the amount of \$1,460.00.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A

<b>BACKGROUND</b>
-------------------

The Livestock Valuator for Wellington North, submitted an Ontario Wildlife Damage Compensation reports on two claims by Emerson Stevenson for coyote kills of two black angus calves, both of which occurred on July 4, 2016. Each claim is in the amount of \$700.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

Under the Program, the claimant, the municipality and/or the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) has 20 days in which to appeal the decision of the Livestock Valuator. No appeals were filed on any of these claims and the appeal period expired on August 4, 2016.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

The cost of each claim is \$700.00, the Livestock Valuator's fee is \$75.00 plus mileage of \$37.00 for a total claim of \$1,644.00.

The municipality will make an application to OMAFRA for reimbursement of the claim in the amount of \$1,400.00 plus \$60.00 of the Livestock Valuator's fee, which is the maximum that can be claimed for administration.

The net cost to the municipality will be \$184.00 and there is an annual amount in the budget under animal control for these types of claims.

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes

No

N/A

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



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-044 BEING A REPORT ON CONSENT  
APPLICATION B40-16 (LEVINE) KNOWN AS PART LOT 2, NORTH  
OF RAILWAY CONCESSION 2, FORMERLY WEST LUTHER, NOW  
THE TOWNSHIP OF WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT** CLK Report 2016-044 being a report on Consent Application B40-16 known as Part Lot 2, North of Railway, Concession 2, formerly the Township of West Luther, now the Township of Wellington North be received;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B40/16 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- **THAT** The Owner seek zoning compliance for the severed and retained lots to the satisfaction of the municipality.
- **THAT** servicing be provided to the site to the satisfaction of the municipality.

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

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

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

<b>BACKGROUND</b>
-------------------

The subject property is known as Part Lot 2, North of Railway, Concession 2, Wellington North with road frontage located on Sideroad 3.

Consent B40/16 is for a lot line adjustment of 19 hectares with no frontage, existing agricultural use to be added to the abutting residential and agricultural land owned by Rosegaar. The retained parcel is 16 hectares with a 237 metre frontage, existing and proposed rural residential use with existing dwelling and two sheds. (sketch attached as Schedule "B")

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and the Director Recreation, Parks and Facilities. The property is not in a wellhead protection area so the application was not circulated to Wellington Source Water Protection for comment.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the lot line adjustment.

If the application is approved it is recommended the following clauses be a condition of the severance:

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

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

*The Owner seek zoning compliance for the severed and retained lots to the satisfaction of the municipality.*

*Proof that servicing can be provided to the site to the satisfaction of the municipality.*



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

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

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

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes

No

N/A

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Karren Wallace, Clerk*

*Michael Givens, CAO*

<b>KARREN WALLACE CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
---------------------------------	--

## SCHEDULE "A"



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

<b>Application</b>	B40/16
<b>Location</b>	Part Lot 2, North of RW, Concession 2 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Levine, Paul & Wendy

**PLANNING OPINION:** This application would separate Prime Agricultural lands from Urban Centre lands in Arthur. The severed parcel is to be merged with the abutting farm parcel and is 19 ha in size and vacant. The retained lands are located within Arthur, have an area of 16 ha and are occupied by a dwelling and sheds.

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

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

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The severed parcel is designated designated PRIME AGRICULTURAL and the retained parcel is designated Future Development within the Urban Centre of Arthur.

New lots may be created in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered including b) "that all lots can be adequately serviced with water, sewage disposal...to accepted municipal standards" and d) "that all lots will have safe driveway access to an all-season maintained public road".

**WELL HEAD PROTECTION AREA:** Not within a Well Head Protection Area.

**LOCAL ZONING BY-LAW:** The severed lands are zoned Agricultural (A-1) and the retained are zoned Future Development.

**SITE VISIT INFORMATION:** The subject property was not visited to date.

---

Linda Redmond, Senior Planner  
 July 26, 2016

Van Harten  
SURVEYING INC.  
LAND SURVEYORS and ENGINEERS  
423 WOOLWICH STREET  
QUELPH, ONTARIO M1H 3X3  
PHONE: 918-821-2763  
FAX: 918-821-2770  
WWW.VANHARTEN.COM

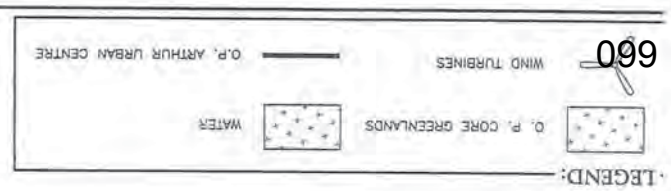
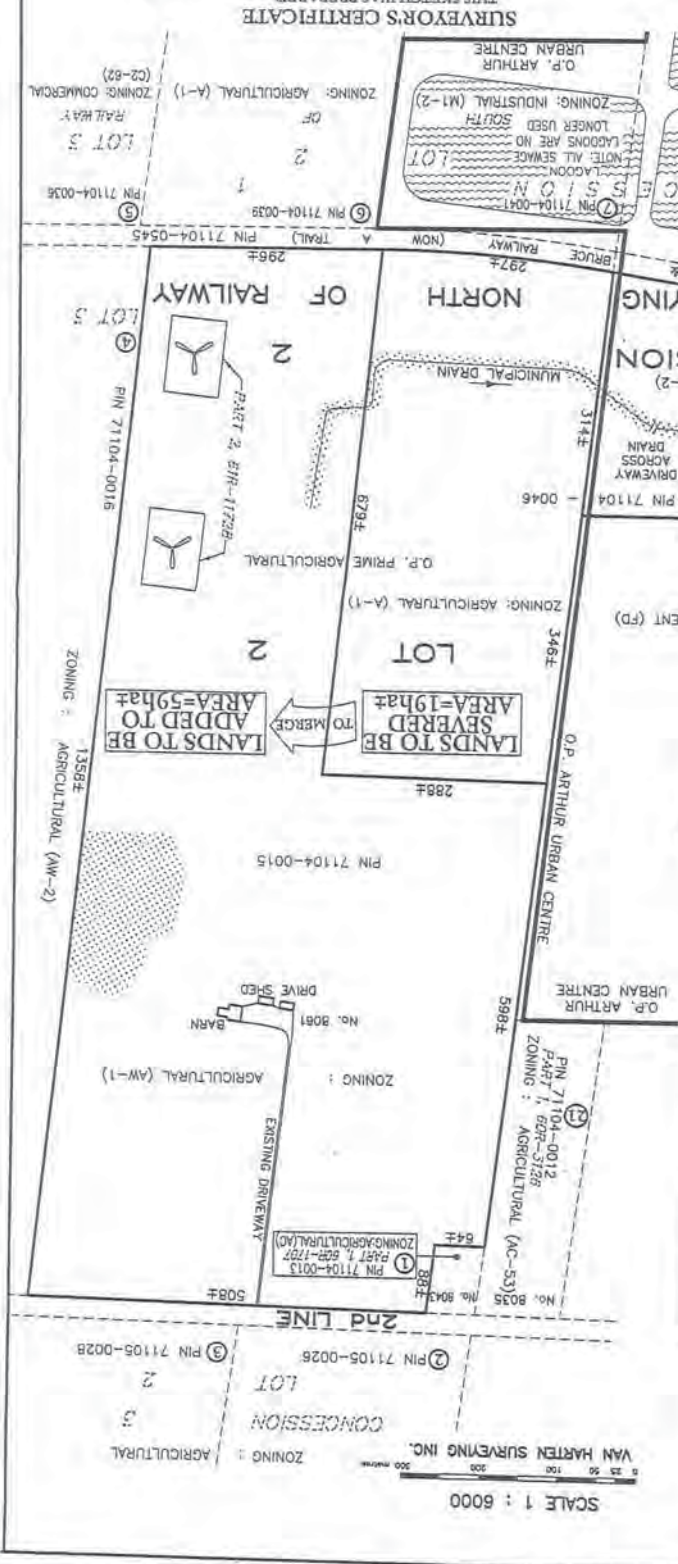
CHECKED BY: J.E.B. PROJECT NO. 25772-16  
DRAWN BY: A.R.N.  
DATE: JUN 20, 2016 - 8:35am  
G:\WEST LUTHER\CON 2\good\SEV PLOT 1-2 (LEVIN) LTM.dwg

JEFFREY E. BUSZYMAN  
ONTARIO LAND SURVEYOR

THIS SKETCH WAS PREPARED  
ON THE 20th DAY OF JUNE, 2016.

SURVEYOR'S CERTIFICATE

SCHEDULE "B"



NOTES:  
 THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSACTIONS OR MORTGAGES.  
 SUBJECT LANDS ARE ZONED FUTURE DEVELOPMENT, INDUSTRIAL (M1-2) AND AGRICULTURAL (A-1).  
 SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF FUTURE DEVELOPMENT, CORE GREENLANDS, & PRIME AGRICULTURAL DISTANCE TO BARN TAKEN FROM GRCA GIS MAPPING WEBSITE. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO BARNS BY DIVIDING BY 0.3048.



SEVERANCE SKETCH  
 PART OF LOTS 1 & 2,  
 CONCESSION 2  
 LYING NORTH OF RAILWAY LANDS  
 TOWNSHIP OF WEST LUTHER  
 COUNTY OF WELLINGTON

340/16



7490 Sideroad 7 W, PO Box 125,  
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-045 BEING A REPORT ON CONSENT  
APPLICATION B44-16 (O'NEILL/CRAIG) KNOWN AS PT PARK  
LOTS 9, S/S SMITH STREET, FORMERLY VILLAGE ARTHUR,  
NOW THE TOWNSHIP OF WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT** CLK Report 2016-045 being a report on Consent Application B44-16 as Pt Park Lots 9, S/S Smith Street, formerly Village Arthur, now the Township of Wellington North be received;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B44/16 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- **THAT** the Owner As provided for in the Planning Act, R.S.O. 1990 the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication fee in the amount of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law).
- **THAT** the Owner sign an acknowledgement that:
  - sanitary sewer allocations are unavailable in the former village of Arthur until the Arthur wastewater treatment plant is re-rated and/or upgraded.

- a building permit will not be available for the severed lot until such time as a sanitary sewer allocation is available
- **THAT** the owner obtain zoning approval to address minimum lot area on both the severed and the retained lands;
- **THAT** the owner demolish and remove the wood frame shed from the severed lands to obtain zoning compliance;
- **THAT** the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;

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

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

<b>BACKGROUND</b>
-------------------

The subject property is known as Pt Park Lots 9, S/S Smith Street, formerly Village Arthur, now the Township of Wellington North.

Consent B44/16 is for a severance of 4.779 square feet with a 71.9 foot frontage by 66.5 feet, shown as Parcel 2 on Schedule "B". The retained parcel is 4,537.6 square feet with a 66.6 foot frontage by 74.7 feet, existing and proposed urban residential use with existing dwelling, shown as Parcel 1 on Schedule "B".

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and the Director Recreation, Parks and Facilities. The property is not in a wellhead protection area so the application was not circulated to Wellington Source Water Protection for comment.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the application.

If the application is approved it is recommended the following clauses be a condition of the severance:

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

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

*The Owner As provided for in the Planning Act, R.S.O. 1990 the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication fee in the amount of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law).*

*The Owner sign an acknowledgement that:*

- o sanitary sewer allocations are unavailable in the former village of Arthur until the Arthur wastewater treatment plant is re-rated and/or upgraded.*
- o a building permit will not be available for the severed lot until such time as a sanitary sewer allocation is available*

*The owner obtain zoning approval to address minimum lot area on both the severed and the retained lands*

*The owner demolish and remove the wood frame shed from the severed lands to obtain zoning compliance*

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

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

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

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes                       No                       N/A

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



**SCHEDULE "A"**  
**Planning and Development Department, County of Wellington**

County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9  
 T 519.837.2600 F 519.823.1694

<b>Application Location</b>	B44/16 Part Park Lot 9, S/S Smith St, Crown Survey TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Edward O'Neil & Darlene Craig

**PLANNING OPINION:** This application would sever a 444 m<sup>2</sup> (4779.4 ft<sup>2</sup>) residential lot in the urban centre of Arthur. A 421.56 m<sup>2</sup> (4537.6 ft<sup>2</sup>) lot will be retained with an existing dwelling.

The proposed lots will not meet the minimum lot area and will require zoning relief as a condition of approval. Should this application be approved the following matters should be addressed as conditions of approval:

- a) That zoning compliance be achieved for the severed and retained lots to the satisfaction of the local municipality; and,
- b) That safe drive way access be provided to the subject property to the satisfaction of the local municipality; and,
- c) That servicing can be provided to the site to the satisfaction of the local municipality.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and is located in the Urban Centre of Arthur. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provisions of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation the proposed lot.

The matters under Section 10.1.3 were also considered including k) "that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage to depth", and m) "that all new lots shall have logical lot lines given existing lot patterns in the area..."

**WELL HEAD PROTECTION AREA:** Not within a Well Head Protection Area.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Residential (R2). In order to facilitate this proposal the following zoning relief would be required:

Severed parcel:

- Lot area of 444 m<sup>2</sup> (4779.4 ft<sup>2</sup>), whereas 465 m<sup>2</sup> (5005.4 ft<sup>2</sup>) is required.
- Note a variance for a reduction in the front or rear yard setback will likely be required in order to accommodate a house on the lot.

Retained parcel:

- Lot area of 421.56 m<sup>2</sup> (4537.6 ft<sup>2</sup>), whereas 465 m<sup>2</sup> (5005.4 ft<sup>2</sup>) is required.
- Rear yard setback of 3.66 m (12 ft.) as measured to house, whereas 7.6 m (24.9 ft.) is required.
- Note that the frontage and interior side yard setback are already deficient (legal non-conforming), however if zoning relief is sought then these variances should also be considered.

**SITE VISIT INFORMATION:** The subject property was not visited.

Township of Wellington North  
County of Wellington

SCHEDULE "B"

THE KING'S HIGHWAY NO. 6 SMITH STREET  
(DEPOSITED PLAN NO. 15585 A26, HIGHWAY PLAN P-2077-12)

PARCEL 1  
AREA = 421.56 sq.m  
(4537.6 sq.ft.)  
(Lands to be retained)

PARCEL 2  
AREA = 49.02 sq.m  
(4779.4 sq.ft.)  
(Lands to be severed)

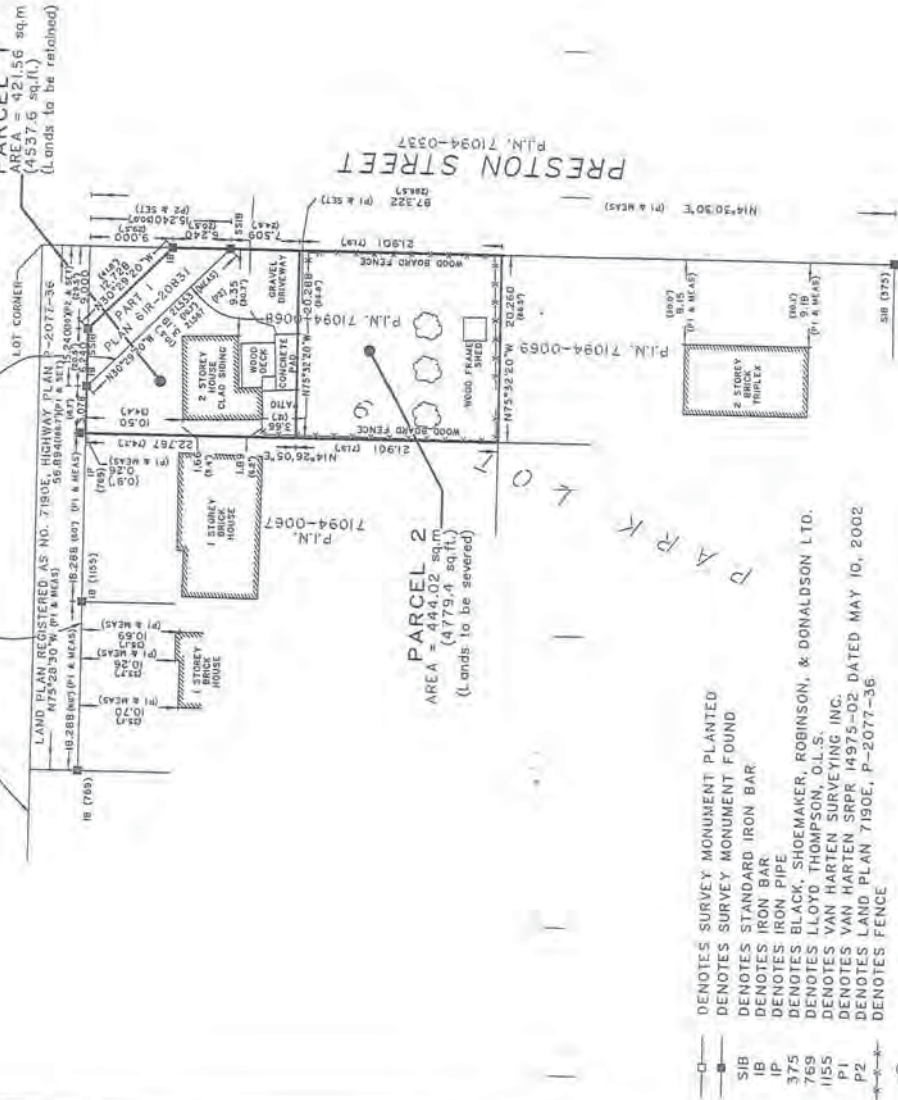


SKETCH  
PREPARED FOR SEVERANCE APPLICATION  
SCALE 1:500



METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048  
CAUTION: THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

NOTES:  
1. THIS PLAN REPRESENTS A COMPILATION OF VARIOUS PLANS AND DOES NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.



- DENOTES SURVEY MONUMENT PLANTED
- DENOTES SURVEY MONUMENT FOUND
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- IP DENOTES IRON PIPE
- 375 DENOTES BLACK, SHOEMAKER, ROBINSON, & DONALDSON LTD.
- 769 DENOTES LLOYD, THOMPSON, O.L.S.
- I155 DENOTES VAN HARTEN SURVEYING INC.
- P1 DENOTES VAN HARTEN SRPR 14975-02 DATED MAY 10, 2002
- P2 DENOTES LAND PLAN 7150C, P-2077-36
- DENOTES DECIDUOUS TREE

THIS SKETCH WAS PREPARED FOR ED O'NEIL AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.

DATE: JUNE 2, 2016  
BY: *[Signature]*  
KENNETH F. HILLIS  
ON-CALL LAND SURVEYOR

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BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED

BSR&D  
Ontario Land Surveyors  
Urban and Rural Planners

351 Spadina Avenue West  
Columbus, Ontario M5H 1C6  
FAX: (519) 822-1220  
TEL: (519) 822-4031

JUNE 2, 2016 MLH PROJECT 16-0249-3





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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-046 BEING A REPORT ON CONSENT  
APPLICATION B52-16 (CHECKLEY) KNOWN AS PART LOT 26,  
CONCESSION 5, FORMERLY TOWNSHIP OF ARTHUR, NOW THE  
TOWNSHIP OF WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT** CLK Report 2016-046 being a report on Consent Application B52-16 as Part Lot 26, Concession 5, formerly Township of Arthur, now the Township of Wellington North be received;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B52/16 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- **THAT** the Owner As provided for in the Planning Act, R.S.O. 1990 the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication fee in the amount of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law).
- **THAT** the retained lands be rezoned to prohibit residential development to the satisfaction of the Local municipality.

- **THAT** the owner obtain zoning approval to allow the 2,400 sq.ft. accessory structure to remain whereas a maximum of 1,000 sq.ft. is permitted.
- **THAT** the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;

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

### PREVIOUS REPORTS PERTINENT TO THIS MATTER

### BACKGROUND

The subject property is known as Part Lot 26, Concession 5, formerly Township of Arthur, now the Township of Wellington North.

Consent B52/16 is for a severance of 0.42 hectares with a 54 metre frontage existing and proposed rural residential use with existing dwelling and driveshed. The retained parcel is 40 hectares with a 250 metre frontage, existing and proposed agricultural use, as shown on Schedule "B".

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and the Director Recreation, Parks and Facilities. The property is not in a wellhead protection area so the application was not circulated to Wellington Source Water Protection for comment.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the lot line adjustment.

If the application is approved it is recommended the following clauses be a condition of the severance:

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

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

*The Owner As provided for in the Planning Act, R.S.O. 1990 the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication fee in the amount of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law).*

*The retained lands be rezoned to prohibit residential development to the satisfaction of the municipality.*

*THAT the owner obtain zoning approval to allow the 2,400 sq.ft. accessory structure to remain whereas a maximum of 1,000 sq.ft. is permitted.*

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

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

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

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes

No

N/A

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

## SCHEDULE "A"



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

<b>Application Location</b>	B52/16 Part Lot 26, Concession 5 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	749662 Ontario Limited

**PLANNING OPINION:** This application for a Surplus Farm dwelling severance would sever a 0.42 ha (1.03 ac) parcel with existing dwelling and accessory building. A vacant 40 ha (98.8 ac) agricultural parcel would be retained.

This application is consistent with the Provincial Policy Statement and conforms to the County Official Plan. We have no concerns, provided the following be made a condition of approval:

- a) That the retained lands be rezoned to prohibit residential development to the satisfaction of the Local municipality; and
- b) That zoning relief is obtained for the accessory structure on the severed lands.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.2(c). According to this policy, lot creation in prime agricultural areas may be permitted for a residence surplus to a farming operation as a result of farm consolidation, provided that there is a restriction against new residential dwellings on any vacant farmland parcel created by severance. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one farm operation.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURE. According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum."

With respect to the above criteria, we are satisfied that this application conforms to all the criteria and item f) can be addressed as a condition of approval.

## SCHEDULE "A"



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

In terms of the overall farm operation, we have been provided with a Farm Information Form including a list of other farm holdings owned by the applicant who will be taking on the vacant farm lands which demonstrates that this application would constitute a farm consolidation.

The matters under Section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The property is not with a Wellhead Protection Area.

**LOCAL ZONING BY-LAW:** The subject lands are currently zoned Agricultural (A). . A zoning by-law amendment would be necessary for the retained lands to restrict residential development. Further zoning relief is required to allow an existing shed on the severed lands with a size of 2325 sq.ft. whereas, the by-law allows 1000 sq.ft.

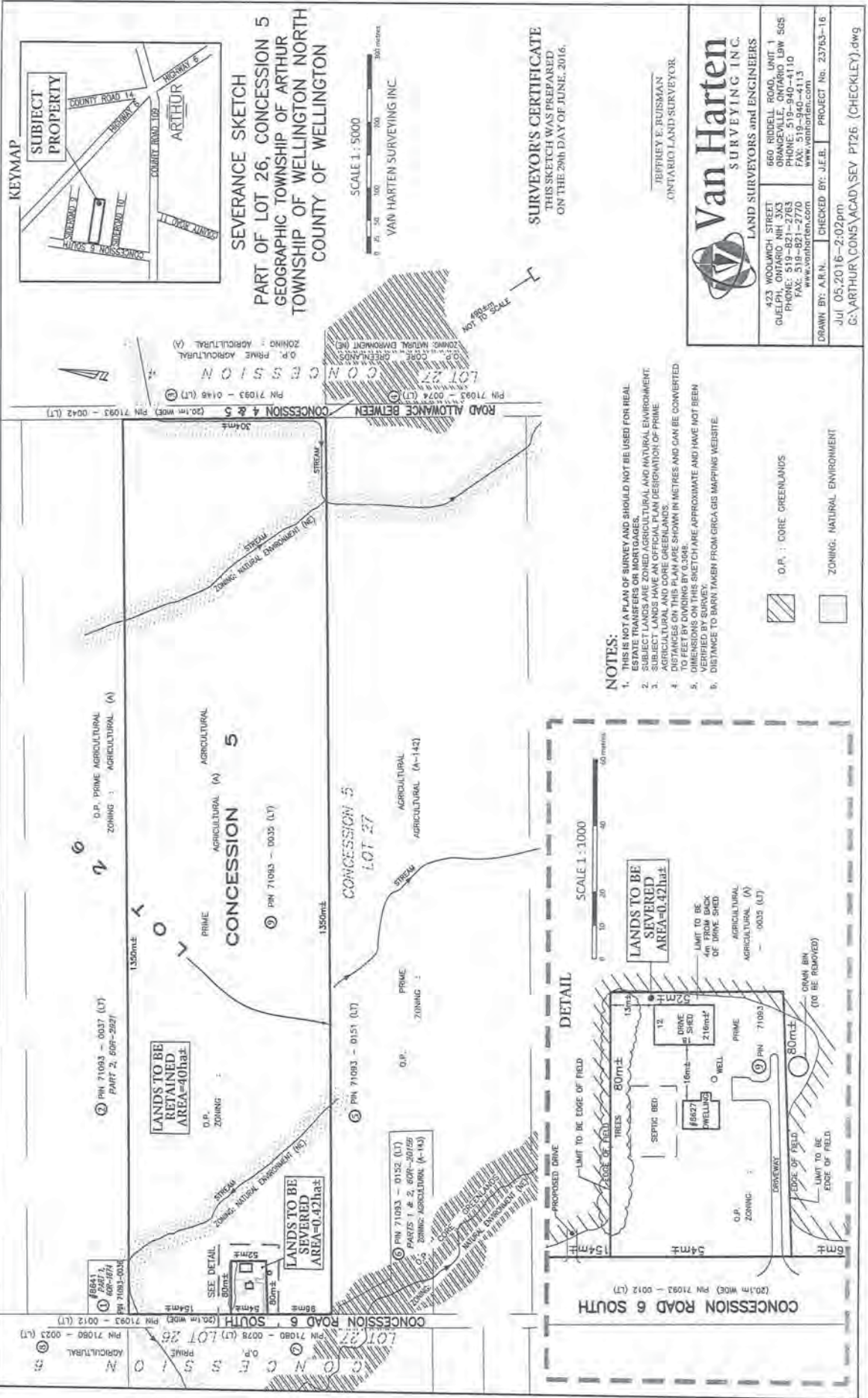
**SITE VISIT INFORMATION:** The subject property has not been visited to date.

A handwritten signature in cursive script, appearing to read "L. Redmond".

---

Linda Redmond, Senior Planner  
July 26, 2016

SCHEDULE "B"



**Van Harten**  
LAND SURVEYORS and ENGINEERS

403 WOODLURCH STREET  
GUELPH, ONTARIO N1H 3X3  
PHONE: 519-821-2763  
FAX: 519-821-2770  
www.vanharten.com

600 RIDERL ROAD, UNIT 1  
ORLANDO, FL 32817  
PHONE: 519-940-4110  
FAX: 519-940-4113  
www.vanharten.com

DRAWN BY: A.R.N. | CHECKED BY: J.E.B. | PROJECT No. 23763-16  
Jul 05, 2016 - 2:02pm  
G:\ARTHUR\CONS\ACAD\SEV PT26 (CHECKLEY).dwg

- NOTES:**
1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
  2. SUBJECT LANDS ARE ZONED AGRICULTURAL AND NATURAL ENVIRONMENT.
  3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL AND CORE GREENLANDS.
  4. DIMENSIONS ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET.
  5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
  6. DISTANCE TO BARN TAKEN FROM GRCA GIS MAPPING WEBSITE.



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228

111

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-047 BEING A REPORT ON EASTRIDGE  
LANDING SUBDIVISION PHASE 3 – STREET NAMING**

#### **RECOMMENDATION**

**THAT** CLK Report 2016-047 being a report on Eastridge Landing Subdivision Phase 3 – Street Naming be received;

**AND FURTHER THAT** the Council of the Township of Wellington North approves of naming of Walsh Street in the Eastridge Landing Subdivision (Phase 3), after John Walsh, a lifetime resident of Arthur, a successful businessman, respected war veteran and local historian.

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

N/A

#### **BACKGROUND**

The developer of Eastridge Landing Subdivision – Phase 3 has requested that a street in the Eastridge Landing Subdivision Phase 3 development be named after John Walsh. A copy of their correspondence is attached as Schedule “A”.

Mr. Walsh is a a lifetime resident of Arthur, a successful businessman, respected war veteran and local historian. On June 6, 2016, Mr. Walsh received the 2016 Senior of the Year by the Ministry of Citizenship, Immigration and International Trade and the Ontario Honours and Awards Secretariat.

The County of Wellington has been consulted and has no objections to naming the street Walsh Street as there are no other streets in Wellington North with that name.

Section 48 of the Municipal Act provides that municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law. Wellington North's Provision of Notice Policy 14.5 states:

**“PURPOSES REQUIRING PROVISION OF NOTICE**

*Notice shall be given for the following purpose:*

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

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

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

Schedule “B” attached shows in red the location of the street, titled Street No.1.

<b>FINANCIAL CONSIDERATIONS</b>
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There are no financial impacts as a result of this report.



<b>STRATEGIC PLAN</b>
-----------------------

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

By naming a street in the subdivision after John Walsh, a lifetime resident, successful businessman, respected war veteran and historian, it forges partnerships in the community and provides recognition to members in the community.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Karren Wallace, Clerk*

*Michael Givens, CAO*

<b>KARREN WALLACE CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
---------------------------------	--

July 7, 2016

Township of Wellington North  
7490 Sideroad 7 West  
Kenilworth, Ontario  
NOG 2E0

ATTENTION: Michael Givens

**RE: EASTRIDGE LANDING SUBDIVISION – PHASE 3**

As we are now proceeding with the next Phase in our subdivision planning, our Engineer has requested that we establish the Street Name for the next street in the development.

Back 10 years ago, we contacted John Walsh of our local Legion Branch here in Arthur for his assistance in providing us with a list of names of local families who had family members who were war veterans. Subsequently, at that time, we chose the "Schmidt" name, and now as you are aware, we have over 40 new homes on Schmidt Drive.

As we review the list of names still on the list, we would like to request a name that isn't on the list, but probably should be, that being the "Walsh" name. Mr. John Walsh is our local Arthur Historian, War Veteran and a long standing successful Business Owner here in Arthur. Possibly no other individual has contributed more to preserving and promoting the history of Arthur than Mr. Walsh has.

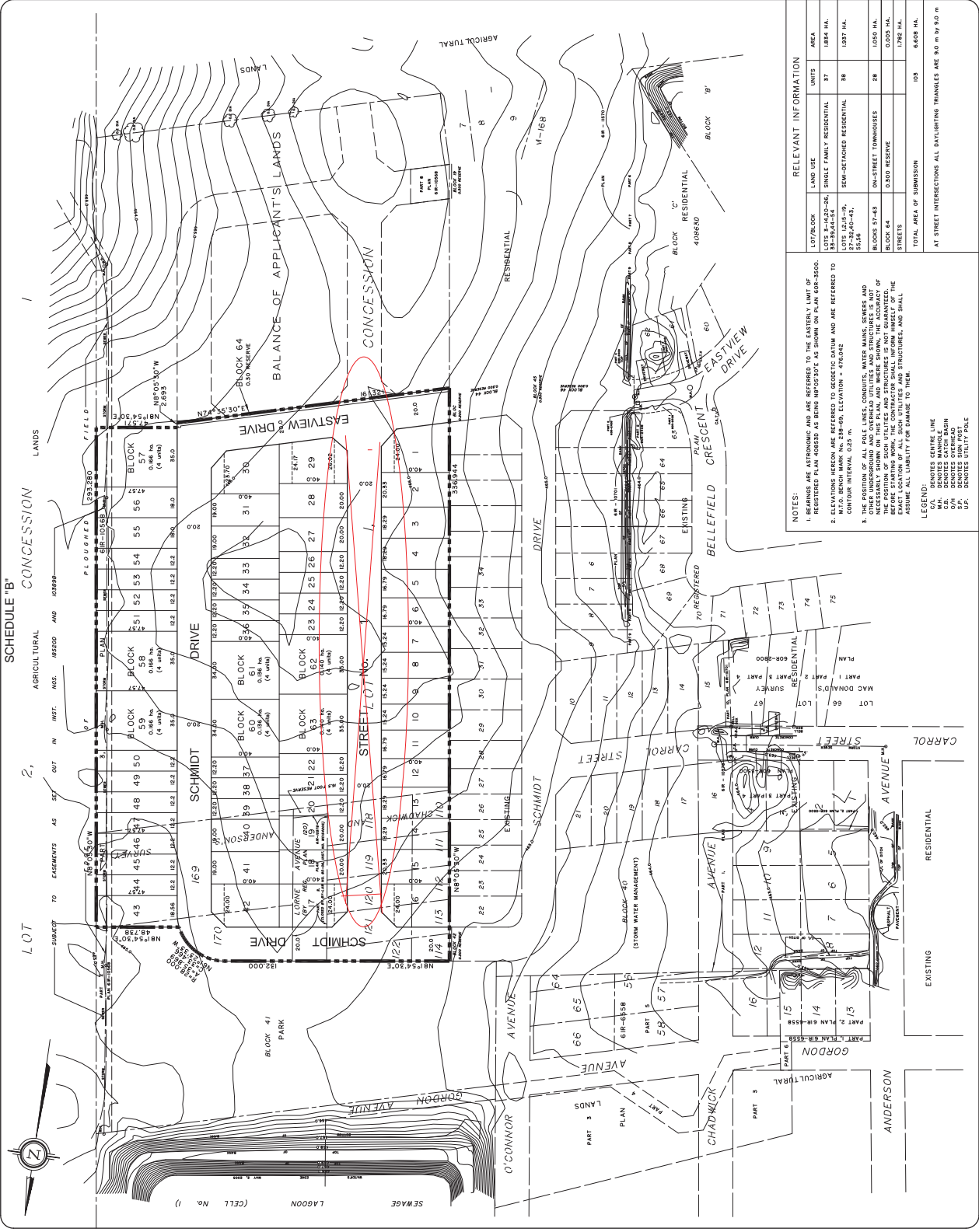
As the Developers, we are requesting that our next street in the Phase 3 of our Subdivision utilize the 'Walsh' name.

Should you require any additional information on this issue, please do not hesitate to call me.

Yours truly



James Coffey



**KEY PLAN**  
N.T.S.

SUBJECT LANDS

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE PLANNING ACT

51 (17) (a) - (c) AS SHOWN  
(d) - SEE SCHEDULE  
(e) - SEE SCHEDULE  
(f) - MUNICIPAL WATER SUPPLY  
(g) - MUNICIPAL SEWER LUM AND PERM. S&L LUM  
(h) - AS SHOWN  
(i) - AS SHOWN  
(j) - AS SHOWN  
(k) - AS SHOWN  
(l) - AS SHOWN

OWNERS CERTIFICATE  
BLACK, SHIGEMAKER, ROBINSON & DONALDSON LIMITED,  
REGISTERED LAND SURVEYORS AND PLANNERS TO SUBMIT THIS  
DRAFT PLAN OF PROPOSED SUBDIVISION.

2073022, ONTARIO INC.

**DRAFT PLAN OF PROPOSED SUBDIVISION**  
**EASTRIDGE LANDING—Phase 3**

OF LOTS 118, 119, 120, & 121 AND PART OF LOTS 110, 111, 112, 113, 114, 122, 169, & 170 PART OF LORNE AVENUE AND THE 16.5 FOOT RESERVE AT THE SOUTH END OF LORNE AVENUE CHADWICK & ANDEP REGISTERED PLAN 120 AND PART OF LOT 1, CONCESSION 1 TOWNSHIP OF WELLINGTON NORTH COUNTY OF WELLINGTON IAN D. ROBINSON – Ontario Land Surveyor

SCALE 1 : 1000

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

BLACK, SHIGEMAKER, ROBINSON & DONALDSON LIMITED  
351 Beaulieu Avenue West  
Burlington, Ontario, N7H 1G5  
Tel: (905) 753-9081  
Fax: (905) 753-9081

**RELEVANT INFORMATION**

LOT/BLOCK	LAND USE	UNITS	AREA
LOTS 118-121, 120-21, 33-34A-52	SINGLE FAMILY RESIDENTIAL	37	1,934 HA.
LOTS 122-170, 55-56	SEMI-DETACHED RESIDENTIAL	38	1,937 HA.
BLOCKS 52-53	ON-STREET TOWNHOUSES	28	1,000 HA.
BLOCK 64	5,000 RESERVE		0,000 HA.
STREETS			1,782 HA.
TOTAL AREA OF SUBMISSION		103	6,628 HA.

AT STREET INTERSECTIONS ALL DAWLIGHTING TRAMMELS ARE 9.0 m BY 9.0 m

**NOTES:**

- BEARINGS ARE ASTROMERIC AND ARE REFERRED TO THE EASTERLY LIMIT OF REGISTERED PLAN 40884 AS BEING N80°50'E AS SHOWN ON PLAN 60R-3500.
- ELEVATIONS HEREON ARE REFERRED TO GEODETIC DATUM AND ARE REFERRED TO M.D.S. BENCH MARK NO. 388-89, ELEVATION = 476.02
- THE POSITIONS OF ALL CURBS, LINES, CONCESSIONS, WATER MAINS, SEWERS AND OTHER UNDERGROUND AND OVERHEAD UTILITIES AND STRUCTURES IS NOT SHOWN ON THIS PLAN. THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF SUCH UTILITIES AND STRUCTURES PRIOR TO COMMENCING WORK. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE LOCATION OF ALL UTILITIES AND STRUCTURES TO BE MAINTAINED, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

**LEGEND:**

- C/L: SENCES CENTRE LINE
- S/L: SENCES SLOPE
- E.S.: SENCES EACH BAIN
- S.P.: SENCES SIDE POST
- U.P.: SENCES UTILITY POLE

DATE: SEPTEMBER 3, 2015  
DRAWN BY: IAN D. ROBINSON  
CHECKED BY: IAN D. ROBINSON  
SCALE: 1 : 1000

**BSR&D**  
Ontario Land Surveyors  
Urban and Rural Planners

BLACK, SHIGEMAKER, ROBINSON & DONALDSON LIMITED  
351 Beaulieu Avenue West  
Burlington, Ontario, N7H 1G5  
Tel: (905) 753-9081  
Fax: (905) 753-9081



7490 Sideroad 7 W, PO Box 125,  
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[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2015-048 BEING A REPORT ON COUNCIL  
APPOINTMENT TO THE MOUNT FOREST DISTRICT CHAMBER OF  
COMMERCE, A STANDING COMMITTEE OF COUNCIL**

**RECOMMENDATION**

**THAT** Report CLK 2015-048 being a report on Council Appointment to the Mount Forest District Chamber of Commerce, a Standing Committee of Council, be received:

**AND FURTHER THAT** Council of the Township of Wellington North accepts the resignation of Councillor McCabe from the Mount Forest District Chamber of Commerce;

**AND FURTHER THAT** Council of the Township of Wellington North appoint Councillor Hern to the Mount Forest District Chamber of Commerce as the municipal representative.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- Resolution 2016-111, March 7, 2016 meeting of Council
- Report CLK 2015-068 being a report on Council Appointments to Standing Committees (Internal and External)
- CLK 2015-030 Council Representatives on Township of Wellington North Standing Committees
- CAO 2014-029 Council Representatives on Township of Wellington North Standing Committees
- CAO 2014-31 Council Representatives to External Boards and Committees
- Township of Wellington North-Standing Committee Structure (attached)
- By-Law 1-14 Council Remuneration By-Law
- By-Law 63-14 Procedural By-Law

<b>BACKGROUND</b>
-------------------

Currently the Council representation on Standing Committees (internal and external) is as follows:

**Administration & Finance Committee**

Chair-Councillor Sherry Burke

Committee Members-Councillor Dan Yake, Councillor Councillor Hern, Mayor Andy Lennox

**Economic Development Committee**

Chair-Councillor Hern

Committee Members-Councillor McCabe, Mayor Lennox, Councillor Burke

Additional Member(s)-6 appointed members of the public

**Public Works Committee**

Co-Chair Councillor Yake

Co-Chair Councillor McCabe

Committee Members-Councillor Burke, Mayor Lennox

**Recreation & Culture Committee**

Chair-Councillor McCabe

Committee Members-Councillor Yake, Councillor Hern, Mayor Andy Lennox

**Professional Health Care Recruitment Committee**

Councillor McCabe

**Arthur & District Chamber of Commerce**

Councillor Hern

**Mount Forest District Chamber of Commerce**

Councillor McCabe – to be replaced by Councillor Hern effective August 16, 2016

Proceedings of Standing Committees are governed by the Township of Wellington North Procedural By-law (63-14). Payment for attending Standing Committee meetings is pursuant to the Council Remuneration By-Law (1-14).

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

The remuneration has been included in the 2016 operating budget. Redistributing representation on the various committees will have no new impact on the budget.

<b>STRATEGIC PLAN</b>
-----------------------

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

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



7490 Sideroad 7 W, PO Box 125,  
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 15, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-049 BEING AN UPDATE REGARDING THE BY-LAW ON SETTING OF OPEN AIR FIRES WITHIN THE TOWNSHIP OF WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT** Report CLK 2016-049 being an update regarding the By-law on setting of Open Air Fires within the Township of Wellington North be received.

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

CLK 2016-043 being a report on regulating the setting of Open Air Fires within the Township of Wellington North

#### **BACKGROUND**

At the July 11, 2016 meeting, Council passed the following resolution:

***THAT*** Report CLK 2016-043 being a report on regulating the setting of Open Air Fires within the Township of Wellington North be received;

***AND FURTHER THAT*** Council give first and second reading to By-law 057-16 being a By-law to regulate the Setting of Open Air Fires at the July 11, 2016 Council meeting;

***AND FURTHER THAT*** the Mayor and Deputy Clerk be authorized to sign the Open Air Burn By-law after third reading on August 15, 2016;

***AND FURTHER THAT*** the Mayor and Deputy Clerk be authorized to sign By-law 063-16 being a By-law to amend Schedule “D” of the Fees and Charges By-law 088-16 after the third reading of the Open Air Burn By-law 057-16.

By-law 057-16 is being given third reading later in this meeting and the By-law amending the fees and charges by-law is on the agenda for passage at tonight’s meeting as well.

The highlights of the revisions are set out in Schedule “A” attached to this report.

In accordance with our Notice Policy, Notice for the amendment to the Fees and Charges by-law was published in the Wellington Advertiser fourteen days in advance of this meeting, and was also posted on our website.

The following methods were used in communicating the readings and passage of By-law 057-16, pursuant to the approved communication strategy in report CLK 2016-043:

July 12, 2016

- Emails or direct mail to all open air permit holders
- Website posting

July 19, 2016

- Posted on municipal bulletin boards
- Circulated to libraries for posting
- Circulated to Wellington North facilities (pools and areas) for posting
- Media release issued to Wellington Advertiser, The Mirror, The Confederate & Enterprise
- Twitter/Facebook

July

- Fire Chief interviewed The River
- Fire training on new by-law

August 12, 2016

- Advertisement in Wellington Advertiser

Notice of final reading and passing of the by-law will be posted on the website.

As the approval authority for the set fines and short form wording, the Ministry of the Attorney General has reviewed the by-law after the first and second reading and provide the following comments for amendments, which have been made to the by-law, prior to third reading:



*The heading to the set fine schedule should be as follows:*

*The Corporation of the Township of Wellington North  
Schedule "A"  
Part I Provincial Offences Act  
Bylaw no. 057-16: Open Air Burning*

*Add the penalty citation at the bottom of the schedule as follows:*

- *Note: The general penalty provision for the offences listed above is section 8.2 of bylaw 057-16, a certified copy of which has been filed*

*Sections in the by-law need to be amended so that they impose a duty (every person shall) or a prohibition (no person shall). The following sections should re-worded as indicated in bold below:*

- 2.2 No person shall set or maintain an open fire during a declared fire ban.*
- 2.3 Every person shall comply with an order to extinguish a fire*
- 3. All persons who set or maintain a fire shall comply with the following conditions*
- 3.1 The fire shall be under the care and control...*
  - 3.2 Appropriate extinguishing agents shall.. be on hand...*
  - 3.3 The fire shall not in any way...*
  - 3.6 No person shall release sky la*
  - 3.7 No person shall permit any individuals under the age of 18 to be in the care and control of a fire.*
  - 3.9 No person shall burn in an open fire any of the following prohibited material: Household garbage, tires...*
- 4.1 No person shall set or maintain an open air burn larger than 1m(3 ft) in diameter without a permit*
- 4.9 No person shall set, light or maintain an open air burn except ½ hour after sunrise and be extinguished ½ hour before sunset.*
- 4.10 No person shall plan, light, set or maintain an open fire closer than 30m (100 ft) from any building, structure...*
- 4.11 No person shall set an open air burn exceeding an area of 3m x 3m x2m high (10 ft x10 ft x 6.5 ft high) without an inspection by the Fire Chief or designate.*

5. *All persons setting or maintain a recreational camp or cooking fire shall comply with the following conditions:*
- 5.1 *The burn area shall be contained...*
- 5.3 *Only paper or kindling shall be used to start the fire*
- 5.4 *Leaves, compostable material and yard waste shall not be burned in urban areas*
- 7.1 *No person shall use a Burn Barrel within the urban areas, unless...*

The set fines and short form wording still need to receive certification from the Ministry of Attorney General, but as they have already provided their comments I would expect certification would take only a couple of weeks.

The Burn By-law Working Group met on August 4, 2016 to consider final revisions to the by-law as a result of public input received. The following revisions were made to the by-law:

*Include a Purpose Statement:*

*Purpose Statement*

*This by-law is intended to regulate Open Air Fires within the Township of Wellington North and to ensure the safety of residents and protection of property and does not replace or supersede either Federal or Provincial legislation or regulation.*

*Remove from definitions:*

*“Agricultural Use” means a use of land, buildings or structures for farming or agriculture that includes a detached dwelling accessory to the main farming*

*Amend the clauses as follows:*

*The fire shall be under the care and control of an individual ~~over the age of 18 years,~~ from the time of lighting until it is completely extinguished.*

*In order to seek an exemption to provisions within this by-law, persons must submit a written request, on the form provided, to the Fire Chief **or Designate** for ~~his/her~~ approval.*

*Any changes to the information on the permit or exemptions sought to any condition must be submitted in writing to the ~~Township~~ **Fire Chief or Designate** prior to lighting a fire.*

The burn area shall be contained by non-combustible material and be no larger than 1 m (3 ft) **in diameter.**

A fire shall be a minimum of ~~4.5 m (15 ft)~~ **3 m (10 ft)** from any combustible material and adjacent property/lot lines.

No person shall use a Burn Barrel within an urban area, unless in the instances of a strike or lockout and are located on an industrial or commercial property under constant supervision, **at the strike or lockout location.**

Revision to the set fines and short form wording schedule to correspond with the numbering in the by-law.

### FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

### STRATEGIC PLAN

Which pillars does this report support?

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

By enacting a new by-law it reduces red tape and simplifies the application and permitting process. Ensuring communication and education are key to the success of the by-law works toward strengthening partnerships with stakeholders in the community.

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE “A”

### MAJOR REVISIONS TO THE OPEN AIR BURN BY-LAW

OLD BYLAW (006-15)	NEW BYLAW (57-16)
<p><i>“Residential Area” means any properties zoned for residential purposes in the Township Zoning By-law that includes the following zones: Rural Residential (RR), Village Residential Low Density (R1), Village Residential Medium Density (R2), Residential First Density Zone (R1), Residential Second Density Zone (R2), Residential Multiple One (RM1) in addition to residential uses in mixed use zones that includes Hamlet Mixed Use (C3), Residential Mixed Use One (RMU1), Residential Mixed Use Two (RMU2) and Residential Mixed Use Three (RMU3).</i></p>	<p><i>“Urban area” means properties located in the geographic limits of Arthur and Mount Forest as shown on the map in Schedule “B”</i></p>
<p><i>Permitted Open Air Fires shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 9:00 p.m. (2100 hours), unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.</i></p>	<p><i>Open air burning shall only be lit or ignited ½ hour after sunrise and be extinguished ½ hour before sunset.</i></p>
<p><i>The Fire Pit or Fire Pit Area will not exceed an area of 3 m x 3 m (10 ft x 10 ft).</i></p>	<p><i>For a burn exceeding an of 3 m x 3 m x 2 m high (10 ft x 10 ft x 6.5 ft high) an inspection by the Fire Chief or designate is required prior to lighting the fire.</i></p>
<p><i>The stacked height of materials to be made available to be burned will not exceed 2 m (6 ft) at any time.</i></p>	
<p><i>Cooking Fires are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Cooking Fire, provided that the following regulations are complied with:</i></p> <p><i>The Cooking Fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.</i></p>	<p><b>Recreational Camp and Cooking Fires</b></p> <p><i>The burn area must be contained by non-combustible material and be no larger than 1 m (3 ft) in diameter.</i></p> <p><i>A fire shall be a minimum of 3 m (10 ft) from any combustible material and adjacent property/lot lines.</i></p> <p><i>Only paper or kindling may be used to start</i></p>

<p><i>Children under the age of 18 years are prohibited from lighting or igniting Cooking Fires.</i></p> <p><i>A Cooking Fire shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 11:00 p.m. (2300 hours).</i></p> <p><i>Cooking Fire shall be a minimum of 3 m (10 ft) from any opening or combustible material.</i></p> <p><i>There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such Cooking Fire of a radius of at least 7 m (25 ft).</i></p>	<p><i>the fire.</i></p> <p><i>Leaves, compostable material and yard waste may not be burned in urban areas.</i></p>
<p><i>The use of Burn Barrels shall not be permitted within Residential Areas of the Township.</i></p> <p><i>Burn Barrels shall only be permitted for use in the instances of a strike or lock-out.</i></p> <p><i>Properties zoned for Agricultural Uses, or farmland, shall be exempt from the provisions of Section 7.2 of this by-law.</i></p> <p><i>A Permit for Open Air Burning shall not be required for Burn Barrels, provided that each of the following conditions are complied with:</i></p> <ul style="list-style-type: none"> <li><i>a) A Burn Barrel must be a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches x 0.2 inches) over the top to prevent debris from flying out of the barrel;</i></li> <li><i>b) Vent holes must be punched in the side for ventilation, and drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures;</i></li> <li><i>c) Wood used within burn barrels shall be no longer than .46 m (18 inches);</i></li> <li><i>d) Flames from burn barrels may not extend over the top of the barrel.</i></li> </ul>	<p><i>The use of Burn Barrels shall not be permitted within the urban areas, unless in the instances of a strike or lockout and are located on an industrial or commercial property under constant supervision at the strike or lockout location.</i></p> <p><i>A Burn Barrel must be in sound condition with a metal mesh screen over the top.</i></p> <p><i>Vent holes must be punched in the side for ventilation, and drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures.</i></p>

**Provisions removed from the old by-law**

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

*Children under the age of 18 are prohibited from lighting or igniting fires*

*Recreational Burning Device – Recreational Burning*

*A Permit is not required for Recreational Burning with the use of a Recreational Burning Device within Residential Areas in the Township or pits specifically designed for Recreational Burning, provided that each of the following regulations are complied with:*

*Recreational Burning may only be conducted between the hours of 10:00 a.m. and 11:00 p.m.; unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.*

*Recreational Burning shall be confined to Recreational Burning Devices. When in use, the Recreational Burning Device shall be covered with a grill or a metal screen having a mesh size no larger than 2.5 cm (1 inch), which is positioned in such a manner as to prevent the escape of combustible materials including ash;*

*No more than 21 cm (8 inches) of the containment area shall be above grade with a maximum depth of 42 cm (16 inches);*

*No materials other than commercially produced charcoal, briquettes or clean, dry seasoned wood, not including pressure treated wood or creosote treated wood, may be burned;*

*The dimensions of the wood being burned shall not be greater than the size of the Recreational Burning Device and shall be totally confined within the Recreational Burning Device at all times;*

*Recreational Burning Devices shall be confined to a location that provides for a minimum distance of 3 m (10 ft) in all directions from adjacent properties;*

*Recreational Burning Devices shall be confined to an area that is a minimum of 3 m (10 ft) from combustible structures or objects;*

*An Appropriate Extinguishing Agent shall be immediately available for use;*

<p><i>Recreational Burning within Recreational Burning Devices shall be attended, controlled and supervised at all times and shall be completely extinguished before the Recreational Burning site is vacated;</i></p> <p><i>Recreational Burning Devices are not permitted for use when the wind speed exceeds 10 km per hours, or during rainy or foggy weather, or at times when a smog alert has been issued by the Ministry of the Environment for Ontario;</i></p> <p><i>Any other steps shall be taken as may be reasonably necessary to prevent the fire from getting beyond control or causing damage or becoming danger to life and/or property;</i></p> <p><i>Should the Fire Department be dispatched to a complaint regarding public safety due to fire hazard, the Fire Department will have the discretion to determine compliance with this section of the by-law and this discretion shall be final.</i></p> <p><i>Chimeneas are permitted providing they are placed on a non-flammable surface</i></p> <p><i>Chimeneas must be placed a minimum of 3 m (10 ft.) from any structure.</i></p>
<i>MTO rates for trucks and equipment</i>
<b>NEW CLAUSES IN REVISED BYLAW</b>
<i>Anyone who lights a fire in the Township is responsible and liable for any damage to property or injury to persons resulting from the fire.</i>
<i>Sky lanterns may not be released anywhere in the Township.</i>
<i>Individuals under the age of 18 may not be in the care and control of a fire.</i>
<b>SET FINES AND SHORT FORM WORDING</b>
<i>7 less chargeable offences, but all fines have increased</i>

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

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

**Committee Members:**     **Sherry Burke, Councillor, Chairperson**  
                                  **Lisa Hern, Councillor**  
                                  **Dan Yake, Councillor**  
                                  **Andy Lennox, Mayor**

**Staff:**                       **Michael Givens, CAO**  
                                  **Karren Wallace, Clerk**  
                                  **Kimberly Henderson, Treasurer**  
                                  **Cathy Conrad, Executive Assistant**  
                                  **Mary Jo Marshall, Deputy Treasurer**

**CALL THE MEETING TO ORDER**

Chairperson Burke called the meeting to order.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION A&F 2016-023**

Moved by:     Councillor Yake

Seconded by: Councillor Hern

*THAT the Agenda for the July 18, 2016 Administration and Finance Committee meeting be accepted and passed.*

**CARRIED**

**DECLARATION OF PECUNIARY INTEREST**

No declaration of pecuniary interest.

**PRESENTATIONS**

No presentations

**DELEGATIONS**

No delegations



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

**ADMINISTRATION**

Report from Karren Wallace, Clerk

- CLK 2016-036 being a report on the Conference of the Association of Municipal Clerks and Treasurers (AMCTO)

**RESOLUTION A&F 2016-024**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report CLK 2016-036 being a report on the Conference of the Association of Municipal Clerks and Treasurers (AMCTO).*

**CARRIED**

Report from Karren Wallace, Clerk

- CLK 2016-038 being a report on business licensing restrictions in Wellington North

**RESOLUTION A&F 2016-025**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report CLK2016-038 being a report on business restrictions in the Township of Wellington North.*

**CARRIED**

Report from Karren Wallace, Clerk

- CLK 2016-041 being a report on the Municipal Elections Act amendments (Bill 181)

**RESOLUTION A&F 2016-026**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report CLK 2016-041 being a report on the Municipal Elections Act Amendments (Bill 181).*

**CARRIED**

Report from Michael Givens, CAO

- 2016-015 being a report on Wellington North Power (WNP) – Water and Sewer Billing Services

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

**RESOLUTION A&F 2016-027**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive Report CAO 2016-015 being a report on the provision of Water/Sewer Billing and Collection Services for the Township of Wellington North;*

*AND FURTHER THAT the Administration and Finance Committee direct the CAO and Treasurer to reply to Wellington North Power with the below proposal:*

1. *Township and WNP agree to review water and sewer billing rates every two years;*
2. *Township agrees to a standard rate for both sewer and water;*
3. *Township sees the provision of water meter reading as essential to the service and assumes that all costs/risks associated will be covered by WNP;*
4. *Water/sewer account set-up fees paid by "new" customers will retained by WNP;*
5. *Revised rates:*
  - a. *Sewer billing and collection: \$1.25 per account per month*
  - b. *Water billing and collection: \$1.25 per account per month*
6. *Township and WNP should share in costs related to one off items considered to be essential to the provision of water and sewer billing and collection i.e. billing software upgrades. Costs sharing should be agreed upon prior to any purchase by the CAO's for both corporations.*
7. *Above recommendations to be implemented January 1, 2017.*
8. *The Township and WNP should document its water/sewer billing and collection service arrangement in a formal agreement. This agreement will be prepared by the service provider (WNP) for review by the customer (Township of Wellington North) with acceptance from both parties prior to January 1, 2017.*

**CARRIED**

Correspondence regarding Lottery Licensing

- Wellington North correspondence dated to the Attorney General and response dated July 4, 2016 from the Attorney General

**RESOLUTION A&F 2016-028**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Administration and Finance Committee of the Township of Wellington North receive Correspondence regarding Lottery Licensing:*

- *Wellington North correspondence dated April 15, 2016 to the Attorney General, and response dated July 4, 2016 from the Attorney General*

**CARRIED**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

**FINANCE**

Report from Matthew Aston, Director of Public Works, and  
Kimberley Henderson, Treasurer

- Report 2016-50 being a report on the Township's 2016 Connecting Links Funding Application

**RESOLUTION A&F 2016-029**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive Report PW 2016-050 being a report on the Township's 2016 Connecting Links funding application;*

*AND FURTHER THAT the Administration and Finance Committee recommend the Council of the Township of Wellington North direct staff to apply for Connecting Links funding for:*

- (1) Queen Street West (Highway 89) full depth asphalt resurfacing project between Sligo Rd W and 100m east of Durham St W; and
- (2) Queen Street West (Highway 89), detailed design of underground and surface infrastructure project, from Egremont St S to Durham St W.

**CARRIED**

Reports from Kimberly Henderson, Treasurer:

- General Fund Financial Summary Report
  - Budget vs. Year to Date - ending June 30, 2016

**RESOLUTION A&F 2016-030**

Moved by: Councillor Hern

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding General Fund Financial Summary Report, Budget vs. Year to Date - ending June 30, 2016.*

**CARRIED**

- Capital Fund Progress Report
  - Budget vs. Year to Date - ending June 30, 2016

**RESOLUTION A&F 2016-031**

Moved by: Mayor Lennox

Seconded by: Councillor Hern

*THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding Capital Fund Progress Report, Budget vs. Year to Date - ending June 30, 2016.*

**CARRIED**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

- Annual Statement – Development Charge Reserve Funds
  - For the Period January 1 to December 31, 2015

**RESOLUTION A&F 2016-032**

Moved by: Councillor Hern

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding Annual Statement – Development Charge Reserve Funds, For the Period January 1 to December 31, 2015.*

**CARRIED**

- Development Charge Reserve Funds Statement
  - For the Period January 1 to June 30, 2016

**RESOLUTION A&F 2016-033**

Moved by: Mayor Lennox

Seconded by: Councillor Hern

*THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding Development Charge Reserve Funds Statement, For the Period January 1 to June 30, 2016.*

**CARRIED**

Ontario Community Infrastructure Fund (OCIF)

- Correspondence from Ministry of Agriculture, Food and Rural Affairs, Date July 13, 2016
- Allocation Notice – Formula-based Component

**RESOLUTION A&F 2016-034**

Moved by: Councillor Hern

Seconded by: Mayor Lennox

*THAT the Administration and Finance Committee of the Township of Wellington North receive Correspondence from Ministry of Agriculture, Food and Rural Affairs, Dated July 13, 2016 regarding Ontario Community Infrastructure Fund (OCIF).*

**CARRIED**

**ANNOUNCEMENTS**

Kimberly Henderson, Treasurer, announced that the Audited 2015 Financial Statements will be presented at the August 15, 2016 Council Meeting.

Karren Wallace, Clerk, announced that the canine control provider is doing a great job. He has been following up on reports of unlicensed dogs when handling complaints. There have been very few calls and complaints about wildlife.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ADMINISTRATION/FINANCE COMMITTEE MINUTES  
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

**NEXT MEETING DATE**

The next Administration and Finance Committee meeting to be October 24, 2016 at 4:30 p.m.

**ADJOURNMENT**

**RESOLUTION A&F 2016-035**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Administration and Finance Committee meeting of July 18, 2016 be adjourned at 5:46 p.m.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
BURN BYLAW WORKING GROUP MINUTES  
AUGUST 4, 2016 – 9:00 A.M.**

The meeting was held in the Council Chambers in Kenilworth.

**Members Present:**

	<b>Chair:</b>	<b>Councillor Lisa Hern Mayor Andy Lennox</b>
	<b>Fire Chief:</b>	<b>David Guilbault</b>
	<b>Fire Prevention Officer:</b>	<b>Marco Guidotti</b>
	<b>Clerk:</b>	<b>Karren Wallace</b>
	<b>Administrative Staff:</b>	<b>Carol Hartt</b>
	<b>CAO:</b>	<b>Michael Givens</b>

**Absent:**

	<b>Acting Station Chief:</b>	<b>Bill Hieber</b>
	<b>Captain:</b>	<b>Curtis Murphy</b>
	<b>Captain:</b>	<b>Don Irvine</b>
	<b>Captain:</b>	<b>Kevin Bender</b>

**ACCEPTANCE OF AGENDA**

The agenda was accepted as circulated

**REVIEW OF MINUTES**

Working Group minutes for June 28, 2016 were received.

**ITEMS FOR INFORMATION**

No items for information

**ITEMS FOR REVIEW**

Report CLK 2016-049 being a draft report on fire update to Council was reviewed.

Public comments and response by Fire Chief were reviewed.

The By-law was amended as follows:

Include a Purpose Statement

This by-law is intended to regulate Open Air Fires within the Township of Wellington North and to ensure the safety of residents and protection of property does not replace or supersede either Federal or Provincial legislation or regulation.

Remove from definitions:

“Agricultural Use” means a use of land, buildings or structures for farming or agriculture that includes a detached dwelling accessory to the main farming

**THE CORPORATION OF THE**  
**TOWNSHIP OF WELLINGTON NORTH**  
**BURN BYLAW WORKING GROUP MINUTES**  
**AUGUST 4, 2016 – 9:00 A.M.**

Amend the clauses as follows:

The fire shall be under the care and control of an individual ~~over the age of 18 years,~~ from the time of lighting until it is completely extinguished.

In order to seek an exemption to provisions within this by-law, persons must submit a written request, on the form provided, to the Fire Chief **or Designate** for his/her approval.

Any changes to the information on the permit or exemptions sought to any condition must be submitted in writing to the Township **Fire Chief or Designate** prior to lighting a fire.

The burn area shall be contained by non-combustible material and be no larger than 1 m (3 ft) **in diameter.**

A fire shall be a minimum of ~~4.5 m (15 ft)~~ **3 m (10 ft)** from any combustible material and adjacent property/lot lines.

No person shall use a Burn Barrel within an urban area, unless in the instances of a strike or lockout and are located on an industrial or commercial property under constant supervision, **at the strike or lockout location.**

Revise the set fines and short form wording schedule to correspond with the numbering in the by-law.

### **NEXT STEPS**

The Clerk will amend the by-law and CLK 2016-049 report and place both on the August 15, 2016 meeting of Council.

The Clerk will prepare a draft response to both individuals who submitted comments in response to the by-law for the Chair to review and send.

The Clerk will prepare a draft Press Release and forward to the Chair and Mayor for review. Copies will be available for the press at the August 15, 2016 meeting.

### **DATE OF NEXT MEETING**

At the call of the Chair.

### **ADJOURNMENT**

The meeting was adjourned at 3.28 p.m..

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
PUBLIC WORKS COMMITTEE MEETING MINUTES**

**Tuesday, August 9th, 2016 at 8:30 am**

**Members Present:**

Co-Chair Councillor Steve McCabe  
Co-Chair Councillor Dan Yake  
Councillor Sherry Burke  
Mayor Andy Lennox  
Mike Givens, CAO  
Matthew Aston, Director of Public Works  
Dale Clark, Road Superintendent

**Also Present:**

Corey Schmidt, Water Sewer Foreman  
Michelle Stone, Recording Secretary

**Absent**

Barry Trood, Water & Sewer Superintendent

**CALLING THE MEETING TO ORDER**

Co-Chair Councillor McCabe called the meeting to order at 8:31 am.

**ACCEPTANCE OF AGENDA****RESOLUTION PW2016-048**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

***THAT THE** Agenda for the August 9th, 2016 Public Works Committee Meeting be accepted and passed.*

**CARRIED**

**DECLARATIONS OF PECUNIARY INTEREST:**

Councillor Yake declared a conflict with the Ontario Clean Water Agency Agreement Report PW 2016-052 as it relates to his employment.

**APPROVAL OF MINUTES****RESOLUTION PW2016-049**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

***THAT THE** Minutes from the June 21st, 2016 Public Works Committee Meeting be received as information.*

**CARRIED**

**DELEGATIONS**

None present

**BUSINESS ARISING FROM MINUTES****WATER AND SEWER****RESOLUTION PW2016-050**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

***THAT** Report PW 2016-048 being a report on the fine aeration upgrade at Arthur wastewater treatment plant (WWTP) be received;*



**AND FURTHER THAT** Public Works Committee recommend the Council of the Township of Wellington North direct staff to include \$250,000 to the 2017 capital budget for upgrade to fine aeration and installation of flow meters on the return activated sludge (RAS) pipes;

**AND FURTHER THAT** Public Works Committee recommend the Council of the Township of Wellington North direct the Director of Public Works to award Triton Engineering Services Limited the design work associated with the installation of flow meters on the Return Activated Sludge at an estimated cost of \$13,250 plus applicable taxes;

**CARRIED**

**RESOLUTION PW2016-051**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

**THAT** Report PW 2016-051 being a report on the Township's wastewater treatment plant flows year-to-date June 30, 2016 be received for information.

**CARRIED**

Councillor Yake left the meeting due to a previously declared conflict with Report PW 2016-052.

**RESOLUTION PW2016-052**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

**THAT** Report PW 2016-052 being a report on the Township's negotiation with the Ontario Clean Water Agency for wastewater treatment operating services be received for information.

**CARRIED**

Councillor Yake rejoined the meeting and assumed the Chair.

**ROADS**

**RESOLUTION PW2016-053**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

**THAT** Report PW 2016-057 being a report on the Township's winter maintenance program be received; **AND FURTHER THAT** the Public Works Committee recommend the Council of the Township of Wellington North direct staff to purchase snow blade equipment for existing Township back-hoe, at an estimated cost of \$50,000, and hire an additional term task staff member for the 2016/2017 winter season.

**CARRIED**

**RESOLUTION PW2016-054**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

**THAT** Report PW 2016-054 being a report on the Cst. Rick Hopkins Bridge rehabilitation project be received for information.

**CARRIED**

**RESOLUTION PW2016-055**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

**THAT** Report PW 2016-055 being a report on the Eliza Street reconstruction project received for information.

**CARRIED**

**RESOLUTION PW2016-056**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

**THAT** Report PW 2016-053 being a report on the Township’s Municipal Standards be received for information;  
**CARRIED**

**REPORT FROM CO-CHAIRS**

None tabled

**ROUNDTABLE / OTHER BUSINESS**

Culvert # 2058 replacement on Sideroad 13 is completed.  
Culvert # 2028 replacement on Sideroad 13 will be complete later this month  
Smoke test in Mount Forest was completed in July.  
Asphalt program within Township is in progress.

**ITEMS FOR COMMITTEE’S INFORMATION**

Brush and Garden Waste Schedule Flyer for Residents in Arthur and Mount Forest

**NEXT MEETING DATE**

The next meeting will take place on Tuesday, September 27, 2016 at 8:30 am in Kenilworth.

**ADJOURNMENT**

**RESOLUTION PW2016-057**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

***THAT THE*** Public Works Committee Meeting of August 9th, 2016 be adjourned at 9:44 a.m.

**CARRIED**



**Lion Jim Rohrbach, PDG**  
**P.O. Box 174**  
**Cayuga, ON**  
**NOA 1E0**



July 19<sup>th</sup>, 2016

Dear Mayor:

As you may or may not know, the International Association of Lions Clubs is celebrating its 100<sup>th</sup> Anniversary of Service to Humanity in 2017. The theme for the Anniversary Celebration is "Where There's A Need, There's A Lion". Truer words have not been spoken. In the history of our great Association, Lions Clubs around the world have done great things in and for their communities. I ask you to take a minute and think of what the Lions Clubs in your Municipality have done for their community. I also ask you to take a minute and think of what would have happened if there were no Lions Clubs in your Community.

At our recent provincial Lions Convention, I was asked by the Governor's Council to ask all Municipalities across Ontario to designate one day to fly the Lions Clubs International flag at the Municipal Building/City Hall. We are asking for one day for the citizens of your community to be able to see the pride that exists in Lionism by flying our flag for one day.

Please advise me whether your council approves this request so we can act on it. I am copying this letter to the District Governor of this District and to the District Centennial Chair so they can contact your

office to set up a date for this flag raising to occur. We are hoping to have this event take place in the spring of 2017 to commemorate our 100<sup>th</sup> Anniversary.

Thank you for your time in this matter and I look forward to hearing from your office in the near future.

Yours truly,

*Lion Jim Rohrbach, PDG*

Lion Jim Rohrbach, PDG  
MD "A" Centennial Coordinator

Cc: Lion Gary Wood, District Governor, District A-9  
[a9lionsgovernor@gmail.com](mailto:a9lionsgovernor@gmail.com)

Cc: Hank Van Moorsel, PDG, Centennial Coordinator, District A-9  
[hvanm@eastlinc.ca](mailto:hvanm@eastlinc.ca)

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 057-16

### BEING A BY-LAW TO REGULATE THE SETTING OF OPEN AIR FIRES WITHIN THE TOWNSHIP OF WELLINGTON NORTH AND TO REPEAL BY-LAW 006-15

THE Council of the Corporation of the Township of Wellington North hereby enacts as follows:

#### 1. Purpose Statement

This by-law is intended to regulate Open Air Fires within the Township of Wellington North to ensure the safety of residents and protection of property and does not replace or supersede either Federal or Provincial legislation or regulation.

#### 2. Definitions

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

“Barbeque” means an appliances or structure designed and intended solely for the cooking of food in the open air

“Burn Barrel” means a metal barrel not exceeding 205 litres (45 imperial gallons)

“Cooking Fire” means a fire used to cook food

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

“Fire Chief” means the Chief of the Fire Department of the Township of Wellington North or designate

“Outdoor Fire Place” means a structure for containing fires outside of the home that are similar in construction to an indoor fireplace

“Owner” means the registered owner and/or any person, firm or corporation having control over or possession of any portion of a building or property.

“Permit” means a permit for Open Air Burning, issue by the Township of Wellington North

“Public nuisance” means excessive smoke, odour, airborne sparks, embers or particles of burnt materials that may be a concern to others, increase fire hazards, be adverse to public safety or generating false alarms.

“Recreational Camp Fires” means burning in an open area, pit or with the use of a recreational burning device.

“Sky Lanterns” means a hot air balloon made of paper, with an opening at the bottom where a small fire is suspended

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

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

“Urban area” means properties located in the geographic limits of Arthur and Mount Forest as shown on the map in Schedule “B”

### **3. Administration**

- 3.1. This by-law shall be administered and enforced by the Fire Chief or designate.
- 3.2. No person shall set or maintain an open fire during a declared fire ban as issued by the Fire Chief or designate (except for the use of barbeques).
- 3.3. Every person shall comply with an order by the Fire Chief or Designate to extinguish a fire when there is a breach of any of the provisions of this By-law or where, in their opinion, there is a danger of such fire spreading or otherwise endangering life or property.
- 3.4. The Fire Department shall be exempt from the provisions of this by-law for the purposes of educating and training.

### **4. General Provisions for all Fires**

All persons who set or maintain a fire shall comply with the following conditions:

- 4.1. No person shall permit any individual under the age of 18 to be in the care and control of a fire.
- 4.2. The fire shall be under the care and control of an individual from the time of lighting until it is completely extinguished.

**By-law No. 057-16**  
**Page 3 of 9**

- 4.3. Appropriate extinguishing agents shall be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 4.4. The fire shall not in any way cause discomfort, danger, irritation and/or nuisance for other residents including smoke entering into a neighboring residence or building or across a highway.
- 4.5. Should the Fire Department be dispatched to a complaint regarding public safety or nuisance, the Fire Department will have the discretion to determine compliance with the by-law and this discretion shall be final.
- 4.6. Anyone who lights a fire in the Township shall be responsible and liable for any damage to property or injury to persons resulting from the fire.
- 4.7. No person shall release sky lanterns in the Township.
- 4.8. In order to seek an exemption to provisions within this by-law, persons must submit a written request, on the form provided, to the Fire Chief for approval.
- 4.9. No person shall burn household garbage, tires, paint, asphalt products, roofing materials, chemical waste, rubber, coated wire, plastic, combustible cylinders, aerosol cans and petroleum based products.

**5. Permit to Burn Safely outside of Urban Areas**

- 5.1. No person shall set or maintain an open air burn larger than 1 m (3 ft) in diameter without a permit.
- 5.2. Permits are not issued to property owners who reside within in the urban areas of Wellington North.
- 5.3. Permits shall only be issued to property owners, or to an agent with written permission of the property owner.
- 5.4. Permits are not required for burn barrels (where allowable), recreational camp fires, outdoor fireplaces, cooking fires or barbeques.
- 5.5. Any changes to the information on the permit or exemptions sought to any condition must be submitted in writing to the Fire Chief or Designate prior to lighting a fire.

- 5.6. Permits are valid to December 31 in the year issued.
- 5.7. Permits will not be issued unless a 911 number is posted at the property.
- 5.8. The holder of a permit issued shall comply with all conditions and/or restrictions in this by-law.
- 5.9. No person shall plan, set, light or maintain an open air burn except ½ hour after sunrise and be extinguished ½ hour before sunset.
- 5.10. No person shall plan, light or ignite a fire closer than 30 m (100 ft) from any building, structure, hedge, fence, road or overhead wire or obstruction of any nature.
- 5.11. No person shall set an open air burn exceeding an area of 3 m x 3 m x 2 m high (10 ft x 10 ft x 6.5 ft high) without an inspection by the Fire Chief or designate.

## 6. **Recreational Camp and Cooking Fires**

All persons setting or maintaining a recreational camp or cooking fire shall comply with the following conditions:

- 6.1. The burn area shall be contained by non-combustable material and be no larger than 1 m (3 ft) in diameter.
- 6.2. A fire shall be a minimum of 3 m (10 ft) from any combustible material and adjacent property/lot lines.
- 6.3. Only paper or kindling shall be used to start the fire.
- 6.4. Leaves, compostable material and yard waste shall not be burned in urban areas.

## 7. **Barbeques**

- 7.1. The only fuel that may be used, is a commercially produced charcoal or briquette, or a flammable liquid commercially produced for the purpose of



cooking, such as natural gas or propane gas.

7.2. No person shall light, ignite or start, a fire in a grill or barbeque on a balcony of any building containing two (2) or more dwelling units.

## **8. Burn Barrels**

8.1. No person shall use a Burn Barrel within an urban area, unless in the instances of a strike or lockout and are located on an industrial or commercial property under constant supervision, at the strike or lockout location.

8.2. A Burn Barrel shall be in sound condition with a metal mesh screen over the top.

8.3. Vent holes shall be punched in the side for ventilation, and drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures.

## **9. Offence**

9.1. Any person who contravenes provisions of this by-law or fails to comply with an order given shall, pay the fee for the emergency service in accordance with the Township's Fees and Charges By-law for Fire Department Services and Rescue Operations, as established by by-law from time to time.

9.2. Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act and set out in Schedule "A".

## **10. Transition Period**

9.1 All valid permits issued issued under By-law Number 006-15 will be considered to be issued under this by-law.

9.2 Property owners or their agents do not have to obtain a new permit to burn

By-law No. 057-16  
Page 6 of 9

**11. Enactment**

10.1 This By-law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

**READ A FIRST AND SECOND TIME THIS 11TH DAY OF JULY 2016.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

**READ A THIRD TIME AND FINALLY PASSED THIS 15<sup>TH</sup> DAY OF AUGUST, 2016**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**MICHAEL GIVENS, DEPUTY CLERK**

**The Corporation of the Township of Wellington North**  
**SCHEDULE "A"**

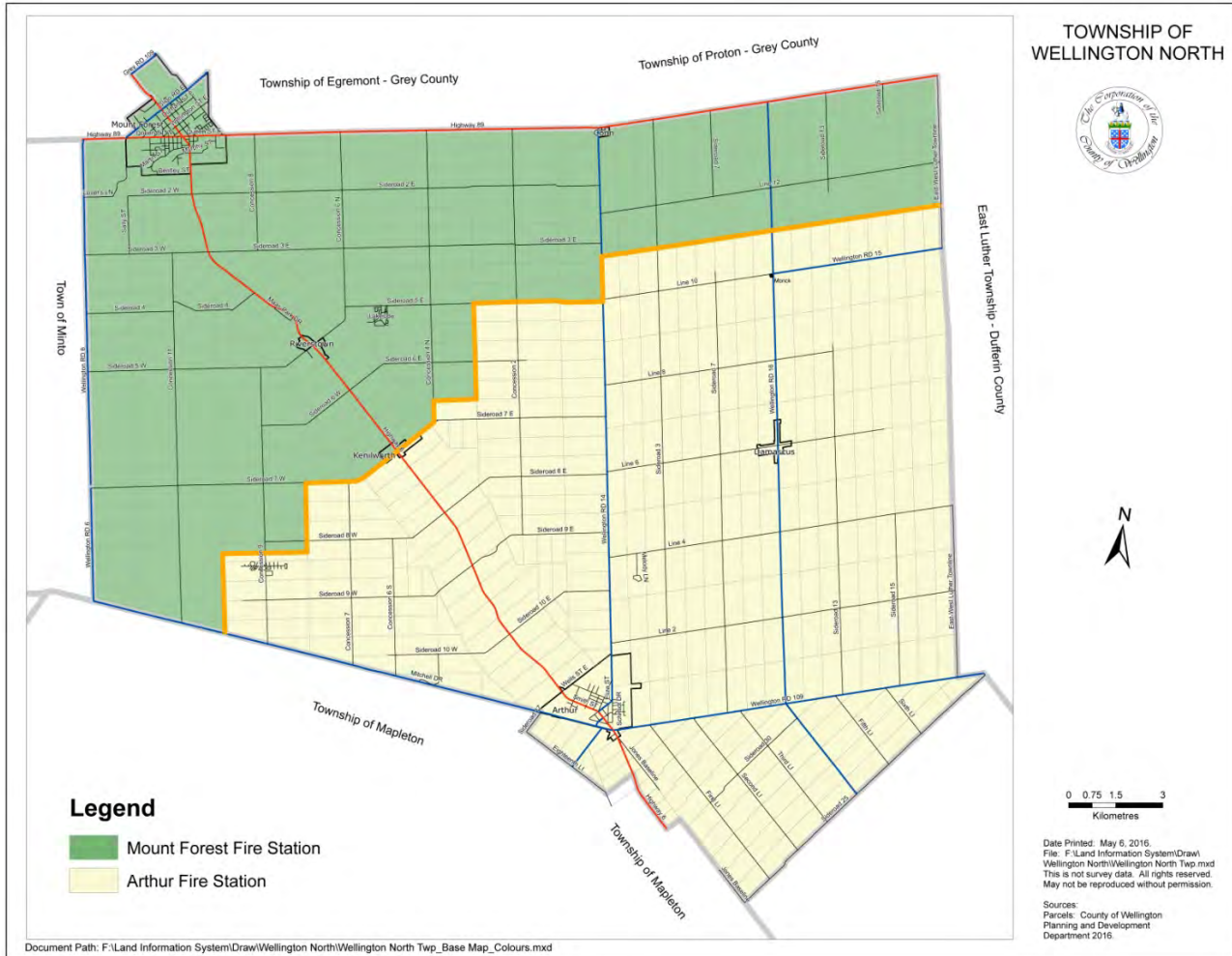
**PART I Provincial Offences Act**

By-law Number 057-16: Open Air Burning

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	SET FINE
1.	Burn fire when a burn ban is in effect	Section 3.2	\$295.00
2.	Fail to extinguish a fire when ordered	Section 3.3	\$295.00
3.	Permit an individual under 18 to be in care and control of a fire	Section 4.1	\$295.00
4.	Fail to maintain care and control of a fire.	Section 4.2	\$295.00
5.	Fail to keep proper extinguishing agents on hand	Section 4.3	\$295.00
6.	Permit fire to cause discomfort, nuisance including smoke in a house or roadway	Section 4.4	\$295.00
7.	Permit sky lanterns to be released	Section 4.7	\$295.00
8.	Permit to be burned household garbage, tires, and other prohibited material	Section 4.9	\$295.00
9.	Set fire without permission/permit	Section 5.1	\$295.00
10.	Permit Open Air Burning outside of permitted times	Section 5.9	\$295.00
11.	Permit Open Air Burn within 30 m (100 ft) of structure.	Section 5.10	\$295.00
12.	Permit an open air burn exceeding 3mx3mx2m high without inspection	Section 5.11	\$295.00
13.	Permit a recreational, camp or cooking fire burn area to exceed 1 m (3 ft) in diameter	Section 6.1	\$295.00
14.	Permit a recreational, camp or cooking fire burn area less than 3 m (10 ft) adjacent to combustible material	Section 6.2	\$295.00
15.	Permit leaves, compostable material and yard waste burned in urban area	Section 6.4	\$295.00
16.	Permit Burn Barrel to be used in urban area.	Section 8.1	\$295.00

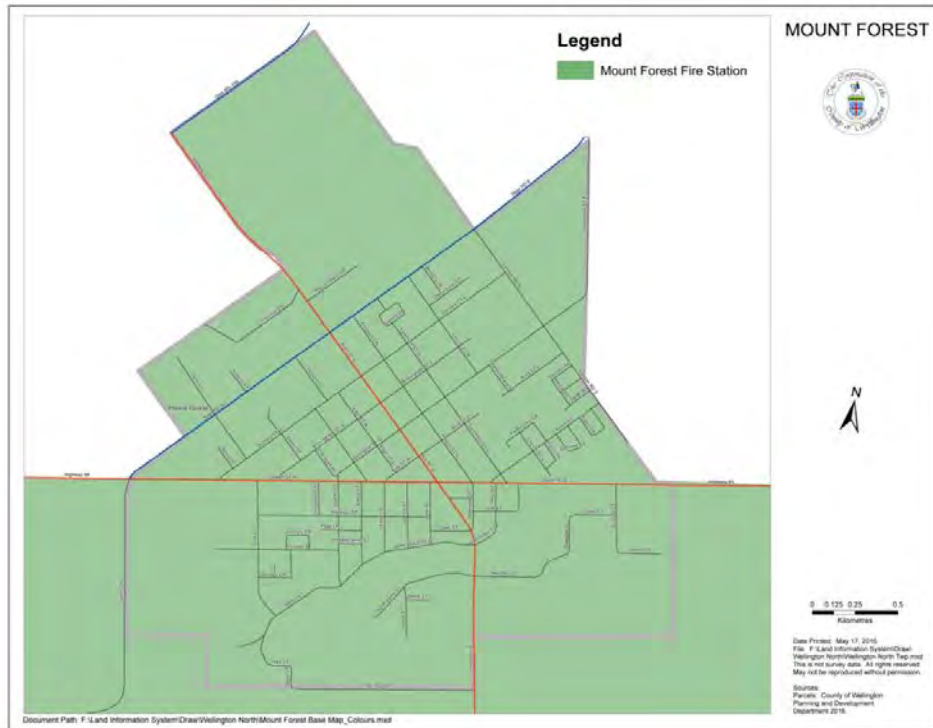
**Note: The general penalty provision for the offences listed above is section 8.2 of by-law 057-16, a certified copy of which has been filed.**

# SCHEDULE "B" – MAPS WELLINGTON NORTH FIRE SERVICE AREAS



# URBAN AREAS

## Mount Forest



## Arthur



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

**BY-LAW NUMBER 062-16**

**BEING A BY-LAW TO ENTER INTO A MUTUAL DRAIN  
AGREEMENT WITH MAPLE LANE FARM SERVICES INC. AND  
MIRIAM BOWAN, MURRAY BOWMAN AND THE TOWNSHIP OF  
WELLINGTON NORTH**

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

1. That the Corporation of the Township of Wellington North enter into an agreement with Maple Lane Farm Services Inc. and Miriam Bowan, Murray Bowman for a Mutual Drain as set out in the agreement attached hereto as Schedule "A".
2. That the Mayor and the Clerk are hereby authorized and directed to execute the said site servicing agreement and all other documentation required.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 15<sup>th</sup> DAY OF AUGUST, 2016.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**AGREEMENT FOR A MUTUAL DRAIN**  
pursuant to Section 2(1) of the *Drainage Act*

THIS AGREEMENT made this                      day of June, 2016.

**BETWEEN:**

MAPLE LANE FARM SERVICES INC.

(the "Owner")

and

MIRIAM BOWMAN

and

MURRAY BOWMAN

(Murray Bowman and Miriam Bowman being the "Neighbouring Owners")

and

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the "Township")

**WHEREAS** section 2 of the *Drainage Act*, RSO, 1990 c. D. 17 as amended authorizes agreements for drainage between two or more owners;

**AND WHEREAS** the Owner is the registered owner of property known municipally as 9545 Concession 6 North, R.R. #6, Mount Forest Ontario, N0G 2L0 more particularly described in Schedule "A" attached hereto (the "Subject Property");

**AND WHEREAS** the Neighbouring Owners are the registered joint tenant owners of the property known municipally as 7388 Sideroad 2E, Mount Forest Ontario, N0G 2L0 more particularly described in Schedule "B" attached hereto (the "Neighbouring Property");

**AND WHEREAS** the Township is the owner of the highways known as Sideroad 2 East and Concession Road 6 North both of which are more particularly described in Schedule "C" (the "Township Roads");

**AND WHEREAS** the Owner requires a drainage outlet from the Subject Property across the Township Roads and the Neighbouring Property (the "Drainage Works");

**AND WHEREAS** all of the Parties agree to enter into this Agreement for the construction of the Drainage Works upon the terms set out herein;

**NOW THEREFORE** in consideration of the mutual covenants and premises in this Agreement the sum of TWO DOLLARS (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

#### **Description of Affected Lands**

1. The Drainage Works commence on the Subject Property proceeds across Concession Road 6 North, the Neighbouring Property, Sideroad 2 East and outlets downstream into the A.R. Bowie Award Drain.

#### **Description of Drainage Works**

2. The Drainage Works shall be in accordance with the design dated February 12, 2016 by S. Burnett & Associates Limited as approved by K. Smart and Associates Limited and attached as Schedule "D" (the "Approved Plans").

#### **Construction and Maintenance**

3. The Owner, its employees, contractors, agents and consultants, within 6 months of the date of this Agreement, may enter on and construct the Drainage Works on the Subject Property, the Neighbouring Property and the Township Roads pursuant to the Approved Plans.
4. The Owner shall maintain the Drainage Works throughout the lifetime of the Drainage Works in a good state of repair to a standard acceptable to the Township. The Owner may have reasonable access to the Township Roads and the Neighbouring Property for such construction, maintenance, repair, and inspection of the Drainage Works.
5. The Owner shall provide written notice to the Township and the Neighbouring Owners 10 days prior to such construction, maintenance, repair, or inspection.
6. The Owner shall at all times keep and maintain the Drainage Works in a good state of repair to a standard acceptable to the Township at the Owner's cost and expense. The Owner shall forthwith inspect, repair and maintain the Drainage Works upon receiving notice from the Township of the need for such inspection, repair, or maintenance.

#### **Indemnity**

7. The Owner agrees to indemnify and keep indemnified the Township and the Neighbouring Owners their successors and assigns, from and against all actions, suits, claims and demands which may be brought against or made upon the Township or Neighbouring Owners and from all loss, costs, damages and expenses which may be paid, sustained or incurred by the Township or Neighbouring Owners arising directly or indirectly from the Drainage Works.

#### **Costs**

8. The Owner agrees to pay the entire cost of the construction, repair, maintenance of the Drainage Works, and further agrees to pay the legal, engineering and surveying costs in respect to the Drainage Works including the recoverable costs of the Township and the Neighbouring Owners.



9. If the Owner does not construct, repair, or maintain the Drainage Works as required, the Township may proceed forthwith to complete same at the expense of the Owner and the Township may recover such cost from the Owner pursuant to s. 446 the Municipal Act, 2001, S.O. 2001 c. 25 (the "Municipal Act") as amended, and any successor legislation.

#### Insurance

10. The Owner shall obtain and maintain third party liability insurance in relation to the Drainage Works for not less than 2,000,000.00 per occurrence or such other amount as the Township in its sole discretion may determine and the Owner shall provide the Township with adequate proof of insurance upon request by the Township.

#### Alterations

11. No alterations, extensions, expansions or improvements, other than those required to keep and maintain the Drainage Works in a good state of repair shall be made unless and until such alterations, extensions, expansions or improvements are approved in writing by the Township.
12. The Parties agree that the Drainage Works shall be deemed to be with the licence of the Township and the Neighbouring Owners and the Owner shall not acquire an easement or any other rights in relation to the Drainage Works, the Neighbouring Property, or the Township Roads.

#### Notice

13. It is mutually agreed that if the Owner shall be in default of any of its obligations under this Agreement, the Township may forward notice in writing of such default to the Owner and the failure of the Owner to rectify such default to the satisfaction of the Township within ten (10) calendar days after receipt, may correct such default and the Township may remove the cost of correcting the default pursuant to s. 446 of the Municipal Act.
14. Any notice to be given pursuant to this Agreement shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or if mailed, notice will be deemed to have been given on the fifth (5th) day following the day notice was mailed, in the case of:

The Owner:

9545 Concession 6 North  
R. R. #6  
Mount Forest ON N0G 2L0

Attention: Maple Lane Farm Services Inc.

The Neighbouring Owners:

7388 Sideroad 2E  
Mount Forest ON N0G 2L0

Attention: Miriam and Murray Bowman

The Township:


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

Attention: Karren Wallace, Clerk

- 15. It is understood and agreed between the Parties hereto that the covenants, provisions and conditions herein contained shall extend to and be binding upon the heirs, executors, administrators, successors and assigns of the Owner and the Township respectively.
- 16. This Agreement shall be registered against title to the Subject Property and the Neighbouring Property.
- 17. The Owner covenant and agree that, subject to the express terms of this Agreement nothing in this Agreement shall prevent the Township from exercising its rights as owner of the Township Lands.
- 18. The Owner and Neighbouring Owners covenant and agree to assign and to transfer this Agreement to any successor owner and will obtain from such successor or assignee a covenant in favour of the Township that the successor or assignee will be bound by all of the terms and conditions of this Agreement from and after the date of its assignment.

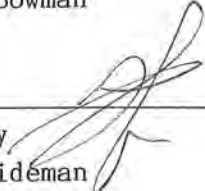
IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be duly executed as of the date first written above.

Maple Lane Farm Services Inc.




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Per: President  
Name: Harvey Bowman




---

Per: Secretary  
Name: Abner Wideman

We have authority to bind the Corporation of Maple Lane Farm Services Inc.

Dwayne Bowman  
 Witness Dwayne Bowman  
 Name:  
 Date:

Miriam Bowman  
 Miriam Bowman

Dwayne Bowman  
 Witness Dwayne Bowman  
 Name:  
 Date:

Murray Bowman  
 Murray Bowman

The Corporation of the Township of Wellington  
 North

\_\_\_\_\_  
 Andy Lennox  
 Mayor

\_\_\_\_\_  
 Karren Wallace  
 Clerk

We have the authority to bind the Corporation of  
 the Township of Wellington North.

**SCHEDULE "A"****LEGAL DESCRIPTION OF SUBJECT PROPERTY**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North, being comprised of:

Part Lot 3, Concession 6, Arthur Township, Parts 1, 2, & 3, 61R7707 & Part 1, 61R11427; Wellington North

PIN: 71085-0132 (LT)

**SCHEDULE "B"****LEGAL DESCRIPTION OF NEIGHBOURING PROPERTY**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North being comprised of:

Part Lot 3 Concession 7 Arthur Township as in RO731260; Wellington North

PIN: 71076-0017 (LT)

**SCHEDULE "C"****LEGAL DESCRIPTION OF TOWNSHIP ROADS**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North being comprised of:

Sideroad 2 East:

Road Allowance between lots 3 and 4, Concession 7, Arthur Township, Road Allowance between lots 3 and 4, Concession 8, Arthur Township also known as Sideroad 2, Wellington North

PIN: 71076-0034 (LT)

and

Road Allowance between Concessions 6 and 7, Arthur Township, between Highway 89 and Sideroad 5 East, Wellington North

PIN: 71085-0001 (LT)

SCHEDULE "D"  
APPROVED PLANS



February 12<sup>th</sup>, 2016

Maple Lane Farm Service,  
9545 Arthur Concession 6,  
RR#6, Mount Forest, ON,  
N0G 2L0

**Attn:** Harvey Bowman

**Re:** Maple Lane SWM – Revised  
SBA File No: P15051

Dear Harvey,

As requested, S. Burnnett & Associates Ltd. has prepared the following response to the questions raised regarding the potential installation of a field drainage pipe from the Southwest corner of your property through the neighbouring property under Concession 6 N, through the field tile and discharging into the creek. Due to the prior construction and subsequent site changes at Maple Lane Farm Supply, the drainage area reaching the Southwest corner of the site has increased which previously required an examination of the capacity of the existing road cross culverts. This analysis previously recommended the upsizing of the road cross culvert to a 24" diameter, however, since the time that this work was completed there have been new rainfall data collected for the Mount Forest area. This new data and this new option allows for the review of the feasibility for the installation of this pipe instead, please find herein our analysis of the pipe feasibility with the new rainfall data. It should also be noted that Maple Lane Farm Supply has recently considered an expansion to one of the existing buildings. This expansion is being considered on currently existing gravel parking and therefore this analysis would also satisfy this new condition.

An analysis of the culverts to the South to ensure they could handle the additional flows, was performed and identified that the existing driveway culvert at 9531 Concession 6 does not have the capabilities to handle both the required 10 year storm and the expected volume of the 25 year storm conditions. The road cross culvert at Sideroad 2 is of an insufficient size to handle the increased flows for the 25 year storm event. The current capacity of the culverts was determined by using Manning's Pipe Equation and the segmental method under the Post – Development conditions using new rainfall data. A summary of results can be found in Table 1 and the segmental method with parameter values in Appendix 1.



Table 3: Pipe Diameter Using Hazen-Williams Pipe Equation

Hazen - Williams Pipe Equation						
$V = kC(D/4)^{0.63}S^{0.54}$						
	Pipe Size		Velocity	Volume	Flow rate	
	Inches	millimeters	m/s	m <sup>3</sup>	m <sup>3</sup> /s	L/s
Required		395	1.58	61.42	0.19	194.64
Standard	12	305	1.35	36.53	0.10	98.29
	17	418	1.64	68.61	0.23	225.15
	18	450	1.72	79.52	0.27	273.36

As can be seen from the above tables the two methods provide similar results and show that in order to accommodate the increase in discharge, it is recommended that the diversion pipe be a minimum of 16" (406 mm) diameter plastic pipe with an approximate length of 500m and a minimum slope of 0.5%. With this diameter size the diversion pipe has been calculated to have a capacity of up to approximately 199 - 208 L/s.

In consideration of standard practices for field tiling, the diversion pipe has also been modeled at 12" (305 mm) diameter for 250 meters and 15" (380 mm) for 250 meters. This reduction in pipe size will cause the pipe capacity to drop to 132.6 L/s, requiring 62.0 L/s of flow to be stored and will result in ponding at the diversion pipe inlet for both the 10 year and 25 year storm events. The volume of rainwater that would need to be stored for the 10 year and 25 year storm events would be 143.4 m<sup>3</sup> and 174.3 m<sup>3</sup>, respectively. With the ditch depth being approximately 2' (610 mm), and the volumes known, the area of the ponding can be determined using the formula:

$$V = (A * h)/4, \text{ where; } V - \text{volume}$$

A - area  
h - height

The area covered by ponding for the 10 year and 25 year storms are calculated to be 940 m<sup>2</sup> and 1143 m<sup>2</sup>, respectively. The size reduction of the diversion pipe is acceptable, however ponding will occur at the diversion pipe inlet.

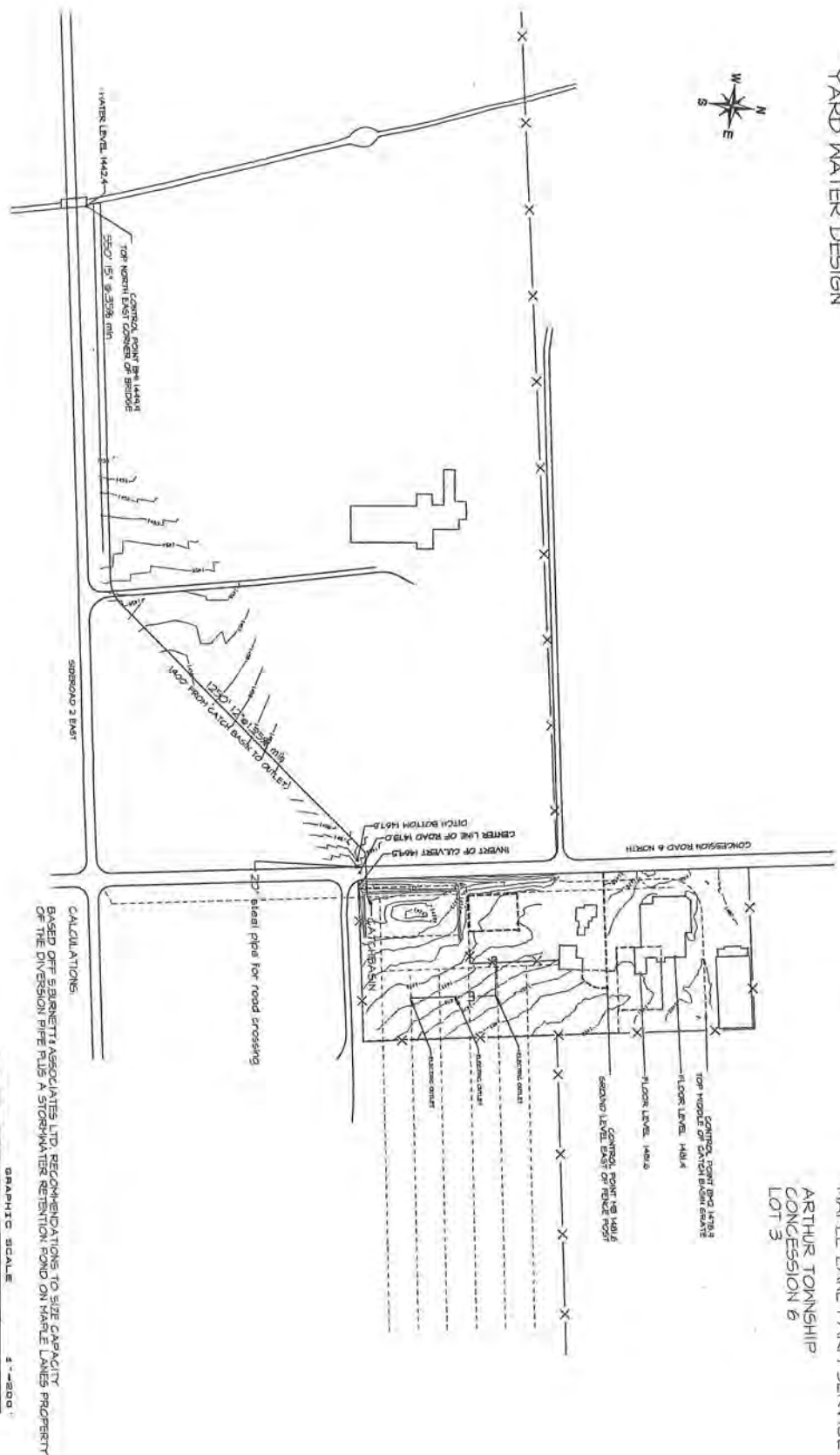
We trust that the preceding meets your approval. Should you have any questions, please do not hesitate to contact us.

Yours truly,



Terrance Gole, EPt  
S. Burnett & Associates Limited

YARD WATER DESIGN



MAPLE LANE FARM SERVICE  
 ARTHUR TOWNSHIP  
 CONCESSION 6  
 LOT 3

CALCULATIONS:  
 BASED OFF SIBURNETT ASSOCIATES LTD. RECOMMENDATIONS TO SIZE CAPACITY  
 OF THE DIVERSION PIPE PLUS A STORMWATER RETENTION POND ON MAPLE LANES PROPERTY



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

**BY-LAW NUMBER 063-16**

**BEING A BY-LAW TO AMEND BY-LAW 088-15 BEING THE FEES  
AND CHARGES BY-LAW FOR VARIOUS SERVICES PROVIDED  
BY THE MUNICIPALITY**

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

1. **THAT** Schedule "D" of By-law 088-15 being the fees and charges for fire services be amended as shown.

DESCRIPTION	FEE
<b>Open Air Burning:</b> Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	\$50.00 per hour per Firefighter

2. **THAT** Schedule "E" of By-law 088-15 being the fees and charges for licensing be amended as shown:

DESCRIPTION	FEE
<b>Business Licensing Fees</b>	
Food Vehicle Food Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Administrative Penalty	\$300.00
Donation Box removal	Actual cost of labour

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 15th DAY OF AUGUST, 2016.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**MICHAEL GIVENS, DEPUTY CLERK**

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 064-16

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF  
WELLINGTON NORTH (Lot 9, Concession 9, Geographic  
Township of West Luther, with a civic address of 8388 Line 8 –  
Marlowe and Wendy Morris)**

**WHEREAS**, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended.

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

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Lot 9, Concession 9 in the geographic Township of West Luther as shown on Schedule "A" attached to and forming part of this By-law from:
  - **Agricultural (A) to "Agricultural Exception (A-184)**
  - **Agricultural (A) to "Agricultural Exception (A-185)**
  
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.184</b> Lot 9, Con 9	<b>A-184</b>	<b>Notwithstanding any other section of this by-law to the contrary, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted subject to MDS 11 conformity</b>
----------------------------------	--------------	---

3. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.185</b> Lot 9, Conc 9	<b>A-185</b>	<p><b>Notwithstanding Section 8.3.1 or any other section of this by-law to the contrary, the accessory structures existing on the day of passing of this by-law may have a combined maximum floor area of 460 m<sup>2</sup> (4,952 sq.ft).</b></p> <p><b>And further no other accessory structures including a hobby barn will be permitted on the property without an amendment to this by-law.</b></p>
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**By-law Number 064-16  
Page 2 of 2**

4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 15th DAY OF AUGUST, 2016.**

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**ANDREW LENNOX, MAYOR**

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**MICHAEL GIVENS, DEPUTY CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH****BY-LAW NUMBER 064-16****Schedule "A"**

**Rezone from Agricultural (A) to Agricultural Exceptions (A-184 and A-185)**

**Passed this 15<sup>th</sup> day of August, 2016**

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**ANDREW LENNOX, MAYOR**

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**MICHAEL GIVENS, DEPUTY CLERK**

**EXPLANATORY NOTE****BY-LAW NUMBER 064-16**

**THE LOCATION** being rezoned is Lot 9, Concession 9, Geographic Township of West Luther, with a civic address of 8388 Line 8. The lands subject to the amendment are 40.3 (99.6 acres) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to restrict future residential development and to permit the existing accessory structures totaling 460 m<sup>2</sup> in size on the severed residential lot. This rezoning is a condition of severance application B3/16, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever the existing dwelling (1.3 acres) from the agricultural parcel under the surplus farm dwelling policies.

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

**BY-LAW NUMBER 065-16**

**BEING A BY-LAW CONCERNING THE COLLECTIVE AGREEMENT  
WITH THE CANADIAN UNION OF PUBLIC EMPLOYEES (C.U.P.E.)  
LOCAL 255.11 AND THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH.**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, c. 25, as amended, Section 9

**WHEREAS** the Corporation of the Township of Wellington North deems it advisable to ratify by by-law the Collective Agreement with the Canadian Union of Public Employees (C.U.P.E.) Local 255.11;

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

1. All provisions as outlined in substantially the same form as the draft agreement attached hereto as Schedule "A", and forming the Collective Agreement between the Corporation of the Township of Wellington North and C.U.P.E. Local 255.11, shall form the basis of wage rates and working conditions for the period July 1, 2016 to June 30, 2019.
2. That the Mayor and the Chief Administrative Officer of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required, on behalf of the Corporation.
3. All amendments shall be presented to Council in the form of a replacement by-law.
4. This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15TH  
DAY OF AUGUST, 2016.**

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**ANDREW LENNOX, MAYOR**

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**MICHAEL GIVENS, DEPUTY CLERK**



**TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 065-16  
SCHEDULE "A"**

**COLLECTIVE AGREEMENT**

**BETWEEN:**

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

**- AND -**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 255.11**

**(July 1, 2016 to June 30, 2019)**

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**ARTICLE 1 - PURPOSE**

- 1.1 It is the purpose of both parties to this Agreement:
- 1) To establish and promote a good relationship between the Employer and the Union and to provide settled and just conditions of employment;
  - 2) To encourage and improve efficiency in operations and delivery of services to the public without interruption or interference with work;
  - 3) To secure prompt and fair disposition of grievances.

**ARTICLE 2 - RECOGNITION**

- 2.1 The Employer recognizes the Canadian Union of Public Employees and its Local 255 as the bargaining agent of all employees of the Corporation of the Township of Wellington North in Wellington North, save and except foreman, persons above the rank of foreman, persons regularly employed for not more than twenty-four (24) hours per week and students employed during the school's vacation period, and persons employed for a definite term or task.
- 2.2 Persons employed for a definite term or task shall be deemed to mean persons employed for a definite term or task of up to six (6) months duration. Discharge, discipline or layoff of a person employed for a definite term or task shall not be subject to the grievance procedure.

**ARTICLE 3 - MANAGEMENT RIGHTS**

- 3.1 The Union acknowledges that it is the exclusive function of the Corporation to:
- (a) maintain order, discipline and efficiency;
  - (b) hire, retire, discharge, classify, transfer, assign duties, direct, promote, demote, layoff and suspend or otherwise discipline employees for just cause; and
  - (c) generally to manage the interests of the Corporation and without restricting the generality of the foregoing, the kinds and locations of equipment, machines and tools to be used, the services and level of service to be delivered, the scheduling and methods of meeting service requirements, the allocation and the number of employees required from time to time;
  - (d) formulate and amend from time to time reasonable rules and regulations to be observed by employees;

- (e) introduce new improved methods, facilities and equipment.
- 3.2 The Employer agrees that it will not exercise its Management Rights in a manner inconsistent with the terms of this Agreement.

#### **ARTICLE 4 - REPRESENTATION**

- 4.1 The Union membership shall elect three (3) stewards, together with an alternate steward, each of whom shall have attained seniority. The names of the stewards shall be given to the Corporation, in writing, and the Corporation shall not be required to recognize any such steward until it has been so notified. Union Stewards shall not suffer any loss of regular pay or benefits during negotiations with the Employer up to “and including” conciliation.
- 4.2 It is understood that the steward has his regular work to perform and that if it is necessary for him to service a grievance during working hours, he will not leave his work without first obtaining the permission of his immediate supervisor. Such permission shall not be unreasonably denied. In obtaining such permission, the steward shall state his destination and reason to his immediate supervisor and report again to him at the time of his return to work.
- 4.3 For the purpose of negotiations between the parties, the Corporation shall recognize a negotiation committee of the Union to be composed of not more than three (3) employees.
- 4.4 The negotiation committee shall be entitled to have present and be represented by a representative of the Canadian Union of Public Employees at all negotiation meetings between the Union and the Corporation.
- 4.5 Representatives of the Union shall not suffer any loss of regular pay or benefits for negotiations with the Employer up to conciliation.
- 4.6 The Union and the employees shall not engage in Union activities during working hours or hold meetings at any time on the premises of the Corporation.
- 4.7 On the request of either party, the parties shall meet at least once every two months until this Agreement is terminated for the purpose of discussing issues relating to the workplace which affect the parties or any employee bound by this Agreement.

#### **ARTICLE 5 - GRIEVANCE**

- 5.1 The parties to this Agreement are agreed that it is of the utmost importance to adjust complaints and grievances concerning the application or alleged violation of the agreement as quickly as possible.
- 5.2 No grievance shall be considered where the circumstances giving rise to it occurred or originated more than five (5) full working days before the filing of the grievance.

5.3 Grievances properly arising under this Agreement shall be adjusted and settled as follows:

Step One (a) The aggrieved employee, with his steward, shall present his grievance in writing to his immediate supervisor. The immediate supervisor shall give his decision within two (2) working days following the presentation of the grievance to him. If the immediate supervisor's decision is not satisfactory to the employee concerned, then the grievance may be presented as follows;

Step Two (b) Failing satisfactory settlement of the grievance at Step One, the employee concerned, together with the steward, shall submit the grievance in writing to the Administrator, who shall render Council's written decision within ten (10) working days. The Union may have the assistance of a representative of the Canadian Union of Public Employees.

(c) A written grievance shall bear the name(s) of the grievor(s), the nature of the grievance, the article(s) alleged to be violated, the corrective measures suggested as remedy and the date. The grievance must be signed by the steward or alternate and the grievor.

(d) Failing satisfactory settlement of the grievance at Step Two, the grievance may be referred in writing by either party to a Board of Arbitration at any time within ten (10) working days after the decision is given under Step Two, or should have been given. If no such written request for arbitration is received within the time limits, then it shall be deemed to have been abandoned.

(e) No matter shall be submitted to arbitration if it has not been properly carried through all the required steps of the grievance procedure.

5.4 Where a dispute involving a question of general application or interpretation occurs, the Union shall file grievance to be initiated at Step Two of the grievance procedure

5.5 Prior to any grievance proceeding to arbitration the parties agree to use the services of a Grievance Mediator. The costs of this service shall be shared equally by the parties. Failing a satisfactory settlement in this process either party reserves the right to proceed to arbitration.

## **ARTICLE 6 - ARBITRATION**

6.1 When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the Collective Agreement between CUPE and its Local 255.11 and The Township of Wellington North

Expiry June 30, 2019

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Agreement under the provisions of Section 48 or 49 of the Labour Relations Act of Ontario, 1995 as amended from time to time, which shall be attached as Schedule "B" to this Agreement.

- 6.2 The Board of Arbitration shall not have any power to alter or change any of the provisions of this Agreement or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement.
- 6.3 Each of the parties to this Agreement will bear the expenses of the arbitrator appointed by it and the parties will jointly bear the expenses, if any, of the Chairman.
- 6.4 The time limits fixed in both the grievance and arbitration procedure may be extended only by consent in writing of the parties to this Agreement.

#### **ARTICLE 7 - DISCHARGE CASES**

- 7.1 A claim by an employee, who has completed his probationary period, that he has been unjustly discharged, shall be treated as a grievance at Step Two within five (5) working days after the discharge is effected. Such grievance shall be settled under the Grievance or Arbitration procedure.

#### **ARTICLE 8 - NO STRIKES - NO LOCKOUTS**

- 8.1 In view of the orderly procedure established by this Agreement for settling of disputes and handling of grievances, the Union agrees that during the life of this Agreement there will be no strikes. The Corporation agrees that there will be no lockouts. Lockouts and strikes as defined in the Labour Relations Act of Ontario, 1995.

#### **ARTICLE 9 - WAGES**

- 9.1 Schedule "A" attached is hereby made part of this Agreement. Wages shall be paid on a bi-weekly basis and all deductions shall be itemized on the pay slip.

#### **ARTICLE 10 - HOURS OF WORK AND OVERTIME**

- 10.1 (a) The normal work week for Works Department employees shall be forty (40) hours per week. The normal daily schedule shall be eight (8) hours of work. Monday to Friday exclusive of an unpaid half-hour lunch period.
- (b) The normal work week for Office employees shall be thirty-five (35) hours per week. The normal daily schedule shall be seven (7) hours of work. Monday to Friday exclusive of an unpaid one-hour lunch period.

- (c) The normal work week for Recreation Department employees shall be forty (40) hours per week. The normal daily schedule shall be eight (8) hours of work exclusive of an unpaid half-hour lunch period. Weekend and evening hours are a requirement within the Department.
- 10.2 All authorized work performed in excess of the normal work week as defined in Article 10.02 above will be paid at the rate of time and one half for each hour worked, with the exception of Sunday for which the rate of two times each hour worked applies.
- 10.3 There will be two (2), fifteen (15) minute break periods allowed each day; one in the forenoon and one in the afternoon.
- 10.4 An employee who is called in to work outside of his regular scheduled hours, not immediately prior to his next scheduled shift, shall be compensated for a minimum of two (2) hours at the overtime rate.
- 10.5 An employee required to work twelve (12) consecutive hours without a break of one hour shall receive a meal allowance of fifteen (\$15.00) dollars.
- 10.6 Employees who are required by the Road Superintendent to be on standby/on-call shall be paid their hourly rate for one hour each day the employee is required.

#### **ARTICLE 11 - STATUTORY HOLIDAYS**

- 11.1 The following holidays, regardless of when they fall, will be granted to all employees: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day. If the holiday falls on a non-working day, the Employer shall designate a working day as the holiday.
- Additional holidays to be three (3) float days and to be scheduled by department upon consultation with parties.
- 11.2 To qualify for statutory holidays with pay, an employee must fully work his last scheduled shift immediately before or his first scheduled shift immediately after the holiday, unless absent through prior permission of the Corporation. Such prior permission shall not be unreasonably withheld.
- 11.3 Any employee required to work on a statutory holiday as defined in Article 11.1 shall be compensated for all authorized work performed on such holidays at the rate of double time (2 times) the time worked, in addition to his regular pay.

## **ARTICLE 12 - VACATIONS**

- 12.1 (a) Employees who, as of January 1 of the current year, meet the service requirement shall be granted vacation entitlement as follows:

After one (1) year of continuous service - 2 weeks;

After five (4) years of continuous service - 3 weeks;

After ten (9) years of continuous service weeks – 4 weeks;

After fifteen (14) years of continuous service - 5 weeks;

After twenty (19) years of continuous service - 6 weeks;

❖ **MARLIN HERRIOT TO BE GRANDFATHERED - EFFECTIVE JANUARY 1, 2017**

Vacations shall not be normally accumulated or waived, but must be taken within the current calendar year. At its sole discretion, the Corporation may allow all or part of an employee's vacation entitlement to be carried forward one year.

- (b) An employee who leaves the employment of the Corporation, for any reason, or has less than 1 year of continuous service as of December 31 of each year, shall receive vacation pay in accordance with the Employment Standards Act.
- (c) The Corporation and the Union agree that employees will earn vacation entitlement and be paid vacation pay on earnings on a current year basis. Employees who are absent from work for any reason, with the exception of vacation, during the period of January 1 to December 31 in which vacation entitlement is earned, shall be paid vacation on a pro-rata basis.
- 12.2 Choice of vacation dates shall be governed according to seniority within the department subject to the requirement to maintain efficient operation in the department in question.
- 12.3 In the event that a statutory holiday falls within the vacation period of an employee, his vacation shall be extended by an extra day.
- 12.4 When, during his vacation, an employee is confined to hospital, he shall be entitled to take his vacation or part thereof which has been displaced at another time mutually agreed upon. An employee may be required to provide acceptable documentation prior to returning to work.
- 12.5 "Continuous Service" is defined as length of service in the employ of the Corporation, but does not include authorized or unauthorized absences from work with the Corporation.



## **ARTICLE 13 - SENIORITY**

- 13.1 Seniority as referred to in this Agreement shall mean length of service with the Corporation from the date of last hiring into the bargaining unit by the Corporation, save and except the employees listed below shall have their seniority based on their service with the Corporation prior to the amalgamation on January 1, 1999.

<b>EMPLOYEE NAME</b>	<b>SENIORITY (m/d/y)</b>
Marlin L. Herriot	12/01/74
Glen Lehman	04/12/97
James Edwin White	12/14/98

- 13.2 An employee will be considered on probation for the first four (4) months and will have no seniority rights during that period. After five (5) months of service, his seniority shall date back to the day on which his employment began. The dismissal, layoff or failure to recall after layoff of a probationary employee shall not be the subject of a grievance.
- 13.3 Seniority lists will be revised each twelve (12) months. A copy of the list will be posted and a copy given to the Union. If an employee does not challenge the position of his name on the seniority list within the first twenty (20) working days from the date his name first appeared on a seniority list, then he shall be deemed to have proper seniority standing.
- 13.4 Promotion, job posting, layoff and recall from layoff shall be based upon the following factors:
- (a) seniority;
  - (b) skill, ability and qualifications.

Where the requirements in factor (b) are in the opinion of the Corporation equal, seniority shall govern.

- 13.5 Seniority shall terminate and an employee shall cease to be employed by the Corporation when he:
- (a) voluntarily quits his employment with the Corporation; where the Employee does not give notice of intent to rescind resignation within 72 hours.
  - (b) is discharged and is not reinstated under the provisions of this Agreement;
  - (c) is off the payroll for the lesser of the employee's seniority or 24 months;
  - (d) fails to report for work within five (5) working days after being notified by the Corporation by registered mail to his last address on record following a layoff;

- 13.5
- (e) fails to return to work upon termination of authorized leave of absence, unless request for extension has been communicated to the Corporation in writing. Such request for extension may be granted for reasons satisfactory to the Corporation;
  - (f) accepts employment while on leave of absence;
  - (g) retires;
  - (h) is absent from work for five (5) working days or more without providing a valid reason acceptable to the Corporation.
- 13.6 No employee shall be transferred to a position outside the bargaining unit without his consent. If an employee is transferred to a position outside of the bargaining unit, he shall retain his seniority accumulated up to the date of leaving the unit, but will not accumulate any further seniority. Such employee shall have the right to return to a position in the bargaining unit during his trial period, which shall be a maximum of sixty (60) days. If an employee returns to the bargaining unit, he shall be placed in a job consistent with his seniority. Such return shall not result in the layoff or bumping of an employee holding greater seniority.
- 13.7 It shall be the duty of each employee to notify the Corporation promptly of any change in address and telephone number. If an employee fails to do this, the Corporation will not be responsible for failure of a notice to reach such employee.
- 13.8 When a vacancy occurs or a new position is created, the Employer shall post notice of the position on all bulletin boards for a minimum of one (1) week in order that all members will know about the position and be able to make written application.
- 13.9 Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range. In filling job vacancies, including promotions, transfers and new positions, the job shall be awarded on the basis of the criteria specified in Article 13.4.
- 13.10 A minimum of three (3) weeks' notice of layoff shall be given or pay-in-lieu thereof.
- 13.11 The successful applicant for a posted job vacancy shall be given a four (4) week trial period to determine the suitability of the position to him and the Employer's satisfaction with his performance. If the employee is not suited or satisfactory, he shall be returned to his former position and wage rate without loss of seniority.
- Any other employee affected by this rearrangement of positions shall be returned to his former position and wage rate without loss of seniority.
- 13.12 A layoff shall be defined as a reduction of the work force.

13.13 Contingency Plan for Water and Sewer Services

The parties agree that prior to the commencement of a work stoppage; they will negotiate and agree to a contingency plan for the provision of water and sewer services.

**ARTICLE 14 - LEAVE OF ABSENCE**

14.1 The Corporation may grant leave of absence without pay and without loss of seniority to an employee. All requests for such leave of absence shall be in writing as far in advance as practicable and the Corporation agrees to confirm or deny the request for such leave as soon as possible. Such leave shall not adversely affect the efficiency of operation and delivery of service.

14.2 In the event of a death in the family of an employee covered by this Agreement, the Corporation agrees to grant time off including the day of the funeral, and to make up the employee's regular pay (exclusive of any premium) for any absence not to exceed five (5) working days.

All bereavement leave is to be taken within five (5) calendar days before or after the day of the funeral. Additional unpaid leave of absence for bereavement purposes may be granted upon request.

Five (5) consecutive paid working days leave of absence for an immediate family member - Spouse, Child, Mother, Father, Brother, Sister, Mother-in-Law, Father-in-Law, Common-Law Spouse, Step-Child, Step-Mother, Step-Father, Step-Brother, Step-Sister.

Two (2) consecutive paid working days leave of absence for an immediate family member - Grandfather, Grandmother, Grandchild, Aunt, Uncle, Sister-in-law, Brother-in-law, Niece, and Nephew (includes common-law, in-law and step relations).

One (1) day paid leave of absence for a First Cousin, or for the purpose of being a pallbearer.

One half (1/2) day paid leave of absence for the purpose of attending the funeral of a fellow employee.

Bereavement leave, which falls on a paid holiday or vacation period, shall not be counted as part of the holiday or vacation.

14.3 The Corporation agrees to grant leave of absence without pay and without loss of seniority for union business to not more than two (2) employees selected by the Union to attend conventions or conferences. The cumulative total of leave of absence granted under this section shall not exceed six (6) working days in any calendar year. Requests for such leave of absence shall be made in writing at least three (3) weeks in advance of such leave. The Corporation agrees to confirm or deny the request for such leave of absence within five (5) calendar days of receipt of the request. A request for such leave shall not be

Collective Agreement between CUPE and its Local 255.11 and The Township of Wellington North

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unreasonably denied. An employee shall receive the pay and benefits provided for in this Agreement when on unpaid leave of absence for union business or conventions. However, the Union shall reimburse the Employer for all pay and benefits received for the period of absence.

- 14.4 Each employee shall be entitled to pregnancy and parental leave in accordance with the provisions of the Employment Standards Act, as amended.
- 14.5 An employee required to serve as a juror or crown witness shall be granted a leave of absence without loss of seniority and shall be entitled to receive for each day of absence the difference between his regular straight time rate for all hours lost and the amount of fee received, provided the employee furnishes the Corporation with proof of service showing the amount of fee received.

### **ARTICLE 15 - EMPLOYEE BENEFITS**

- 15.1 Each employee shall be provided with a Comprehensive Group Insurance Plan that provides for Life Insurance, Extended Medical, Long-Term Disability Benefit and Weekly Indemnity Benefit.

The Comprehensive Plan will provide the following benefits:

Extended Medical Benefits - including Semi-private hospitalization, Drug benefit and Dental plans;

Life Insurance and Accidental Death – 2x Annual Earnings;

Weekly Indemnity-85%;

Long-term Disability.

Benefit amount – 75% of monthly earnings to a maximum of \$5000.00 (Housekeeping – Current entitlement).

- 15.2 Subject to Article 15.3, the Corporation will pay 100% of premiums for the current benefit plans.

Extended Health Care – addition to coverage effective January 1, 2010

- Chiropractor from \$150.00 deductible to \$0.00 deductible
- Vision Care from \$200.00 to \$300.00

Extended Health Care - Effective January 1, 2011

- Vision Care from \$300.00 to \$400.00

- 15.3 An employee to be placed on layoff with the right to recall may have the option to elect to continue their benefit coverage as provided in Article 15.1, excluding Weekly Indemnity and Long-term Disability, at their own cost. Such election must be made in writing to the Administrator prior to the layoff. Payment for benefit premiums must be made monthly in advance to the Corporation otherwise the benefit coverage shall be terminated by the Corporation.

- 15.4 Every employee shall join the Ontario Municipal Employees' Retirement System, except those presently employed who have opted out of the system. The Corporation and the employees shall make contributions in accordance with the provisions of the Plan.
- 15.5 The Corporation reserves the right to change the carrier of any of the benefit plans provided that the level of coverage is not decreased. Notice of such changes will be communicated to the Union prior to change. The Union will be provided with an opportunity for comment. Such comments will be provided within five (5) working days or such longer period as may be mutually agreed between the parties.
- 15.6 **Benefits for Retirees**
- The Corporation will continue coverage for retired employees provided the retired employee pays 100% of the premium cost. The Corporation will bill the retired employee quarterly (each and every year), in advance, at the last address provided to the personnel department for 100% of the premium costs of the benefits provided. In the event of payment not received by the Corporation, as specified in the billing, all benefits will be cancelled forthwith and eligibility for future coverage will cease. It will be the retired employee's responsibility to ensure that the Corporation has a correct billing address at all times. This provision will be provided to retirees only if they can demonstrate that they have no other means of access to the above benefit coverage.
- 15.7 **Benefits for Employees Age 65/70 who continue to work.**
- Extended Health and Dental Benefits:
- Short Term Disability
  - Life Insurance 1X salary
  - Out of Province Coverage:
- Employees who want this coverage would have to absorb the premium of the variance between the regular cost and the benefit for employees under age 65 and the cost of over 65.

## **ARTICLE 16 - GENERAL**

- 16.1 Correspondence arising under the provisions of the Agreement shall be in writing and shall be sufficient if sent by mail addressed, if to the Union, to the Steward of Local 255, and if to the Corporation, to the Administrator.
- 16.2 The Corporation agrees to provide each employee covered by this Agreement with a copy of the present collective agreement.
- 16.3 The Corporation will provide a bulletin board for each department for the purpose of posting notices regarding meetings and other matters restricted to Union activity. Before posting, such notices must be signed by both the Administrator and the Union Officer.
- 16.4 Where the Corporation has determined that a new classification is required, the Corporation will inform the Union about the new classification and the parties

shall discuss the wage rate. Should there be no agreement on the rate; the matter may be referred by either party to arbitration.

The Board of Arbitration established to rule on the grievance shall be restricted solely to determining the appropriateness of the wage rate as applicable to other related rates within the bargaining unit.

- 16.5 Whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the party or parties so requires.
- 16.6 Where working days are referred to throughout this Agreement, they shall be deemed to be all days other than Saturday, Sunday or recognized Statutory Holidays.
- 16.7 An employee covered by the Agreement, upon completion of his probationary period, shall be eligible for six (6) days of sick leave in a calendar year, which are not cumulative. Such employee shall be compensated with pay for 50% of any unused sick days each year. An employee's return to work after sick leave will be conditional on his supplying at his cost, when requested, a certificate from a physician verifying the dates of absence and that his is fully recovered from the sickness which caused his absence.

16.8 Medical and Dental Appointments

Medical consists of the following: Doctors, Dentists, Vision, Chiropractors, Massage Therapists, Laboratory tests, X-Rays. Union employees will be entitled to time off with pay for up to a maximum of three (3) hours per month without using up any sick leave or other credits at the discretion of their supervisor. Hours do not accumulate.

16.9 Medical Examination

As a requirement of various relevant Acts, and a condition of continuing employment, all employees must submit a general fitness certificate at time of hire at the expense of the Corporation. ~~to an annual medical confirming that the employee is:~~

- ~~(a) free from active tuberculosis or other communicable or contagious disease; and~~
- ~~(b) physically fit to undertake their duties.~~

~~The annual medical examination shall be at the expense of the Corporation upon proof of examination and physician costs thereto.~~

16.10 Storm Closings/Storm Days-Office Staff-Kenilworth Location

The Kenilworth office location will remain open notwithstanding inclement weather. If an employee is unable to make it into work due to adverse weather conditions, the employee will have the opportunity to make up the lost time in the following two-week period subject to approval by the Department Head. If the employee is unable to make up the time he or she will not be paid for the time lost and such time will be charged against the employee's annual vacation

allotment or accumulated time in lieu or be deducted from that pay period.

#### 16.11 Compensation for Conferences and Training

An employee will receive their regular wages for working their regularly scheduled work day while they are attending the session.

1. All registration fees for the session will be paid by the Township.
2. The employee will be reimbursed for mileage to and from the session, at the current Township rate.
3. The Township will reimburse the employee for any meals they are required to purchase during their attendance at the session.
4. Notwithstanding Article 10 - Hours of Work and Overtime, there is no entitlement for overtime compensation and for greater certainty, no overtime will be paid if the session itself or if the travel to and from the session results in the employee being away from the office or their home beyond their regular working hours.
5. All registrations must be pre-approved by the employee's immediate supervisor.

### **ARTICLE 17 - UNION SECURITY**

17.1 All present employees covered by this Agreement may become and shall remain members of the Union. New employees of the Corporation covered by this Agreement shall become members in the Union upon successful completion of probation.

17.2 Pursuant to Section 47 of the Labour Relations Act, the Corporation agrees to deduct from every employee covered by this Agreement, monthly dues as designated in writing by the Union. The total amount of said dues shall be forwarded to the Treasurer of the union monthly, accompanied by a list of employees from whose wages the deductions have been made.

The Union shall advise the Corporation of the amount of Union dues to be deducted from every employee covered by this Agreement and of any changes in the amounts from time to time. The Union shall advise the Corporation, in writing, of the name and address of the Treasurer of the Union, and of any change from time to time.

17.3 At the same time that Income Tax (T4) slips are made available, the Employer shall type on the amount of Union dues paid by the employee in the previous year.

## **ARTICLE 18 - CLOTHING ALLOWANCE**

18.1 Once annually, the Employer will reimburse each Works Department and Recreation employee for the purchase of safety boots up to a maximum of One Hundred Fifty Dollars (\$150.00) upon presentation of a receipt for proof of purchase.

Once annually, the Employer will reimburse each Works employee for clothing allowance up to a maximum of Two Hundred Seventy-five Dollars (\$275.00) upon presentation of a receipt for proof of purchase.

18.2 It is understood by all Union Employees that they must wear all appropriate safety equipment as required by the *Occupational Health and Safety Act* or any successor legislation or as directed by their Supervisor. Failure to wear safety equipment in accordance with instructions may result in disciplinary action.

## **ARTICLE 19 - TERMINATION**

19.1 This Agreement shall continue in effect from July 1, 2016 to June 30, 2019. Either party may notify the other in writing not less than thirty (30) days and not more than ninety (90) days prior to the expiration date that it desires to renew, amend or terminate the Agreement.

19.2 Negotiations shall begin within fifteen (15) days following notification.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

**THE CANADIAN UNION OF PUBLIC  
EMPLOYEES AND ITS LOCAL 255.11**

\_\_\_\_\_  
Andy Lennox,  
Mayor

\_\_\_\_\_  
Scott Blackhall

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
Michael Givens,  
Chief Administrative Officer

\_\_\_\_\_  
Norm McLellan

We have authority to bind the  
Corporation

\_\_\_\_\_  
(Witness)



**CUPE UNION AGREEMENT****SCHEDULE "A"****Wages and Classifications**

	<b>July 1, 2015</b>	<b>July 1, 2016</b>	<b>July 1, 2017</b>	<b>July 1, 2018</b>
<b>Increase percentages applicable to all classifications</b>	<b>1.5%</b>	<b>1.5%</b>	<b>1.6%</b>	<b>1.7%</b>
<b>Water and Sewer Departments</b>				
OIT Water Distribution <b>and</b> Wastewater Collection	21.16	21.38	21.73	22.10
Water Distribution Class 1 <b>or</b> Wastewater Collection Class 1	24.60	24.97	25.37	25.81
Water Distribution Class 1 <b>and</b> Wastewater Collection Class 1	25.92	26.31	26.73	27.19
Wastewater Collection Class 2	27.26	27.67	28.12	28.60
Water Distribution Class 2	28.70	29.13	29.60	30.11
Water Distribution Class 2 <b>and</b> Wastewater Collection Class 2	30.22	30.68	31.17	31.70
<b>Roads Department</b>				
Labourer/Driver	24.17	24.54	24.94	25.37
<b>Recreation Department</b>				
Labourer/Driver	21.16 + \$1.50	22.66	23.03	23.43
<b>Administration/Treasury/Recreation/Building Departments</b>				
Public Works/Finance Clerk	22.68 + \$1.50	24.18	24.57	24.99
Administrative Support	21.16 + \$1.50	22.66	23.03	23.43
<b>Probationary employees shall be paid during the probation period \$1.00/hour less than the prevailing class rate. Upon successful completion of probation, the prevailing class rate shall apply.</b>				
<b>\$1.50/Hour for Public Works/Finance Clerk, Administrative Support, Labour/Driver (Recreation). No percentage increase for these positions in 2016. These positions NOT subject to external compensation review in 2016/2017 (SEE LOU)</b>				

## SCHEDULE "B"

### **Sections 48 and 49 of Labour Relations Act, 1995,**

#### **Arbitration**

48. (1) Every collective agreement shall provide for the final and binding settlement by arbitration, without stoppage of work, of all differences between the parties arising from the interpretation, application, administration or alleged violation of the agreement, including any question as to whether a matter is arbitrable. 1995, c. 1, Sched. A, s. 48 (1).

#### **Same**

(2) If a collective agreement does not contain a provision that is mentioned in subsection (1), it shall be deemed to contain a provision to the following effect:

Where a difference arises between the parties relating to the interpretation, application or administration of this agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this agreement has been violated, either of the parties may after exhausting any grievance procedure established by this agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an arbitration board. The recipient of the notice shall within five days inform the other party of the name of its appointee to the arbitration board. The two appointees so selected shall, within five days of the appointment of the second of them, appoint a third person who shall be the chair. If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chair within the time limited, the appointment shall be made by the Minister of Labour for Ontario upon the request of either party. The arbitration board shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any employee or employer affected by it. The decision of a majority is the decision of the arbitration board, but if there is no majority the decision of the chair governs.

1995, c. 1, Sched. A, s. 48 (2).

#### **Where arbitration provision inadequate**

(3) If, in the opinion of the Board, any part of the arbitration provision, including the method of appointment of the arbitrator or arbitration board, is inadequate, or if the provision set out in subsection (2) is alleged by either party to be unsuitable, the Board may, on the request of either party, modify the provision so long as it conforms with subsection (1), but, until so modified, the arbitration provision in the collective agreement or in subsection (2), as the case may be, applies. 1995, c. 1, Sched. A, s. 48 (3).

#### **Appointment of arbitrator by Minister**

(4) Despite subsection (3), if there is failure to appoint an arbitrator or to constitute a board of arbitration under a collective agreement, the Minister, upon the request of either party, may appoint the arbitrator or make the appointments that are necessary to constitute the board of arbitration, as the case may be, and any person so appointed by the Minister shall be deemed to have been appointed in accordance with the collective agreement. 1995, c. 1, Sched. A, s. 48 (4).

#### **Appointment of settlement officer**

(5) On the request of either party, the Minister may appoint a settlement officer to endeavour to effect a settlement before the arbitrator or arbitration board appointed under subsection (4) begins to hear the arbitration. However, no appointment shall be made if the other party objects. 1995, c. 1, Sched. A, s. 48 (5); 1998, c. 8, s. 7.

#### **Payment of arbitrators**

(6) Where the Minister has appointed an arbitrator or the chair of a board of arbitration under subsection (4), each of the parties shall pay one-half the remuneration and expenses of the person appointed, and,

where the Minister has appointed a member of a board of arbitration under subsection (4) on failure of one of the parties to make the appointment, that party shall pay the remuneration and expenses of the person appointed. 1995, c. 1, Sched. A, s. 48 (6).

#### **Time for decision**

(7) An arbitrator shall give a decision within 30 days after hearings on the matter submitted to arbitration are concluded. 1995, c. 1, Sched. A, s. 48 (7).

#### **Same, arbitration board**

(8) An arbitration board shall give a decision within 60 days after hearings on the matter submitted to arbitration are concluded. 1995, c. 1, Sched. A, s. 48 (8).

#### **Same**

(9) The time described in subsection (7) or (8) for giving a decision may be extended,

- (a) with the consent of the parties to the arbitration; or
- (b) in the discretion of the arbitrator or arbitration board so long as he, she or it states in the decision the reasons for extending the time. 1995, c. 1, Sched. A, s. 48 (9).

#### **Oral decision**

(10) An arbitrator or arbitration board may give an oral decision and, if he, she or it does so, subsection (7) or (8) does not apply and the arbitrator or arbitration board,

- (a) shall give the decision promptly after hearings on the matter are concluded;
- (b) shall give a written decision, without reasons, promptly upon the request of either party; and
- (c) shall give written reasons for the decision within a reasonable period of time upon the request of either party. 1995, c. 1, Sched. A, s. 48 (10).

#### **Orders re decisions**

(11) If the arbitrator or arbitration board does not give a decision within the time described in subsection (7) or (8) or does not provide written reasons within the time described in subsection (10), the Minister may,

- (a) make such orders as he or she considers necessary to ensure that the decision or reasons will be given without undue delay; and
- (b) make such orders as he or she considers appropriate respecting the remuneration and expenses of the arbitrator or arbitration board. 1995, c. 1, Sched. A, s. 48 (11).

#### **Powers of arbitrators, chair of arbitration boards, and arbitration boards**

(12) An arbitrator or the chair of an arbitration board, as the case may be, has power,

- (a) to require any party to furnish particulars before or during a hearing;
  - (b) to require any party to produce documents or things that may be relevant to the matter and to do so before or during the hearing;
  - (c) to fix dates for the commencement and continuation of hearings;
  - (d) to summon and enforce the attendance of witnesses and to compel them to give oral or written evidence on oath in the same manner as a court of record in civil cases; and
  - (e) to administer oaths and affirmations,
- and an arbitrator or an arbitration board, as the case may be, has power,
- (f) to accept the oral or written evidence as the arbitrator or the arbitration board, as the case may be, in its discretion considers proper, whether admissible in a court of law or not;
  - (g) to enter any premises where work is being done or has been done by the employees or in which the employer carries on business or where anything is taking place or has taken place concerning any of the differences submitted to the arbitrator or the arbitration board, and inspect and view any work, material, machinery, appliance or article therein, and interrogate any person respecting any such thing or any of such differences;
  - (h) to authorize any person to do anything that the arbitrator or arbitration board may do under clause (g) and to report to the arbitrator or the arbitration board thereon;
  - (i) to make interim orders concerning procedural matters;

(j) to interpret and apply human rights and other employment-related statutes, despite any conflict between those statutes and the terms of the collective agreement. 1995, c. 1, Sched. A, s. 48 (12).

#### **Restriction re interim orders**

(13) An arbitrator or the chair of an arbitration board shall not make an interim order under clause (12) (i) requiring an employer to reinstate an employee in employment. 1995, c. 1, Sched. A, s. 48 (13).

#### **Power re mediation**

(14) An arbitrator or the chair of an arbitration board, as the case may be, may mediate the differences between the parties at any stage in the proceedings with the consent of the parties. If mediation is not successful, the arbitrator or arbitration board retains the power to determine the difference by arbitration. 1995, c. 1, Sched. A, s. 48 (14).

#### **Enforcement power**

(15) An arbitrator or the chair of an arbitration board, as the case may be, may enforce the written settlement of a grievance. 1995, c. 1, Sched. A, s. 48 (15).

#### **Extension of time**

(16) Except where a collective agreement states that this subsection does not apply, an arbitrator or arbitration board may extend the time for the taking of any step in the grievance procedure under a collective agreement, despite the expiration of the time, where the arbitrator or arbitration board is satisfied that there are reasonable grounds for the extension and that the opposite party will not be substantially prejudiced by the extension. 1995, c. 1, Sched. A, s. 48 (16).

#### **Substitution of penalty**

(17) Where an arbitrator or arbitration board determines that an employee has been discharged or otherwise disciplined by an employer for cause and the collective agreement does not contain a specific penalty for the infraction that is the subject-matter of the arbitration, the arbitrator or arbitration board may substitute such other penalty for the discharge or discipline as to the arbitrator or arbitration board seems just and reasonable in all the circumstances. 1995, c. 1, Sched. A, s. 48 (17).

#### **Effect of arbitrator's decision**

(18) The decision of an arbitrator or of an arbitration board is binding,

- (a) upon the parties;
- (b) in the case of a collective agreement between a trade union and an employers' organization, upon the employers covered by the agreement who are affected by the decision;
- (c) in the case of a collective agreement between a council of trade unions and an employer or an employers' organization, upon the members or affiliates of the council and the employer or the employers covered by the agreement, as the case may be, who are affected by the decision; and
- (d) upon the employees covered by the agreement who are affected by the decision, and the parties, employers, trade unions and employees shall do or abstain from doing anything required of them by the decision. 1995, c. 1, Sched. A, s. 48 (18).

#### **Enforcement of arbitration decisions**

(19) Where a party, employer, trade union or employee has failed to comply with any of the terms of the decision of an arbitrator or arbitration board, any party, employer, trade union or employee affected by the decision may file in the Superior Court of Justice a copy of the decision, exclusive of the reasons therefor, in the prescribed form, whereupon the decision shall be entered in the same way as a judgment or order of that court and is enforceable as such. 1995, c. 1, Sched. A, s. 48 (19); 2000, c. 38, s. 7.

#### **Procedure**

(20) The Arbitration Act, 1991 does not apply to arbitrations under collective agreements. 1995, c. 1, Sched. A, s. 48 (20).

#### **Referral of grievances to a single arbitrator**

49. (1) Despite the arbitration provision in a collective agreement or deemed to be included in a collective agreement under section 48, a party to a collective agreement may request the Minister to refer to a single arbitrator, to be appointed by the Minister, any difference between the parties to the collective agreement arising from the interpretation, application, administration or alleged violation of the agreement, including any question as to whether a matter is arbitrable.

#### **Request for references**

(2) Subject to subsection (3), a request under subsection (1) may be made by a party to the collective agreement in writing after the grievance procedure under the agreement has been exhausted or after 30 days have elapsed from the time at which the grievance was first brought to the attention of the other party, whichever first occurs, but no such request shall be made beyond the time, if any, stipulated in or permitted under the agreement for referring the grievance to arbitration.

#### **Same**

(3) Despite subsection (2), where a difference between the parties to a collective agreement is a difference respecting discharge from or other termination of employment, a request under subsection (1) may be made by a party to the collective agreement in writing after the grievance procedure under the agreement has been exhausted or after 14 days have elapsed from the time at which the grievance was first brought to the attention of the other party, whichever first occurs, but no such request shall be made beyond the time, if any, stipulated in or permitted under the agreement for referring the grievance to arbitration.

#### **Minister to appoint arbitrator**

(4) Where a request is received under subsection (1), the Minister shall appoint a single arbitrator who shall have exclusive jurisdiction to hear and determine the matter referred to him or her, including any question as to whether a matter is arbitrable and any question as to whether the request was timely.

#### **Same**

(5) Where a request or more than one request concerns several differences arising under the collective agreement, the Minister may in his or her discretion appoint an arbitrator under subsection (4) to deal with all the differences raised in the request or requests.

#### **Settlement officer**

(6) The Minister may appoint a settlement officer to confer with the parties and endeavour to effect a settlement prior to the hearing by an arbitrator appointed under subsection (4).

#### **Powers and duties of arbitrator**

(7) An arbitrator appointed under subsection (4) shall commence to hear the matter referred to him or her within 21 days after the receipt of the request by the Minister and the provisions of subsections 48 (7) and (9) to (20) apply with all necessary modifications to the arbitrator, the parties and the decision of the arbitrator.

#### **Oral decisions**

(8) Upon the agreement of the parties, the arbitrator shall deliver an oral decision forthwith or as soon as practicable without giving his or her reasons in writing therefor.

#### **Payment of arbitrator**

(9) Where the Minister has appointed an arbitrator under subsection (4), each of the parties shall pay one-half of the remuneration and expenses of the person appointed.

#### **Approval of arbitrators, etc.**

(10) The Minister may establish a list of approved arbitrators and, for the purpose of advising him or her with respect to persons qualified to act as arbitrators and matters relating to arbitration, the Minister may constitute a labour-management advisory committee composed of a chair to be designated by the Minister and six members, three of whom shall represent employers and three of whom shall represent

trade unions, and their remuneration and expenses shall be as the Lieutenant Governor in Council determines. 1995, c. 1, Sched. A, s. 49.

DRAFT

### Letter of Understanding

**BETWEEN:**

**WELLINGTON NORTH**

("Employer")

**-and-**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**AND ITS LOCALS 255-11**

("Union")

**RE: Benefit Enhancements**

The parties agree that in the event benefit enhancements are granted to non-union employees within the term of the renewed Collective Agreement that Union members shall be entitled to those improvements. The effective date of any benefit enhancement shall be implemented at the same time as non-union employees. Nothing in this letter shall give the Corporation the ability to reduce benefits covered by the Collective Agreement under Article 15 and/or any other relevant section of the Agreement.

**Dated at Wellington North this <sup>30th</sup> ~~24th~~ day of June, 2016**

CUPE and its Locals 255-11

Per:

*Scott Blackburn*

\_\_\_\_\_  
\_\_\_\_\_

**For the Union**

Wellington North

Per:

*Mike Jones*

\_\_\_\_\_  
\_\_\_\_\_

**For the Employer**

### Letter of Understanding

**BETWEEN:**

**WELLINGTON NORTH**

("Employer")

**-and-**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**AND ITS LOCALS 255-11**

("Union")

**RE: External Equity Review**

The parties agree to form a joint Committee to do an external Equity Review of all classifications covered by the Collective Agreement with the exception of any classification that received a one (1) time wage adjustment in the 2016 Contract negotiations.

Excluded positions of the External Review:

- Public Works / Finance Clerk
- Administrative Support
- Labour / Driver (Recreation)

The Committee shall be formed within ninety (90) days of ratification of the Collective Agreement with each party appointing two (2) representatives. The Committee shall have a mandate to review external comparators to existing positions within the Collective Agreement. Upon completion of the Committee's work they shall make recommendations to senior management and the Local Union executive as to their findings with the expectation that the resulting information be made available to Wellington North Council.

*30th day*  
**Dated at Wellington North this 24<sup>th</sup> day of June, 2016**

CUPE and its Locals 255-11

Per:

*[Signature]*

\_\_\_\_\_

\_\_\_\_\_

**For the Union**

Wellington North

Per:

*[Signature]*

\_\_\_\_\_

\_\_\_\_\_

**For the Employer**



**Letter of Understanding**

**BETWEEN:**

**WELLINGTON NORTH**

("Employer")

**-and-**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCALS 255-11**

("Union")

**RE: Flex Work Schedule**

The parties agree that going forward they will recognize the past practice of allowing Public Works Employees assigned rural route duties and/or assignments to Flex their hours of work. This flexing shall be allowed seasonally between May 1<sup>st</sup> and July 31<sup>st</sup> based on operational requirements. Public Works Employees (Rural Route) shall be allowed to work Monday to Thursday nine (9) hour shifts with Friday being a (4) hour (shift) day of work. Should there be an operational requirement to change this practice the Union will be notified in advance with as much notice as possible. The Employer shall be required to identify the operational need in changing this Flex schedule agreement. Public Works Employees shall identify their interest in working the Flex summer schedule in advance of the May 1<sup>st</sup> of each year to their respective Supervisor. Only Employees volunteering to work the Flex schedule shall be required to follow this seasonal schedule.

*30<sup>th</sup> JUNE 2016*  
**Dated at Wellington North this 24<sup>th</sup> day of June, 2016**

CUPE and its Locals 255-11

Per:

*[Signature]*

Wellington North

Per:

*[Signature]*

**For the Union**

**For the Employer**



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228



## LETTER OF UNDERSTANDING

To: Union Office Employees- Administration, Treasury, Building/Recreation

Date: June 14, 2016

Re: Lunch Lieu Guidelines

Please be advised that effective February 1, 2016 the below guidelines will be established and apply only to the lunch lieu time that is accumulated by staff who choose to take one half hour lunches rather than the allotted one hour lunch period.

1. Staff will be authorized to accumulate up to 14 hours of lunch lieu hours at any one time.
2. If you are recording lunch lieu time, ensure that your lunch break does not exceed thirty minutes.
3. Lunch lieu hours in excess of the 14 hours will automatically be lost and will in no circumstances be paid out.
4. No more than a maximum of 7 consecutive hours of lunch lieu hours are to be utilized at any one time.
5. Lunch lieu time off needs to be scheduled with your Department Heads approval and will be shown on the "Out of Office/Vacation" Outlook Calendar as Lunch Lieu.
6. Lunch lieu hours are not to be utilized in advance of earning them. (no negative balances) Department Heads will have discretion where office closure(s) occur in conjunction with the Township's Sever Weather Policy.
7. Lunch lieu hours will not be accumulated while attending training, conferences or seminars.
8. Staff must be conscious of workload and should never utilize lunch lieu time when it would leave their department or co-workers short.



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228



- 9. Accumulated lunch lieu hours will not be carried over from one calendar year to the next unless approved by your Department Head.
- 10. These parameters will relate specifically to lunch lieu time and do not impact the treatment of pre-authorized overtime or lieu time as stipulated in the Township Personnel Policy or authorized work performed in excess of the normal work as stipulated in the Collective Agreement.
- 11. Please respect lunch lieu as a privilege.

Note-The ESA requires that employees have a 30-minute meal break.

The Corporation of the  
Township of Wellington North

The Canadian Union of Public  
Employees and Its Local 255.11

Signature

Signature

June 24/2016

Date

June 24/2016

Date



July 7, 2016

### **In This Issue**

- Green Button Policy Workshops.
- The Next Generation of Human Services.
- Why do municipalities need to plan?
- Can you recognize what makes news and why?
- Circle December 2 on your calendars.
- Program information now online for ROMA Conference.
- LAS / SLWC warranty offering provides peace of mind to residents.
- Do you know all you should about municipal investments?
- Careers with Ontario Public Service, Toronto and Gananoque.

### **Provincial Matters**

The Ministry of Energy is hosting workshops in [Ottawa](#), [Sudbury](#), [London](#), and [Toronto](#) to expand the Green Button program and provide consumers access to electricity, natural gas and water consumption data.

### **AMO, LAS and ROMA Events**

The Next Generation of Human Services will look at Basic Income Guarantee; Affordable Housing Innovation; Community Well-Being; Precarious Employment and more. Join AMO and OMSSA at the 2016 Human Services Symposium on September 22 at the Hilton Garden Inn Vaughan. [Register today, space is limited.](#)

Why do municipalities need to plan? Why is land use planning important? What is zoning? AMO presents a new online self-directed course in Land Use Planning. [Log-in](#) to the AMO online portal today and become familiarized with the basics of land use planning!

Learn to recognize what makes news and why through AMO's Media Relations Training this Summer/Fall Season. This training will better prepare you and your municipality for the media spotlight, on good days and bad. [Find out more and register today.](#)

Circle December 2 on your calendars, and get ready for the [2016 Ontario West Municipal Conference](#). Registration and details will be posted shortly.

Looking for information on ROMA Conference keynotes, micro sessions and more? Find out what's on the program; get details on how to reserve your guest room; and [register today online](#) on the ROMA website. So mark your calendars Sunday, January 29 to Tuesday, January 31, 2017 at the Sheraton Centre Toronto Hotel. Don't forget to register before the end of the early bird to take advantage of the discounted rate.

### **LAS**

LAS and SLWC are offering residents of Ontario municipalities access to a Sewer & Water Line Warranty Service. Repairing this critical infrastructure can be costly and stressful when it fails. Discover how a simple municipal endorsement allows residents to access the warranty service [for as little as \\$6 per month.](#)

Learn about the investment rules/responsibilities for municipalities and also how an investment strategy can help you earn more. Plan to attend one of our five upcoming [Investment Basics Workshops](#).

### **Careers**

[Manager, Strategic Procurement Services - Ontario Public Service](#). Location: Ministry of Government and Consumer Services, Toronto. Please apply online, only, by Monday, July 18, 2016, by visiting [Ontario Public Service Careers](#) and entering Job ID 95275 in the Job ID search field.

[Director of Program Support - City of Toronto](#). Division: Policy, Planning, Finance & Administration. For more information on this and other opportunities with the City, please visit [Jobs at the City](#). To apply online, submit your resume, quoting File Number: 2242255 X, by July 22, 2016.

[Director of Public Works - Town of Gananoque](#). Please email your application by no later than 12 noon, August 2, 2016 to: Shellee Fournier, CAO, Town of Gananoque, 30 King St. E., P.O. Box 100, Gananoque, ON K7G 2T6. Email: [sfournier@gananoque.ca](mailto:sfournier@gananoque.ca)

### **About AMO**

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

### **AMO Contacts**

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

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[Media Inquiries](#), Tel: 416.729.5425

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

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



July 14, 2016

### **In This Issue**

- Funding available to help celebrate Ontario's 150th anniversary.
- Provincial intercommunity transportation consultation.
- National Housing Strategy consultation.
- ROMA Conference Early Bird extended.
- The Next Generation of Human Services.
- Why do municipalities need to plan?
- Can you recognize what makes news and why?
- Circle December 2 on your calendars.
- Save up to 25% on personal home & auto insurance.
- Careers with Goderich and Warwick.

### **Provincial Matters**

Three new grant programs will support municipalities to renovate, repair, and retrofit community and cultural infrastructure, create new partnerships to engage youth, and help communities celebrate the 150th anniversary of Confederation. See application details [here](#).

The Ontario Ministry of Transportation is [seeking input](#) to improve public transportation between communities, through intercommunity bus services. Municipalities are encouraged to access the Ministry's discussion paper and attend a consultation session on the dates provided.

### **Federal Matters**

The federal government has launched a website to consult on a proposed National Housing Strategy. Visit [Let's Talk Housing](#) to complete the survey or submit a written statement before October 21, 2016. Should you wish to submit input to guide AMO's submission, please contact Michael Jacek, Senior Advisor, at [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca).

### **AMO, LAS and ROMA Events**

Due to popular request, the ROMA Conference registration early bird has been extended to August 12, 2016. Registration forms are available [online](#). Look for the program at a glance to be made available before the end of July. See you in Toronto January 29-31, 2017.

The Next Generation of Human Services will look at Basic Income Guarantee; Affordable Housing Innovation; Community Well-Being; Precarious Employment and more. Join AMO and OMSSA at the 2016 Human Services Symposium on September 22 at the Hilton Garden Inn Vaughan. [Register today](#), space is limited.

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### **LAS**

LAS and Cowan Insurance partner to offer Ontario municipalities an exclusive personal home and auto insurance program for staff members and elected officials. Save up to 25% off regular rates. Get your free quote today!

### **Careers**

Director of Child Care - Town of Goderich. Location: Municipal Child Care Centre. Qualified applicants are invited to email their letter of application and resume in one PDF document by 4 p.m. Wednesday, August 24, 2016 to [goderichinfo@goderich.ca](mailto:goderichinfo@goderich.ca).

Treasurer / Deputy Administrator - Township of Warwick. Please submit your resume by 4:00 p.m., Friday, July 29, 2016 to: Fred Galloway, F.J. Galloway Associates Inc., 203-350 Oxford Street West, London, ON N6H 1TE. Email: [fjgalloway@sympatico.ca](mailto:fjgalloway@sympatico.ca).

### **About AMO**

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

### **AMO Contacts**

AMO Watch File Team, Tel: 416.971.9856

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Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

Media Inquiries, Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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July 21, 2016

### In This Issue

- Learn about bioheat.
- < 30 days to go til the AMO Conference.
- #ROMASpeaks news you can use.
- Do you know how to Cover Your Assets?
- It's a matter of risk.
- Second supplier strengthens LAS Fuel Program.
- Careers with York Region, Grey Sauble Conservation Authority and Penetanguishene.

### Provincial Matters

The Ministry of Natural Resources and Forestry is hosting a session in Timmins, October 21 and Cambridge, November 4, on how to take advantage of bioheat opportunities in rural and remote areas. Email [Loni.Pierce@ontario.ca](mailto:Loni.Pierce@ontario.ca) or call 705.945.5843 for more information.

### AMO, LAS and ROMA Events

Less than 30 days to go until the AMO Conference. Have you booked your guest room? Travel to Windsor? Sent in your registration form? Signed up for a Study Tour? Booked a seat in the Tuesday Learning Lunches? Planned your Sunday? Checked out what you can do in Windsor Essex? Get it all checked off today using resources on the [AMO Conference page](#). See you in August!

#ROMASpeaks News You Can Use: Provincial Government confirms participation at the ROMA Conference with both delegations and the Ministers' Forum. Look for details on this, the program and guest room booking on our [website](#), and don't forget to register before the extended early bird deadline of August 12th. See you in January at the Sheraton Centre, Toronto, for ROMASpeaks.

AMO's e-Learning course Cover Your Assets is a key foundation level course for all municipal elected officials. CYA helps learners define and understand the importance of asset management and your role in it; discover how asset management will assist in achieving more sustainable communities and more. [Learn more and log in today!](#)

Whether you are a seasoned risk manager, or your municipality is starting to examine risk issues, there is something at the 2016 Risk Management Symposium for you. Join like minded delegates September 27 & 28 at Casino Rama for 1.5 days of learning. It's a matter of risk – [register today](#).

### LAS

Beginning August 1, 2016 Petro Canada will begin serving the LAS Fuel Program as its second supplier. If your municipality previously had a fuel analysis completed, but chose to remain with your existing supplier, or if your municipality has not previously looked into the LAS Fuel Program, there's never been a better time to [get a free fuel analysis](#).

### Careers

[Program Manager, Systems Solution and Data Management #19327 - York Region](#). Department: Community and Health Services. Branch: Business Operations and Quality Assurance. Please apply online at [York Region Careers](#) by July 27, 2016, quoting competition number 19327.



Chief Administrative Officer - Grey Sauble Conservation Authority. Please submit your resume prior to 4:30 p.m., Friday, August 12, 2016 to: Grant McLevy, Director of Human Resources, The County of Grey, 595 9th Avenue East, Owen Sound, ON N4K 3E3. Fax: 519.376.4082; Email: [grant.mclevy@grey.ca](mailto:grant.mclevy@grey.ca).

Corporate Services Executive Assistant - Town of Penetanguishene. Temporary contract for 12 months (starting September 6, 2016). Applications must be clearly marked "Corporate Services Executive Assistant Private and Confidential" and submitted no later than 4:30 p.m., Friday, July 29, 2016 to: Town of Penetanguishene, Attention: Human Resources, P.O. Box 5009, 10 Robert Street West, Penetanguishene, ON L9M 2G2. Fax: 705.549.3743 Email: [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

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July 28, 2016

### In This Issue

- PC and NDP delegations requests during AMO Conference.
- < 15 days to go til the AMO Conference.
- #ROMASpeaks news you can use.
- Do you know how to Cover Your Assets?
- It's a matter of risk.
- Reduce municipal group benefits costs with LAS.
- Careers with Chatham-Kent and Kapuskasing.

### AMO, LAS and ROMA Events

The Ontario PC and Ontario NDP are accepting requests for delegations from municipal governments participating at the AMO Annual Conference. Here's how: Progressive Conservatives through [ernie.hardeman@pc.olca.org](mailto:ernie.hardeman@pc.olca.org) and New Democratic Party through [jbarrett@ndp.on.ca](mailto:jbarrett@ndp.on.ca).

Less than 15 days to go until the AMO Conference. Have you booked your guest room? Travel to Windsor? Sent in your registration form? Signed up for a Study Tour? Booked a seat in the Tuesday Learning Lunches? Planned your Sunday? Checked out what you can do in Windsor Essex? Get it all checked off today using resources on the [AMO Conference page](#). See you in August!

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### LAS

LAS and Mosey & Mosey partner to offer a municipal group benefits program for staff and elected officials. If your municipality does not have a group benefits plan or it is not through an aggregated consortium, you could be leaving money on the table. Contact LAS for a [free, no obligation quote](#) today.

### Careers

Assistant Chief, [EMS and Emergency Management - Municipality of Chatham-Kent](#). Applications must be received by 4:30 p.m., July 28, 2016 and should be addressed to: Attn: Cathy J.E. Hoffman, MPA, CHRL, Chief Human Resource Officer, Municipality of Chatham-Kent. Fax: 519.436.3237; Email: [CKresume@chatham-kent.ca](mailto:CKresume@chatham-kent.ca).

Chief Administrative Officer - Town of Kapuskasing. For more information please see Town of Kapuskasing Careers. Please send your resume and cover letter by 4:30 p.m., August 19, 2016 to: Administration Office, Town of Kapuskasing, 88 Riverside Dr. P5N 1B3. Fax: 705.337.1741; Email: [general@kapuskasing.ca](mailto:general@kapuskasing.ca).

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August 4, 2016

### In This Issue

- Message from the Environmental Commissioner of Ontario.
- Last chance for conference tickets.
- The Next Generation of Human Services.
- Circle December 2 on your calendars.
- Don't risk missing out!
- ROMA Conference early bird deadline.
- One Investment program HISA tops \$100M, now returning 1.05%.
- Careers with Toronto, Goderich, OPS and York Region.

### Provincial Matters

The Environmental Commissioner of Ontario (ECO) has announced a long awaited opportunity to update the Environmental Bill of Rights, 1993 (EBR); improved compliance by Ontario government ministries with the existing EBR; and an email alert service for the Environmental Registry, which makes it easier to keep up with environmentally significant proposals.

### AMO, LAS and ROMA Events

Only 24 hours until tickets are gone for the 2016 AMO Conference Tuesday evening event. Get your registrations and your ticket purchases in before 4 pm on Friday, August 5th to guarantee your spot. See you in Windsor August 14-17, 2016.

The Next Generation of Human Services will look at Basic Income Guarantee; Affordable Housing Innovation; Community Well-Being; Precarious Employment and more. Join AMO and OMSSA at the 2016 Human Services Symposium on September 22 at the Hilton Garden Inn Vaughan. Register today, space is 90% sold out.

Circle December 2 on your calendars and get ready for the 2016 Ontario West Municipal Conference. Registration and details will be posted shortly.

Don't risk missing out on the premier municipal Risk Management event. Join us Sept 27 & 28 at CasinoRama for the 2016 Risk Management Symposium. Register today for two days of top of mind topics such as: survival tech; road maintenance; the fine print of entertainment contracts and more. What are you waiting for register online today!

Due to popular request, the ROMA Conference registration early bird was extended to August 12, 2016 - only one week to go! Registration forms are available online, and look for the program at a glance to be made available shortly. See you in Toronto January 29 - 31, 2017.

### LAS

Beginning this month, the effective rate of return for the One Investment Program's High Interest Savings Account (HISA) is Prime Less 1.65%, or effectively 1.05%. The HISA broke the \$100M mark in mid-July and is already halfway to the \$150M required for the next tiered level of return. Get your short-term money working for your municipality by investing in the One Program's HISA today.

## Careers

Manager, Community Recreation - City of Toronto. For more information on this opportunity with the City of Toronto, visit online at City of Toronto Jobs. To apply online, submit your resume quoting File #2245523, by August 16, 2016.

Treasurer - Town of Goderich. Candidates are invited to mail or drop off their letter of application and resume in confidence to the following address, or email one PDF document to [goderichinfo@goderich.ca](mailto:goderichinfo@goderich.ca), by 4 p.m. Friday, September 9, 2016: Town of Goderich, Human Resources, 57 West St., Goderich, ON N7A 2K5.

Manager, Accounting and Controllershship - Ontario Public Service. Location: Ministry of Government and Consumer Services, Toronto. Please apply online, only, by Tuesday, August 16, 2016, by visiting Ontario Public Service Careers and following the instructions to submit your application.

Regional GIS and Data Specialist - Ontario Public Service. Location: Ministry of Natural Resources and Forestry, Peterborough. Please apply online, only, at Ontario Public Service Careers, quoting Job ID 96145, by Tuesday, August 16, 2016. Please follow the instructions to submit your application.

Supervisor, ERP Financial Systems Support #19429 - York Region. Temporary Full-Time (approximately 13 months) Department: Finance - Controllershship Office. Location: Newmarket. Please apply online at York Region Careers by August 15, 2016, quoting competition number 19429.

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## Wellington North Power Inc. Quarterly Update

### (Quarter 2: Period ending June 30<sup>th</sup> 2016)

**Objective:** A concise quarterly report for Municipal Councillors to share Wellington North Power's initiatives and performance.

#### Table of Contents

1. Introduction .....	1
2. 2016 Priorities .....	2
3. Updates .....	2
4. Scorecard (year-to date ending 30 <sup>th</sup> June 2016).....	3
5. Major Projects for 2016 .....	4
6. Outlook for 2016.....	4
7. Did you know... ..	4

#### 1. Introduction

Welcome to Wellington North Power Inc.'s Quarterly Newsletter. As your local electricity distribution company, we take pride in providing safe, reliable electricity distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is:

Wellington North Power Inc. (WNP) shall provide its customers with the most cost effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area.

Our strategic objectives are to:

- Manage a safe and reliable distribution system in an efficient and cost effective manner
- Provide outstanding customer service
- Continue to increase shareholder value
- Meet all regulatory obligations

## Quarterly Update for Shareholders

## 2. 2016 Priorities

- Maintain day-to-day activities: System reliability, safety and customer service;
- Promote Health & Safety to protect staff and the general public;
- Complete capital projects adhering to safety regulations with no reported injuries;
- Control and manage operating and capital budgets;
- Encourage Energy Conservation and continue to deliver energy-savings advice to customers;
- Obtain approval from the energy regulator for new electricity rates for May 2016;
- Work with and support stakeholders with encouraging economic growth in our communities;
- Kept abreast of activities and speculation in the energy sector.

## 3. Updates

- a) Wellington North Power's Annual Shareholder meeting was held on May 31<sup>st</sup> where 2015 financial results, a summary of 2015 activities and plans for 2016 were presented to Shareholder representatives from the Township of Wellington North and the Township of Southgate.
- b) Wellington North Power's Operations department has commenced construction of the 2<sup>nd</sup> line feed to Mount Forest. This is a major capital project that will increase electricity capacity to ensure future customer demand is met. This project involves the installation or replacement of 54 hydro poles as well as primary metering equipment and is planned to be completed by the end of the year.
- c) The 2<sup>nd</sup> line feeder requires work to be completed by Hydro One. Hydro One will be building approximately 11km of pole line to connect Palmerston transformer station to Wellington North Power's service boundary in Mount Forest. The line is anticipated to be energized by the end of 2016.
- d) Wellington North Power Inc. received approval from Infrastructure Ontario for a loan of \$1,100,000 to pay for the 2<sup>nd</sup> line feed to Mount Forest. 50% of the loan was received in May.
- e) Wellington North Power has completed e-billing testing and is planning to launch this service in July. Customers will need to register on line (via the company's website at [www.wellingtonnorthpower.com](http://www.wellingtonnorthpower.com)) and will receive their bills by e-mail. E-billing will complement the self-service suite where customers can choose to receive their bill by e-mail, view their usage, their payment history and pay all on-line.
- f) Wellington North Power continues to promote and assist customers applying for the Ontario Energy Support Program (OESP) initiative that provides financial assistance to eligible low-income households and seniors in our community.
- g) Electricity Safety and Conservation, on behalf of Wellington North Power, delivered an educating and information presentation to school children at Victoria Cross Public School in Mount Forest. Children took part in events and learnt about electrical hazards and safety as well as energy conservation. Further school presentations are planned in September.
- h) The development and training of WNP employees remains a key focus. Jamie Monk and Peter Cronkhite respectively completed level 3 and level 2 Meter Technician training. Kyle Schmidt completed level 1 Powerline Technician training.
- i) The Independent Electricity Systems Operator has verified Wellington North Power 2015's energy savings. 709,927 kWh were saved against an annual target of 983,333 kWh representing a result of 72% which is above the industry's minimum requirement of 50%.

## Quarterly Update for Shareholders

#### 4. Scorecard (year-to date ending 30<sup>th</sup> June 2016)

Wellington North Power Inc. uses a Scorecard as an indicator to measure and monitor monthly performance in the four core areas of:

- Financial control - income, revenue and operating expenses;
- Reliability and safety - planned and unplanned power outages and events;
- Customer Service - telephone answer rate, scheduling of work; new connection rate;
- Conservation - energy savings in our community against a mandated Ministry of Energy set target.

Below is a summary of the key elements of the Scorecard as at (year-to-date) 30<sup>th</sup> June 2016:

Indicator	Measure	Variance (YTD/2016 Target)	Notes								
Financial Value	Net Income	-21%	(Summary of variance between Year-to-Date versus Year-to-Date Target). Income for 2016 is 21% lower (by \$27k) than planned predominately due to lower revenue as per below.								
	Revenue	-3%	Revenue for 2016 is 3% lower (by \$32k) mainly due to milder weather between January to April of 2016 resulting in lower energy usage (particularly Residential customers) than forecasted.								
	Expenses	0%	Total operating expenses for 2016 are as per budget.								
Reliability	Power Outages due to WNP	-8%	Major outages in Easter due to downed hydro lines as a consequence of falling trees and limbs has resulted in the reliability index currently running above the 5-year average target. [Note: this excludes upstream outages – i.e. outages caused by others that can affect WNP's distribution system.]								
Service Quality	Customer Services indices (calls answered, appointments scheduled and completed)	17%	Services indices targets are set by the energy regulator. WNP is performing ahead for each service measure and for 2016.								
Conservation	kWh Energy Savings		A contract was signed in January 2016 for GreenSaver to deliver and manage energy conservation for 2016 onwards on behalf of WNP. Customers have commented on the excellent service and support offered by GreenSaver. Q1 or Q2 2016 results have not been published from the governing body.								
			<table border="1"> <thead> <tr> <th>Legend</th> <th></th> </tr> </thead> <tbody> <tr> <td>Green</td> <td>On plan / ahead of target</td> </tr> <tr> <td>Amber</td> <td>Slightly behind plan – to monitor closely</td> </tr> <tr> <td>Red</td> <td>Behind plan – remedial action required</td> </tr> </tbody> </table>	Legend		Green	On plan / ahead of target	Amber	Slightly behind plan – to monitor closely	Red	Behind plan – remedial action required
Legend											
Green	On plan / ahead of target										
Amber	Slightly behind plan – to monitor closely										
Red	Behind plan – remedial action required										

Note: The "Financial Value" amounts shown are unaudited numbers. Audited 2016 values will be available at in April 2017



## 5. Major Projects for 2016

Project	Scope
Second line feeder to Mount Forest	Hydro One will construct approx. 11 km of pole line for a 44kV line to Mount Forest. WNP will construct a pole line of approximately 54 poles to connect the boundary of Mount Forest (Hydro One 44kV feeder) to the utility's substation MS1. This project will provide additional load demand to meet the future customer electricity demand of Mount Forest. <b>Update:</b> Work commenced in May 2016 with energization date planned for November 2016
System Upgrade	Customer Information System upgrade including automated workflow management and migration to a virtual server. <b>Update:</b> Testing commenced in June 2016 and go-live date planned for Sept 2016

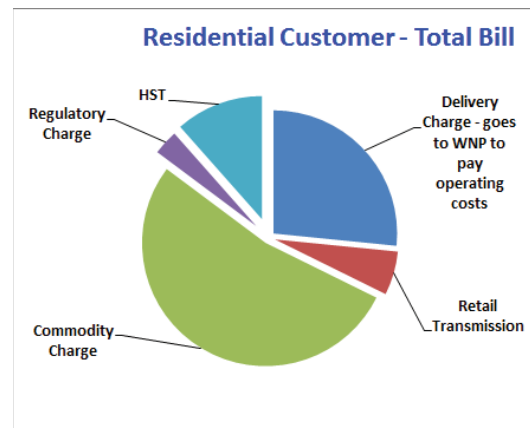
## 6. Outlook for 2016

- a) 2016 Capital and Operating budgets, including the 5-year capital plan, have been approved by the energy regulator (the Ontario Energy Board) as part of the utility's rate application.
- b) Construction of the second line feeder is the major capital project for the year, with work commencing in Quarter 2 2016.
- c) Wellington North Power continues to actively encourage growth and development in our community. For example, the new 2<sup>nd</sup> line feed to Mount Forest will provide the capacity to meet projected future energy demands and it is imperative that we support the Shareholders in attracting new customers to our community.

## 7. Did you know...

Wellington North Power controls and retains only 25% of the charges found on an average residential electricity bill. The remaining 75% comprises of the following:

- The cost of generating the electricity accounts for more than half of the bill (55%);
- The cost of transmitting the generated electricity across the province represents about 5% of the bill;
- Regulating the system for reliability is another 2%;
- The remaining portion of the bill covers HST.



Thank you for taking the time to read the information. Should you have any questions or feedback or want further information, please contact Jim Klujber (COO) [jkujber@wellingtonnorthpower.com](mailto:jkujber@wellingtonnorthpower.com) or Richard Bucknall (CAO) at [rbucknall@wellingtonnorthpower.com](mailto:rbucknall@wellingtonnorthpower.com) or telephone 519-323-1710.

*Wellington North Power Inc.*




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 COUNTY OF WELLINGTON
 

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PLANNING AND DEVELOPMENT DEPARTMENT  
 GARY A. COUSINS, M.C.I.P., DIRECTOR  
 T 519.837.2600  
 T 1.800.663.0750  
 F 519.823.1694

ADMINISTRATION CENTRE  
 74 WOOLWICH STREET  
 GUELPH ON N1H 3T9

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JUL 14 2016

TWP. OF WELLINGTON NORTH

July 12, 2016

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

**Re:** County Official Plan Amendment #99 – County File No.: OP-2015-02  
 County of Wellington - Growth Forecast and Second Unit Policy Updates

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This letter is **further to the Notice of Adoption given on June 8, 2016** pursuant to subsections 17(23) and Section 21 of the Planning Act **with respect to Amendment No. 99** to the County of Wellington Official Plan. It is intended to provide you with the status of the proposed official plan amendment pursuant to subsection 17(25) and (29) of the Planning Act which pertain to appeals.

Please be advised that **an appeal has been filed** with respect to County Council's decision to adopt Amendment No. 99 to the County of Wellington Official Plan pursuant to **By-law No. 5478-16**. Accordingly, **Amendment No. 99** will be forwarded to the Ontario Municipal Board.

Yours truly,

Gary A. Cousins, M.C.I.P., RPP  
 Director of Planning and Development

Encl

cc— Mark Paoli, County Policy Planning Manager



Davies  
Howe  
Partners  
LLP

Lawyers

The Fifth Floor  
99 Spadina Ave  
Toronto, Ontario  
M5V 3P8

T 416.977.7088  
F 416.977.8931  
davieshowe.com

June 27, 2016

**By Next Day Courier**

Ms. Donna Bryce  
County Clerk  
County of Wellington  
Administration Centre  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9

Dear Ms. Bryce:

**Re: Appeal to the Ontario Municipal Board (“Board”)  
Subsection 17(24) of the *Planning Act*  
Official Plan Amendment No. 99 (“OPA 99”)**

We are counsel to 4135199 Canada Inc., 2084937 Ontario Limited, and Sebecca Enterprises Corp., the owners of approximately 116 hectares of land in the Town of Erin.

By way of background, in 2012, our clients filed applications with the County of Wellington (“County”) for an amendment to the County Official Plan and a draft plan of subdivision for their lands, which are within the Village of Erin Urban Area. At the same time, our clients also filed applications with the Town of Erin (the “Town”) for amendments to the Town’s Official Plan and Zoning By-law to facilitate development of their lands (collectively, the “Applications”). All of the Applications have been deemed complete by the County and Town.

On May 26, 2016, the County adopted OPA 99, which amends the growth forecasts for the County and its constituent municipalities to the years 2036 and 2041.

Prior to the adoption of OPA 99, our clients’ land use planning consultants, KLM Planning Partners Inc., made a written submission to County Council dated May 19, 2016 expressing some of our clients’ concerns with the proposed amendment. Our clients also made an oral submission to County Council at its meeting on May 26, 2016, prior to the adoption of OPA 99.

Please refer to: **Michael Melling**  
e-mail: michaelm@davieshowe.com  
direct line: 416.263.4515  
File No. 702445

JUN 28 2016  
The County of Wellington  
Planning Dept.



Davies  
Howe  
Partners  
LLP

Our clients hereby appeal the adoption of OPA 99 to the Board, pursuant to s. 17(24) of the *Planning Act*. Our clients' appeal is with respect to s. 1 of OPA 99, which replaces Tables 1 to 8 in the County's Official Plan.

The reasons for this appeal are:

1. OPA 99 does not conform with the *Growth Plan for the Greater Golden Horseshoe* ("*Growth Plan*") and it is not consistent with the *Provincial Policy Statement, 2014* ("*PPS*")
2. Contrary to the policy direction of the *Growth Plan* and the *PPS*, the allocation of population and employment growth in OPA 99 assumes that growth will be directed to future settlement area boundary expansions instead of optimizing and making efficient use of land in existing settlement areas in the County.
3. OPA 99 does not allocate sufficient population and employment growth to the Town to allow for the appropriate development of lands within the existing Village of Erin Urban Area, including the development contemplated in the Applications.
4. Combining the projected population growth for Hillsburgh and the Village of Erin in Table 7 is inappropriate and does not represent good planning. The existing, in-force County and Town Official Plans both include separate population forecasts for these communities. OPA 99 separates population projections for individual communities within the other lower-tier municipalities. Separate forecasts are required to provide clear direction for how and where growth should be accommodated in the Town.
5. Such further and other reasons as counsel may provide and the Board will permit.

We have enclosed with this Notice of Appeal our firm cheque in the amount of \$125.00, payable to the Minister of Finance, representing the filing fee for this appeal, as well as a copy of the required O.M.B. A1 Appellant Form.

We would appreciate receiving your confirmation of this Notice of Appeal. Should you have any questions or require additional information, please do not hesitate to contact me or my associate, Meaghan McDermid.



Davies  
Howe  
Partners  
LLP

Yours truly,  
**DAVIES HOWE PARTNERS LLP**

Michael Melling

encls.: As above

copy: Mr. Keith MacKinnon, KLM Planning Partners Inc.  
Client

220

# MOUNT FOREST *Fireworks Festival*

*July 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup>*

**THANK YOU!**

July 6<sup>th</sup>, 2016

Township of Wellington North  
7490 Sideroad 7 W  
Kenilworth, ON  
N0G 2E0 PO Box 125

Mayor, Council, and Staff,

The 2016 Fireworks Festival Committee wishes to send you the most sincere thanks for your generosity in supporting the 16<sup>th</sup> Annual Fireworks Festival!

Thanks to the great support of our community and wonderful sponsors like you, the Mount Forest Fireworks Festival has rapidly become a growing success. For the ninth consecutive year, we are honoured to be acknowledged as one of Ontario's "Top 100" Festivals, and this would not be achievable without your help.

The 2016 Fireworks Festival Committee looks forward to seeing you at the 16<sup>th</sup> Annual Mount Forest Fireworks Festival!

Most sincerely,

James Cooper  
Festival Coordinator  
Mount Forest District Chamber of Commerce  
*On behalf of the 2016 Fireworks Festival Committee*

RECEIVED

JUL 13 2016

TWP. OF WELLINGTON NORTH





1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, [publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca), [www.svca.on.ca](http://www.svca.on.ca)

Media Release July 27, 2016

Saugeen Valley Conservation Authority is reducing its screening buffer from 50 metres to 30 metres. The buffer zone is used in rural areas of the Saugeen watershed to assist in determining where SVCA may have a regulatory interest near areas such as watercourses, slopes, shorelines and wetlands. Municipal staff and landowners can refer to SVCA's on-line screening maps to determine if a property is within the screening buffer and would therefore require a review by SVCA staff for a proposed project. This mapping has been updated to reflect the reduction in the screening buffer. New air photo information has made these maps easier to use and simplified the screening process as well.

The reduction in the screening buffer demonstrates the Authority's confidence in the ability of local municipal Chief Building Officials to determine which proposed developments may fall within the area regulated by SVCA and to refer applicants to the Authority as appropriate.

"By taking 20 metres off those screening buffers it removes hundreds of acres of rural properties that will not need to be reviewed by Conservation Authority staff in our planning & regulations department, which will reduce workload and hopefully improve the speed at which staff can respond to planning & regulations applications", Authority Chair Luke Charbonneau said. "It also means a lot of people who were previously in the screening area won't need to go through that screening process. It's one more thing that is being done to increase speed in our planning processes and to reduce the review burden on people in the community."

It has always been the case that areas regulated by the SVCA may not be picked up by the screening buffer or the online mapping. For this reason, property owners who are planning to develop close to watercourses, wetlands, shorelines or slopes are advised to check with the SVCA or their local building official to see if they are subject to the SVCA regulation or other local regulations before commencing construction works.

For questions or clarification contact: Wayne Brohman, SVCA General Manager/Secretary Treasurer  
519 367 3040 ext 232; [w.brohman@svca.on.ca](mailto:w.brohman@svca.on.ca)



#### Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey



# Maitland Valley Conservation Authority

*Providing leadership to protect and enhance our water, forests and soils!*

August 8, 2016

Township of Wellington North  
Box 125  
Kenilworth, ON  
N0G 2E0

Dear Mayor Andy Lennox and Council:

**Re: Conservation Authorities Act: Proposed Priorities for Renewal**

I am writing to council at this time to advise you that the Ministry of Natural Resources and Forestry has released a discussion paper entitled “Conserving Our Future: Proposed Priorities for Renewal” for comment. The discussion paper outlines the Ministry of Natural Resources and Forestry’s priorities for updating the Conservation Authorities Act.

I would encourage council to submit their own comments on the discussion paper or to consider endorsing the comments submitted by MVCA.

A copy of MVCA’s response to the discussion paper along with a summary of Conservation Ontario’s response is enclosed for your information.

The deadline for commenting on the Ministry’s discussion paper is September 9, 2016.

If you have any questions regarding MVCA’s response, please feel free to contact your representative on the board.

Sincerely

Art Versteeg  
Chair

**MAITLAND VALLEY CONSERVATION AUTHORITY**  
1093 Marietta Street, Box 127, Wroxeter, ON N0G 2X0  
519 335-3557 Fax: 519 335-3516 Email: [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca)







# Maitland Valley Conservation Authority

*Providing leadership to protect and enhance our water, forests and soils!*

August 5, 2016

Ministry of Natural Resources and Forestry  
Policy Division  
Natural Resources Conservation Policy Branch  
Water Resources Section  
300 Water Street,  
Peterborough, Ontario  
K9J 8M5

Attention: Alex McLeod, Policy Officer

Dear Mr. McLeod:

**Re: Conserving Our Future: Proposed Priorities for Renewal (EBR 012-7583)**

The Board of Directors for the Maitland Valley Conservation Authority has reviewed the discussion paper *Conserving Our Future: Proposed Priorities for Renewal*. We appreciate the opportunity to provide comments on the discussion paper.

Our comments are as follows:

1. **Integrated Watershed Management Mandate:** MVCA would recommend that the Ministry add a purpose statement to the Conservation Authorities Act that confirms the integrated watershed management mandate of Conservation Authorities.
2. **Interministerial Support for Conservation Authority Programs:** MVCA would recommend that an interministerial committee on integrated watershed management be established comprised of MOECC, OMAFRA and MNRF. Conservation Authorities are the logical delivery agent for integrated watershed management at the local level. Conservation Authorities could deliver program that help to meet Provincial Watershed Management Objectives.
3. **Governance:** MVCA recommends that the existing governance structure be retained. Municipalities provide the bulk of the funding for conservation authorities and therefore should continue to appoint directors to serve on conservation authority Boards.

**MAITLAND VALLEY CONSERVATION AUTHORITY**  
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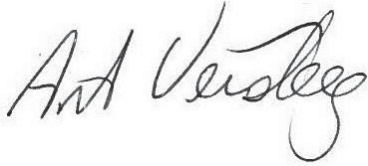


4. Funding Partnership: The Provincial Government should develop a new funding partnership with conservation authorities.

MVCA also supports the response developed by Conservation Ontario, dated July 28, 2016.

Thank you for the opportunity to comment.

Yours sincerely;

A handwritten signature in black ink that reads "Art Versteeg". The signature is written in a cursive, flowing style.

Art Versteeg  
Chair



## CA Act Review

### Summary of Conservation Ontario Comments

#### *Conserving Our Future: Proposed Priorities for Renewal*

### Background for Conservation Authorities

July 29, 2016

#### Background

- In 2015 the Province initiated a review of the *Conservation Authorities Act (CA Act)* which governs Ontario's 36 Conservation Authorities. They developed an initial Conservation Authorities [Discussion Paper](#) (Fall 2015) to provide an overview of Conservation Authorities, their funding and governance.
- In Spring 2016, MNRF posted a second discussion paper which identified priorities for moving forward with the *CA Act* review: [Conserving Our Future: Proposed Priorities for Renewal](#). This was followed up by multi-stakeholder engagement sessions throughout June.
- The general public and agencies are invited to submit feedback to this report on the Environmental Bill of Rights (EBR) Registry. **The deadline is September 9, 2016.** This will determine the future priorities and improvements to the *CA Act* and its implementation.
- Working with the Conservation Authorities, Conservation Ontario has developed a collective position which will be submitted to the EBR posting.

#### Summary of Conservation Ontario's Collective Position

Conservation Ontario's collective position provides suggestions for both legislative and shared workplan priorities. It focuses on five themes:

**1. Confirm an integrated watershed management approach and the current broad mandate of Conservation Authorities as watershed management agencies.** A new Purpose Statement and Preamble are recommended to be included in the *CA Act* for clarity.

**2. Establish a formalized provincial multi-ministry body** to clarify a broader integrated watershed management approach with Conservation Authorities through an eventual Integrated Watershed Management Provincial Policy.

**3. Modernize governance and accountability provisions** within the *CA Act* in order to ensure more consistency across Conservation Authorities while strengthening oversight and accountability.

**4. Establish a cost shared, multi-ministry sustainable funding model for any provincially mandated programs best delivered with an integrated watershed management approach on a watershed basis.** Investing in Conservation Authority programs and services which protect water, build ecosystem resilience and provides green spaces, prevents costly expenditures for flood damages, business disruptions and healthcare.

**5. Establish a multi-stakeholder table to regularly address client service issues; and, update and develop provincial process and technical policies and guidelines to facilitate consistency.** Conservation

Authorities will streamline and improve client service delivery standards for planning and permitting practices within current capacity; additional provincial support will facilitate that ability.

## What is an integrated watershed management approach?

**Water and land resources and their functions ensure clean drinking water and food security. They support Ontario's economy and contribute towards healthy people, mentally and physically.**

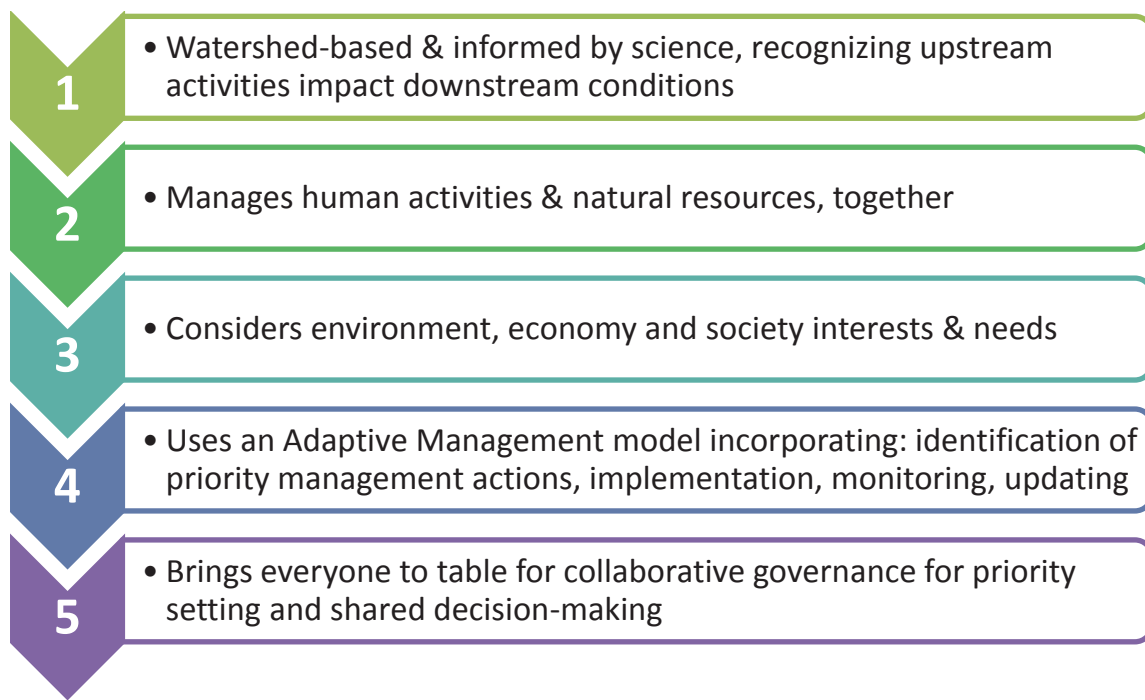
Conservation Authority programs and services protect water, provide green spaces and build watershed resilience. This investment helps us to avoid future costs around challenges such as flood damages, business disruptions and public health issues.

We rely on clean and sustainable water, breathable air, green spaces, healthy soils, forests, wetlands and a rich mix of wildlife, birds and fish for drinking water, food, fuel, industry, public health and many other uses. Being in nature restores people and helps them to stay active and healthy.

In order to find solutions for challenges such as climate change, pollution and land use changes, we need to rely on an integrated watershed management (IWM) approach. Applying an IWM lens to environmental issues reveals that it requires a multi sector approach to solutions because of the connection between our activities and their impacts on natural resources. It is not just an environmental problem.

Integrated watershed management is an approach which manages human activities and natural resources, together, on a watershed basis, in order to ensure the sustainable and resilient ecological and socio-economic well-being of Ontario.

## Principles for an integrated watershed management approach



## More Details About Conservation Ontario's Collective Position

### 1. Confirm an integrated watershed management (IWM) approach and the current broad mandate of Conservation Authorities as watershed management agencies in the CA Act

- Conservation Authorities are well known for their flood management programs but they do not have a 'core' mandate focused solely on natural hazards management. Their work aligns with the current mandate within the *Conservation Authorities Act* which is focused on 'conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals'. The Conservation Authorities are provided with the ability to establish watershed-based resource management programs as well as other powers necessary for effective delivery of IWM
- As currently written, Conservation Authorities feel that the Act mandates them to manage our natural resources and human activities together on a watershed basis using an integrated watershed management approach.
- Given the wide-ranging opinions amongst the Ontario public and others with regard to the mandate of Conservation Authorities, however, greater clarity is being sought.
- Conservation Ontario recommends the addition of a Purpose Statement and Preamble to confirm that the principles of the IWM approach are more fully incorporated into the *Conservation Authorities Act*. This would provide a contextual framework for future development of an **Integrated Watershed Management Provincial Policy**
- The proposed Purpose Statement and Preamble reinforce Ontario's various legislative decisions that Conservation Authorities, as watershed managers, are an effective delivery mechanism to address the uncertain and escalating environmental conditions which impact important water and land resources.

### 2. Establish a formalized provincial multi-ministry body to implement a broader integrated watershed management approach to protecting natural resources, on a watershed basis, taking into consideration the economic, social and environmental connections, needs and interests reflected in other provincial policy and ministry areas.

- Establishing a multi-ministry body would ensure an approach that delivers both local program needs and provincial cross –ministry science, policy and legislative objectives.
- Conservation Authorities' programs support the mandates of many provincial ministries. There could be greater efficiencies and a clarification of mandates and responsibilities through a coordinated multi-ministry engagement approach.
- As such, **Conservation Authorities provide the Province with a practical, cost effective and efficient opportunity to build upon a trusted and experienced watershed management model** to deliver cross-ministry science, monitoring, policy and legislative objectives.
- Conservation Authorities' integrated watershed management activities help to achieve multiple outcomes that strongly support achievement of current and emerging provincial priorities, particularly around the Great Lakes and climate change
- Conservation Authorities have demonstrated their strengths in implementing integrated watershed management at the local scale by involving municipalities, businesses, environmental non-government organizations and other stakeholders in shared decision making about management plans and actions to be undertaken in the watershed. They leverage limited resources through established partnerships.

- Inter-ministerial body could work on a provincial policy for integrated watershed management
- A provincial policy should support actions to address unique and local natural resource issues, as well as emerging and unforeseen natural resource challenges. Discussions at this table would identify and confirm priority programs that would be supported by a sustainable funding formula.
- Through the use of integrated watershed plans, strategies and watershed management programs and services, Conservation Authorities have demonstrated their strengths in implementing IWM at the local scale involving all levels of government, businesses, environmental non-government organizations and many other stakeholders
- Conservation Authorities facilitate broad stakeholder involvement in shared decision-making about management plans and actions to be undertaken in the watershed

### **3. Modernize governance and accountability provisions within the *CA Act* in order to ensure more consistency across Conservation Authorities while strengthening oversight and accountability.**

- Provincial direction and expectations with regard to governance and accountability could be clarified through update to Section 30 of the Act and the 1985 Minister's Regulation
- The current governance structure of CA Boards of Directors is supported. Conservation Authority Board members are appointed by municipalities. They may be either municipal councillors or citizens.
- Conservation Authorities are committed to providing additional opportunities for a wider variety of stakeholders to participate in setting priorities, sharing in decision-making and monitoring project progress. This currently takes place through various advisory committees and working groups which are complementary to CA Boards (e.g. Source Protection Committees, Watershed Advisory Councils, project working groups, etc.)
- Amend the *CA Act* to remove administrative burdens associated with OMB approval of Board per diems
- Amend the *CA Act* to enable Counties (or Districts), as upper tier municipalities, to participate on Conservation Authority Boards upon agreement by the local municipalities
- Amend the *CA Act* to support that all municipal appointments must be confirmed by a new Municipal Council and leave the Term to be set by the municipalities at the time of appointment; maintain existing representative until new appointment is made
- Establish a 'Levy Task Force' consisting of provincial, municipal, and Conservation Authority representatives to clarify the variances in interpretation between the *CA Act* and the Levy Regulation (O.R.670/00) with immediate priority on determining whether legislative amendment is required
- Amend the *CA Act* to modernize references to 'costs' that could be included in levies and confirm apportionment
- Additional clarification and communication of financial accountability mechanisms currently provided to municipalities and the province is supported and would correct perception of a lack of accountability
- Conservation Ontario will work with the Province about how to engage Indigenous Peoples around Conservation Authority Board involvement
- Conservation Ontario and the Conservation Authorities are committed to improving information sharing, networking, and corporate effectiveness through the use of public sector best management practices, training, templates and guidelines

#### **4. Establish a cost shared, multi-ministry sustainable funding model for any provincially mandated programs best delivered with an integrated watershed management approach on a watershed basis.**

- Delegation to the Conservation Authorities of new administrative responsibilities around provincially mandated programs and/or priorities needs to be accompanied by the financial resources to do so
- Priority provincial programs would be supported by a sustainable funding formula and enable greater consistency across the province as well as support current and emerging environmental imperatives and priorities
- Sustainable funding model would result in consistent standards, training and stakeholder communication and would include accountability mechanisms
- Could explore opportunities for CAs to act as ‘one-window’ service delivery agent
- Establish a cost sharing formula between levels of government including up to 50% for the provincial government, taking into account inflation, local ability to pay and investments by the federal government
- Need to develop a more equitable means of allocating provincial funding to CAs based on an analysis of CA revenue, area, population and ability to locally fund programs and services Would include looking at efficiency opportunities including shared services and CA restructuring
- Create a new business relationship with Conservation Ontario, Conservation Authorities, and the Province. Conservation Ontario is well positioned to provide leadership in strengthening and facilitating relationships, and helping to improve collaboration, coordination and service standards
- Conservation Authority programs and services protect water, provide green spaces and build watershed resilience. This investment helps us to avoid future costs around challenges such as flood damages, business disruptions and public health issues.

#### **5. Streamlining and improving service delivery standards for Conservation Authorities’ client services for plan review and permitting.**

- Conservation Ontario and the Conservation Authorities have a shared commitment to improve client services and implement best management practices in the MNRF 2010 *Policies & Procedures for CA Plan Review and Permitting Activities*
- Establish a multi-stakeholder table, such as a Service Delivery Review Committee to regularly address streamlining and other issues such as fees, posting of municipal service agreements and clarification of a ‘complete’ application
- Clarity in provincial policy and guidelines would increase efficiency and consistency in decision-making for permits and therefore would be very beneficial to improving customer service
- Clarify definitions, provide new policy guidelines to support implementation of the regulations, update technical guidelines in order to address contemporary issues and provincial priorities including climate change, green infrastructure, hazard management and wetland conversion (e.g. update Natural Hazard Technical guidelines, develop new guidelines for conserving wetlands)
- Need a more consistent and relevant policy/guideline framework prior to the consideration of a broader risk-based approach to the issuance of permit approvals as suggested by the Province
- Provide appropriate financial support to Conservation Authorities for compliance with and defense of regulations
- Amend the *CA Act* to modernize enforcement provisions to reflect current environmental

regulations and tools. Conservation Authorities seek basic regulatory compliance tools common in other environmental regulatory legislation including stop work orders, orders to comply, and increasing penalties upon conviction for contraventions of the *Act*

- Amend the *CA Act* to establish a conservation fund which returns fines imposed by the courts to conservation projects in the watershed
- Amend the *CA Act* to clarify the language to enable effective use of the existing legislation for efficient program delivery (e.g. remove legal ambiguities around alterations to shorelines; align decisions of the Mining and Lands Commissioner and the courts).

## Conservation Ontario's Proposed NEW Purpose Statement & Preamble

Purpose Statement	Rationale
<p>The purpose of this Act is for the Government of Ontario to provide for the conservation, restoration, development and management of natural resources by supporting participating municipalities to collaborate on a watershed basis through Conservation Authorities' programs and services, working with government bodies and other stakeholders.</p>	<p>This statement is to confirm the mandate of the Conservation Authorities in order to specifically address stakeholder confusion about this. This statement reiterates the Objects and Powers of Authority under the Act, and is aligned with an integrated watershed management approach by reiterating the importance of managing natural resources and human activities together on a watershed basis. It acknowledges the role of member municipalities while speaking to the overall collaborative partnership approach. It supports our ability to address unique and local natural resources issues, as well as emerging and unforeseen natural resources challenges.</p>

Preamble Sections	Rationale
<p>1. WHEREAS the demands on Ontario's natural resources are increasing rapidly; AND THAT more knowledge is needed of the nature, extent and distribution of those resources, and the present and future demands on a watershed basis; AND THAT actions must be taken to ensure that those demands are sustainably met;</p>	<p><b>Sustainability</b></p> <p>This section recognizes the demands on natural resources due to ongoing pressures including land use changes and growth. This section reiterates that these pressures should be examined and better understood on a watershed basis in order to determine a sustainable means to meet the demands. This is consistent with Ontario's acknowledgement of CAs as public commenting bodies under the <i>Planning Act</i> and public bodies under the <i>Great Lakes Protection Act</i>. As well, it is consistent with <i>Lake Simcoe Protection Plan Act</i> and Ontario's proposed requirement for watershed plans in the Provincial Plan Review.</p>
<p>2. AND WHEREAS the impact of climate change on natural resources of Ontario is a significant threat to the health, well-being and prosperity of the people of Ontario; AND THAT more knowledge is needed of the impact of climate change on those</p>	<p><b>Climate Change</b></p> <p>This section acknowledges that climate change is impacting natural resources, our health, and the economy crossing political and other boundaries. This section highlights the need to study climate change in order to identify and implement appropriate mitigation and adaptation measures to protect human life and build resilient communities and resources. This is consistent with the Ontario's related legislative amendments and proposals noted above. As well, this is consistent with</p>



Preamble Sections	Rationale
resources; AND THAT actions must be taken to mitigate and adapt to those impacts to ensure the protection of human life and infrastructure and the resilience of natural resources;	Ontario’s 2014 Provincial Policy Statement amendment to Section 3.1 ‘Natural Hazards’ for which Conservation Authorities have provincially delegated responsibility to represent provincial interests, which states “Planning authorities shall consider the potential impacts of climate change that may increase the risk associated with natural hazards”. Natural resource management on a watershed-basis helps protect municipal and private infrastructure from natural hazards and climate change impacts. This general statement includes, but is not limited to, the \$2.7 billion in water and erosion control infrastructure which is managed by Conservation Authorities and the important role of green infrastructure in water management.
3. AND WHEREAS the pollution of natural resources of Ontario is also a threat to the health, well-being and prosperity of the people of Ontario; AND THAT as a result, actions must be taken to prevent and mitigate pollution;	<p><b>Pollution</b></p> <p>This section brings to attention the contamination of natural resources which impacts public health and the environment, and the need to address this issue through measures such as Section 28 permits under the <i>Conservation Authorities Act</i> which prevent sedimentation and the import of contaminated fill, amongst other measures. This is consistent with Ontario’s acknowledgement of CAs as source protection authorities under the <i>Clean Water Act</i>, public commenting bodies under the <i>Planning Act</i> and public bodies under the <i>Great Lakes Protection Act</i>. As well, it is consistent with <i>Lake Simcoe Protection Plan Act</i> and Ontario’s proposed requirement for watershed plans in the Provincial Plan Review.</p>
4. AND WHEREAS the conservation, restoration, development and management of natural resources on a watershed basis is an effective approach to ensure healthy and sustainable Great Lakes, surface water and groundwater including drinking water sources, and associated ecosystems, soil, and air resources which in turn support prosperous and resilient communities.	<p><b>Watershed Management</b></p> <p>This section provides the logic in watershed-based natural resource management; therefore supporting the work of watershed-based CAs. It is noted that this approach provides a locally relevant boundary that supports bringing together stakeholders crossing political boundaries and consideration of broader natural resource issues that cross watershed boundaries (e.g. groundwater, ecosystems, natural heritage systems, and air).</p>
5. AND WHEREAS the Province of Ontario desires that Conservation Authorities deliver programs utilizing an adaptive management framework that is watershed-based and informed by science, to result in actions that address unique and local natural resources issues, as well as emerging and unforeseen natural resources challenges.	<p><b>Local Issues, Science and Adaptive Framework</b></p> <p>This section reiterates the Objects in Section 20 and Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i>, which aligns with an integrated watershed management approach based on watershed science and a continuous improvement cycle of implementing measures and monitoring their performance. This watershed-based adaptive framework approach lends itself to addressing local, unique and unexpected natural resources issues including climate change impacts, resource depletion and pollution.</p>

Preamble Sections	Rationale
<p>6. AND WHEREAS the Province of Ontario desires that, Conservation Authorities collaborate with participating municipalities, indigenous peoples, government bodies and others, bringing together all stakeholders on a watershed basis to manage natural resources and human activities together for the health, social and economic well-being of Ontarians.</p>	<p><b>Integrated Watershed Management Approach</b></p> <p>This section also reiterates the Objects in Section 20 and Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i>, which aligns with an integrated watershed management approach supporting shared decision making about management actions. Conservation Authorities bring together multiple stakeholders crossing political and other boundaries to efficiently and sustainably address common natural resource issues while considering the connected interests of ecology, economy and society.</p>
<p>7. AND WHEREAS the Province of Ontario recognizes the substantial public land holdings of the Conservation Authorities and the value and importance of these for conservation, connecting people to nature through recreation and education, and for the overall health of people and watersheds.</p>	<p><b>Connecting People and Nature</b></p> <p>This section also reiterates the Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i> and makes the linkage between conservation programs that link to human activities and needs in the watershed. This is consistent with the Province’s various initiatives emphasizing tourism, cultural heritage, health, and environmental education which they have relied upon partnerships with CAs for delivery. This relationship most recently aligned through the Great Lakes Protection Act and associated multi-ministry Strategy.</p>

Full comments are available on Conservation Ontario’s website: [www.conservationontario.ca](http://www.conservationontario.ca) or by contacting:

Kim Gavine, General Manager  
 (TEL) 905.895.0716 ext 231  
 Email: [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca)

Bonnie Fox, Manager Policy and Planning  
 (TEL) 905.895.0716 ext 223  
 Email: [bfox@conservationontario.ca](mailto:bfox@conservationontario.ca)

# *Cultural Moment*

## **MADE IN WELLINGTON WELLINGTON WOOD PRODUCTS**

As part of the International Plowing Match and Rural Expo (IPM), the County of Wellington and its seven member municipalities will showcase various products 'Made in Wellington' as part of the overall County Showcase experience.

Wellington North's 'Made in Wellington' feature is a display of packaging from Mount Forest's Wellington Wood Products.

Wellington Wood Products have been manufacturing Produce Packaging in Canada for over 70 years and are a family owned and operated business.

Ken Hincks started with the company in 1952 and became an owner in 1972. Ken's sons, Paul and Peter joined the company in the early 1980's and continue to enjoy being part of the Fruit and Vegetable Packaging industry.

With a dedicated and knowledgeable staff, they continue to offer reliable service to the produce industry. They are constantly aware of growers' packaging needs as well as industry trends. Their goal is to produce quality products at fair prices and to be available to serve customers in a quick and efficient manner. With a large fleet of trucks and warehouse facilities, they are large enough to meet all of your Fruit and Vegetable Packaging needs, and small enough to provide exceptional, personable service.

The Wellington County Showcase will give IPM visitors the opportunity to learn about the County in a fun and interactive way. The Showcase will feature a zip line over top of living, growing, Wellington County map, local entertainers, food and drink samples, a farmers' market & more. Visit Wellington North in the County Showcase to see this Made in Wellington feature, contribute to the living mural by artist Cliff Smith, get your photo on a buggy and learn about our rich and robust history.

**JOIN US FOR A 'FRESH TASTE OF FARMING'**

**IPM 2016**

**SEPTEMBER 20-24, 2016**

**HARRISTON / TOWN OF MINTO**

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

**BY-LAW NUMBER 066-16**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON, AUGUST 15, 2016.**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on August 15, 2016 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 15TH DAY OF AUGUST, 2016.**

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**ANDREW LENNOX  
MAYOR**

---

**MICHAEL GIVENS  
DEPUTY CLERK**

## MEETINGS, NOTICES, ANNOUNCEMENTS

Tuesday, August 16, 2016	Recreation & Culture Committee	8:30 a.m.
Wednesday, August 17, 2016	Economic Development Committee	4:30 p.m.
Thursday, August 18, 2016	Cultural Roundtable Committee	12:00 p.m.
Saturday, September 3 to Monday, September 5, 2016	Mount Forest Fall Fair	
Thursday, September 8 to Sunday, September 11, 2016	Arthur Fall Fair	
Saturday, September 10, 2016	Guelph Wellington Crime Stoppers 6 <sup>th</sup> Annual Community Shredding Event (Stone Road Mall Parking Lot Guelph)	10:00 a.m. to 2:00 p.m.
Monday, September 12, 2016	Regular Council Meeting	7:00 p.m.
Thursday, September 15, 2016	Cultural Roundtable Committee	12:00 p.m.
Tuesday, September 20 to Saturday, September 24, 2016	International Plowing Match	
Monday, September 26, 2016	Regular Council Meeting	7:00 p.m.

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

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427**  
**- Kitchener location – 1-855-656-3748**  
**TTY: 1-877-843-0368**

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