



Township of Wellington North

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

Regular Meeting of Council

Monday, September 14, 2015

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

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<p><u>CLOSED MEETING SESSION</u></p> <p>Pursuant to Section 239(2) of the Municipal Act, 2001</p> <p>Report FIRE 2015-007 being a report regarding Fire Chief Work Plan Action Items is being held in closed session under section(s)</p> <ul style="list-style-type: none">(b) personal matters about an identifiable individual, including municipal or local board employees;(d) labour relations or employee negotiations; <p>Report EDO 2015-27 being a report on Land Development and Acquisition Opportunities is being held in closed session under section</p> <ul style="list-style-type: none">(c) proposed or pending acquisition or disposition of land by the municipality <p>Report EDO 2015-34 being a report on 455 Dublin Street (Mount Forest Day Care Centre) is being held in closed session under section</p> <ul style="list-style-type: none">(c) proposed or pending acquisition or disposition of land by the municipality <p>Review of Closed Session Meeting Minutes August 10, 2015</p>	
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**TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING - MINUTES
MONDAY, AUGUST 10, 2015 AT 7:40 P.M.
FOLLOWING COMMITTEE OF ADJUSTMENT**

The Public Meeting was held at the Municipal Office Council Chambers, Kenilworth to consider a Zoning Amendment application.

Present:

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

Also Present:

**C.A.O./Deputy Clerk: Michael Givens
Executive Assistant: Cathy Conrad
Director of Public Works: Matthew Aston
Director of Recreation, Parks and Facilities: Barry Lavers
Chief Building Official: Darren Jones
Fire Chief: Dave Guilbault
Economic Development Officer: Dale Small
Linda Redmond: Linda Redmond**

Absent:

**Clerk: Karren Wallace
Treasurer: Paul Dowber**

Mayor Lennox called the meeting to order.

Declaration of Pecuniary Interest:

None declared.

OWNER/APPLICANT: Dorothy Robertson, Estate

The Property Subject to the Proposed Amendment is described as Part Lot 1, Concession 11, former Town of Mount Forest, with a municipal address of 650 Queen Street W. The land subject to the amendment is 1.72 hectares (4.25 acres) in size.

The Purpose and Effect of the Application is to add a Holding (H) Zone to the subject lands to restrict development on the property until a comprehensive development plan for the lands has been submitted to the satisfaction of Council. This rezoning is a condition of severance application B40/14, that has been granted provisional consent by the Wellington County Land Division Committee.

**TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING - MINUTES
MONDAY, AUGUST 10, 2015 AT 7:40 P.M.
FOLLOWING COMMITTEE OF ADJUSTMENT**

Please note – Section 34 (12) of the Planning Act.

(12) Information. – At a meeting under subsection (12), the council shall ensure that information is made available to the public regarding the power of the Municipal Board under subsection (14.1) to dismiss an appeal if an appellant has not provided the council with oral submissions at a public meeting or written submissions before a By-law is passed.

Notice for this public meeting was sent to property owners within 120 m and required agencies and posted on the property on July 17, 2015 pursuant to the legislation.

PRESENTATIONS

Linda Redmond, Senior Planner, reviewed her comments dated July 20, 2015.

Holding (H) is being placed on this property to clear a condition of severance. This will prohibit any development until the “H” symbol is removed. This is being required by the Land Division Committee to ensure that interior retained lands are not developed until a comprehensive plan is brought forward.

The property subject to the proposed amendment is described as Part Lot 1, Concession 11, former Town of Mount Forest. The land subject to the amendment is 1.72 hectares (4.25 acres) in size.

The purpose and effect of the application is to add a Holding (H) Zone to the subject lands to restrict development on the property until a comprehensive development plan for the lands has been submitted to the satisfaction of Council. This rezoning is a condition of severance application B40/14, that has been granted provisional consent by the Wellington County Land Division Committee.

Under the Official Plan the narrow strip fronting on Queen Street is designated Residential and the interior land behind this and wrapping around to the east is designated Future Development

Similar to the above, under the Zoning By-law the narrow strip fronting on Queen Street is zoned Residential R2 and the interior land behind and wrapping around to the east is zoned Future Development.

**TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING - MINUTES
MONDAY, AUGUST 10, 2015 AT 7:40 P.M.
FOLLOWING COMMITTEE OF ADJUSTMENT**

Planning Considerations

Planning Act Requirements

A public meeting is not required by the Planning Act for the removal of Holding. The amendment is dealt with by Council during its normal session.

However, the placement of Holding on a property does require a complete zoning by-law amendment process – 20 day notice, public meeting and 20 day appeal period.

Future Development of the Retained Lands

The subject lands are the result of a consent, severing off the existing residential dwelling, leaving the remaining 4.25 acres as retained.

The current Future Development zoning permits a single detached dwelling, which could compromise the access to and future development of the interior lands.

The Land Division Committee approved the severance with a condition requiring the 4.25 acres to be zoned to prohibit any development, until a comprehensive plan is completed, showing how the area is to be developed in the future. Placing Holding (H) on the land would accomplish this.

REVIEW OF CORRESPONDENCE RECEIVED BY THE TOWNSHIP

- John Morrissey, Corridor Management Planner, MTO
 - No objection
- Michael Rundle, 640 Queen Street West
 - Objection.
- Jennifer Prenger, Environmental Planning Technician, SVCA
 - Acceptable.

BY-LAW

The by-law will be considered at a regular council meeting at a later date. Persons wishing notice of the passing of the By-law must submit a written request.

**TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING - MINUTES
MONDAY, AUGUST 10, 2015 AT 7:40 P.M.
FOLLOWING COMMITTEE OF ADJUSTMENT**

MAYOR OPENS FLOOR FOR ANY QUESTIONS/COMMENTS

Dave Robertson, Agent for the Applicant, was present to answer any questions regarding this application.

COMMENTS/QUESTIONS FROM COUNCIL

Mayor Lennox asked if there are two parcels of land and how would access to the rear portion be done if a proposal came forward for development? Ms. Redmond explained that there are two separate zonings on the parcel of land. If they wanted to put a house on the parcel access would have to be given to the rear portion.

Mayor Lennox questioned if adjoining land owners will have a chance to comment in the future. Ms. Redmond confirmed that they would be given a chance to comment. CAO, Michael Givens stated that Mark Van Patter had clarified with Mr. Rundle regarding future comments.

ADJOURNMENT

RESOLUTION 7

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Public Meeting of August 10, 2015 be adjourned at 7:45 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.**

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

Members Present:

Mayor: Andy Lennox
Councillors Sherry Burke
Steve McCabe
Dan Yake

Staff Present:

CAO/Deputy Clerk: Michael Givens
Executive Assistant: Cathy Conrad
Director of Public Works: Matthew Aston
Director of Recreation Parks & Facilities: Barry Lavers
Chief Building Official: Darren Jones
Fire Chief: Dave Guilbault
Economic Development Officer: Dale Small

Absent:

Clerk: Karren Wallace
Treasurer: Paul Dowber

CALLING THE MEETING TO ORDER

Mayor Lennox called the meeting to order.

SINGING OF O' CANADA

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION 2015-329

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Agenda for the August 10, 2015 Regular Meeting of Council be accepted and passed.

CARRIED

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

No pecuniary interest declared.

MINUTES OF PREVIOUS MEETING(S)

RESOLUTION 2015-330

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the minutes of the Regular Meeting of Council held on July 13, 2015 be adopted as circulated.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

BUSINESS ARISING FROM MINUTES

Matthew Aston, Director of Public Works

- Comments regarding New Connecting Links Program Consultation Questions

RESOLUTION 2015-331

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Director of Public Works response to the Ministry of Transportation New Connecting Links Program Consultation Questions;
AND FURTHER THAT the Director of Public Works response be forwarded to the Ministry of Transportation.

CARRIED

DELEGATIONS

Presentation:

Dan Hill, President and CEO, and Wayne Lytle, Chair of Germania Mutual Insurance

- Donation of fire safety messages for new tankers

Mr. Hill and Mr. Lytle were presented with a certificate of thanks from the Township and a plaque from Wellington North Fire Service for the donation of Fire Safety Messages for the new tankers to spread the message that “Smoke Alarms Save Lives”.

STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

Report from Darren Jones, Chief Building Official

- CBO 2015-11 Building Permit Review Period Ending July 31, 2015

RESOLUTION 2015-332

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Building Permit Review for the period ending July 31, 2015.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

Report from Karren Wallace, Clerk

- CLK 2015-034 being a report on Consent Application B68/15 (Pronk) known as Part Lot 7, Concession 4, Township of Wellington North

RESOLUTION 2015-333

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2015-034 being a report on Consent Application B68/15 (Pronk) known as Part Lot 7, Concession 4, Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B68/15 as presented with the following conditions:

- 1. THAT the severed parcel receive zoning compliance to recognize the oversized accessory structure.*
- 2. THAT the retained parcel receive zoning compliance to address the interior side yard setback from the shed to the newly created property line.*
- 3. THAT the post and wire fence around the barn yard be removed to the satisfaction of Wellington North and that a change of use permit be obtained and work completed to change the existing barn in to an agricultural shed.*
- 4. 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 the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.*
- 5. THAT the property owners execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality together with payment of any relative fees for each parcel being severed.*
- 6. THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.*
- 7. THAT the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.*

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

Report from Karren Wallace, Clerk

- CLK 2015-035 being a report on Consent Application B69/15 (Pronk) known as Part Lot 7 Concession 4, Township of Wellington North

RESOLUTION 2015-334

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2015-035 being a report on Consent Application B69/15 (Pronk) known as Part Lot 7, Concession 4, Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B69/15 as presented with the following conditions:

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 the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.

THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

CARRIED

Report from Karren Wallace, Clerk

- CLK 2015-036 being a report on Alternate Voting Methods for the 2015 Ward 3 By-Election

RESOLUTION 2015-335

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-036 being a report on Alternative Voting Methods for the 2015 Ward 3 By-election;

AND FURTHER THAT Council confirm the Clerk has set the nomination period from August 11, 2015 at 8.30 am to October 2, 2015 at 2:00 p.m. (nomination day);

AND FURTHER THAT the date for the by-election shall be fixed as November 16, 2015;

AND FURTHER THAT Council selects the Vote by Mail with a Polling Location on Election Day (one voting location), located in the municipal office as the voting method for the 2015 Ward 3 By-election;

AND FURTHER THAT the cost of the 2015 Ward 3 By-Election be taken from the 2018 election reserve contribution;

AND FURTHER THAT the Clerk be directed to proceed with the implementation of the selected method;

THE CORPORATION OF THE
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REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

AND FURTHER THAT a by-law be passed authorizing voting by mail to be used in the 2015 Ward 3 by-election at the September 14, 2015 meeting of Council.

CARRIED

Report from Karren Wallace, Clerk

- CLK 2015-038 regarding Mount Forest Homecoming 1879-2017 request to be appointed a Committee of Council

RESOLUTION 2015-336

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-038 being a report on a request by the Mount Forest Homecoming 1879-2017 Committee request to be appointed a Committee of Council;

AND FURTHER THAT the Council of the Township of Wellington North declare the Mount Forest Homecoming 1879-2017 event to be municipally significant as required by the Alcohol and Gaming Commission of Ontario for the purposes of obtaining a Special Occasion Permit.

AND FURTHER THAT the Council of the Township of Wellington North declare the Mount Forest Homecoming 1879-2017 event as a Community Festival;

AND FURTHER THAT the Council of the Township of Wellington North hereby appoint the Mount Forest Homecoming Committee 1879-2017 as a Committee of Council designation for insurance purposes for the 2017 Homecoming Celebration to the event's completion on Sunday June 25, 2017 at 11.59 p.m.

AND FURTHER THAT the Council the Township of Wellington North hereby appoint the following members to the Committee:

Rich MacVicar – Chair

Bill Nelson – Treasurer

Faye Meulensteen – Secretary

Dan Yake

Carol Weber

Shelley Weber

Angie Weber

Ruth Truax

Tim Truax

Glenn Hunter

Ruth Penwarden

Shirley Droog

Donna McWilliam

Cathie Ridgeway

Heather Wollis

Jeff Wollis

Jenna Wollis

Debb Cameron

Linda Shupe

Mary Reeves

Jim Solway

Paula Solway

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

Report from Paul Dowber, Treasurer

- TR 2015-16 To Set the Tax Rates for 2015 and Repeal By-law Number 40-15

RESOLUTION 2015-337

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Treasurer's Report TR2015-16 being a report on 2015 Tax Rates for the Township of Wellington North;

AND FURTHER THAT By-law 40-15 be repealed and replaced with the amended By-law 56-15.

CARRIED

Report from Paul Dowber, Treasurer

- TR 2015-18 Ontario Community Infrastructure Fund

RESOLUTION 2015-338

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information Treasurer's Report TR2015-18 being a report on the second intake of the Ontario Community Infrastructure Fund (OCIF);

AND FURTHER THAT Council approves the completion of the required Expression of Interest, applying for 50% OCIF funding of the eligible project costs for the Francis Street East Project.

CARRIED

Report from Matthew Aston, Director of Public Works

- PW 2015-054 being a report on the Township's Septic Social Event held July 14, 2015

RESOLUTION 2015-339

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information the Director of Public Works Report PW 2015-054 being a report on the Township's septic social event held on July 14, 2015.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

Report from Matthew Aston, Director of Public Works

- PW 2015-055 being a report on the Ministry of Environment and Climate Change's 2015-2016 Inspection Report for the Mount Forest Waste Water Treatment Plant

RESOLUTION 2015-340

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information the Director of Public Works Report PW 2015-055 being a report on the Ministry of Environment and Climate Change's 2015-2016 Inspection Report for the Mount Forest Waste Water Treatment Plant.

CARRIED

Report from Matthew Aston, Director of Public Works

- PW 2015-057 being a report on the award of the Township's 2015 Asphalt Program

RESOLUTION 2015-341

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Director of Public Works Report PW 2015-057 being a report on the award of the Township's 2015 asphalt program;
AND FURTHER THAT the Council of the Township of Wellington North award the Township's 2015 asphalt program, tender # 2015-014, to The Murray Group at a net cost of \$506,888.95.

CARRIED

Report from Barry Lavers, Director of Recreation Parks & Facilities

- Report RAC 2015-007 Upper Grand Trailway Wellington Bridges

RESOLUTION 2015-342

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Director of Recreation Parks & Facilities report RAC 2015-007 being a report on establishing two pedestrian bridges on the Upper Grand Trailway Wellington be received for information;

AND FURTHER THAT the Council of the Township of Wellington North permit the establishment of two pedestrian bridges along the Upper Grand Trailway Wellington east of Arthur;

AND FURTHER THAT the Council of the Township of Wellington North direct the Upper Grand Trailway Wellington Sub Committee to follow all recommendations as outlined in the report dated July 24, 2015 from BM Ross Engineering.

CARRIED



THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

Report from Michael Givens, Chief Administrative Officer
- CAO 2015-21 Storm Event 2015

RESOLUTION 2015-343

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information report CAO 2015-21;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North waive or reimburse associated Township permit fees (building, demolition, road inspection) associated with demolition, repair and/or replacement of structures that were damaged as a result of the August 2, 2015 storm event.

CARRIED

Administration and Finance Committee
- Minutes, July 20, 2015

RESOLUTION 2015-344

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North adopt the minutes of the Administration and Finance Committee meeting held on July 20, 2015.

CARRIED

Administration and Finance Report CLK-032

RESOLUTION 2015-345

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North adopt the Wellington North Policies and Procedures and renumber the policies in a consistent format;

AND FURTHER THAT Council authorize staff to update the policies and procedures from time to time as legislation, regulation or best practices dictate, as recommended by the Administration and Finance Committee.

CARRIED

Administration and Finance Report CAO 2015-45

RESOLUTION 2015-346

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North implement an Employee Assistance Program for all full-time employees, regular part-time employees and volunteer firefighters as recommended by the Administration and Finance Committee.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

Administration and Finance Report TR 2015-11

RESOLUTION 2015-347

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North authorize the Treasurer to vest properties with the roll 12-018-00 to 12-018-03 on Frederick St. W. and 12-018-05 to 12-018-10 on Francis St. W. in the Village of Arthur into the ownership of the Township of Wellington North and that the outstanding taxes and penalties be written off as uncollectible, as recommended by the Administration and Finance Committee.

CARRIED

Administration and Finance Report TR 2015-15

RESOLUTION 2015-348

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North proceed with BM Ross and Associates for engineering and project management services associated with the Cst. Rick Hopkins Bridge rehabilitation, as recommended by the Administration and Finance Committee.

CARRIED

Cheque Distribution Report dated August 6, 2015

RESOLUTION 2015-349

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated August 6, 2015.

CARRIED

CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION

Drinking Water Source Protection

- Municipal Implementation Workshop
- Received as information

The Royal Canadian Legion, Ontario Command, Zone C-3

- Invitation to Convention

Ministry of Natural Resources and Forestry

- *Conservation Authorities Act* Review Discussion Paper

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

RESOLUTION 2015-350

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North direct staff to attend the Ministry of Natural Resources municipal listening session regarding the Conservation Authorities Act Review discussion paper being held in London the week of September 7, 2015.

CARRIED

Mount Forest Motivators Toastmasters Club

- Request to proclaim October 2015 as “Toastmasters Month”

RESOLUTION 2015-351

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North proclaim October 2015 as “Toastmasters Month” as requested by the Mount Forest Motivators Toastmasters Club.

CARRIED

Haldimand County

- Request for support of resolution regarding vacancy rebate program

RESOLUTION 2015-352

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North support the resolution of the County of Haldimand regarding the Vacancy Rebate Program.

CARRIED

Randy Pettapiece, MPP, Perth-Wellington

- Request of private member’s resolution regarding “Fairness in Provincial Infrastructure Funds”

RESOLUTION 2015-353

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North support the intent of Randy Pettapiece, MPP Perth-Wellington, private member’s resolution for fairness in Provincial Infrastructure Funds.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

BY-LAWS

RESOLUTION 2015-354

Moved by: Councillor Burke

Seconded by: Councillor McCabe

By-law Number 056-15 being a by-law to set the rates for 2015 taxation and to provide for the collection thereof and to repeal By-law Number 040-15 be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2015-355

Moved by: Councillor McCabe

Seconded by: Councillor Burke

By-law Number 057-15 being a by-law to declare the Office of Ward 3 Council seat vacant and to require a By-Election to fill the vacancy in the Township of Wellington North for the Office of Ward 3 be read a First, Second and Third time and finally passed

CARRIED

RESOLUTION 2015-356

Moved by: Councillor Burke

Seconded by: Councillor McCabe

By-law Number 058-15 being a by-law to permit fundraising activities by a charitable organization on a roadway under the Safe Streets Act, S.O. 1999 in the Township of Wellington North be read a First, Second and Third time and finally passed. (Mount Forest Kin Club Fall Road Toll – Main Street, Mount Forest)

CARRIED

RESOLUTION 2015-357

Moved by: Councillor McCabe

Seconded by: Councillor Burke

By-law Number 059-15 being a by-law to authorize the execution of the New Building Canada Fund – Small Communities Fund agreement between Her Majesty the Queen in Right of Ontario (as represented by the Minister of Agricultural, Food and Rural Affairs “the Province”) and The Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2015-358

Moved by: Councillor Burke

Seconded by: Councillor McCabe

By-law Number 060-15 being a by-law to prescribe speed limits for various highways under the jurisdiction of The Corporation of the Township of Wellington North and to repeal By-laws 57-01, 90-20, 605 and 606 be read a First, Second and Third time and finally passed.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

RESOLUTION 2015-359

Moved by: Councillor McCabe

Seconded by: Councillor Burke

By-law Number 061-15 being a by-law to repeal By-law 51-06 being a by-law to adopt policies and procedures to govern Occupational Health and Safety for municipal employees be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2015-360

Moved by: Councillor Burke

Seconded by: Councillor McCabe

By-law Number 062-15 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part Lot 1, Concession 11, former Town of Mount Forest – Dorothy Robertson, Estate)

CARRIED

ITEMS FOR COUNCIL'S INFORMATION

AMO Watchfile

- July 16, 2015
- July 23, 2015
- July 30, 2015

Grand River Conservation Authority

- Minutes, General Membership Meeting, June 26, 2015

Saugeen Valley Conservation Authority

- Minutes, Board of Directors Meeting, May 28, 2015
- Correspondence dated July 29, 2015 regarding comments provided in permit and general enquiry letters (letter dated April 8, 2015 included for reference)

Maitland Valley Conservation Authority

Board of Directors Meeting #5/15, May 20, 2015

2015 Fireworks Festival Committee

- Thank you for supporting the 15th Annual Fireworks Festival

Wellington County Learning Centre

- Rescue the Mayor fundraiser and business networking dinner

Town of Havelock-Belmont-Methuen

- Resolution supporting opposition to sale of Hydro One

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.**

RESOLUTION 2015-361

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 August 10, 2015 Regular Council Meeting Agenda.

CARRIED

CULTURAL MOMENT

This medallion and associated ticket take us back to 1977, when the Arthur Arena was rebuilt and several hockey games inaugurated the space.

This is of particular interest, as the ticket is from an International Hockey game when Arthur played against Denmark on Thursday, December 29, 1977. The medallion showcases the newly rebuilt arena, date of the event, and on the back, the Arthur Centennial Crest [1872-1972] is imprinted.

Sports in Arthur, especially team sports have played a large part in supplying entertainment for the citizens in the community down through the years. Hockey was the sport that always attracted the most players to participate and the most fans to watch.

This has held true through the years and on Saturday, September 26th we celebrate Sports Heritage when many community groups will come together to illustrate achievements and our rich history for Doors Open Wellington North and Culture Days.

During Doors Open, the Arthur Vipers – one of the teams that use the arena today – will host a special games day. Various team history displays will also be showcased and such items as this medallion will be of particular interest. The Arthur Curling Club and Arthur Historical Room will also exhibit sports history displays, along with several other sites through Wellington North.

NOTICE OF MOTION

No notice of motion.

ANNOUNCEMENTS

Mayor Lenox reminded everyone of the Wellington County Learning Centre Rescue the Mayor fundraiser and business networking dinner being held on August 19, 2015.

Mayor Lennox praised community members, Township staff and fire fighters who were on scene to assist during the recent storm event.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.**

CLOSED MEETING SESSION

RESOLUTION 2015-362

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT Council go into a meeting at 8:37 p.m. that is closed to the public under subsections 239 (2) (e) of the Municipal Act, 2001

- *To consider litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board*
- *Confirmation of Closed Session Minutes*
 - *Regular Council Meeting, May 11, 2015*
 - *Administration and Finance Committee, June 15, 2015*
 - *Committee of Adjustment, July 13, 2015*

CARRIED

RESOLUTION 2015-363

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT Council rise from a closed meeting session at 9:08 p.m.

CARRIED

RESOLUTION 2015-364

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the minutes of the Closed Meeting Session of the Regular Meeting of Council held on April 13, 2015 be adopted as circulated.

CARRIED

RESOLUTION 2015-364

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the minutes of the Closed Meeting Session of the Regular Meeting of Council held on May 11, 2015, the Administration and Finance Committee meeting held on June 15, 2015 and the Committee of Adjustment meeting held on July 13, 2015 be adopted as circulated.

CARRIED

RESOLUTION 2015-365

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Township of Wellington North approve the confidential direction to staff regarding the Ontario Municipal Board (OMB) appeal Case File PL150650 Jason Oakes vs. Township of Wellington North.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
AUGUST 10, 2015 – FOLLOWING PUBLIC MEETING – 7:47 P.M.

CONFIRMING BY-LAW

RESOLUTION 2015-366

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT By-law Number 63-15 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 10, 2015 be read a First, Second and Third time and finally passed.

CARRIED

ADJOURNMENT

RESOLUTION 2015-367

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Regular Council meeting of July 10, 2015 be adjourned at 9:09 p.m.

CARRIED

MAYOR

CLERK



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2015-12 BUILDING PERMIT REVIEW
PERIOD ENDING AUGUST 31, 2015**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive the Building Permit Review for the period ending August 31, 2015.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. Building Permit Monthly Review for the period ending July 31, 2015

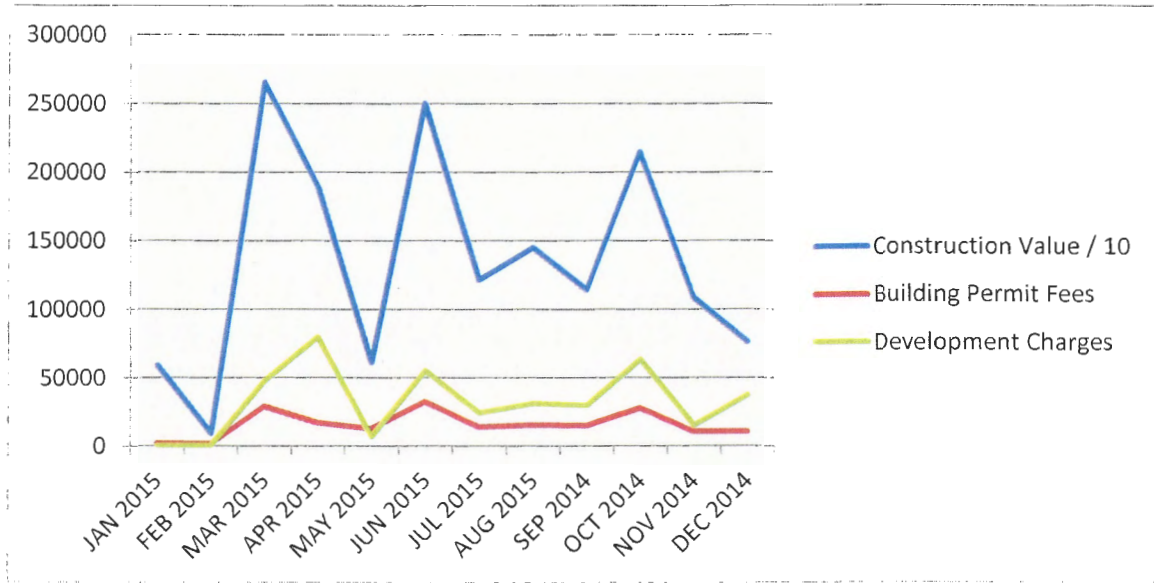
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	3	769,269.00	7,134.18	30,688.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	2	30,000.00	700.02	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00

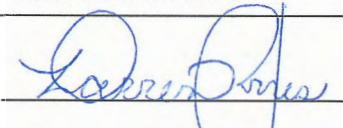

Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	0	0.00	0.00	0.00
Agricultural	7	635,000.00	6,981.38	0.00
Sewage System	1	12,500.00	504.00	0.00
Demolition	0	0.00	0.00	0.00

Total August 2015	13	1,446,769.00	15,319.58	30,688.00
Total Year to Date 2015	128	11,147,869.00	134,541.47	250,142.98

12 Month Average	16	1,344,059.92	15,555.10	32,142.83
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10 Year Monthly Average	25	2,566,836.30	25,644.47	26,248.26
10 Year, Year to Date Average	159	15,870,762.80	134,407.51	155,015.70

PREPARED BY:	RECOMMENDED BY:
	
DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-039 REGARDING ONTARIO
WILDLIFE DAMAGE COMPENSATION (BZIKOT)**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-039 being a report on Ontario Wildlife Damage Compensation (Bzikot);

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$180.00 to Eric (Ireneusz) Bzikot for an Ontario Wildlife Damage Compensation livestock claim with a kill date of May 17, 2015;

AND FURTHER THAT the Livestock Valuator be paid \$75.00 for Livestock Valuer fees and \$23.00 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 \$210.00.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Gord Flewelling, the Livestock Valuator for Wellington North, has submitted an Ontario Wildlife Damage Compensation report on a claim by Eric (Ireneusz) Bzikot for a coyote kill of a ewe lamb that occurred on May 17, 2015. The claim is in the amount of \$180.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Valuator's report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd of approximately 40 sheep are healthy, that fencing was in place and the herd is checked twice daily by the owner.

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.

FINANCIAL IMPLICATIONS

The cost of the claim is \$180.00, the Livestock Valuator's fee of \$75.00 plus mileage of \$23.00 for a total of \$278.00.

The municipality will make an application to OMAFRA for reimbursement of the claim of \$180.00 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 \$68.00. There is an annual amount in the budget under animal control for these types of claims.

STRATEGIC PLAN 2015-2018

Yes No X N/A

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Mike Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-040 REGARDING ONTARIO
WILDLIFE DAMAGE COMPENSATION (MURRAY)**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-040 being a report on Ontario Wildlife Damage Compensation (Murray);

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$1,459.20 to Peter Murray for Ontario Wildlife Damage Compensation livestock claims with kill dates of June 16, June 20, July 14 and July 20, 2015;

AND FURTHER THAT the Livestock Valuator be paid \$300.00 for Livestock Valuer fees and \$64.00 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 \$1,579.20.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Gord Flewelling, the Livestock Valuator for Wellington North, submitted an Ontario Wildlife Damage Compensation report on a claim by Peter Murray for a coyote kill of two ewe lambs, each two weeks old, that occurred on June 16, 2015. The claim is in the amount of \$201.60 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Valuator's report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd of approximately 40 sheep are healthy, that fencing was in place and the herd is checked multiple times a day by the owner.

The Livestock Valuator submitted an Ontario Wildlife Damage Compensation report on a claim by Peter Murray for a coyote kill of a week old Hereford Simmental cross calf that occurred on June 20, 2015. The claim is in the amount of \$945.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Livestock Valuator report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd is healthy, that fencing was in place, a farm dog is used to guard the animals and the herd is checked twice daily by the owner.

The Livestock Valuator submitted an Ontario Wildlife Damage Compensation report on a claim by Peter Murray for a coyote kill of a month old lamb that occurred on July, 14 2015. The claim is in the amount of \$117.60 which is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Livestock Valuator report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd of 40 lambs is healthy, that fencing was in place, a farm dog is used to guard the animals and the herd is checked two or more times a day by the owner. The report states the owner has introduced horses to the herd and has strung more electric fence.

The Livestock Valuator submitted an Ontario Wildlife Damage Compensation report on a claim by Peter Murray for a coyote kill of a ewe that occurred on July 22, 2015. The claim is in the amount of \$195.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Livestock Valuator report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd is healthy, that fencing was in place, a farm dog and horse are used as to guard the animals and the herd is checked constantly by the owner.

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.

FINANCIAL IMPLICATIONS

The cost of the claims are \$1,459.20, the Livestock Valuator's fee is \$300.00 plus mileage of \$64.00 for a total of \$1,823.20.

The municipality will make an application to OMAFRA for reimbursement of the claims in the amount of \$1,459.20 plus \$120.00 of the Livestock Valuator's fee, which is the maximum that can be claimed for administration.

The net cost to the municipality will be \$244.00. There is an annual amount in the budget under animal control for these types of claims.

STRATEGIC PLAN 2015-2018

Yes No X N/A

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Mike Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Township of Wellington North

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

CHEQUE REQUISITION

DATE: August 12, 2015

AMOUNT: \$93.00

(Please indicate below the portion which is GST, if any)

PAYABLE TO (Name & Address):

Gord Flewelling
271 Elgin St N, Mount Forest, ON, N0G 2L1

PURPOSE OF CHEQUE (Brief Description):

Livestock valuation @ \$75.00 each (Sittig)
Mileage .50 cents per km 36 km trip (\$18.00)
Retro mileage owed 78 km \$39.00

SPECIAL INSTRUCTIONS:

Return to me, tx.

SIGNATURE - AUTHORIZING MANAGEMENT:

ACCOUNT NUMBER AND AMOUNT

1-00-27-000-5427	\$	75.00
1-00-27-000-5427	\$	57.00
- - - -	\$	
- - - -	\$	
HST Amount (if applicable)	\$	
Total	\$	132.00



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-041 REGARDING ONTARIO
WILDLIFE DAMAGE COMPENSATION (SITTIG)**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-041 being a report on Ontario Wildlife Damage Compensation (Sittig);

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$290.00 to Nairne Sittig for an Ontario Wildlife Damage Compensation livestock claim with a kill date of August 7, 2015;

AND FURTHER THAT the Livestock Valuator be paid \$75.00 for Livestock Valuer fees and \$18.00 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 \$320.00.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Gord Flewelling, the Livestock Valuator for Wellington North, has submitted an Ontario Wildlife Damage Compensation report on a claim by Nairne Sittig for a coyote kill of a Polled Dorset ewe that occurred on August 7, 2015. The claim is in the amount of \$290.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Valuator's report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd of approximately 56 sheep are healthy, that fencing was in place, the animals are guarded by a dog and the herd is checked constantly by the owner.

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.

FINANCIAL IMPLICATIONS

The cost of the claim is \$290.00, the Livestock Valuator's fee of \$75.00 plus mileage of \$18.00 for a total of \$383.00.

The municipality will make an application to OMAFRA for reimbursement of the claim of \$290.00 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 \$63.00. There is an annual amount in the budget under animal control for these types of claims.

STRATEGIC PLAN 2015-2018

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

Yes No N/A

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Mike Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Township of Wellington North

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

**TO: MAYOR AND COUNCIL
MEETING OF SEPTEMBER 14, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: CLK 2015-042 BEING A REPORT ON THE PROCEDURES FOR THE
ALTERNATE VOTING METHODS FOR THE 2015 WARD 3 BY-
ELECTION**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-042 being a report on the Procedures for the Alternate Voting Methods for the 2015 Ward 3 By-election for information.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

CLK 2015-029 being a report on declaring the Office of Councillor for Ward 3 vacant and determining the method to fill the vacancy

CLK 2015-0036 being a report on Alternate Voting Methods for the 2015 Ward 3 By-election

BACKGROUND

A Municipal Clerk, as the Returning Officer, must ensure that elections are established which adhere to the following principles:

- The secrecy and confidentiality of the voting process is paramount;
- The election shall be fair and non-biased;
- The election shall be accessible to the voters;
- The integrity of the process shall be maintained;
- There is certainty that the results of the election reflect the votes cast;
- Voters and candidates shall be treated fairly and consistently; and

- The property majority voter governs by ensuring that valid votes be counted and invalid votes be rejected so far as reasonably possible.

At the August 10, 2015 meeting the Council of the Corporation of Wellington North approved a Vote by Mail method using DataFix for the 2015 Ward 3 By-election.

Section 12 of the *Municipal Elections Act* authorizes the Clerk to provide for any matter or procedure that is not provided for in the Act and Section 42 states the Clerk shall establish procedures and forms for the use of voting and vote counting equipment authorized by by-law and any alternative voting method authorized by by-law.

Attached as Schedule "A" is the Procedure for the Alternate Voting methods for the 2015 Ward 3 By-election. The 2014 Municipal Election Procedures that were in place for the 2014 election, with the exception of the dates, together with the 2015 Ward 3 By-election Alternate Vote Procedure as set out in Schedule "A" attached hereto, will be the authorized election procedures under Section 12 and 42 of the Act.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN

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

Yes No x N/A

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Michael Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE "A"



TOWNSHIP OF WELLINGTON NORTH
2015 WARD 3 BY-ELECTION
ALTERNATE VOTE POLICY

DEPARTMENT	CLERK	POLICY NUMBER	31.15
EFFECTIVE DATE	September 14, 2015	LEGISLATIVE AUTHORITY	Municipal Elections Act, 1996 (42 (3))
APPROVED BY:			

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DEFINITIONS

- a) **Act** - The Municipal Elections Act, 1996 (MEA)
- b) **Ballot Count Centre** – is where the blank ballot kits are stored, the secrecy envelopes are opened, ballots processed, ballots can be delivered in person, ballots will be received by mail and where the tabulating of votes will occur on Voting Day. This station is located at the Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0. This location is only open to authorized staff, designated election officials, certified candidates and appointed scrutineers.
- c) **Ballot Kit/Vote by Mail Kit** – contains voting instruction sheet; composite ballot; ballot secrecy envelope; voter declaration form; yellow outer return envelope with prepaid postage and such other material as the Clerk or designate determines.
- d) **Candidate** - is a person who has been nominated under Section 33 of the Act.
- e) **Certified Candidate** - is a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- f) **Clerk** – is the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2015 Ward 3 Municipal By-Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- g) **Deputy Returning Officer**- is a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.
- h) **Election Official** – is the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. (s. 15(4))
- i) **Friend** – is a person who has been requested by an elector to assist him or her in the voting process.
- j) **Municipal Office** - is the Township of Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.
- k) **Nomination Day** – is the day on which all candidates must have filed their Form 1 indicating their intention to run for Council, being October 2, 2015 at 2:00 p.m.
- l) **Preliminary List of Electors (PLE)** - is a list of electors for Ward 3 of Wellington North compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality or its authorized agent at least 21 days before nomination day.
- m) **Proof of Identification** - is proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- n) **Proxy Voting** - A ballot cast by one person on behalf of another.
- o) **Regular Municipal Office Hours** - onday to Friday, 8:30 a.m. to 4:30 p.m.
- p) **Scrutineer** - is an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

- q) **Voters List** - is the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the MEA.
- r) **Voting Day** - is the final day on which the vote is to be taken in the Ward 3 by-election and shall be Monday, November 16, 2015 with the close of voting to be at 8:00 p.m.
- s) **Voting Place** - is located at the Municipal Office, at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.

INTRODUCTION

The 2015 Ward 3 Municipal By-Election will be held on Monday, November 16, 2015.

Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote By Mail method that is consistent with the principles of the *Municipal Elections Act, 1996*.

The Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time if necessary as the Clerk deems necessary.

A copy of any amendment(s) will be forwarded to each candidate.

This alternative voting method is used to ensure that every eligible voter has an opportunity to exercise his/her right to vote. It is anticipated that designated Election Officials, candidates, voters and all other stakeholders will work together to ensure the integrity of the system.

Any person who receives a Voting Kit addressed to another person should contact the Municipal Office to receive further information as **it is against the law to exercise a vote other than your OWN vote.**

With respect to matters of policy and procedures for alternative voting methods and vote-counting equipment, the Clerk's decision is **final**.

The 2014 Township of Wellington North Election Procedures are applicable, except the dates mentioned therein, and insofar as they do not conflict with this 2015 Ward 3 By-Election Alternate Vote Policy.

Questions regarding the procedures are welcome.

Staff is available at the Municipal Office to explain the process vote by mail process or to assist with casting a ballot.

It is the intent of the Clerk, or designate, to use their best efforts to ensure that no qualified elector is disenfranchised from participating in the Vote by Mail 2015 Ward 3 By-election.

For more information, please drop by the Municipal Office during regular business hours or call 519-848-3620.

OFFICE TO BE FILLED

The 2015 Ward 3 Municipal By-Election is to fill the following position:

Township Councillor – Ward 3 – 1 to be elected

NOTICES

All notices required under the *Municipal Elections Act, 1996* (the Act) shall be published in the Wellington Advertiser and posted on the municipality's website, www.wellington-north.com

All notices shall be published and posted in English only.

- Notice of Election Information
- Notice of the Revision of the Voter's List
- Notice of Nomination
- Certified Election Results

The Clerk reserves the right to publish additional advertisement and notices as deemed necessary.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under the MEA are public records and, until their destruction which is 120 days after the election results are declared, may be inspected by any person at the clerk's office at a time when the office is open.

VOTER'S LIST AND AMENDMENTS

The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of Wellington North with the Voter's List for municipal elections. The municipality has contracted with DataFix to provide data base services in development and management of the Voters' List.

The Voters' List, showing the names of all persons entitled to vote in the November 16, 2015 Ward 3 By-Election in the Township of Wellington North will be available for public inspection commencing Monday, September 14, 2015 at the Municipal Office.

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the Preliminary List of Electors in Ward 3 of the Township of Wellington North only once.

All deletions, amendments and additions to the Voters' List shall be maintained electronically. Additionally, electors' names will be struck from the Voters' List as the Vote by Mail kits with completed ballots are received and processed on the dates set out on Schedule "A" attached hereto.

If an individual qualifies and their name has been omitted from the Voters' List or the information is incorrectly shown, they or their agent must file an Application to Amend the Voters' List (EL15) during the period commencing Monday, September 14, 2015 to November 13, 2015, Monday through Friday, during regular office hours, and on November 16, 2015 (Voting Day) from 8:30 a.m., until the close of voting at 8:00 p.m.

Individuals or their agents are required to provide proof of identity and residence in order to file an Application to Amend the Voter's List (EL15). The type of identification is prescribed in O. Reg. 304/13 and is attached hereto as Schedule "B"

The Voters' List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote By Mail Kits by the municipality will be maintained electronically by the Clerk or designate and updates provided to each candidate on written request.

The Voters' List shall be reproduced and identified with a "Voters' List Cover Sheet" after September 14, 2015.

After September 14, 2015, upon written request, the Clerk shall give every candidate nominated for Ward 3, a copy of the Voters' List that contains the names of the electors who are entitled to vote for that office. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List".

The MEA states that the Voters' List cannot be posted in a public place or by an electronic method and can be used only for election purposes.

VOTE BY MAIL PROCEDURES

The Municipality, in conjunction with DataFix, will provide a Vote By Mail Kit to every person who qualifies to be an elector and who is shown on the Voter's List up to the Close of Voting on November 16, 2015 (Voting Day).

On October 23, 2015, DataFix will mail Vote by Mail Kits to those that are on the Voter's List as of October 13, 2015.

Electors added to the Voters' List after October 13, 2015, and up to the close of voting at 8:00 p.m. on November 16, 2017 may pick up their Vote by Mail Kit at the time of filing their Application to Amend the Voters' List form during regular office hours or request a Vote by Mail kit be mailed.

A Vote by Mail Kit shall consist of:

- A Voting Instruction Sheet with a detachable Voter Declaration Form (with bar code)
- A Composite Ballot
- A White Ballot Secrecy Envelope
- A Yellow Return Envelope with prepaid postage; and
- Such other material as the Clerk determines.

The number of Voting Kits distributed by the Clerk or designate to persons qualifying to be voters after October 13, 2015 will be recorded.

Upon receipt of the Voting Kit, each voter should follow the instructions provided in the Voting Kit exactly. The instructions require the voter to:

- Complete the ballot
- Insert the ballot into the white ballot envelope marked Ballot Secrecy Envelope
- SEAL the white Ballot Secrecy Envelope
- Complete and sign the Voter Declaration Form.

**IMPORTANT NOTE: VOTER DECLARATION FORMS
THAT ARE NOT SIGNED WILL NOT HAVE THEIR BALLOT COUNTED**

- If a voter requires assistance in voting, he/she shall make their mark (i.e. an "x") on the signature line and have a friend sign in the signature area of the Voter Declaration Form

- Place the completed Voter Declaration Form and the SEALED white Ballot Secrecy Envelope into the yellow prepaid business reply envelope
- Seal the yellow prepaid business reply envelope; and
- Mail the yellow prepaid business reply envelope on or before November 2, 2015 or deliver it personally to the Municipal Office

Ballots received after 8:00 p.m. on November 16, 2015 shall not be processed or counted, but will be time and date stamped and kept with the official election records.

The final day to mail the Vote by Mail kit to the municipality to ensure delivery is November 2, 2015.

The onus is on eligible voters to ensure their names are on the Voters List and that they notify the Clerk or designate that they have not received a Vote by Mail Kit.

The Clerk or designate may, in special circumstances, arrange to have a Vote by Mail Kit delivered to an individual.

An elector who has not mailed their ballot to the Municipal Office on or before November 2, 2015 should deliver their completed ballot kit to the Municipal Office between November 3, 2015 and November 13, 2015 during regular office hours and up to the close of voting at 8:00 p.m. on November 16, 2015 to leave the return envelope with the Clerk, or designate, in a ballot box.

Any elector who receives a ballot in the mail may chose to attend at the Municipal Office between October 26, 2015 to November 13, 2015 during regular office hours and up to the close of voting at 8:00 p.m. on November 16, 2015 to conduct their vote at a secure location at the Municipal Office and leave the return envelope with the Clerk, or designate in a ballot box.

Ballots may also be dropped in the afterhours mail slot at the Municipal Office on or before 8:00 p.m. on November 16, 2015 (Voting day)

If a voter on, or added to, the Voters' List does not receive a Vote by Mail Kit, or if the Vote by Mail Kit is lost or destroyed, a Replacement Voting Kit may be issued.

The voter or their agent must attend at the Municipal Office to obtain a Replacement Voting Kit. A declaration form must be signed by the elector prior to the issuance of a Replacement Voting Kit. The Clerk or designate will confirm that the voter is qualified, and issue the Replacement Voting Kit.

If the Vote by Mail Kit is a Replacement Kit, the Voter Declaration Form will be marked with "RVK" and initialled by the Clerk or designated Election Official to indicate that the voter has been issued a Replacement Voting Kit.

The Clerk or designate shall ensure that each individual for whom a Replacement Voting Kit is issued, signs a declaration form attesting to the fact that they are:

- A qualified elector;
- Not in receipt of their Vote by Mail Kit;
- They were in receipt of their Vote by Mail Kit but it has been either lost or destroyed;
- They were not on the Voters' List and as such shall also be processed as an addition to the Voters' List.

A list of names shall be maintained showing the name and address of each person who has received a Replacement Voting Kit.

The completed Replacement Voting Kit declaration forms shall be kept in the custody of the Clerk.

Voters requiring assistance in any manner should attend the Municipal Office or call the Township of Wellington North at 519-848-3620 for assistance from election staff.

The Municipal Office will be open for assistance during normal office hours during the election period, and on November 16, 2015 (Voting Day) from 8:30 a.m. to 8:00 p.m. and Saturday November 7, 2015 from 11:00 am to 3:00 p.m. and Thursday November 12, 2015 from 4:30 p.m. to 8:00 p.m.

Alternately, municipal staff may attend in person on any elector who is in need of assistance to complete their ballot.

RECORD SHOWS AN ELECTOR HAS ALREADY VOTED

Provision is made to allow a person to vote if it appears that someone else has already voted in his/her name or that the Voters' List has been marked opposite that person's name as having voted in error.

The person must take the prescribed "Oath of qualification" and provide proof of identity and residence as prescribed in O. Reg. 304/13.

His/her name and address is then entered electronically on the Poll Clerk's list, the DataFix system will reject the first Vote by Mail ballot that was processed and the individual shall be issued a new ballot and permitted to vote.

The Clerk or designate will ensure the original Vote by Mail kit in its entirety including the unsealed yellow Return Envelope, the sealed white Secrecy Envelope, with all enclosures is set aside and marked as to the reason it was rejected. If it appears as though voter fraud has taken place, the Clerk shall notify the Wellington County Ontario Provincial Police detachment.

FORM OF THE BALLOT

The form of the ballot will be a composite ballot.

The ballot shall be designated with the names of candidates in alphabetical order based on the last name of each candidate as it appears on the nomination form.

The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.

SECURITY OF THE BALLOT PRIOR TO VOTING

Ballots will be printed by DataFix and mailed on October 23, 2015 to each person identified on the revised Voters' List as of October 13, 2014.

Fifty blank ballot kits will be forwarded to the Clerk, or designate to be used for eligible voters who have spoiled a ballot or who did not receive a ballot kit in the mail and shall be stored in a secured location at the Ballot Count Centre.

In the event there are insufficient ballots provided by DataFix, upon the authorization of the Clerk, or designate, additional ballots may be printed.

SECURITY OF THE BALLOT AFTER COUNTING THE VOTES

When the count is complete, the ballot boxes will be sealed and initialled by the Clerk, or designate, prior to transfer to a secure location under the control of the Clerk, or designate, for the statutory retention period.

Destruction of the official election records shall be in accordance with the *Municipal Elections Act, 1996*.

PROCEDURE ON RECEIPT BY MUNICIPALITY OF COMPLETED BALLOTS

Immediately on receipt of ballots by mail or in person the Clerk or designate shall place the unsealed yellow Outer Return Envelope containing the white secrecy envelope inside which is the ballot in a ballot box in the secure location as designated by the Clerk.

As each ballot box is filled, and at the end of each day, the Clerk, or designate and a witness who shall be a staff member of the Township of Wellington North, shall affix a seal to the ballot boxes, initial the seal and place the sealed ballot boxes in the secure location as designated by the Clerk.

Each morning the Clerk or designate, and a witness who shall be a staff member of the Township of Wellington North, shall retrieve any sealed, but not full ballot boxes, inspect the seals to ensure they are intact, and, in the presence of another election staff member, break the seals to access the slots for use at the Return Envelope Processing Station.

At 3.30 on October 29, 2015, November 5, 2015 and November 12, 2015 the Clerk or designate will process any ballots that have been received by unsealing the yellow Outer Return Envelopes and, upon verified that the Voter Declaration has been signed, the Declaration shall be scanned which will indicate that individual has cast a ballot. The entire unsealed yellow Outer Return Envelope with the sealed white Ballot Secrecy Envelopes and Voter Declaration will be placed together and stored in sealed ballot boxes.

Candidates or their designated scrutineer may attend during this process.

The number of yellow Outer Return Envelopes processed shall be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of secrecy envelopes deposited into the ballot box

The reconciliation shall be recorded on the Daily Batch Reconciliation Form.

The Clerk or designate shall update the voter's list.

At 9:00 am October 30, 2015, November 6, 2015 and November 13, 2015 candidates may attend at the Municipal Office to receive an updated voter's list indicating electors who have cast their ballot.

Commencing at 6:00 p.m. on November 16, 2016, election staff will commence opening the returned Vote by Mail kits containing the ballots.

No ballots cast in the 2015 Ward 3 By-election shall be counted before November 16, 2015 (Voting Day).

Counting the ballots shall commence at 6:00p.m. on Voting Day and continue until all ballots, including those ballots received in the Drop Box at the Municipal Office up to and including the Close of Vote, have been counted.

The completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act 1996*, subject to whatever modifications may be required due to the Vote by Mail process.

No results shall be revealed until after 8:00p.m. on November 16, 2015 (Voting Day)

Once all of the prescribed forms have been completed, the ballots shall be sealed into Ballot Boxes and placed in a secure storage location.

BALLOT COUNT STATION 1

Two election officials will be situated at Station 1 in the Ballot Count Centre. They shall unseal the yellow Outer Return Envelope with a letter opener, ensure the Voter Declaration is signed and if the Voter Declaration has been signed, place the unopened, sealed white ballot in bundles of 25 TO BE COUNTED at Station 2. The Voter Declaration will be retained at Station 1.

If the Voter Declaration has not been signed, the election officials shall set aside the entire Vote by Mail ballot package, including the unsigned Voter Declaration, the opened yellow Outer Return Envelope, the sealed secrecy envelope that contains the ballot and the VOTE WILL NOT BE COUNTED

If upon opening the yellow Outer Return Envelope, it contains an equal number of white Secrecy Envelopes to Voter Declaration Forms, the ballots WILL BE COUNTED.

If upon opening the yellow Outer Return Envelope and the ballot is not contained within the Ballot Secrecy Envelope, however is accompanied by a signed Voter Declaration Form, the election officials will insert the ballot into a Ballot Secrecy Envelope without examining the ballot and seal the envelope closed. The ballot WILL BE COUNTED.

If upon opening the yellow Outer Return Envelope and it contains a white Ballot Secrecy Envelope however there is no Voter Declaration Form, the designated election officials will open the white Ballot Secrecy Envelope to determine if the Voter Declaration Form has been inserted in the Ballot Secrecy Envelope.

If the designated election officials find the Voter Declaration Form in the white Ballot Secrecy Envelope, they shall remove the Voter Declaration Form without examining the ballot. The white Ballot Secrecy Envelope will be resealed by taping it closed.

- If the Voter Declaration Form is signed, the ballot WILL BE COUNTED.
- If the Voter Declaration Form is not signed, the ballot WILL NOT BE COUNTED.
- If the designated Election Official does not find the Voter Declaration Form contained in the Ballot Secrecy Envelope, the ballot WILL BE REJECTED.

If upon opening the Outer Return Envelope, it contains more Voter Declaration Forms to Ballot Secrecy Envelopes, or more Ballot Secrecy Envelopes to Voter Declaration Forms, the designated Election Official will open the Ballot Secrecy Envelopes to determine if any Voter Declaration Forms or additional ballots have been inserted in such envelopes.

If the designated Election Official finds more than one ballot is contained in the Ballot Secrecy Envelope and the number of ballots now equals the number of Voter Declaration Forms, the designated Election Official will remove the additional ballot without examining the ballot and insert it into a new Ballot Secrecy Envelope and seal or tape the Ballot Secrecy Envelopes closed.

- If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
- If the Voter Declaration Form is not signed, the ballot WILL NOT BE COUNTED.

If the designated Election Official finds that a Voter Declaration Form is contained in the Ballot Secrecy Envelope, the designated Election Official will remove the Voter Declaration Form without examining the ballot and seal or tape the Ballot Secrecy Envelope closed.

- If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
- If the Voter Declaration Form is not signed, the ballot WILL NOT BE COUNTED.

If after this process there remains a different number of Ballot Secrecy Envelopes than Voter Declaration Forms, the ballots WILL BE REJECTED.

If, upon opening the yellow Outer Return Envelope, the Ballot Secrecy Envelope has not been sealed or in the event the Ballot Secrecy Envelope has been sliced open as a result of opening the Return Envelope, the Clerk or designated Election Official will seal or tape the envelope closed without examining the ballot and the ballot WILL BE COUNTED.

If the white Secrecy Envelope contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her, the ballot may be rejected. Since ballot envelopes will be opened and separated from the ballot prior to counting, ballot envelopes dealt with in such a manner will not automatically be rejected. The decision of the Clerk in determining whether or not the ballot will be counted or rejected is final.

In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996* the following conditions will also cause a ballot to be considered rejected if:

- upon opening the yellow Outer Return Envelope there is no Voter Declaration Form, subject to Section 19.2.3 above;
- upon opening the yellow Outer Return Envelope there is a different number of Ballot Secrecy Envelopes than Voter Declaration Forms;
- upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains more than one ballot; and
- upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains a ballot which has not been marked; it will be counted as a "Ballot Used but Unmarked by Elector".

Where a white Ballot Secrecy Envelope is rejected, the reason for the rejection shall be recorded by numbering the Ballot Secrecy Envelope and noting the reason for the rejection on a separate Rejected Ballots Record.

Ballots received after 8:00 p.m. on November 16, 2015 (Voting Day) shall not be processed or counted, but will be time and date stamped and kept with the official election records.

BALLOT COUNT STATION 2

Two election officials shall be situated at Station 2 in the Ballot Count Centre. An election official will take the sealed white Secrecy Envelopes in bundles of 25 from Station 1 to Station 2 where two election officials shall open the white Secrecy Envelopes with a letter opener, remove the ballots, fold them flat and manually count the ballots, then place the counted ballot in a ballot box.

As each ballot box is filled with counted ballots it is sealed and transported to a secure location.

VOTING PLACE

The voting place shall be furnished with compartments in which electors may mark their ballots without other persons being able to see how they are marked and it is the duty of the Clerk/Returning Officer or Deputy Returning Officer respectively to ensure that a sufficient number of compartments are provided at the voting place.

PROXY VOTING

The 2015 Ward 3 Municipal By-Election is using the Vote By Mail process, in accordance with Section 42(5), of the *Municipal Elections Act, 1996*, as amended, there is no requirement for and no opportunity to vote by proxy.

FORMS

In addition to the prescribed forms as set out by the Ministry of Municipal Affairs and Housing the Clerk, or designate, reserves the right to use additional forms as may be necessary for the conduct of the election.

REQUIREMENT TO PROVIDE PROOF OF IDENTITY

All eligible electors are required to provide proof of identity and residence in order to obtain a ballot at the location or they must sign the Voter Declaration card included in the Vote by Mail Kit. The type of identification is prescribed in O. Reg. 304/13 and is attached hereto as Schedule "B"

SCRUTINEERS

Candidates may appoint scrutineers in writing, on the designated form, to represent them and all scrutineers must comply with the procedures set out on their Appointment Form.

Scrutineers OR candidates may be present when Return Envelopes, Inner Ballot Secrecy Envelopes or ballots are being processed and when the votes are being counted.

As there is only one poll station on November 16, 2015 (Voting day), only a candidate OR their scrutineer may be present.

Scrutineers OR candidates will be provided an area within the Ballot Count Centre for their use. Cell phones or other equipment will not be permitted in the Ballot Count Centre other than for designated Election Officials.

Scrutineers OR candidates shall not interfere with the vote count in any manner either during the sequester period or during the vote counting procedure. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.

No campaign material will be allowed within the Ballot Count Centre on Voting Day.

Scrutineers OR candidates will not be admitted to the Ballot Count Centre after 6:00 p.m. on November 16, 2015 (Voting Day).

Should a scrutineer OR candidate be inside the Ballot Count Centre at 6:00 p.m. on November 16, 2015 and leave the premises, they will not be readmitted.

EMERGENCIES

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Municipal Clerk, or designate, has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates as soon as possible.

SPECIFIED DATES

Dates specified in this Procedure respecting the issuance and return of Vote by Mail Kits may vary slightly depending on Canada Post schedules and the time line provided by DataFix.

CERTIFICATION

These are the certified procedures for voting and for the use of vote counting equipment that shall be followed for the 2015 Ward 3 Municipal By-Elections in the Township of Wellington North.

These procedures may be amended as deemed necessary by the Clerk and Deputy Returning Officer.

Karren Wallace
Clerk and Returning Officer

Date

Catherine Conrad
Deputy Returning Officer

Date

SCHEDULE "A" Time Line for Vote by Mail Method 2015 Ward 3 By-election

June 22, 2015	Receive written resignation (Section 260 <i>Municipal Act, 2001</i>)
July 13, 2015	Declare seat vacant (Section 262 (1) <i>Municipal Act, 2001</i>)
August 10, 2015	Pass a by-law to hold a by-election
August 11, 2015 – Friday October 2, 2015	Nominations can be filed 8.30 am on Tuesday August 11, 2015 to Friday October 2, 2015 at 2:00 p.m
August 21, 2015	Agreements with Canada Post and information supplied to DataFix
Sept. 11, 2015	MPAC to provide preliminary list of electors (PLE)
Sept. 14, 2015	Council passes by-law for vote by mail process
September 14- November 16 (Voting Day)	Electors may review the voter's list and add or delete names
September 14	Upon written request, candidates receive a copy of the voter's list
October 5, 2015	Certify list of candidates
October 13, 2015	Last day to amend the voter's list to receive a vote by mail kit directly from DataFix
October 14- November 16	Amend the voter's list and receive a ballot in person or in the mail from the municipality
October 23, 2015	DataFix Mail out kits to electors who were on the voter's list as of Oct 13
Oct 26, 2015 to November 16, 2015	Municipality receive ballots in mail or in person or via the after-hours mail slot until 8 p.m. November 16, 2015
October 29, 2015	3:30 p.m. Election staff scan sealed yellow envelopes to record advance voters - candidates or scrutineers may be present
October 30, 2015	9:00 a.m. candidates may obtain an updated voter's list
November 2, 2015	Last day for electors to put ballots in mail to guarantee mail return to Wellington North by November 16
November 5, 2015	3:30 p.m. Election staff scan sealed yellow envelopes to record advance voters - candidates or scrutineers may be present
November 6, 2015	9:00 a.m. candidates may obtain an updated voter's list
November 7, 2015	11:00 am to 3:00 pm municipal office open to provide assistance to electors
November 12, 2015	3:30 p.m. Election staff scan sealed yellow envelopes to record advance voters – candidates or scrutineers may be present
November 12, 2015	4:30 pm to 8:00 pm municipal office open to provide assistance to electors
November 13, 2015	9:00 a.m. candidates may obtain an updated voter's list
Monday November 16, 2015	Voting day (<i>last day for voting day is November 16, 2015: shall be 45 days after nomination day Section 65(4) 3 Municipal Elections Act</i>)
November 17, 2015	Announce official results
November 23, 2015	Ward 3 Councillor takes oath of office and attends first Council meeting
January 15, 2016	Candidates must file Form 4 by 2:00 p.m. showing election expenses from date nomination filed to December 31, 2015

SCHEDULE "B" VOTER IDENTIFICATION

ONTARIO REGULATION 304/13

An original, or a certified or notarial copy, of a document that is listed and shows the person's name and qualifying address.

1. An Ontario driver's license.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

FROM: Karren Wallace, Clerk

**SUBJECT: REPORT CLK 2015-043 BEING A REPORT ON CONSENT
APPLICATION B76/15 (HUMMEL) KNOWN AS PART LOTS 1
AND 2, JAMES ELLIS SURVEY TOWNSHIP OF WELLINGTON
NORTH**

RECOMMENDATION

THAT CLK Report 2015-043 being a report on Consent Application B76/15 (Hummel) known as Part Lots 1 and 2, James Ellis Survey, Township of Wellington North be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B76/15 as presented with the following conditions:

- 1) **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 the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.
- 2) **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 3) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 4) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage,

shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.

- 5) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The subject property is known as Part Lot 7, Concession 4, Township of Wellington North.

The property assessment roll number is 23-49-000-005-02400

The subject parcel is shown on Schedule "B" attached.

The proposed severance is 288 square metres with 16.31m frontage, existing and proposed semi-detached dwelling.

The retained parcel is 301 square metres with 16m frontage, existing and proposed semi-detached dwelling.

The Committee of Adjustment approved the following amendments in application A5/14 on June 9, 2014 in order facilitate the construction of a semi-detached dwelling:

THAT a rear yard setback of 4.7 m (15.4 ft) be permitted, whereas 7.6m (24.9 ft) is required, a difference of 2.9 m.

THAT a front yard setback of 5 m (16.4 ft) be permitted, whereas 7.6m (24.9 ft) is required, a difference of 2.6 m.

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 Director Recreation, Parks and Facilities.

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

- 6) **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 the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.
- 7) **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 9) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.
- 10) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.

Schedule "A" is a report by Jameson Pickard, Wellington County Planner dated September 8, 2015

Schedule "B" is a sketch of subject property.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular the community growth plan.

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

- Yes No N/A

Which pillars does this report support?

- | | |
|---|--|
| <input checked="" 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 |
| <input type="checkbox"/> Strategic Partnerships | |

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens

**KARREN WALLACE
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

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

Application	B76/15
Location	Part Lot 1 & 2, James Ellis Survey TOWNSHIP OF WELLINGTON NORTH (Mt. Forrest)
Applicant/Owner	Andrew Hummel

PLANNING OPINION: This application would sever an existing semi-detached dwelling in half in the urban centre of Mount Forest. A severed parcel of 288 m² (3,100 ft²) would be created with a retained parcel of 301 m² (3,240 ft²).

This application is consistent with the Provincial Policy and generally conforms to the Official Plan. We would have no concerns provided servicing and driveway access can be provided 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 Mount Forest Urban Centre and is consistent with the PPS.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is currently designated RESIDENTIAL in the Urban Centre of Mount Forrest. 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.

The matters under section 10.1.3 were also considered including...g) "That all lots have safe driveway access to an all-season maintained public road..."

LOCAL ZONING BY-LAW: The subject property is currently zoned Residential (R2). Both the lots meet minimum lot area and frontage requirements. Minor variance application (A5/14) was previously obtained for the deficient rear and front yard setbacks to permit the construction of the semi-detached dwelling.

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

Jameson Pickard, Planner
September 8th, 2015



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-044 BEING A REPORT REGARDING A
PETITION FOR DRAINAGE WORKS BY OWNERS FOR NEW
DRAINAGE WORKS UNDER THE *DRAINAGE ACT* ON
LOT 25, CONCESSION 2 TOWNSHIP OF WELLINGTON NORTH**

RECOMMENDATION

THAT CLK Report 2015-044 being a report regarding a petition for drainage works by owners for new drainage works under the *Drainage Act* on Lot 25, Concession 2, Township of Wellington North be received;

AND FURTHER THAT Council of the Township of Wellington North approves the request for a municipal drain;

AND FURTHER THAT Council appoints K. Smart & Associates Limited as the engineer and directs them to prepare a preliminary report and if an environmental appraisal is required, instructs the Engineer to prepare a preliminary report pursuant to the *Drainage Act*.

OR

THAT CLK Report 2015-044 being a report regarding a petition for drainage works by owners for new drainage works under the *Drainage Act* on Lot 25, Concession 2, Township of Wellington North be received;

AND FURTHER THAT Council of the Township of Wellington North not approve the request for a municipal drain.

AND FURTHER THAT Council directs the Clerk to notify the petitioners of Council's decision, pursuant to the *Drainage Act*.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

On August 21, 2015 a Petition for Drainage Works by Owners under the *Drainage Act* (the Act) was filed with the Clerk of the Township of Wellington North for drainage works to be constructed on Lot 25, Concession 2, attached as Schedule "A".

The work required is to deepen an existing watercourse and protect existing drainage outlets. The estimated project length is 1,000 feet and the soils in the area are described as clay loam.

Under the Act, where a petition has been filed, the council shall consider the petition and shall, within thirty days after the filing of the petition, notify the petitioners as follows:

- if Council decides not to proceed with the drainage works, send notice of its decision to each petitioner; or
- if Council does decide to proceed with the drainage works, send notice of the petition and of its decision to each petitioner, the clerk of each local municipality that may be affected, and the conservation authority that has jurisdiction over any lands in the area or, if no such conservation authority exists, the Minister of Natural Resources.

The Township Drainage Superintendent attended on site at the request of a landowner. The Superintendent observed a constructed drainage system which crossed several farm properties and determined that the drain system is not a municipal drain nor is there a written agreement between property owners. Therefore his opinion is that the drain has no status under the Drainage Act nor is it even an old Award Drain, and the Township currently has no jurisdiction in this matter.

He believes the petition is satisfactory; however that determination is a duty of the Engineer/Surveyor appointed by the municipality. The Drainage Superintendent recommends that Council appoint an Engineer further to Section 5 of the Drainage Act., after which the Engineer will then convene a site meeting as part of their duties under Section 9 of the Act to determine petition validity, nature and extent of work requested, drain name or number etc.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report. The cost of the engineer's report will be borne by the petitioners.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens

**KARREN WALLACE
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

RECEIVED
AUG 21 2015

SCHEDULE A



Ministry of Agriculture,
Food and Rural Affairs

Petition for Drainage Works by Owners
Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

TWP. OF WELLINGTON NORTH

This form is to be used to petition municipal council for a new drainage works under the Drainage Act. It is not to be used to request the improvement or modification of an existing drainage works under the Drainage Act.

To: The Council of the Corporation of the Township of Wellington North

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

- LOT 25 CON 2 HAS TILE DRAINS THAT OUTLET INTO OPEN DITCH ON LOT 26 THAT NEED TO BE PROTECTED.
- IN PT LOT 24 CON 1 HAS SURFACE WATER FROM 134SH AT WEST END OF FARM THAT FLOWS INTO CATCH BASIN AND TILE ON LOT 25 THAT ALSO OUTLET INTO OPEN DITCH ON LOT 26 CON 2
- S PT LOT 24 CON 1 HAS 8-12 AC AT WEST END OF FARM THAT IS TILE DRAINED CONNECTING INTO CATCH BASIN AND TILE ON LOT 25 CON 2 THAT OUTLET INTO OPEN DITCH ON LOT 26 CON 2

In accordance with section 9(2) of the Drainage Act, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the Drainage Act for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the Drainage Act, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) EDEN	(First Name) BRUCE	Telephone Number 848-2785 EXT.
---	------------------------------	---

Address	
Road/Street Number 8580	Road/Street Name WELLINGTON COUNTY RD #14 RR 2 ARTHUR NOG-1A0

Location of Project			
Lot 26	Concession 2	Municipality WELLINGTON NORTH	Former Municipality (if applicable) ARTHUR

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

PROTECT EXISTING DRAINAGE OUTLET

Name of watercourse (if known)

Estimated length of project

1000'

General description of soils in the area

CLAY LOAM

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this **21** day of **Aug**, 20**15**

Name of Clerk (Last, first name)

WALLACE, Karen

Signature

Karen Wallace

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
7900	CON 2 LOT 25
Ward or Geographic Township	Parcel Roll Number
WELLINGTON NORTH	2349-000-007-05500-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

CULP KARL	Karl Culp	2015/08/20
EDEN BRIAN	B. Ed.	2015/08/20
EDEN BRUCE	Bruce Ed.	2015/08/20

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
---	-----------

Name of Corporation

Position Title

I have the authority to bind the Corporation.
Date (yyyy/mm/dd)

Number	Property Description
8704	CON 1 N PT LOT 24
Ward or Geographic Township	Parcel Roll Number
WELLINGTON NORTH	2349-000-007-01000-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

EDEN BRUCE	Bruce Ed.	2015/08/20
EDEN BRIAN	B. Ed.	2015/08/20

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
---	-----------

Name of Corporation

Position Title

I have the authority to bind the Corporation.
Date (yyyy/mm/dd)

Check here if additional sheets are attached

Clerk initial *kw*

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
7980	CON / SPT LOT 24
Ward or Geographic Township	Parcel Roll Number
WELLINGTON NORTH	2349-000-007-00900-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
EDEN BRUCE	Bruce Ed	2015/08/20
Eden Craig	Craig Eden	2015/08/20
EDEN JODY	Jody Eden	2015/08/20

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Check here if additional sheets are attached Clerk initial /hw

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*

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and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2 519 826-3552



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14TH, 2015**

FROM: Dale Small Economic Development Officer

**SUBJECT: REPORT EDO 2015-29 Sale of Municipal Land
Sligo Road & Victoria Street, Mount Forest**

RECOMMENDATION

THAT Report EDO 2015-29 being a report on the sale of Municipal Land located at the corner of Sligo Road and Victoria in Mount Forest be received;

AND FURTHER THAT The Council of the Corporation of the Township of Wellington North authorize the corporation to enter into an Agreement of Purchase and Sale with Mr. Kenneth Dewar in the form of the draft attached as Schedule "A" for the sale of the lands

AND FURTHER THAT The Mayor and the CAO of the corporation are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

EDO Report 2015-15 Potential Land Sale Report to Closed Meeting of Council on May 11th, 2015

Public Notice declaring the property surplus and intent to pass a by-law to enter into a Purchase and Sale Agreement issued May 26th, 2015.

BACKGROUND

Council were informed at the May 11th council meeting that Mr. Kenneth Dewar had approached the municipality expressing an interest in acquiring the property at the corner of Sligo Road and Victoria in Mount Forest.

This very small .19 acre property is located adjacent to his existing location at 1 Victoria Street in Mount Forest and has an M1 Industrial Zoning. The official legal description of the property is "Survey Foster PT Park Lot 9 RP 60R2532 Part 1".

At the May 11th council meeting, as per by-law number 9-08, being a By-Law to adopt Policies with respect to the Sale and other Disposition of Land, Council approved the Public Notice declaring the property surplus and indicating our intent to sell. This Public Notice was issued on May 26th, 2015 with any inquiries to be directed to the Clerk by June 16th, 2015. Our Clerk has confirmed that no inquiries have been received.

Since that time we have been working with Mr Dewar and our Municipal Lawyer to finalize the Agreement to Purchase and Sale and this was completed on September 1st, 2015. Council is aware that Mr Dewar's intent is to initially utilize this property as an overflow parking lot for 1 Victoria Street and that sometime in the future he may wish to access municipal services, at his expense, off of Sligo Road through this property.

FINANCIAL IMPLICATIONS

All fees are at the expense of the buyer and at \$15,000/acre x .19 acres the sale price for the property is \$2,850.00. Funds will be credited to the Industrial Commercial Property Reserve Fund 3-00-82-000-3210 as per council resolution stating that the net proceeds of any sale of land by the Township be transferred into a Reserve Fund specifically for future development and/or purchase of industrial or commercial property.

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular

ensuring that all municipally owned land and facilities are being effectively utilized and in this case this small parcel of land offers limited development opportunity in Municipal ownership.

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

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

Which pillars does this report support?

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

PREPARED BY: _____ **RECOMMENDED BY:** _____



DALE SMALL ECONOMIC DEVELOPMENT OFFICER	MIKE GIVENS CHIEF ADMINISTRATIVE OFFICER
--	---

**AGREEMENT OF PURCHASE AND SALE (hereinafter called the "APS")
this 1st day of September, 2015.**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(hereinafter called the "Vendor")

-and-

KENNETH DEWAR
(hereinafter called the "Purchaser")

WHEREAS the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Property");

NOW THEREFORE IN CONSIDERATION of the mutual covenants and premises in the APS and other good and valuable consideration, the parties agree as follows:

**SECTION I
GENERAL**

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of the APS.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a total Purchase Price of Two Thousand Eight Hundred Fifty Dollars (\$2,850.00) to the Vendor. The Purchase Price shall be paid as follows:
 - (a) Five Hundred Dollars (\$500.00) is payable by the Purchaser by certified cheque or bank draft upon execution of the APS, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if the APS is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser; and
 - (b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque or bank draft.

**SECTION II
PURCHASE OF PROPERTY**

3. Deed/Transfer
 - (a) The Vendor agrees to deed/transfer the Property to the Purchaser subject to the terms of the APS;
4. Completion Date
 - (a) The closing of this transaction shall take place forty-five (45) days from the date of execution of the APS, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided

in the APS. The Vendor acknowledges that it has the right and authority to sell the Property.

5. Council Approval
 - (a) This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or the APS will be null and void and the deposit returned without interest or deduction.
6. Documents, Reports and Information
 - (a) The Vendor will produce and deliver to the Purchaser within thirty (30) days of the execution of the APS any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

SECTION III CONDITIONS, REPRESENTATIONS AND WARRANTIES

7. "As Is" Condition
 - (a) The Purchaser acknowledges that it is acquiring the Property in an "as is" condition and that it must satisfy itself within thirty (30) days of the execution of the APS regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser's proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Property. The Purchaser agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and the APS shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to the APS, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser's sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.
8. Investigation by the Purchaser
 - (a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon the execution by the parties of the APS, and subject to any conditions herein, there shall be a binding agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required

or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

9. Future Use
 - (a) The Vendor and the Purchaser agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically stipulated elsewhere in the APS.
10. Property Not for Resale – Purchaser Requirements
 - (a) The Purchaser covenants that it is purchasing the Property for uses permitted in the Zoning By-Law of the Vendor from time to time and requirements therein and not for resale purposes as a vacant, unimproved property.
 - (b) The Purchaser shall be permitted after completion of the transaction herein to improve the existing access to the Property from the adjacent allowance for Victoria Street, Wellington North (Mount Forest) at the expense of the Purchaser.
 - (c) The Vendor acknowledges and confirms that adjacent to the Property within the road allowance for Sligo Road is an existing municipal water line and an existing municipal sanitary sewer line both of which may in future, at the expense of the Purchaser and in compliance with the requirements of the Vendor, be used for water and sanitary sewer purposes with respect to the Property and also the lands adjacent to the Property assigned PIN 71072-0030 shown as PART 2 Plan 60R2532. Notwithstanding paragraph 26(a) herein, it is agreed that the provisions in this paragraph 10(c) are for the benefit of the Purchaser and the owner of the adjacent lands (2402605 Ontario Ltd.) and their respective heirs, executors, estate representatives, successors and assigns.

SECTION IV PRIOR TO COMPLETION DATE

11. Purchaser May Inspect the Property
 - (a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and any buildings as frequently as is reasonably necessary between the date of execution and the Completion Date at reasonable times and upon reasonable notice to the Vendor.
12. Insurance
 - (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

**SECTION V
COMPLETING THE TRANSACTION**

13. Deed
 - (a) The Deed or Transfer of the Property will be prepared and registered by the Vendor in a form acceptable to the solicitors for the Purchaser.
14. Purchaser to Pay Costs
 - (a) The Purchaser agrees to pay the Land Transfer Tax and all legal and other costs of the Vendor in connection with the completion of the transaction.
15. Electronic Registration
 - (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Electronic Registration of Title Documents.
16. Examination of Title
 - (a) Title to the Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the survey or Reference Plan delivered to the Purchaser.
 - (b) The Purchaser is allowed thirty (30) days from the execution of the APS to examine the title to the Property. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then the APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.
17. Vendor to Discharge all Encumbrances
 - (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Property and not assumed by the Purchaser. The Vendor further covenants and agrees to discharge, on or before the Completion Date, any and all liens, chattel mortgages, assignments or any other security interest given by the Vendor against its personal Property.
18. Adjustments
 - (a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.

- (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.

19. Deliveries by the Vendor To The Purchaser on Closing

- (a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:
 - (i) A deed/transfer of the Property;
 - (ii) Any survey or reference plan of the Property in the possession of the Vendor;
 - (iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
 - (iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
 - (v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the *Income Tax Act*, R.S.C., 1985, c. 1 (5th Supp.) as amended;
 - (vi) Certified copies of all appropriate By-Laws and other documents of the Vendor authorizing the transaction herein; and
 - (vii) Such further documentation and assurances as the Purchaser may reasonably require to complete the transaction contemplated by the APS.

20. Harmonized Sales Tax

- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act*, R.S.C., 1985, c. E-15 (the "Act") and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
 - (i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
 - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
 - (2) It will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
 - (3) The Property transferred pursuant to the APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.

- (4) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
- (5) A notarial true copy of its HST registration confirmation.

**SECTION VI
MISCELLANEOUS**

- 21. Entire Agreement
 - (a) There is no representation, warranty, collateral agreement or condition affecting the APS of the Property other than expressed herein.
- 22. Tender
 - (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque or bank draft may be tendered instead of cash.
- 23. Time of Essence
 - (a) Time shall be of the essence of the APS.
- 24. Planning Act
 - (a) The APS shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended are complied with.
- 25. Notices
 - (a) All notices in the APS shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following addressed:

Solicitors for the Vendor:

Duncan, Linton LLP
ATTENTION: Patrick J. Kraemer
45 Erb Street West
P. O. Box 457
Waterloo, ON N2J 4B5
Fax: (519) 886-8651

Solicitors for the Purchaser:

Deverell & Lemaich
ATTENTION: Richard Lemaich, Counsel
166 Main St S
Mount Forest ON N0G 2L0
Fax: (519) 323-3877

If mailed, such notices must also be given by facsimile transmission or electronic transmission (email with attached PDF format file) on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

- 26. Successors and Assigns

(a) The Purchaser shall be permitted to assign all of its right, title and interest in and to the APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by the APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in the APS. The APS shall be binding upon the parties hereto and their respective successors and assigns.

27. Schedules

(a) The following Schedules shall form an integral part of the APS:

(i) Schedule "A" Description of Property

28. Acceptance by Fax or Electronic Transmission

(a) The Purchaser and Vendor acknowledge and agree that the communication of the APS may be transmitted by way of a facsimile machine or electronic transmission (email with attached PDF format file), and that they agree to accept such signatures and documents to be legal and binding upon them.

29. Counterparts

(a) The APS may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

30. Severability

(a) If any provision of the APS, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of the APS, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

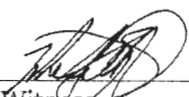
IN WITNESS WHEREOF the parties have executed the APS.

The Corporation of the Township of Wellington North


Andy Lennox
Mayor

Michael Givens
CAO

We have authority to bind the Corporation of the Township of Wellington North.



Witness
Name: *Michelle Bitton*
Date: *Sept. 4/15*



KENNETH DEWAR

SCHEDULE "A"
LEGAL DESCRIPTION OF LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

Pt PkLt 9 Survey Foster's Mount Forest PT 1 602532; Wellington North

PIN: 71072-0029 (LT)



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

**FROM: Paul Dowber
Treasurer**

**SUBJECT: TREASURER'S REPORT TR2015-19
Small Community Fund – Expression of Interest**

RECOMMENDATION

THAT the Council of the Township of Wellington North receive TR2015-19 being a report on the second intake of the Small Community Fund (SCF);

AND FURTHER THAT Council approves the completion of the required Expression of Interest, applying for 2/3 SCF funding of the eligible project costs for the King St. W./Elgin St. S. project in Mount Forest.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

TR2014-09 OCIF SCF Funding
TR2014-14 OCIF SCF Funding Application
TR2015-13 SCF Funding Agreement

BACKGROUND

On August 17, 2015 the Ministry of Agriculture, Food and Rural Affairs opened the second intake of the SCF. These funding sources are designed to help municipalities support the revitalization and repair of roads, bridges and other critical infrastructure in small, rural and northern communities.

Through the SCF, the federal government, as part of their Building Canada Fund (BCF) will provide up to \$272 million in total to support projects in municipalities with populations less than 100,000. Subject to finalizing the terms and conditions of a funding agreement between Canada and Ontario this funding will be matched by Ontario.

Eligible projects include:

- Highways and major roads (including bridges)
- Drinking water and wastewater

Eligible Project costs include:

- Environmental assessment costs (up to 15% of the federal share)
- Design/engineering costs
- Project management costs
- Materials and construction
- Equipment leasing for the construction of the project
- Communication materials

Ineligible costs include:

- Land acquisition
- Leasing of land, buildings and other facilities
- Finance charges
- Legal fees
- Movable assets (such as generators)
- Application costs
- Expenditures incurred before approval of the project by Canada

The maximum federal and provincial contributions will be two-thirds of the total eligible costs of a project. The flow of funds will be receipt based and project completion will be outlined in the contribution agreement, but standard completion expectations are five years.

Council resolution is not required for the EOI. Full application for this component will be available to municipalities who have submitted 2014 FIRs by September 30, 2015 and have an Asset Management Plan. The date for the application submission has not been announced yet. Successful funding recipients will be announced pending timing of federal approvals.

The applications will be assessed on:

- Preliminary evidence of current or future health and/or safety issue
- Applicant's economic conditions and fiscal situation

Projects can include multiple components such as watermain, sewer pipe and paving work in one project.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF SEPTEMBER 14, 2015**

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

**SUBJECT: REPORT PW 2015-069 BEING A REPORT ON THE AWARD OF
BRIDGE REPAIR WORK FOR BRIDGE 2026, BRIDGE 41 AND
BRIDGE 2039**

RECOMMENDATION

THAT Report PW 2015-069 being a report on the award of bridge repair work for bridge 2026, bridge 41 and bridge 2039 be received;

AND FURTHER THAT the Council of the Township of Wellington North increase the combined 2015 budgeted estimates for Bridge 2026, Bridge 41 and Bridge 2039 construction projects by \$15,000 funded by the Road Upgrade Reserve; and

AND FURTHER THAT the Council of the Township of Wellington North award the bridge repair work for bridge 2026, bridge 41 and bridge 2039 to AJN Builders Inc. at a net cost to \$149,841.60.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2015-024 being a report on the Roads Department's 2015 capital program.

Report PW 2015-035 being a report on the Public Works Department's 2015 capital program.

Report PW 2015-047 being a report on the Public Works Department's 2015 capital program.

Report PW 2015-063 being a report the 2015 capital program.

BACKGROUND

Bridge repair tender documents were publically available on both the Township, BM Ross and the London Construction Associations website for the last two weeks in August and first week of September. The tender closed September 8th at 12 (noon).

The bid summary list, which includes bid takers, has been included as Schedule A.

The BM Ross recommendation letter has been included as Schedule B.

Township staff acknowledge there is a cost difference between the project budget estimates and actual costs received by tender.

Bridge 2028 (Sideroad 13) was approved a 2015 capital budget of \$193,500. Township staff only intend to complete the design work for this project in 2015, at an estimated cost of approximately \$20,000.

FINANCIAL IMPLICATIONS

**Township of Wellington North
Bridge Repair Work Cost Analysis
September 9, 2015**

	2015 Budget	Tender Amount	Township Cost	
Bridge 2026	\$ 97,000.00	\$ 69,110.00	\$	69,110.00
Bridge 41	\$ 35,000.00	\$ 33,500.00	\$	33,500.00
Bridge 2039	\$ 35,000.00	\$ 34,000.00	\$	34,000.00
Provisional Items		\$ 10,640.00	\$	10,640.00
Sub-Total	\$ 167,000.00	\$ 147,250.00	\$	147,250.00
HST 13%		\$ 19,142.50		
Net HST			\$	2,591.60
Total	\$ 167,000.00	\$ 166,392.50	\$	149,841.60

	2015 Budget	Township Tender Cost	Engineering	Estimated Actual*
Part 1 - Bridge 2026	\$ 97,000.00	\$ 70,326.34	\$ 17,299.20	\$ 87,625.54
Part 2 - Bridge 41	\$ 35,000.00	\$ 34,089.60	\$ 4,680.96	\$ 38,770.56
Part 3 - Bridge 2039	\$ 35,000.00	\$ 34,598.40	\$ 7,123.20	\$ 41,721.60
Total (No Provisional Items)	\$ 167,000.00	\$ 139,014.34	\$ 29,103.36	\$ 168,117.70
Total (With Provisional Items)	\$ 167,000.00	\$ 149,654.34	\$ 29,103.36	\$ 178,757.70

Note:

- "Estimated Actual" does not include GRCA permit fees.
- \$10,640 provisional item contains \$10,000 project contingency.

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular public asset rehabilitation.

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
- Brand and Identity
- Strategic Partnerships

- Corporate Communication Plan
- Positive Healthy Work Environment

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

Matthew Aston

Michael Givens

MATTHEW ASTON DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE A – TENDER SUMMARY

TENDER OPENING SUMMARY FORM

OWNER	Township of Wellington North	CONTRACT NO.	BR1169
PROJECT DESCRIPTION	Rehabilitation of Bridges 2026, 41 and 2039, Township Tender #2015-016	CLOSING DATE	12:00 noon, Tuesday September 8, 2015
No. ADDENDA	0	PRE-TENDER PRICE ESTIMATE (Incl. HST)	\$170,000

PLAN TAKERS* <small>*(As compiled by BMROSS subsequent to an order for plans and specifications)</small>	# of Addenda Confirmed by fax ³	TENDERED AMOUNT	Acceptable bid deposit as specified in the I/O's ¹			AGREEMENT TO BOND	SIGNING	NO. OF ADDENDA	TIME OF COMPLETION ²	BIDDER'S POSITION
			Submitted with Tender	Returned to Contractor	Retained by Municipality					
Owen King Limited Walkerton, ON N0G 2V0		\$								
A. J. Braun Manufacturing Ltd. Kitchener, ON N2C 2E2		\$								
AJN Builders Incorporated Dublin, ON N0K 1E0		\$ 166,312.50	Yes		Yes					
Reeves Construction Limited Mount Forest, ON N0G 2L0		\$								
Jarlian Construction Inc. Burlington, ON L7M 0P2		\$								
MTM-2 Contracting Inc. Milton, ON L9T 4Z9		\$								
HC Mateon Inc. Ayr, ON N0B 1E0		\$								
Xterra Construction Inc. Kitchener, ON N2H 5Z6		\$ 211,689.94	Yes		Yes					
Clearwater Structures Inc. Ajax, ON L1S 1R4		\$								
Horseshoe Hill Construction Inc. Caledon Village, ON L7K 2B9		\$ 547,014.06	Yes		Yes					
		\$								
		\$								
		\$								

Interest Notes:

- Time of Completion, if not specified in the Contract Documentation, in weeks from date of contract award
- Contractor to sign Tender Opening Summary sheet upon return of tender deposit - identification to be confirmed
- Addenda may be attached to the contract when it is sent out - not required to confirm by fax
- If the tender deposit submitted was not what was specified, this inconsistency should be brought to the attention of the Owner
- Once the bidder's position has been determined, this form must be faxed back to the Goderich office of BMROSS at (519) 524-4403 or, if the contract originated in the Mount Forest office, fax to both Goderich and Mount Forest (519) 323-3551
- Copies of at least the 2 low bids to be made upon completion of the tender opening

SCHEDULE B – BM ROSS RECOMMENDATION LETTER



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street, Goderich, ON N7A 2T4
p (519) 524-2641 • f (519) 524-4403
www.bmross.net

File No. BR1169

September 8, 2015

Matthew Aston, Director of Public Works
Township of Wellington North
7490 Sideroad 7 W, Box 125
Kenilworth, ON N0G 2E0

**Re: Rehabilitation of Bridges 2026, 41 and 2039
Township tender #2015-016**

Tenders were received on Tuesday, September 8, 2015 for the above noted project and opened by Township Staff. The tender results are as summarized by the following table:

Tenderer	Tendered Amount
AJN Builders Inc.	\$166,392.50
Xterra Construction Inc.	\$214,688.94
Horseshoe Hill Construction Inc.	\$349,014.06

All of the tenders were checked and found to be mathematically correct. We also understand, all tenders were properly signed and each was submitted with the specified tender deposit and Agreement to Bond.

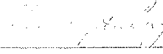
Since the lowest tender is acceptable contractually, the tenderer is experienced in bridge rehabilitation and we are unaware of a reason to reject their bid, further analysis is limited to the lowest bid. We therefore recommend that this contract be awarded to AJN Builders Inc. for the total tender sum of \$166,392.50

Please retain the tender deposits from the two low bidders until the contracts are formally signed. The other tender deposit cheque may now be returned.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Ken D. Logtenberg, P. Eng.

KDL:hw

Z:\BR1169-Wellington-North-Rehabilitation-Bridges-2026-Projects\BR1169-15Sept08-Tender-Review-Municipality-let.docx

TOWNSHIP OF WELLINGTON NORTH

CULTURAL ROUNDTABLE COMMITTEE MINUTES

Thursday, August 20, 2015 - 12:00 pm
Council Chamber, Kenilworth

Members Present:

Chair James Taylor
April Marshall, Tourism, Marketing & Promotion Manager
Robert Macdonald – Arthur Agricultural Society, Arthur Historical Society
Penny Renken, Mount Forest Archives
Gail Donald – Arthur Historical Society
Bonny McDougall – Arthur

Absent:

Linda Hruska
Karen Armstrong
Dale Small, Business Economic Manager
Dee Dee Eurig, Mount Forest Chamber
Dan Yake, Councillor

CALLING THE MEETING TO ORDER

Chair James Taylor called the meeting to order at 12:04 pm.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION WNCR 2015-013

Moved By: Robert Macdonald

Seconded By: Bonny McDougall

THAT THE Agenda for the August 20th, 2015 Wellington North Cultural Roundtable Committee Meeting be accepted and passed.

CARRIED

DECLARATION OF PECUNIARY INTEREST

None declared

DELEGATIONS

MINUTES OF PREVIOUS MEETING

RESOLUTION WNCR 2015-014

Moved By: Robert Macdonald

Seconded By: Bonny McDougall

THAT THE Cultural Roundtable Committee accept and pass the minutes of the May 21st, 2015 Cultural Roundtable meeting.

CARRIED

BUSINESS ARISING FROM MINUTES

- Chair Jim Taylor discussed outcome of previous discussions – theme meetings, meeting times, roles and responsibilities review, recruit a minimum of three new people to champion areas that the Committee is looking to grow and organize roles.

NEW BUSINESS

1. Doors Open – update on participants, Gail has volunteered to help prepare kits and will meet with participating sites on September 10th, 2015 to distribute event kits. 10,000 brochures will be printed that will be inserted into the Wellington Advertiser in Wellington North and surrounding areas. April will contact Dee Dee to inquire about being included on Wightman's Feature 'What's Happening'
2. Tall Tale Media – the Committee viewed Saddle Shack's video that is part of the video campaign the Cultural Roundtable is supporting. Videos are currently being completed with other participants – all videos will be uploaded upon completion.
3. Cultural Heritage Workshop Review – Jim Taylor reviewed the highlights of the workshop and some discussion was had on how the Cultural Roundtable can fit or take on this role in the future. Great information was received at the workshop.
4. Committee Review of Priorities and Roles & Responsibilities, Recruitment - the committee discussed roles, responsibilities and how to encourage championing in the different areas – further discussion was had on the process of confirming individual commitments to the committee, to ensure all that do sit at the Roundtable are participating in some capacity. A survey had been previously distributed to members to capture preferred days and time to meet. After reviewing the responses received, it was decided to leave meeting days and times as is this year and revisit after recruiting in the New Year. A review of current projects was also discussed, with all present happy with what is currently running. The Committee will use the October meeting to discuss new opportunities for 2016 and review areas for improvement of the Cultural Mapping website.
5. Communications – To build awareness of the committee, Cultural Roundtable information will be included in the Doors Open Press Release.
6. Mount Forest Archives Partnership Opportunities – (1) Penny Renken gave an update about the Smithy Shop – the executors seem to want to move more quickly than previously. They have asked the Mount Forest Archives and Arthur Historical Society to go in and preserve artifacts. There will need to be further information and research gathered regarding costs, execution etc if the two groups do wish to assume responsibility of the property. The Archives need to look at formalizing a sub-committee to analyze. The Committee would like to do a site visit and Penny will try to arrange this and see if this Committee has any role to play. (2) Penny share the Business Heritage Profiles she recently saw displayed in Kincardine, in which signage is posted in business windows showcasing history of buildings and businesses that have occupied. There is also opportunity to create a walking tour book to highlight as well. The committee discussed what a good opportunity it would be to incorporate in Wellington North and partner with the Archives / Historical Society. Bonny suggested getting students to participate. This will be reviewed with the 2016 projects.

MOTIONS FOR COMMITTEE APPROVAL

RESOLUTION WNCR 2015-015

Moved By: Robert Macdonald

Seconded By: Bonny McDougall

THAT THE Wellington North Cultural Roundtable Committee receive the resignation of Cultural Roundtable Committee member Ian Turner submitted by email dated March 30, 2015;

AND FURTHER THAT the Wellington North Cultural Roundtable Committee receive the resignation of Cultural Roundtable Committee member Cliff Smith submitted by email dated June 24, 2015.

CARRIED

ROUNDTABLE

- Bonny is on the IPM Souvenir and Cookbook Committee. They are attending several events to sell cookbooks and are looking for other branding type souvenirs. For example an item like 'rubber boots' would be displayed throughout the county and products would be created like rubber boot cookie cutters or pastry cut-out on butter tarts. April Marshall is on County Showcase Industry and Entertainment committee.
- Bonny requested a review of who qualifies for listings on the mapping site.
- Gail shared that the Arthur Historical Society will be at the Arthur Fall Fair September 10th to 13th, 2015 as well as participating in Doors Open Wellington North.
- The designation of the Arthur Chamber building will be held on September 26
- Robert Macdonald shared that the Arthur Agricultural Society will be hosting an Antique Farm Toy Show in October

ANNOUNCEMENTS

- Wellington North Farmers' Market
Fridays until October, 3pm-6:30pm, King St. E. Mount Forest
- Mount Forest Fall Fair, 156th Annual, September 5-7, 2015
- Arthur Fall Fair, 159th Annual, September 10-13, 2015
- Doors Open Wellington North and Culture Days Saturday, September 26, 2015

NEXT COMMITTEE MEETING

The next meeting will held on September 17th, 2015 from 12:00 pm – 2:00 pm in Kenilworth.

ADJOURNMENT

RESOLUTION WNCR 2015-016

Moved by: Gail Donald

Seconded by: Penny Renken

THAT THE Wellington North Cultural Roundtable Committee meeting be adjourned at 1:35pm.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
PUBLIC WORKS COMMITTEE MEETING MINUTES**

TUESDAY, SEPTEMBER 1, 2015 at 8:30 am

Members Present:

Co-Chair Councillor Steve McCabe
Co-Chair Councillor Dan Yake
Mayor Andy Lennox
Mike Givens, CAO
Matthew Aston, Director of Public Works
Dale Clark, Road Superintendent
Barry Trood, Water & Sewer Superintendent

Absent:

Also Present:

Paul Dowber, Treasurer
Mark Anderson, Kelly Hagan, Grand River Conservation
Authority
Byron Tan and Gary Scanlan, Watson & Associates –
Water & Wastewater Rate Study
Michelle Stone, Administrative Support

CALLING THE MEETING TO ORDER

Co-Chair Councillor Yake called the meeting to order at 8:30 am.

DECLARATIONS OF PECUNIARY INTEREST:

None Declared

ACCEPTANCE OF AGENDA

RESOLUTION PW2015-051

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT THE Agenda for the September 1st, 2015 Public Works Committee Meeting be accepted and passed.

CARRIED

APPROVAL OF MINUTES

RESOLUTION PW2015-052

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT THE Minutes from the July 7th, 2015 Public Works Committee Meeting be received as information.

CARRIED

BUSINESS ARISING FROM MINUTES

None

ROADS

PW 2015-063 2015 Public Works Capital Works Project Status

RESOLUTION PW2015-053

Item highlighted by the Director of Public Works outside of the report include:

Moorefield Excavation will be responsible for the safe passage of children to school on Frederick Street during the construction.

The Arthur Cenotaph has been re-bricked.

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT Report PW 2015-063 being a report on the status of the 2015 capital program for Public Works be received for information.

CARRIED

PW2015-066 Brush Report

RESOLUTION PW2015-054

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT Report PW 2015-066 being a report on brush pick-up and brush drop-off services be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North direct staff to implement the following changes to the Township's urban brush pick-up and brush drop-off program starting in 2016:

- 1. Brush drop-off services will no longer be provided at the Arthur and Mount Forest public works for residents. Residents will be required to transport their yard waste and brush to a Wellington County transfer station; and*
- 2. Brush pick-up services will continue in the urban communities of Arthur and Mount Forest with brush pick-up dates scheduled for the first Thursday of the month in April, June, August and September in Arthur and the last Thursday of the month in April, June, August and September in Mount Forest.*

CARRIED

PW2015-064 2016 Capital Program

RESOLUTION PW2015-055

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT Report PW 2015-064 being a report on the 2016 Capital Program be received for information.

CARRIED

PW2015-059 Arthur Fall Fair Parade

RESOLUTION PW2015-056

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT Report PW 2015-059 being a report on Arthur Fall Fair Parade Route be received for information.

CARRIED

PW2015-060 Jones Baseline Land

RESOLUTION PW2015-057

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT Report PW 2015-060 being a report on a request to purchase unopened road allowances in the Township be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North defer directing staff to pursue the process of surplus and selling unopened
CARRIED

**PW2015-061 Grey County Joint Maintenance Agreement
RESOLUTION PW2015-058**

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT Report PW 2015-061 being a report on the renewal of the boundary agreement between Grey County and Township of Wellington North for Grey Road 109 be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North direct the Mayor and Clerk to execute the road boundary agreement with Grey County.
CARRIED

PW2015-056 Additional Street Lights

RESOLUTION PW2015-059

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT Report PW 2015-056 being a report on the proposed addition of street lights along Cork Street near Martin Street in the community of Mount Forest be received;

AND FURTHER THAT the Public Works Committee recommend the Council of the Township of Wellington North direct staff to make arrangements to install two additional street lights along Cork Street near Martin Street in Mount Forest.

CARRIED

PW2015-062 Traffic Protection Policy

RESOLUTION PW2015-060

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT Report PW 2015-062 being a report on a traffic protection plan policy be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North approve the traffic protection plan policy #32.15, as presented.

CARRIED

Councillor McCabe assumed the Chair.

WATER AND SEWER

Delegation: Mark Anderson, Kelly Hagan, Grand River Conservation Authority

An update on the GRCA WWOP (Watershed-wide Wastewater Optimization Program) for Wellington North. This program provides opportunity to strengthen Grand River Conservation Authority partnerships with the township. There will be an onsite meeting next Friday to do a manual measurement. Matthew Aston will be going to Haldimand County to look at their process and how it might be beneficial for us.

PW2015-065 Smoke Test - Next Steps

RESOLUTION PW2015-061

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT Report PW 2015-065 being a report on the 2015 smoke test next steps be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North award Cole Engineering Group Ltd. work at a net Township cost of \$24,968.85 to field inspect, develop options, prioritize remediation and communication findings.

CARRIED

PW2015-067 Membrane Bioreactor

RESOLUTION PW2015-062

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT Report PW 2015-067 being a report on membrane bioreactor (MBR) technology for waste water treatment be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North direct staff to consult with XCG Consultants Ltd for their opinion on MBR technology.

CARRIED

PW2015-068 Source Water protection

RESOLUTION PW2015-063

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT Report PW 2015-068 being a report on source water protection as it relates to agricultural properties located near municipal wells be received;

AND FURTHER THAT Public Works Committee recommends the Council of the Township of Wellington North direct staff to contact the two impacted property owners as described within the August 25, 2015 Wellington Source Protection memorandum.

CARRIED

Delegation: Byron Tan and Gary Scanlan, Watson & Associates – Water & Wastewater Rate Study

Presented for the purpose of the study: see report in agenda

- Legislation for Water and Wastewater (asset management plan, performance plan financial plan) Water Opportunities Act is the most current legislation
- Consumption and forecast
- Capital needs and financing
- Lifecycle costs (existing infrastructure)
- Operating expenditures
- Rates
- Policy Matters
- Next steps – need a resolution to Council to be submitted with Rate Study –

ROUNDTABLE –

Water Meter rates were discussed including the disparity between families and single family homes versus and apartments versus houses.

NEXT MEETING DATE

The next meeting will take place on Tuesday, October 20th, 2015 at 8:30 am in Kenilworth.

ADJOURNMENT

RESOLUTION PW2015-064

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT THE Public Works Committee Meeting of September 1, 2015 be adjourned at 12: 10 p.m.

CARRIED



80 Commerce Valley Drive, East., Suite 1
Markham, ON L3T 0B2
Phone: 905-739-9739 • Fax: 905-739-9740
Web: cupe.on.ca E-mail: cupeont@web.net

August 1, 2015

AUG -- 6 2015

To Ontario Mayors and Councils,

TWP. OF WELLINGTON NORTH

We are writing to ask you and your council to proclaim **Child Care Worker & Early Childhood Educator Appreciation Day, October 8, 2015**, a day of recognition for the many people who work providing child care in your community.

This year will mark the 15th anniversary of our awareness day that recognizes the education, skills, commitment and dedication of Early Childhood Educators (ECEs) and child care staff, and each year is proclaimed by municipalities and school boards across Ontario.

The Ontario Coalition for Better Child Care (OCBCC), the Canadian Union of Public Employees (CUPE) and other labour and community partners are asking that **Thursday, October 8, 2015**, be proclaimed as **Child Care Worker & Early Childhood Educator Appreciation Day** in accordance with the attached resolution.

Many groups are recognized by way of municipal resolution. Such a day allows us to acknowledge the important contributions of child care workers and ECEs. Our children, families and communities benefit from the work of child care workers and ECEs. *Child Care Worker & Early Childhood Educator Appreciation Day* allows us to highlight the important work of these professionals.

Even if your council does not issue official proclamations, there are many ways for your municipality to participate in this special day. Your council could sponsor a public announcement, display our posters and distribute our buttons. Many municipalities also organize events and contests for the day or have councilors or the mayor participate in events hosted by child care centres within the municipality. A list of ideas and examples is attached.

We would like to acknowledge those municipalities celebrating child care workers and ECEs across Ontario on October 8th, 2015. Let us know whether your municipality is participating in the recognition day and we will add your municipality to our list of proclamations. Please direct any correspondence on proclamations and/or celebration activities to the attention of Lori-Ann Tanzola, by mail: CUPE, 80 Commerce Valley Drive East, Markham, Ontario, L3T 0B2 or by fax at 905-739-4001.

Thank you for your consideration.

In solidarity,

A handwritten signature in black ink, appearing to read "Fred Hahn".

Fred Hahn
President, CUPE Ontario Division

A handwritten signature in black ink, appearing to read "Sheila Olan-Maclean".

Sheila Olan-Maclean
President, OCBCC

cc: CMSMs/DSSABs

us:cope491

15th Annual Child Care Worker & Early Childhood Educator Appreciation Day

October 8, 2015

Resolution

Whereas years of research confirms the benefits of high quality child care for young children's intellectual, emotional, social and physical development and later life outcomes; and

Whereas child care promotes the well-being of children and responds to the needs of parents, child care workers and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

Whereas Many studies show trained and knowledgeable Early Childhood Educators and child care staff are the most important element in quality child care, and that good wages and working conditions are associated with higher job satisfaction and morale, lower staff turnover which leads to high quality education and care;

Therefore Be It Resolved that October 8, 2015 be designated the 15th annual "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.

ius/cope491

CHILD CARE WORKER & ECE APPRECIATION DAY 2015

15TH ANNIVERSARY – OCTOBER 8TH, 2015

*This year marks the 15th annual Child Care Worker & Early Childhood Educator Appreciation Day, which will be held on Thursday October 8th 2015. On this day we recognize the hard work, meaningful care and continuous learning these educators provide children every day. This year's theme is **THE KEY TO QUALITY** in recognition of the essential role that educators play in quality programs.*

Ideas to celebrate the day!

Municipalities

- Place an ad in the local newspaper announcing Child Care Worker and ECE Appreciation Day.
- Take nominations from local child care centres for outstanding staff to be recognized by the Mayor through a letter, announcement or event.
- Encourage local councillors to tour child care centres to find out more about this important work. Event could also generate media coverage.
- Organize a community-wide celebration to recognize individual staff or centres and programs.

School Boards

- Insert the day on the monthly calendar of October.
- Arrange to have the day announced on the PA the morning on Thursday October 8th.
- Encourage classes of grade 7 and 8 students to visit the child care centre. Students may ask the educators about their role as an ECE.
- Insert the day on the monthly calendar of October.
- Set up a wall of fame where parents have the opportunity to say thank you to each staff.

Child care centres

- Host a pizza lunch for the staff. Give each staff member a certificate of appreciation.
- Have every staff in the centre vote on one child care champion of the year.
- Set up a board near the entrance of the centre where parents may write thank you notes.
- Have a sign on the door of the centre saying, "Today is the 15th annual Child Care Worker & Early Childhood Educator Appreciation Day".

Show ECEs your appreciation on social media

- Share photos of how you're celebrating Child Care Worker and ECE Appreciation Day.
- Use the hashtags **#CCWAD** or **#ECEappreciation**
- Share an event prior to the date to raise awareness and get more people involved.
- Write a kind message about a child care provider you know.

Please contact the OCBCC to order posters, buttons and certificates of appreciation.

Ontario Coalition for Better Child Care

Phone: 416-538-0628 x 2 / toll-free 1-800-594-7514 x 2

Email: campaigns@childcareontario.org

COALITION ONTARIENNE POUR
de meilleurs services
éducatifs à l'enfance



ONTARIO COALITION FOR
Better Child Care

The Corporation of the Township of Hamilton

REPORT TO: Members of Council
REPORT No: CAO 2015-03
SUBMITTED BY: Arthur Anderson, CAO
DATE: July 23, 2015



Subject: Bill 100 - officially titled the "Supporting Ontario Trails Act".

RECOMMENDATION: Requires Action For Information Only In Camera Only

It is recommended that Council:

1. Receive the report on Bill 100 – officially titles the "Supporting Ontario Trails Act."
2. Pass a resolution in overall support of the Bill and recommending concerns of stakeholders, such as ROMA and OFA with respect to liability and trespassing, be incorporated into the Bill.

ORIGIN/BACKGROUND/DISCUSSION:

Council will recall receiving information on Bill 100 is officially titled the "Supporting Ontario Trails Act".

Staff have reviewed the proposed legislation and have the following highlights to report.

- Discussion on legislation has been undertaken for some years. Various stakeholder / groups who have been seeking legislation include private landowners, agriculture, trails groups, various levels of government, and others.
- Issues raised by stakeholders have included:
 - liability concerns
 - Trespass
 - Protection of property
 - Securing land for trails
 - Financial concerns (taxation, non-profit status)
 - Training
 - Policy development
 - User conflicts
- A copy of the OFA and ROMA submission on the Bill has been attached to this report for reference.
- Bill 100 is the culmination of input from stakeholder groups and the implementation of the Ontario Trails Strategy which began in 2005.
- Changes to the regulations appear to improve the ability of trails operators to more independently maintain trails while retaining the requirement that trails maintenance work is done in a manner that protects the environment.

- Changes to various regulations, changes to definitions, improved ability to enforce Regulations, and increased fines strengthen the ability of trails operators to manage their trails.
- Changes under the Act (and related legislation) offer improved ability to develop agreements with private landowners for the establishment of trails under easements.
- Duty of care appears to be relieved to varying degrees for non-profits.

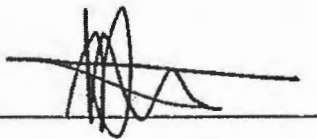
FINANCIAL IMPLICATIONS:

No specific financial issues are identified for the Township, although fencing, liability and signage issues may need to be addressed in the future, as more trails are developed and used in the community.

CONCLUSIONS:

It is recommended that Council acknowledges receipt of CAO Report 2015-03 regarding Bill 100 - officially titled the "Supporting Ontario Trails Act".

That Council Pass a resolution in overall support of the Bill and recommending concerns of stakeholders, such as ROMA and OFA with respect to liability and trespassing, be incorporated into the Bill.



Prepared by: Arthur Anderson

Attachments

SC RES: 2015-186

Moved by Councillor McCourt, Seconded by Councillor Cane

THAT Council receives Report CAO 2015-03 regarding Bill 100 - "Supporting Ontario Trails Act" and supports Bill 100 overall and recommends that concerns of stakeholders, such as ROMA and OFA with respect to liability and trespassing, be incorporated into the Bill.

WHEREAS Bill 1001 Supporting the Ontario Trails Act has the following purposes:

1. To increase awareness about and encourage the use of trails.
2. To enhance trails and the trail experience.
3. To protect trails for today's generation and future generations.
4. To recognize the contribution that trails make to quality of life in Ontario.

AND WHEREAS the Association of Municipalities of Ontario has had input into this Bill looking out for municipal interests

AND WHEREAS the Bill includes stronger penalties for property damage and trespassing to discourage such actions

AND WHEREAS the Bill will be asking for best practices to be created and will have participation in these practices be voluntary THEREFORE not creating undue hardship on the municipality

AND WHEREAS this is complementary to the Hamilton Township Strategic Plan Health/Recreation/Lifestyle Goal: "To promote healthy lifestyles and to meet the broad range of community needs."

NOW THEREFORE LET IT BE RESOLVED THAT the Council of the Township of Hamilton supports the overall direction Bill 100 Supporting the Ontario Trails Act AND FURTHER LET IT BE RESOLVED THAT the Council of the Township of Hamilton encourages the government to continue to work with stakeholder such as ROMA and OFA to enhance the liability and trespass provisions of the Bill

AND FURTHER LET IT BE RESOLVED THAT the Council of the Township of Hamilton forward this resolution for consideration by all other municipalities in the Province of Ontario.

CARRIED



WELLINGTON FEDERATION OF AGRICULTURE

Gord Flewwelling
President
RR 3 Arthur ON
N0G 1A0
519-323-9953
gflewwelling@gto.net

www.wfofa.on.ca

Lisa Hern
Secretary-Treasurer
RR 2 Kenilworth ON
N0G 2E0
519-848-3774
jplh1@xplornet.ca

RECEIVED

August 12, 2015

AUG 13 2015

TWP. OF WELLINGTON NORTH

Township of Wellington North
7490 Sideroad 7 W, PO Box 125
Kenilworth, Ontario, N0G 2E0
Sent via: email

On behalf of the largest farm organization in Wellington County, I would like to thank you for your quick efforts following the tornado that struck Minto, Mapleton, and Wellington North on August 2, 2015. How the 3 townships, volunteers, emergency responders and the County quickly worked in unison to get our community up and running again was truly admirable. This unity and passion is one of the many reasons that members of our Board of Directors are so proud to call Wellington County home, and strive to promote the agricultural community within it.

Our agricultural community is grateful.

Kind Regards,

Gordon Flewwelling

President

Ministry of
Municipal Affairs
and Housing

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416-585-7000
Fax 416-585-6470
www.ontario.ca/MAH

Ministère des
Affaires municipales
et du Logement

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. 416-585-7000
Télééc. 416-585-6470
www.ontario.ca/MAH



15-67253

AUG 28 2015

Mr. Randy Pettapiece, MPP
Perth-Wellington
55 Lorne Avenue East
Stratford ON N5A 6S4

Dear Mr. Pettapiece:

I am pleased to respond to your recent email advising of the August 2, 2015 severe weather event that impacted the Town of Minto, the Township of Wellington North and the Township of Mapleton.

I commend the elected officials and municipal staff of the impacted municipalities for their quick response to meet the needs of residents.

I believe it is important that Ministry staff move quickly to help municipalities in the event of an emergency, work with local officials in recovery efforts and to provide advice on disaster relief assistance as needed. Ministry staff contacted the municipalities shortly after the event and remain in close contact with municipal staff.

Thank you for your letter.

Best regards,

A handwritten signature in black ink, appearing to read "Ted McMeekin", written over a circular scribble.

Ted McMeekin
Minister

c: Mr. George Bridge, Mayor, Town of Minto
Mr. Andy Lennox, Mayor, Township of Wellington North
Mr. Neil Driscoll, Mayor, Township of Mapleton
Mr. Bill White, CAO, Town of Minto
Mr. Michael Givens, CAO, Township of Wellington-North
Ms. Karren Wallace, Clerk, Township of Wellington-North
Mr. Brad McRoberts, Acting CAO/Clerk, Township of Minto

Sept. 3, 2015

Dear Council,

In our ongoing effort to educate and engage communities about waste reduction, Recycling Council of Ontario asks municipalities from across the province to demonstrate their commitment to the environment and proclaim Oct. 19 – 25, 2015 as Waste Reduction Week in Ontario.

For communities that do not formally proclaim weeks/events, we encourage additional activities for public engagement.

Waste Reduction Week in Canada is a national campaign that builds awareness around issues of sustainable and responsible consumption, encourages the selection of environmentally responsible products/services, and promotes actions that divert waste from disposal and conserve natural resources.

Your community's commitment and participation in Waste Reduction Week in Ontario demonstrates the importance of waste reduction, and encourages residents and businesses to contribute to environmental protection.

There are five ways for council to support Waste Reduction Week in Ontario.

1. Promote Waste Reduction Week in Ontario through social media using hashtag #WasteReductionWeek. Share ideas, examples, and pictures of waste reduction initiatives that show your commitment to reducing waste at home, the office, and in the community.
2. Organize Waste Reduction Week in Ontario events in your local community. Register online at www.wrwcanda.com/events.
3. Proclaim online at www.wrwcanda.com/proclamations

continued

Municipality

hereby recognizes

Waste Reduction Week in Canada Oct. 19-25, 2015

As a municipality, we are committed to reducing our waste, conserving resources, and educating the community about sustainable living.

We recognize the generation of solid waste and the needless waste of resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared Oct. 19-25, 2015, Waste Reduction Week in

Municipality

Signed

Date

Name and Position



Waste Reduction Week in Canada
Semaine canadienne de
réduction des déchets

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 064-15

BEING A BY-LAW TO AUTHORIZE VOTE BY MAIL FOR THE 2015 MUNICIPAL BY- ELECTION FOR WARD 3

WHEREAS Section 42 of the *Municipal Elections Act, 1996* provides that a municipal council may pass a by-law authorizing an alternative voting method;

AND WHEREAS Council deems it appropriate and in the public interest to conduct the 2014 Municipal Election using a Vote By Mail method;

AND WHEREAS Council deems it appropriate to employ the services of DataFix for the 2015 Ward 3 by-election.

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

1. The voting method of "Vote By Mail" is hereby authorized for the 2015 Ward 3 By-Election to be held on November 16, 2015.
2. A Vote By Mail Kit will be provided to every person who qualifies to be an elector. The Kit will either be mailed or directly provided to each qualified elector.
3. The Vote By Mail Kit shall consist of:
 - A voting instruction/declaration form
 - A ballot
 - A ballot secrecy envelope
 - An election return envelope
 - Such other necessary material as the Clerk deems appropriate.
4. A Ballot Return Station shall be established by the Clerk or designate. A "Ballot Return Station" means a voting place under the supervision of a Returning Officer or Deputy Returning Officer where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Clerk or designate, rather than forwarding their ballots by mail.
5. Every elector has the responsibility of completing the ballots in accordance with the *Municipal Elections Act, 1996*, and the procedures authorized by this By-law and returning the completed ballots to the Clerk or designate by mail or by deposit at the Ballot Return Station on or before 8:00 p.m. on Voting Day – Monday, November 16, 2015.

6. No proxy voting provisions or advance voting provisions other than Ballot Return Stations are applicable in the 2015 Ward 3 by-election.
7. The Clerk shall prepare procedures and rules for the Vote By Mail Municipal By-Election for Ward 3 and provide these procedures and rules to the public by posting them on the municipal website.
8. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act, 1996* or the procedures and rules as established in paragraph 8 of this by-law may be prosecuted pursuant to the provisions of the *Municipal Elections Act, 1996*.
9. This By-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
14TH DAY OF SEPTEMBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 065-15

BEING A BY-LAW TO AUTHORIZE THE SALE OF REAL PROPERTY. (Part Park Lot 9, Survey Foster's Mount Forest PT 1 602532 Wellington North – Dewar)

WHEREAS Section 4 of the *Municipal Act, 2001*, as amended (hereinafter called the "Act") provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the powers of a municipality shall be exercised by its council, and further Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act.

AND WHEREAS it is deemed to be in the best interests of The Corporation of the Township of Wellington North to acquire the following lands:

Part Park Lot 9, Survey Foster's Mount Forest PT 1 602532
Wellington North ("the lands").

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

1. The corporation is authorized to enter into an Agreement of Purchase and Sale agreement with Kenneth Dewar in the form of the draft attached as Schedule "A" for the sale of the lands.
2. The Mayor and the Clerk of the corporation are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14TH DAY OF SEPTEMBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A

**AGREEMENT OF PURCHASE AND SALE (hereinafter called the "APS")
this 1st day of September, 2015.**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(hereinafter called the "Vendor")

-and-

KENNETH DEWAR
(hereinafter called the "Purchaser")

WHEREAS the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Property");

NOW THEREFORE IN CONSIDERATION of the mutual covenants and premises in the APS and other good and valuable consideration, the parties agree as follows:

**SECTION I
GENERAL**

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of the APS.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a total Purchase Price of Two Thousand Eight Hundred Fifty Dollars (\$2,850.00) to the Vendor. The Purchase Price shall be paid as follows:
 - (a) Five Hundred Dollars (\$500.00) is payable by the Purchaser by certified cheque or bank draft upon execution of the APS, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if the APS is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser; and
 - (b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque or bank draft.

**SECTION II
PURCHASE OF PROPERTY**

3. Deed/Transfer
 - (a) The Vendor agrees to deed/transfer the Property to the Purchaser subject to the terms of the APS;
4. Completion Date
 - (a) The closing of this transaction shall take place forty-five (45) days from the date of execution of the APS, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided

in the APS. The Vendor acknowledges that it has the right and authority to sell the Property.

5. Council Approval
 - (a) This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or the APS will be null and void and the deposit returned without interest or deduction.
6. Documents, Reports and Information
 - (a) The Vendor will produce and deliver to the Purchaser within thirty (30) days of the execution of the APS any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

SECTION III CONDITIONS, REPRESENTATIONS AND WARRANTIES

7. "As Is" Condition
 - (a) The Purchaser acknowledges that it is acquiring the Property in an "as is" condition and that it must satisfy itself within thirty (30) days of the execution of the APS regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser's proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Property. The Purchaser agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and the APS shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to the APS, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser's sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.
8. Investigation by the Purchaser
 - (a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon the execution by the parties of the APS, and subject to any conditions herein, there shall be a binding agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required

or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

9. Future Use

- (a) The Vendor and the Purchaser agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically stipulated elsewhere in the APS.

10. Property Not for Resale – Purchaser Requirements

- (a) The Purchaser covenants that it is purchasing the Property for uses permitted in the Zoning By-Law of the Vendor from time to time and requirements therein and not for resale purposes as a vacant, unimproved property.
- (b) The Purchaser shall be permitted after completion of the transaction herein to improve the existing access to the Property from the adjacent allowance for Victoria Street, Wellington North (Mount Forest) at the expense of the Purchaser.
- (c) The Vendor acknowledges and confirms that adjacent to the Property within the road allowance for Sligo Road is an existing municipal water line and an existing municipal sanitary sewer line both of which may in future, at the expense of the Purchaser and in compliance with the requirements of the Vendor, be used for water and sanitary sewer purposes with respect to the Property and also the lands adjacent to the Property assigned PIN 71072-0030 shown as PART 2 Plan 60R2532. Notwithstanding paragraph 26(a) herein, it is agreed that the provisions in this paragraph 10(c) are for the benefit of the Purchaser and the owner of the adjacent lands (2402605 Ontario Ltd.) and their respective heirs, executors, estate representatives, successors and assigns.

**SECTION IV
PRIOR TO COMPLETION DATE**

11. Purchaser May Inspect the Property

- (a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and any buildings as frequently as is reasonably necessary between the date of execution and the Completion Date at reasonable times and upon reasonable notice to the Vendor.

12. Insurance

- (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

**SECTION V
COMPLETING THE TRANSACTION**

13. Deed
- (a) The Deed or Transfer of the Property will be prepared and registered by the Vendor in a form acceptable to the solicitors for the Purchaser.
14. Purchaser to Pay Costs
- (a) The Purchaser agrees to pay the Land Transfer Tax and all legal and other costs of the Vendor in connection with the completion of the transaction.
15. Electronic Registration
- (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Electronic Registration of Title Documents.
16. Examination of Title
- (a) Title to the Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the survey or Reference Plan delivered to the Purchaser.
- (b) The Purchaser is allowed thirty (30) days from the execution of the APS to examine the title to the Property. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then the APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.
17. Vendor to Discharge all Encumbrances
- (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Property and not assumed by the Purchaser. The Vendor further covenants and agrees to discharge, on or before the Completion Date, any and all liens, chattel mortgages, assignments or any other security interest given by the Vendor against its personal Property.
18. Adjustments
- (a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.

- (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.
19. Deliveries by the Vendor To The Purchaser on Closing
- (a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:
- (i) A deed/transfer of the Property;
 - (ii) Any survey or reference plan of the Property in the possession of the Vendor;
 - (iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
 - (iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
 - (v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the *Income Tax Act*, R.S.C., 1985, c. 1 (5th Supp.) as amended;
 - (vi) Certified copies of all appropriate By-Laws and other documents of the Vendor authorizing the transaction herein; and
 - (vii) Such further documentation and assurances as the Purchaser may reasonably require to complete the transaction contemplated by the APS.
20. Harmonized Sales Tax
- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act*, R.S.C., 1985, c. E-15 (the "Act") and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
- (i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
 - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
 - (2) It will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
 - (3) The Property transferred pursuant to the APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.

- (4) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
- (5) A notarial true copy of its HST registration confirmation.

**SECTION VI
MISCELLANEOUS**

- 21. Entire Agreement
 - (a) There is no representation, warranty, collateral agreement or condition affecting the APS of the Property other than expressed herein.
- 22. Tender
 - (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque or bank draft may be tendered instead of cash.
- 23. Time of Essence
 - (a) Time shall be of the essence of the APS.
- 24. Planning Act
 - (a) The APS shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended are complied with.
- 25. Notices
 - (a) All notices in the APS shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following addressed:

Solicitors for the Vendor:

Duncan, Linton LLP
ATTENTION: Patrick J. Kraemer
45 Erb Street West
P. O. Box 457
Waterloo, ON N2J 4B5
Fax: (519) 886-8651

Solicitors for the Purchaser:

Deverell & Lemaich
ATTENTION: Richard Lemaich, Counsel
166 Main St S
Mount Forest ON N0G 2L0
Fax: (519) 323-3877

If mailed, such notices must also be given by facsimile transmission or electronic transmission (email with attached PDF format file) on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

- 26. Successors and Assigns

(a) The Purchaser shall be permitted to assign all of its right, title and interest in and to the APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by the APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in the APS. The APS shall be binding upon the parties hereto and their respective successors and assigns.

27. Schedules

(a) The following Schedules shall form an integral part of the APS:

(i) Schedule "A" Description of Property

28. Acceptance by Fax or Electronic Transmission

(a) The Purchaser and Vendor acknowledge and agree that the communication of the APS may be transmitted by way of a facsimile machine or electronic transmission (email with attached PDF format file), and that they agree to accept such signatures and documents to be legal and binding upon them.

29. Counterparts

(a) The APS may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

30. Severability

(a) If any provision of the APS, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of the APS, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

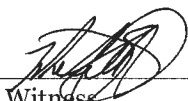
IN WITNESS WHEREOF the parties have executed the APS.

The Corporation of the Township of Wellington North

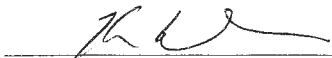
Andy Lennox
Mayor

Michael Givens
CAO

We have authority to bind the Corporation of the Township of Wellington North.



Witness
Name: *Michelle Bitton*
Date: *Sept. 4/15*



KENNETH DEWAR

SCHEDULE "A"
LEGAL DESCRIPTION OF LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

Pt PkLt 9 Survey Foster's Mount Forest PT 1 602532; Wellington North

PIN: 71072-0029 (LT)

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

BY-LAW NUMBER 066-15

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF
WELLINGTON NORTH (Part Lot 3, Concession 12, Geographic
Township of West Luther – Edgar and Marlene Larter)**

WHEREAS the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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 Part Lot 3, Concession 12, 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-155)**.
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

33.155	A-155	<p>In addition to the uses permitted in the Agriculture (A) zone, a parochial school is also permitted, serving a local community that relies extensively on horse drawn vehicles as their sole means of transportation, subject to the following regulation:</p> <p style="padding-left: 40px;">a) That the school shall be considered a Type "A" land use with respect to MDS I and MDS II, and the livestock facilities on neighbouring properties.</p>
Part Lot 3, Conc 12 (West Luther)		

3. 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.
3. 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 14TH DAY OF SEPTEMBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 066-15

Schedule "A"



Rezone from Agricultural (A) to Agricultural Exception (A-155)

**This is Schedule "A" to By-law No. 066-15
Passed this 14th day of September, 2015**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

EXPLANATORY NOTE

BY-LAW NUMBER 066-15

THE LOCATION being rezoned is described as Part Lot 3, Concession 12, Geographic Township of West Luther. The area being rezoned to Agriculture Exception has an area of 1.53 hectares (3.78 acres).

THE PURPOSE AND EFFECT of the amendment is to rezone the property from Agricultural (A) to Agricultural Exception (A-155) to permit the development of a parochial school. This rezoning is a condition of severance application B36/15, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever the subject lands (1.53 ha) from the retained residential parcel (1.76 ha).

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

BY-LAW NUMBER 067-15

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF
WELLINGTON NORTH (Part Lots 7 & 8, Registered Plan 60R-
2901, with a municipal address of 198 Main Street N, Mount
Forest, 2220468 Ontario Inc.)**

WHEREAS the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

1. THAT Schedule "A" Map 3 to By-law 66-01 is amended by changing the zoning on lands described as Part Lots 7 & 8, Registered Plan 60R-2901, with a civic address of 198 Main Street North, Mount Forest, as shown on Schedule "A" attached to and forming part of this By-law from Commercial (C1) to "Commercial Exception (C1-52)
2. THAT Section 32, Exception Zone 2 – Mount Forest, is amended by the inclusion of the following new exception:

32.52 Part Lots 7 & 8, Registered Plan 60R-2901	C1-52 Notwithstanding any other section of this by-law to the contrary, in addition to the uses permitted in the Central Commercial (C1) Zone, the land zoned C1-52 may also be used for an automotive sales and service establishment.
---	--

3. 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.
4. 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 14TH DAY OF SEPTEMBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 067-15

Schedule "A"



Rezone from Commercial (C1) to Commercial Exception (C1-52)

**This is Schedule "A" to By-law No. 067-15
Passed this 14th day of September, 2015**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

EXPLANATORY NOTE

BY-LAW NUMBER 067-15

THE LOCATION being rezoned is described as Part Lots 7 & 8, Registered Plan 60R-2901, with a municipal address of 198 Main Street N, Mount Forest. The land subject to the amendment is 0.27 hectares (0.69 acres) and has frontage on Main Street and Birmingham St.

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to permit automotive sales in addition to the current automotive service and repair business.

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

BY-LAW NUMBER 068-15

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF GREY AND THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH (Boundary Road Agreement and Maintenance Costs for Grey Road 109).

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 20 and 29.

WHEREAS Sections 20 and 29 of The Municipal Act, 2001, govern agreements between adjoining municipalities for the maintenance and repair of any highway forming the boundary between such municipalities, including bridges thereon.

AND WHEREAS the County of Grey and the Township of Wellington North have by By-Law duly passed by their respective Councils designated and assumed as Boundary Roads to be improved and maintained under the provisions of "The Public Transportation and Highway Improvement Act" certain portions of the highway forming the boundary between the Counties of Grey and Wellington, as hereinafter particularly described.

AND WHEREAS the said Municipalities have joint jurisdiction over the portions of said highway so assumed as Boundary Roads and it is deemed expedient and necessary to provide for the allocation of responsibility for maintenance and repair of said highway.

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 the Corporation of the County of Grey, in substantially the same form as the agreement attached hereto as Schedule "A" (Boundary Road Agreement and Maintenance Costs for Grey Road 109).

2. That the Mayor and the Clerk 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.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14TH DAY OF SEPTEMBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"
BOUNDARY ROAD AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, in
between:

The Corporation of the County of Grey

Herein after referred to as "Grey County"

- and -

The Corporation of the Township of Wellington North

Herein after referred to as "Township"

WHEREAS Sections 20, 29, 29.1 and 52 of the Municipal Act, 2001 (the "Act") make provision for agreements between adjoining municipalities for the maintenance and repair of any highway forming the boundary between such municipalities, including the bridges thereon;

WHEREAS portion of the highway as particularly described herein comprise a shared boundary road between the Township and Grey County the "Road";

AND WHEREAS both parties wish for Grey County to provide year-round oversight, maintenance, and repair on this Road;

AND WHEREAS the parties wish to agree on a manner in which capital upgrades of this Road shall be completed;

AND WHEREAS the parties wish to share the costs equally for both maintenance and capital projects;

NOW THEREFORE in consideration of the mutual covenants set out below together with other good and valuable consideration (the receipt of which is acknowledged), the parties agree as follows:

1.0 Definitions

- 1.1 "Agreement" means this Agreement, its appending schedules, and all instruments amending it.
- 1.2 "Road" means the section of Grey Road 109 located on the Grey/Wellington boundary line, beginning at King's Highway 6, running easterly for a distance of approximately 1.0 kilometres, to the point at which the entire road known as Grey Road 109 is located in Grey County, within the Township of Southgate.
- 1.3 "Winter Maintenance Season" means the continuous period of time between the fifteenth (15th) day of November and the first (1st) day of April.

2.0 Term

- 2.1 This Agreement shall be effective on the date that it is signed by both parties and shall continue until December 31, 2020 (the "Term").
- 2.2 The parties acknowledge that since the previous boundary road agreement expired, which was April 30, 2015, both have continued to act in good faith according to the operating terms of the previous agreement as if it had been in effect, pending the execution of this Agreement.
- 2.3 Notwithstanding section 2.1, this Agreement may be terminated by either party during the period of April 15 – August 15 in any year in which this Agreement is current, upon one hundred twenty (120) days' written notice.

3.0 Road(s) Subject to this Agreement

Road Name	Location Description	Distance One Way
Grey Road 109	From King's Highway 6 easterly to the point at which the entire road known as Grey Road 109 is located in Grey County	Approximately 1.0 km

A map showing the geographical location of the Road is attached to the Agreement as Schedule "A".

4.0 Obligations of Grey County

- 4.1 Grey County shall undertake all winter maintenance activities, including but not limited to the patrolling, plowing and spreading of materials for winter road conditions of the road, during each Winter Maintenance Season throughout the Term of the Agreement.
- 4.2 Grey County shall also attend to winter events that occur prior to November 15th and after April 1st until winter events have subsided at the end of each season throughout the time of this Agreement. Both parties acknowledge that the level of service provided outside of the Winter Maintenance Season will be at a lower level than during the Winter Maintenance Season, but that it shall meet the minimum standards set forth in regulations made by the Minister of Transportation as contemplated in section 44(4) of the Act (the "Minimum Maintenance Standards for Municipal Highways") where such standards apply and in the event that there is no applicable Minimum Maintenance Standard shall meet the standard of what is reasonable in circumstances.
- 4.3 The winter maintenance level of service to be provided by Grey County on the Road shall comply with the level of service policy, as defined in the attached Schedule "B" of this Agreement.
- 4.4 The parties acknowledge that the level of service to be provided by Grey County on the Road may change throughout the Term of the Agreement. Any changes to the level of service shall meet the minimum standards as set forth in the Minimum Maintenance Standards for Municipal Highways where such standards apply and in the event that there is no applicable Minimum Maintenance Standard shall meet the standard of what is reasonable in the circumstances.
- 4.5 Grey County shall be responsible for all removal of snow beyond the width of the road and shoulders, if required.
- 4.6 Grey County shall be responsible to provide snow blowing services required within the right of way, if deemed necessary by Grey County.
- 4.7 Grey County shall be responsible for the drainage maintenance of the Road, including the clearing of ditches, curbs and gutters, catch basins, and storm drains.
- 4.8 Grey County shall be responsible for the surface maintenance of the Road, including the repair of potholes, cracks and depressions.
- 4.9 Grey County shall be responsible for all routine patrolling and maintenance activities throughout the entire Term of this Agreement. Grey County shall provide routine maintenance service levels compliant with the Minimum Maintenance Standards as identified in Ontario Regulation 239/02 (The "Regulation").

5.0 Reimbursement

- 5.1 The Township and Grey County shall each be responsible for one-half of the maintenance costs of the Road. Grey County shall invoice the Township as follows:
 - a) On or about December 31, 2015, in the amount of \$2,476.15; and
 - b) On or about December 31 of each following year throughout the Term, from 2016 up to and including 2020. The invoice shall be in the amount of \$3,788.51 in 2016, and the amount invoiced shall increase by 2 percent per year in each subsequent year.
- 5.2 The Township shall provide payment to Grey County no later than 30 days from the receipt of the invoice.

6.0 Capital Costs

- 6.1 Subject to the further terms set out in the is section, the Township and Grey County shall each be responsible for one-half of all capital improvements on the Road, including but not limited to items such as road construction, hot mix asphalt resurfacing, and the shoulder gravelling associated with this resurfacing, bridge repairs and replacement, and surface treatment.
- 6.2 Prior to completing any capital improvements, Grey County will identify the required work to the Township.
- 6.3 If both the Township and Grey County agree that the work is required, the Township and Grey County will mutually agree how the work will be completed and whether the Township or the County will administer the work.
- 6.4 Except in the case of emergencies, Grey County shall notify the Township two (2) years in advance of any such capital improvement work proposed and the extent and cost of the capital improvement work shall be mutually agreed upon prior to proceeding with the work.
- 6.5 The party who administers the work as determined in section 6.3 shall invoice the other party for one half of the capital costs no later than then the 31st of December in the year in which the work was undertaken. Payment of the invoice shall be made no later than 30 days from receipt of the invoice.

7.0 Indemnification

- 7.1 Grey County agrees to defend, indemnify and save and hold harmless the Township from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of obligations imposed on Grey County under the terms of this Agreement.
- 7.2 The Township agrees to defend, indemnify and save and hold harmless Grey County from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of obligations imposed on the Township under the terms of this Agreement.

8.0 Insurance

- 8.1 Each party shall, at its own expense, obtain and keep in force during the Term of this Agreement, liability insurance satisfactory to the other party, including the following terms and minimum coverage and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) Municipal General Liability insurance on an occurrence basis for an amount of not less than Fifteen Million Dollars (\$15,000,000);
 - i) Inclusion of the other party as an Additional Insured with respect to the operations of the named insured;
 - ii) Cross liability and severability of Interest clauses;
 - iii) Policies shall not be invalidated as respects the interests of the Additional Insured by reason of any breach or violation on any warranties, representations, declarations or conditions;
 - iv) Non-owned automobile coverage with a limit of at least Ten Million Dollars (\$10,000,000) including SEF 96 (contractual liability);
 - v) Products and completed operations coverage with an aggregate limit of not less than Fifteen Million Dollars (\$15,000,000);
- b) Automobile liability insurance for an amount not less than Ten Million Dollars (\$10,000,000) on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement;
- c) A thirty (30) day written notice of cancellation, termination or material change.

8.2 Each party shall provide the other party proof of insurance, each year throughout the Term, in the form of a certificate of insurance.

8.3 Both parties agree to immediately notify the other party of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the Road.

9.0 Force Majeure

9.1 Neither Grey County nor the Township shall be held responsible for any damage or delays as a result of war, invasions, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, flood, human health emergency, strikes and generally as a result of any event that is beyond Grey County or the Township's reasonable control.

9.2 Grey County and the Township agree that in the event of a disaster or Force Majeure the parties will co-operate and the County will make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

10.0 Governing Law

This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.

11.0 Enforcement of Individual Municipal By-Laws Dealing with the Road

Except for the provisions of this Agreement respecting maintenance of the Roads, it is specifically acknowledged in accordance with Section 28 of the Act, that the by-laws passed by each of Grey County and the Township relating to their respective portions of the Road, such as, but not limited to, entrances, setbacks and parking shall remain in force and effect unless a bylaw passed by the Councils of both Grey County and the Township shall designate otherwise.

12.0 Severability

Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof.

13.0 Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the year round maintenance and capital improvement projects for the Road and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to year round maintenance and capital improvement projects for the Road except as provided in this Agreement and the attached Schedule(s).

14.0 Waiver and Amendment

Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed, in writing, by the party to be bound. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver of any provision of this Agreement constitute a continuing waiver, even if similar in nature, unless otherwise expressly provided.

15.0 Successors and Assigns

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.

16.0 Notice

16.1 Any notice required to be given, served or delivered must be in writing and sent to the other party at the address indicated below, or to such other address as may be designated by notice provided by either party to the other.

For Grey County:

County Clerk
County of Grey Administration Building
595 9th Avenue East
Owen Sound, ON
N4K 3E3

For the Township:

Township Clerk
Wellington North Township
PO Box 125
Kenilworth, ON
N0G 2E0

16.2 Any notice required to be given by either party shall, in the absence of proof to the contrary, be deemed to have been received by the addressee if:

a) Delivered personally on a business day, then on the day of delivery;

- b) Sent by prepaid registered post, then on the second day following the registration thereof;
- c) Sent by ordinary mail, then on the third business day following the date on which it was mailed; or
- d) Sent by facsimile or email, upon confirmation of successful transmission of the notice.

17.0 Dispute Resolution

A dispute between the parties relating to the interpretation or implementation of this Agreement will be addressed through good faith negotiation, with or without the assistance of a mediator. The parties agree that in the event that they are not able to reach a resolution of all the matters in dispute after mediation, then the matters remaining in dispute will be finally determined by arbitration in accordance with the provisions of the Ontario *Arbitrations Act, 1991*.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year set out above:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH:

ANDY LENNOX, MAYOR

KARREN WALLACE, TOWNSHIP CLERK

We have the authority to bind the Corporation.

THE CORPORATION OF THE COUNTY OF GREY:

KEVIN ECCLES, WARDEN

SHARON VOKES, CLERK

We have the authority to bind the Corporation.

Schedule "A" Geographical Location Map



Legend

	Grey-Wellington North Boundary Road
	MTO Highway
	County Roads
	Municipal Roads



DESIGN	CHECKED	SCALE	N T S	DATE	25/06/15
DRAWN	CHECKED	TD-GREY-WELL-SCH-A-BRA			

Schedule A
Grey-Wellington North
Boundary Road Agreement



SHEET
1 OF 1

Schedule "B" Level of Service

WINTER MINIMUM MAINTENANCE STANDARDS

The County of Grey will strive to meet the Minimum Maintenance Standards as identified in Ontario Regulation 239/02 (The "Regulation") and the Common Law test of reasonableness.

WINTER MAINTENANCE- Spreading and Plowing Times

Objective:

(For Road Classification Description see Table "A".)

CLASS 2 *The objective will be to make best efforts to achieve bare pavement.*

Spreading Materials - Class 2 roads will have materials spread within 4 hours after becoming aware that such treatment is required. (See Table "B")

Snow Plowing - Class 2 roads will have both sides of the road plowed one time within 6 hours after it has been determined that there is 5 cm of snow accumulated on the road surface. (See Table "B")

CLASS 3 *The objective will be to make best efforts to achieve center bare or track bare pavement.*

Spreading Materials -- Class 3 roads will have materials spread within 8 hours after becoming aware that such treatment is required. (See Table "B")

Snow Plowing - Class 3 roads will have both sides of the road plowed one time within 12 hours after it has been determined that there is 8 cm of snow accumulated on the road surface. (See Table "B")

CLASS 4 *The objective will be to make best efforts achieve center bare or track bare pavement.*

Spreading Materials - Class 4 roads will have materials spread within 12 hours after becoming aware that such treatment is required. (See Table "B")

Snow Plowing - Class 4 roads will have both sides of the road plowed one time within 16 hours after it has been determined that there is 8cm of snow accumulated on the road surface. (See Table "B")

This Level of Service Policy :

- 1)
 - a. Only applies to one through lane in each direction and does not apply to auxiliary lanes such as parking, passing or turning lanes, and
 - b. Only applies to a municipality during the season when the municipality performs winter highway maintenance
- 2) In this section, "snow accumulation" means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:
 - a. New fallen snow.
 - b. Wind-blown snow

c. Slush.

The following table is a guideline for Grey County Winter operations. Once it has been determined by Transportation Services staff that conditions warrant spreading materials and /or snow clearing efforts, the following timelines will be followed.

Table "A"

CLASSIFICATION OF HIGHWAYS							
Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
		90	80	70	60	50	40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

Table "B"

Class of Highway	Spreading Time	Plowing Depth	Plowing Time
2	4 hours	5cm	6 hours
3	8 hours	8cm	12 hours
4	12 hours	8cm	16 hours

The objective of the Grey County Transportation Services Department will be to provide winter maintenance given the resources available for winter control purposes and given the weather conditions. It is also recognized that conditions do occur that will preclude the defined Winter Level of Service from being achieved.

Grey County will make best efforts to monitor road conditions and weather information.

AMO watchfile



August 6, 2015

In This Issue

- Changes to wind turbine regulations proposed.
- Federal Gas Tax Fund communications blackout.
- Need practical solutions for municipal risk management?
- Looking for a primer on municipal asset management?
- Why do municipalities need to plan?
- Countdown to Conference has begun. Are you attending?
- Save money now with LED lighting upgrade.
- A group benefits program for municipalities, big and small.
- Transparency, Privacy and the Internet: Municipal Balancing Acts.
- Career opportunities with Oshawa, AMO and OPS.

Policy Matters

It is being proposed that noise criteria should be brought into conformity with other standards, streamlining some types of amendments and sharing of building permits within 60 days. Two EBR postings are available for your comments: [EBR 012-4493](#) and [EBR 012-4601](#) These proposals are being posted for a 45 day public review and comment period starting August 4, 2015. Comments are to be provided by September 18, 2015.

Federal Matters

Municipalities should delay media events or announcements related to federal Gas Tax projects until after the federal election is held Monday, October 19, 2015. AMO and Infrastructure Canada will not be participating in communications activities related to the Gas Tax Fund until the election is complete.

AMO/LAS Events

Need practical solutions for municipal risk management? Then join us at the 3rd annual LAS/Frank Cowan Company [Risk Management Symposium](#), Sept 30 and Oct 1 at Casino Rama, Orillia. Municipalities are targets of litigation because they are publicly perceived as “deep pocket” defendants with unlimited resources. To control claims you must manage your risks. Learn how - register today!

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With a little more than two weeks until the AMO Conference, it is time to start planning your day. What sessions will you attend? Which keynotes do you need a front row seat for? Program details are available on our Conference site. Visit often as we release further details and [take a moment to register](#) if you have not done so already.

LAS

Our new [LED Lighting Service](#) targets high-bay lighting in rec centres, PW garages, and other facilities. Contact LAS today to take advantage of a revenue-positive project without any capital investment.

With options for less than 10 lives to over 400, the LAS Group Benefits Program has something to offer all municipalities. Flexible plan design, enhanced coverage levels, and extended rate guarantees are just some of the benefits. Average savings are 13% at time of enrollment. [Get your free quote today!](#)

Municipal Wire*

Municipalities are turning to the Internet as a means of making information public to improve accessibility, transparency and accountability. However, when publicly available records include personal information, there are privacy implications that should be considered. This new [Information and Privacy Commissioner of Ontario \(IPC\) guide](#) describes a number of policy options available to municipalities to mitigate the privacy risks associated with publishing personal information.

Careers

[City Manager - City of Oshawa](#). To explore this opportunity further, please contact Julia Robarts in Odgers Berndtson's Toronto office at 416.366.1990, or [submit your resume and related information online](#).

[Systems Administrator - AMO](#). Responsible for performing software, hardware, and network support activities in a SQL environment, you are an individual who can work both in a team environment and also independently. Please email hr@amo.on.ca or fax 416.971.6191 your resume, in confidence, with a covering letter stating salary expectations, by August 20, 2015.

[Manager, Infrastructure Finance Unit - Ontario Public Service](#). Location: Treasury Board Secretariat, Toronto. Job ID: 81033. Please [apply online](#) by August 26, 2015, and follow the instructions to submit your application.

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

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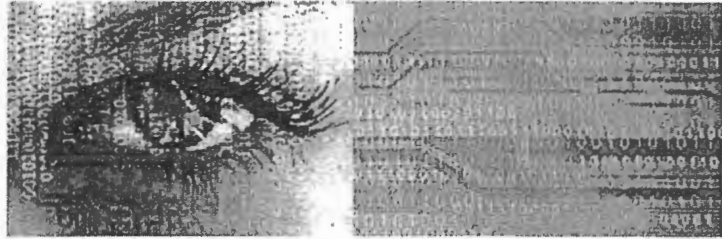
[OMKN Ontario Municipal Knowledge Network](#)

[Media Inquiries](#), Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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AMO watchfile



August 13, 2015

In This Issue

- *Construction Lien Act* review underway - municipal input requested.
- Nominations for accessibility champions.
- Intercity bus modernization.
- Need practical solutions for municipal risk management?
- Looking for a primer on municipal asset management?
- Why do municipalities need to plan?
- Find out what LAS has to offer your municipality.
- Career opportunities with AMO.

Note: Due to the AMO Annual Conference, August 16-19, there will be no Watch File sent on August 20th. The next issue will be broadcast on August 27.

Policy Matters

AMO is participating in the *Construction Lien Act Review*, announced by the government after the Legislature put aside the draft *Prompt Payment Act* (Bill 69) when AMO, municipalities and other public + private owners voiced concerns. The review was created to provide recommendations to the government on prompt payment and other construction industry issues. Any municipality who would like to assist AMO with analysis and input on this matter, please contact Craig Reid, Senior Advisor.

The Government of Ontario is supporting the Association of Municipal Managers, Clerks and Treasurers of Ontario to launch an AODA 10th Anniversary Champions Award. Nominations are accepted up until August 28. To learn more about the award, visit the AMCTO website.

The Ministry of Transportation is seeking input as it develops recommendations on modernizing the rules and regulations of intercity bus travel in Ontario. The work will also inform the ministry's work on the Northern Ontario Multimodal Transportation Strategy. Comments are due September 25.

AMO/LAS Events

Need practical solutions for municipal risk management? Then join us at the 3rd annual LAS/Frank Cowan Company Risk Management Symposium, Sept 30 and Oct 1 at Casino Rama, Orillia. Municipalities are targets of litigation because they are publicly perceived as "deep pocket" defendants with unlimited resources. To control claims you must manage your risks. Learn how - register today!

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LAS

With so much turnover from this past October's municipal elections, many newly elected officials are not familiar with the programs and services available to their municipality through LAS. If you're a new elected official and are attending this year's AMO Conference in Niagara Falls, stop by the AMO/LAS booth (booth #100) to learn how LAS can help your municipality *Save Money, Make Money & Build Capacity*.

Careers

Policy Advisor - AMO. Working in fast-paced and dynamic work environment, the ideal candidate must be an excellent public policy analyst with a related post secondary degree. Please apply in confidence by Monday' August 24, 2015 by email to hr@amo.on.ca.

Systems Administrator - AMO. Responsible for performing software, hardware, and network support activities in a SQL environment, you are an individual who can work both in a team environment and also independently. Please email hr@amo.on.ca or fax 416.971.6191 your resume, in confidence, with a covering letter stating salary expectations, by August 20, 2015.

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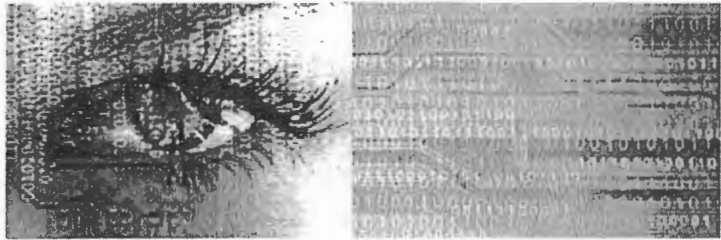
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August 27, 2015

In This Issue

- Municipal immigration program – call for proposals.
- LAS Energy Finance Workshop - register now!
- LAS industry-leading LED Streetlight Service continues to evolve.
- An investment opportunity for every Ontario municipality.
- Springwater Township resolution concerning agricultural land protection.
- Remuneration and benefits survey.
- Career opportunities with Brant, Kenora, York Region, Guelph and Whitchurch-Stouffville.

Policy Matters

The Ministry of Citizenship, Immigration and International Trade invites Municipalities to submit proposals that support the Ministry in attracting and integrating newcomers into communities across Ontario. Submission deadline – 4 pm, October 1, 2015.

AMO/LAS Events

Practical Energy Finance Workshop will provide staff and councillors with the tools required to understand lifecycle costs of potential money-saving energy projects and how to position projects in asset management and other municipal strategic plans and objectives.

LAS

LAS' LED Streetlight Service partner, RealTerm Energy, has recently added Lux Mapping Surveying Technology to allow lux levels to be accurately recorded using a vehicle-mounted system travelling at normal road speed limits.

Each Ontario municipality has their own set of investment needs. Jointly operated by LAS & CHUMS, The One Investment Program is specifically designed to meet these differing needs with 4 unique portfolios. Discover the portfolio options available to your municipality and find the ones that best match your needs.

Municipal Wire*

The Township of Springwater resolution requests municipalities to consider the protection and promotion of Prime Agricultural Land for long-term agricultural use; and to ensure the identification of settlement areas or the expansion of settlement area boundaries fully comply with Provincial policies aimed at protecting Prime Agricultural Land.

If you have received a *2015 Canadian Municipal Employees and Elected Officials Remuneration and Benefits Survey*, please note that AMO does not sponsor nor endorses this survey. Municipal Human Resources Inc. is a private company and is in no way affiliated with AMO.

Careers

Director of Infrastructure Services - County of Brant. Please visit careers.brant.ca to apply online for this job opportunity. The application deadline is on: September 3, 2015.

Manager of Community and Development Services - City of Kenora. For more information on the City of Kenora, visit their website. The deadline to submit your candidacy is end of business day on Friday, September 4th, 2015.

Senior Policy Analyst #17469 - York Region. Department: Community & Health Services. Branch: Strategies & Partnerships. Location: Newmarket. For additional information on York Region and to apply on-line by September 14, 2015, quoting competition #17469, please visit York Careers.

Manager, Technical Services - City of Guelph. Department: Engineering & Capital Infrastructure Services. Please apply online for this position, and follow the instructions and all steps to the application process. Applications must be received online by September 9, 2015.

Capital Projects Coordinator - Town of Whitchurch-Stouffville. Department: Public Works. Please forward your resume by 4:30 p.m., September 8, 2015 to: Human Resources Dept., Office of the CAO, Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON, L4A 0Z8, or email: hr@townofws.ca.

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AMO watchfile



September 3, 2015

In This Issue

- *Conservation Authorities Act* consultation underway.
- Need practical solutions for municipal risk management?
- Looking for a primer on municipal asset management?
- Why do municipalities need to plan?
- The LAS alternative to regulated electricity rates.
- Careers with Cobourg, Tay Township and Waterloo Region.

Policy Matters

Opportunities for municipalities to meet with MNR staff to discuss amendments to the *Conservation Authorities Act Review* are underway. As well, feedback is being sought on *Wetland Conservation*. Comments due October 19th and 30th respectively. (EBR postings 12-4509 and 12-4464)

AMO/LAS Events

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LAS

As a licensed electricity retailer in Ontario, LAS is able to remove municipal accounts from high-cost RPP and Time-of-Use rates in favour of a hedge or spot market billing. Learn the benefits of each approach, and all the many others the LAS Electricity Program has to offer.

Careers

Director of Parks, Recreation, Tourism & Culture - Town of Cobourg. Please forward your resume, by 4:30 p.m., September 17, 2015 to Human Resources Dept., Corporation of the Town of Cobourg, 55 King St. W., Cobourg, ON K9A 2M2. Fax: 905.372.8819, Email: careers@cobourg.ca.

Director of Planning & Development - Township of Tay. Please submit a detailed resume in confidence by 4:00 p.m., Friday, September 18th to: Robert Lamb, C.A.O., The Township of Tay, 450 Park Street, P.O. Box 100, Victoria Harbour, Ontario L0K 2A0. Email: rlamb@tay.ca.

Manager, Office of Regional Economic Development - Region of Waterloo. Please visit www.regionofwaterloo.ca for a detailed position description, and to apply online by October 2, 2015. Applications should be addressed to the attention of Rob Horne, Commissioner, Planning, Development and Legislative Services.

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Board Highlights

Date: August 19, 2015

Kitchener, ON: The Waterloo Wellington Local Health Integration Network's (WWLHIN) Board of Directors held their regular meeting on August 13, 2015. Below are highlights from the meeting. For the full agenda and briefing notes, please click [here](#).

Integrated Care in Rural Wellington - Review of Governance at North Wellington Hospitals

The WWLHIN Board received an update on progress toward a truly integrated, high quality health system for Rural Wellington residents related to resolving governance issues at North Wellington Health Care and Groves Memorial Community Hospital. The WWLHIN remains committed to ensuring rural Wellington residents have optimal health and well-being by having care close to home for residents, and quality services that are accessible and delivered in a coordinated, efficient and cost effective manner.

The current dispute between the two hospital Boards has put the financial and operational stability of both hospitals at risk. An independent review by Mark Rochon of KPMG, an expert in hospital administration as well as rural health care, has identified significant risks related to the current governance structure and recommended the two board formally integrate. It was also confirmed that the WWLHIN does not have plans to close hospitals or move hospital services; instead, the goal is to make sure that quality, integrated care is provided to rural residents close to home.

In order to realize this goal of an integrated rural system and to resolve outstanding governance issues between the hospital boards, WWLHIN Board passed the following motion: That the WWLHIN Board of Directors appoint Mark Rochon of KPMG as a Facilitator, to work with the governors, staff and the community to integrate the governance structure of North Wellington Health Care and Groves Hospitals into one by November 30, 2015.

The WWLHIN Board members discussed the importance of community engagement as part of the process and the expectation that the next steps include opportunities for local resident input.

Developing the next 3-Year plan for the Health System

WWLHIN reviewed the results of a survey of local residents and front-line care providers. Board members thanked the 1140 local residents who provided their input into identifying strengths and areas for improvement in the health care system. This information, along with numerous other inputs, are being consolidated into the next 3-year plan to create a truly integrated, high quality health system for residents.

The Board confirmed their commitment to grounding the health system in the experience of residents and in ensuring integration in care at the local level, based in four planning areas – Rural Wellington, Guelph, Cambridge & North Dumfries, and Kitchener Waterloo Woolwich Wilmot Wellesley.

At the meeting, the Board also reviewed and discussed activities and risks in achieving the current Plan for improving the health system, performance of Health Service providers in achieving their service accountability agreements, and governors from Cambridge Memorial hospital and Caressant Care Long-Term Care presented on how they are leading integration in the health system.

Next Board Meeting

The next WWLHIN Board meeting will be held on Thursday, October 15, 2015.

For more information, please contact:

Local: 519-650-4472

Toll-Free: 1-866-306-LHIN (5446)

waterloowellington@lhins.on.ca



Township of Wellington North

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

August 20, 2015

Arthur and Area Historical Society
Box 41
Arthur, Ontario N0G 1A0

RE: Recognition for Dave Kozinets

Dear Members of the Arthur and Area Historical Society:

Thank you for the request to recognize Dave Kozinets for his service as a member of Council for many years with the Village of Arthur.

Council is supportive of this request to name the former Arthur Municipal Office after Mr. Kozinets. The Township will share the cost of the plaque and installation on a 50/50 basis. Invoices should be directed to the Township of Wellington North.

If you have any questions or require further information, please do not hesitate in contacting me.

Yours truly,

Michael Givens
Chief Administrative Officer

MG/cc



uniongas

A Spectra Energy Company

RECEIVED

August 25, 2015

Mayor Andy Lennox
Township of Wellington North
PO Box 125- 7490 Sideroad 7 West
Kenilworth ON N0G2E0

AUG 31 2015

TWP. OF WELLINGTON NORTH

Dear Mayor Lennox:

As you are aware, for the past several years Union Gas along with other eastern local natural gas distribution companies have expressed concerns about TransCanada's proposed Energy East Pipeline. Our concerns centered around the conversion of the fully-utilized natural pipeline between North Bay and Ottawa to oil, and TransCanada's plan to replace it with a new natural gas pipeline (the Eastern Mainline Project).

From the beginning, our collective objective has been to protect the interest of our customers by ensuring there is sufficient natural gas transportation capacity available from the proposed new pipeline to supply the needs of Ontario and Québec, and to ensure that gas consumers in the two provinces are not negatively impacted with any of the costs related to the Energy East oil project and the related Eastern Mainline Project.

Many of these concerns were recently confirmed in public consultation and reviews conducted by the Ontario and Québec governments.

Today, I am pleased to share with you that we have reached an agreement in principle with TransCanada that resolves our concerns and ensures natural gas consumers in Ontario and Québec are not negatively impacted by the Energy East oil project.

Specifically, the agreement ensures there is enough natural gas capacity to serve the needs of natural gas consumers in Ontario and Québec and provides a net benefit of approximately \$100 million to natural gas consumers through 2050.

Union Gas, Gaz Métro and Enbridge Gas Distribution will now work with TransCanada to finalize the details of a definitive agreement by no later than October 30, 2015. TransCanada is expected to amend its application for the Eastern Mainline Project, which is before the National Energy Board to reflect the content of the agreement.

This is a positive outcome and I would like to take this opportunity to thank you for your interest, cooperation and support as we worked to achieve this agreement on behalf of our customers.

If you need further information, Murray Costello would be pleased to answer your questions at 519-885-7425 or email at mcostello@uniongas.com.

Yours sincerely,

Steve Baker
President, Union Gas Limited



Karren Wallace, Clerk
Township of Wellington North
7490 Sideroad 7 West
P.O. Box 125
Kenilworth, ON NOB 2E0

RECEIVED

SEP - 3 2015

August 28, 2015

Dear Ms. Wallace:

TWP. OF WELLINGTON NORTH

Re: Conservation Authorities Act Review

The Province of Ontario is conducting a review of the *Conservation Authorities Act*. On August 28, 2015 the members of Grand River Conservation Authority (GRCA) received the attached report. GRCA will be forwarding the report to the province as a formal response to the review.

In addition to the comments set out in the report, the Members of GRCA provided the following comments:

- GRCA is prepared to work with watershed municipalities and the Province to ensure that there is no duplication of effort among those organizations.
- GRCA will be submitting an application under the Feed-in Tariff Program for a hydro production project. The Members would encourage the Province to support this type of revenue generation opportunity for Conservation Authorities.
- GRCA Members would like the Province to recognize the importance of Conservation Authorities' lands and outdoor recreation facilities.
- The enclosed report identifies the need for funding support and GRCA members would like to strongly emphasize this point.
- If the Province elects to appoint representatives to the Board of a Conservation Authority, GRCA Members would prefer that such representatives be staff with experience in water and natural resource management.

The Provincial Discussion Paper is also enclosed for your consideration. We are encouraging Grand River watershed municipalities to provide comments directly to the province.

If you would like further information please contact Joe Farwell or Keith Murch at (519) 621-2761.

Yours truly,

A handwritten signature in cursive script that reads "Jane Mitchell".

Jane Mitchell
Chair
Grand River Conservation Authority

c.c. Pat Salter, GRCA Member (cover letter only)

Grand River Conservation Authority

Report number: GM-08-15-82

Date: August 28, 2015

To: Members of the Grand River Conservation Authority

Subject: Grand River Conservation Authority response to the *Conservation Authorities Act* Review

Recommendation:

That Report GM-08-15-83 - *Conservation Authorities Act* Review be received as information, AND THAT the report be forwarded to watershed Municipalities for consideration.

Report:

The Province of Ontario (Ontario) is carrying out a review of the *Conservation Authorities Act (CA Act)*. A discussion paper is posted on the Environmental Registry, and it poses a series of questions. The comment period for the posting runs through to October 19, 2015. A link to the discussion paper is found at http://apps.mnr.gov.on.ca/public/files/er/Discussion_Paper_2015.pdf. The review is focused on governance, funding mechanisms, and the roles and responsibilities of Conservation Authorities (CAs).

Conservation Ontario has formed a working group to prepare a response to the discussion paper. The response will be considered by Conservation Ontario Council at its September 28, 2015 meeting. The working group has identified four key messages that will be conveyed to the province:

1. CA activities around Ontario's natural resources have changed significantly over the years in response to increasing challenges to water and land resources. Stresses such as climate change, rapid growth, and changing land uses significantly challenge the ability of natural ecosystems to support economic growth, a sustainable environment, and the lifestyles and health of residents.
2. CAs are recognized for watershed management, science-based expertise and for being able to adapt to changing conditions. Sustainable provincial funding would ensure greater consistency and continuation of programs.
3. CA programs contribute significantly to addressing key provincial priorities including: climate change, Great Lakes, urbanization and growth, healthy people and a strong economy.
4. A more streamlined approach to environmental management is needed in Ontario and this will be achieved through a more integrated working relationship between CAs and Ontario.

From the perspective of CAs the goal for the review is that through any changes to the *Conservation Authorities Act*, Ontario will fully recognize and support the significant integrated watershed management role that CAs play in keeping Ontarians safe and keeping communities healthy.

CAs are recommending four areas for discussion:

1. Confirm the current CA mandate as outlined in the *CA Act* which is to undertake watershed-based programs for the conservation, restoration, development and management of natural resources;
2. Formalize and expand the CA working relationships across Ontario Provincial Ministries in order to capitalize on the important contributions of CA programs and services, and to more widely leverage and support CA efforts in local watersheds;
3. Discuss the governance model in relation to the funding model;
4. Sustainable provincial funding formula that captures and reflects the actual range of CA programs and services that support multiple provincial objectives.

In addition to providing the Province with the overview comments noted above, there is an opportunity to respond to specific questions from the discussion paper. Questions fall under the general headings of Governance, Funding Mechanisms, and Roles and Responsibilities. A brief description of the current status of the three matters under consideration and a proposed Grand River Conservation Authority (GRCA) response to each question follows.

Governance

The Province, through the *CA Act*, defines the objectives to be pursued by CAs and the power granted to achieve these objectives. The activities undertaken by a CA are directed by a municipally appointed board of directors. The Province has established legislative, regulatory and policy requirements. In the past, the Province played a more direct role in overseeing CAs by approving budgets and programs, appointing provincial representatives to CA boards, and selecting the Chair of the board. While oversight of CAs is still shared between the Province and the municipalities, changes to the *CA Act*, policy and general practice over time have resulted in less direct provincial oversight.

QUESTION #1: In your view, how well is the current governance model as provided in the *CA Act* working?

- a. What aspects of the current governance model are working well?

Members of the board of directors are appointed by the watershed municipalities. This is an effective method for assuring local accountability. It also allows the CA to tailor programs to meet local needs. The *CA Act* allows for a range of partnerships with the Province to address watershed management issues like water quantity and quality, and managing natural resources. CAs implement local programs to address provincial and federal priorities like great lakes quality, and natural hazard management.

- b. What aspects of the current governance model are in need of improvement?

CAs provide an integrated watershed management approach. They deliver local programs, while meeting provincial science, policy, and legislative objectives. It is an efficient service delivery model. Closer collaboration between CAs, watershed municipalities and provincial ministries would assist in efficient delivery on provincial objectives.

CAs assist several provincial ministries to achieve their objectives. The attached document titled "Adding Value – How Conservation Authorities support provincial priorities" provides a summary of the programs that have a direct link to provincial priorities. These Ministries include Natural Resources and Forestry (MNRF), Environment and Climate Change (MOECC), Municipal Affairs and Housing (MMAH),

and Agriculture, Food and Rural Affairs (OMAFRA). There is a need for increased coordination of effort and communication between the Province, Municipalities and CAs.

c. In terms of governance, what should be expected of:

i. The board and its members?

The role of the members is described in the GRCA by-laws. Consistent with this role, the board meets current best practices of and requirements for any not-for-profit corporation board. Voting should be done in accordance with the best interest of the watershed. The board adheres to Municipal Conflict of Interest legislation, policies, and protocols.

ii. The General Manager (GM) or Chief Administrative Officer (CAO)?

The role of the CAO is outlined in the GRCA by-laws. The principle role of the CAO is to ensure operational delivery is consistent with applicable legislation and contractual commitments and board approved policies, and to direct CA staff accordingly.

iii. Municipalities?

The role of the municipalities is to appoint members and establish a process for them to report back; to work with the CA in the budget development and approval process; to engage and collaborate with CAs in the developing and implementing strategic initiatives like climate adaptation strategies, subwatershed planning and water management strategies. Municipalities play a further role in continuing to fund programs like the Rural Water Quality Program (RWQP), which support local environmental sustainability.

iv. The Ministry of Natural Resources and Forestry (MNRF)?

The role of the MNRF is to lead the update of the provincial policy, science and standards that guide the natural hazards program and water management programs in Ontario. In addition, the MNRF should address the shortfall in transfer payments for this delegated program responsibility.

v. Other provincial ministries?

Other provincial ministries with an interest in managing natural resources should participate on a cross-ministry and municipal committee, to ensure coordinated delivery of provincial science, policy, and legislative objectives, and to proactively fund programs supporting provincial environmental sustainability.

vi. Others?

Various watershed stakeholders could continue to participate in the developing and implementing local projects. Examples in the Grand River watershed include the RWQP and Fisheries Management Plan Implementation Committee.

d. How should the responsibility for oversight of CAs be shared between the Province and municipalities? Oversight of CAs should rest with the *CA Act*. Municipalities are critical partners; they decide on the formation of a CA, appoint representatives to the board, and provide funding support for CAs. The Province should establish a committee that includes CAs, municipalities, and Provincial Ministries with an interest in water and resource management. This committee would assist with coordinated delivery

of provincial science, policy, and legislative objectives. The Province should return to a more equitable cost sharing partnership between the province and municipalities.

- e. Are there other governance practices or tools that could be used to enhance the existing governance model?

Improvements from the proposed *Ontario Not for Profit Corporations Act* and other legislation that institutes best practices could be integrated into the *CA Act*.

Funding Mechanisms

The *CA Act* establishes a number of mechanisms which CAs use to fund programs. The *CA Act* allows the MNRF to provide CAs with funding to support Ministry approved programs. A CA may also apply for funding from the Province to deliver programs on its behalf. Local resource management programs and services are funded through Municipal levies. CAs can generate revenue through service and user fees, resource development and fundraising. CA funding needs vary depending on watershed size, population levels, watershed characteristics (such as the amount of hazard land and the potential for flood, drought, etc.). The number of water and erosion control structures owned or operated by a CA has a significant impact on its budget requirements.

QUESTION #2: In your view, how are the programs and services delivered by CAs best financed?

- a. How well are the existing funding mechanisms outlined within the *CA Act* working?

The funding partnership between the Province and Municipalities has undergone many changes over time. It has moved from a 50/50 partnership to a point where, today, CAs derive a large portion of their budgets from local Municipalities through the levy. Funding for CAs is derived from a variety of sources, but on the average 48% is provided through Municipal levies; 40% comes from self-generated revenues; 10% comes from the Province for flood management and source water protection programs; 2% is provided by Federal grants or contracts (2013 Conservation Ontario Survey). GRCA's revenue sources include 36% from Municipal levy, 47% self-generated, 10% from provincial grants and 7% from reserves and from other Municipal grants like the RWQP.

As many of the benefits are local, it is fitting that funding of watershed-based programs is derived from the local tax base (the Municipal levy). However, many of the benefits are in the broader public interest and require financial support from the Province. It is appropriate that a portion of the funding to be derived from the Provincial tax base.

Since the mid-1990s, MNRF has only approved provincial funding for the water related natural hazard management role of CAs. This includes flood and erosion control. Funding for this program was cut in the mid-1990's, and again 2012 for GRCA. At the GRCA aging infrastructure and climate change are placing increased demand on the water management infrastructure. Increasing population and the accompanying development causes increased service demand in the areas of plan review and natural hazard regulation. In addition, the growing population places increased demand on natural areas acquired by the GRCA for protection, but without a revenue source for managing the lands. Provincial funding support is required for these program areas which provide a broader public benefit.

In 2015, Conservation Ontario requested an additional \$5.9 million to enable CAs to improve floodplain mapping, conduct strategic asset management planning, and improve delivery of cost

effective flood warning and prevention programs. This funding would have complemented current provincial annual funding shared between 36 CAs: Water and Erosion Control Infrastructure (\$5 million) and Provincial transfer payment of \$7.4 million towards flood operations. In the delivery of the natural hazards and flood control program other provincial partners are involved. Ministries with responsibility for infrastructure management, land use planning policies to prevent development in hazard lands, flood emergency management and, low impact development approaches to stormwater management work together with CAs to achieve provincial objectives. This reinforces the need for the transfer payment for this program area to be more than just an MNRF responsibility.

- b. What changes to existing funding mechanisms would you like to see if any?

It is recommended that the Province establish an Inter-Ministry approach to transfer payments in support of the water related natural hazard prevention and management. To achieve the greatest environmental and economic benefit for the residents of Ontario, the Province should develop a sustainable Multi-Ministry funding formula for basic operational activities of CAs that support multiple Provincial objectives. Without this investment, there will continue to be limited capacity to deliver on existing and any additional Provincial priorities.

- c. Which funding mechanisms, or combination of funding mechanisms, are best able to support the long term sustainability of CAs?

There should be continued Municipal and Provincial funding to support the core operating capacity of CAs. Carbon pricing revenues could be used as a potential new source of Provincial revenue that could be used to support growth planning and climate change mitigation and adaptation activities of CAs.

- d. Are there other revenue generation tools that should be considered?

Other sources of revenue that could be facilitated through legislative amendment or policy for CA eligibility include: *Development Charges Act*, stormwater fees or rates, Trillium Foundation, Infrastructure funding for recreational or outdoor education facilities.

Roles and Responsibilities

The *CA Act* enables CAs to undertake a wide range of activities on behalf of Provincial, Municipal and other interests. CAs are the only resource management agencies in Ontario that are organized on a watershed basis. The *CA Act* provides CAs with the power to develop their own programs and services tailored to the local needs and interests they serve. This flexibility allows CAs, and the Municipalities that fund them, to focus their resources on areas of greatest need to the local population. It also results in variability in the scale and range of programs and services delivered by any individual CA. Recent years have seen an increased interest in reviewing CA roles in resource management in Ontario. The *Commission on the Reform of Ontario's Public Service* called on the Province to undertake a review of the programs and services delivered by both the MNRF and CAs to clarify responsibilities and eliminate any duplication. In 2007 the Provincial government created a CAs Liaison Committee with representatives from the building industry, Province, Municipalities, CAs, Conservation Ontario and environmental organizations. MNRF approved the 2010 *'Policies and Procedures for Conservation Authority Plan Review and Permitting Activities'* developed by the committee that clarifies the role of CAs in the Municipal planning process, and in issuing CA permits.

QUESTION #3: In your view, what should be the role of CAs in Ontario?

- a. What resource management programs and activities may be best delivered at the watershed scale?

From a science perspective the watershed is at a right scale for the managing of water. The watershed is the most natural unit for modeling responses to various land use and climate change scenarios. Ontarians are interested in the quality and quantity of water and natural areas where they live, locate their businesses and enjoy recreation. CAs provide science-based advice to deliver services within their watersheds including: watershed planning, water quality and quantity monitoring and modeling, natural hazards management and regulation, natural heritage and forestry, source protection, watershed stewardship and restoration, technical input and review for Municipal land use planning and development. Under the *CA Act*, the watershed boundary was chosen for CA jurisdictions as an important ecosystem boundary to manage water and other natural resources.

- b. Are current roles and responsibilities authorized by the *CA Act* appropriate? Why or why not? What changes, if any, would you like to see?

The current CA mandate, as outlined in sections 20 and 21 of the *CA Act*, remains relevant today. It enables integrated watershed management. The legislation provides a broad mandate and empowers CAs to set local programs and priorities in collaboration with member Municipalities, Government Ministries and partners. Section 21 of the *CA Act* outlines the 'Powers of Authorities' including the ability to establish watershed-based resource management programs as well as other 'powers' necessary for effective program delivery. It allows conservation authorities to charge fees for services approved by the MNRF and to enter into agreements with other implementers. The legislation allows for partnerships to develop solutions to current issues like flood management, drinking water and Great Lakes water quality, climate change, rapid urbanization/growth. CAs would like to have a stronger relationship the Province which is sufficiently funded to maximize use of CAs as an efficient, local service delivery model.

- c. How may the impacts of climate change affect the programs and activities delivered by CAs? Are CAs equipped to deal with these effects?

Impacts of climate change, including rising temperatures and changing precipitation patterns in Ontario, have already changed river flows, warmed surface waters and impacted wetlands. These impacts will likely continue. Other threats to environmental, public health and our economy are expected. Threats include increased flooding and reduced quantity and quality of drinking water, disruption to businesses, and damage to infrastructure.

CAs cannot deal with these effects alone. They need the Province to take a leadership role in providing policies/technical guidelines and the best available science to facilitate mitigation and adaptation. These initiatives should be pursued together and be supported by Provincial funding.

The large flood control system in the Grand River watershed was built in partnership between the Province and watershed Municipalities. Climate change will put additional stress on the dams and dikes. As the infrastructure ages, Provincial funding support is key to ensuring it can be operated to provide protection to watershed communities.

- d. Is the variability in CAs' capacity and resourcing to offer a range of programs and services a concern? Should there be a standard program for all CAs to deliver? Why or why not?

Provincial priorities (e.g. climate change, Great Lakes protection, source water protection, natural hazards management, growth, economy) that are best delivered at the watershed scale should be funded by the province, with standard program design for all CAs. The existing flexibility should be retained for CA board approved programs that support local watershed needs.

- e. What are some of the challenges facing CAs in balancing their various roles and responsibilities? Are there tools or other changes that would help with this?

The Provincial funding shortfall is a major challenge in delivery of the natural hazards management program. There is a need for the MNRF and partner Ministries to provide leadership and support in modernizing the Provincial technical guidelines. The lack of sustainable funding that recognizes the multi-ministry benefits of the CA watershed management program is another major challenge.

- f. Are there opportunities to improve consistency in service standards, timelines and fee structures? What are the means by which consistency can be improved? What are some of the challenges in achieving greater consistency in these areas?

To improve consistency, the Province should provide regular training sessions for the Municipal and development sectors with CAs to discuss Provincial expectations of CAs, their role and service delivery. As well, MNRF could undertake a CA audit/review where complaints about service levels are most prevalent.

6.4. Other Areas of Interest

Broad input is critically important to ensure that a range of perspectives, opinions and ideas are collected. While we encourage respondents to focus on the discussion questions provided above we welcome feedback on additional areas.

QUESTION #4: Are there any other areas, questions or concerns regarding the *CA Act* or CAs in general that you feel should be considered as part of the review?

GRCA plays a significant role in the watershed it serves. Flood forecasting and warning is important to the safety of watershed communities. The operation of large dams provides flood protection and supplies water to the rivers during the summer low flow periods. With 19,400 hectares of land GRCA is able to protect natural spaces and provide outdoor recreation opportunities for Ontario residents. There are programs to teach children about the importance of protecting the natural environment. Resource planning and natural hazards management programs help to minimize future risk from development in floodplains, wetlands, and erosion prone areas. The Province, watershed Municipalities and GRCA should continue to work together to deliver effective resource management in the watershed.

Prepared by:

Joe Farwell, P.Eng.

Chief Administrative Officer

Discussion Paper

Conservation Authorities Act

A review of the roles, responsibilities, funding and governance of conservation authorities under the Conservation Authorities Act.

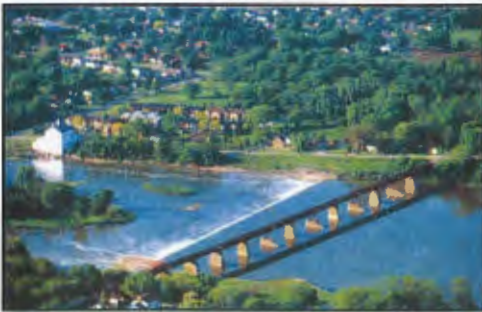


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Cover photos (left to right): Grand River Conservation Authority (Caledonia Dam); Otonabee Region Conservation Authority; Otonabee Region Conservation Authority

Page 6: Conservation Halton

Page 21: Niagara Peninsula Conservation Authority

Page 27: E. Hartlen; Long Point Region Conservation Authority

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1. Introduction

The *Conservation Authorities Act*, administered by the Ministry of Natural Resources and Forestry (MNRF), enables two or more municipalities in a common watershed to establish a conservation authority in conjunction with the province. The purpose of a conservation authority is to deliver a local resource management program at the watershed scale for both provincial and municipal interests.

Conservation authorities have played a significant role in Ontario's natural resource management landscape for nearly 70 years, establishing a successful legacy of resource stewardship and an impressive record of protecting people, property, and communities from water-related natural hazards (e.g. flooding, drought, erosion etc.). With the increasing pressures of Climate Change on the environment, it is imperative that conservation authorities have the proper tools to successfully build upon this legacy.

Conservation authorities are unique organizations, established on watershed rather than political boundaries in order to better serve local needs and allow for resource management from a science-based perspective. Using the tools provided within the *Conservation Authorities Act*, and with support from participating municipalities and the province, conservation authorities protect people from water-related natural hazards, provide recreational and educational opportunities, support science and research, and conserve and protect the natural environment. Collectively, conservation authorities are the second-largest landowner in the province after the Crown.

The framework and conditions for natural resource management in Ontario have changed significantly since the Act's creation, and the way conservation authorities operate within that framework has changed along with it. Resource management has become increasingly complex due to increases in population numbers and density, the expansion of agencies from all levels of government involved in resource management and environmental activities and new challenges such as addressing climate change further complicating resource management decisions. In addition, conservation authorities have been evolving as organizations, growing their funding sources and influence and accepting and being assigned additional roles that extend their responsibilities into additional areas of natural resource management and environmental protection. At the same time, the disparity among conservation authorities in resourcing and capacity has and continues to increase.

Ontario's Conservation Authorities

Ontario has 36 conservation authorities – the vast majority of which are located in southern Ontario.

Over 12 million people, or 90% of the province's population, live within a conservation authority's jurisdiction.

As a result of these and for other reasons the MNRF is seeking to engage ministries, municipalities, Aboriginal communities, conservation authorities, stakeholders and the public in a review of the *Conservation Authorities Act* to ensure that the Act is meeting the needs of Ontarians in a modern context.

Interest in a review of the *Conservation Authorities Act* has been building over the last several years. The Commission on the Reform of Ontario's Public Service recommended that the MNRF undertake a review of the programs and services delivered by the MNRF and conservation authorities to clarify responsibilities and eliminate any overlap in roles and responsibilities for resource management and environmental protection that are currently shared across levels of government. In addition, municipalities, developers, and conservation authorities have all identified their interest in and support for a formal government review.

The objective of this review is to identify opportunities to improve the legislative, regulatory and policy framework that currently governs the creation, operation and activities of conservation authorities that may be required in the face of a constantly changing environment. The purpose of this discussion paper is to seek feedback on the following three areas:

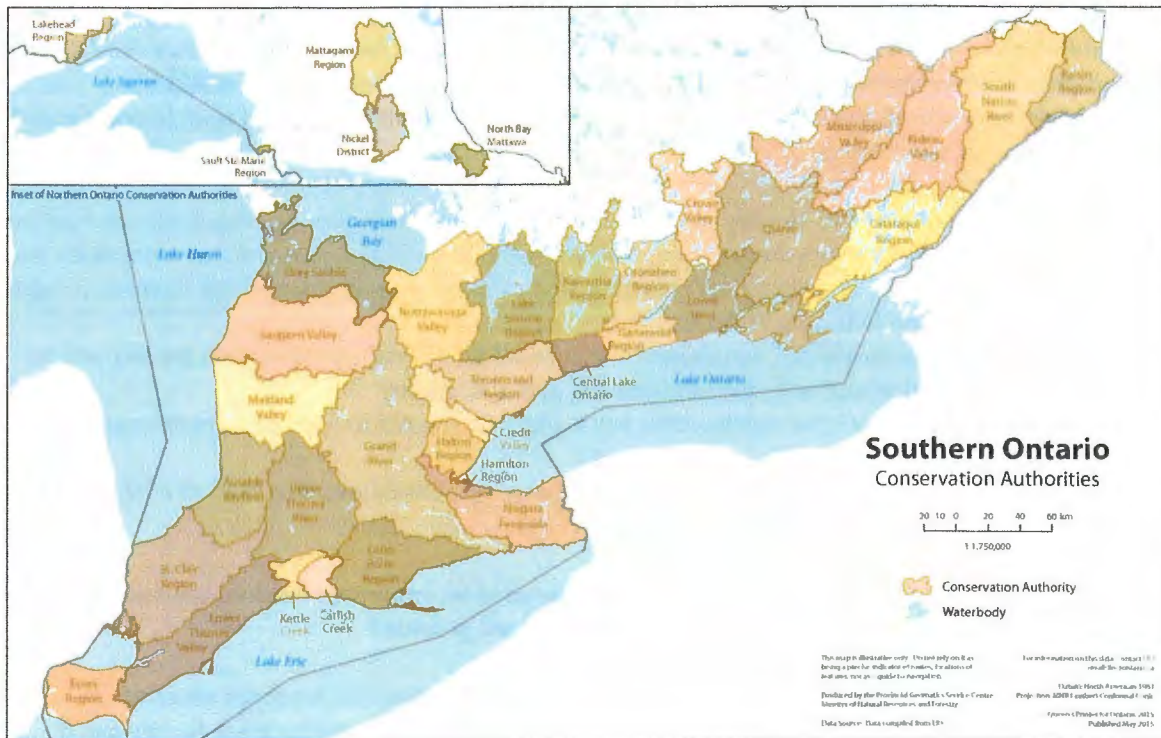
1. *Governance* – the processes, structures, and accountability frameworks within the Act which direct conservation authority decision-making and operations;
2. *Funding Mechanisms* – the mechanisms put in place by the Act to fund conservation authorities; and
3. *Roles and Responsibilities* – the roles and associated responsibilities that the Act enables conservation authorities to undertake.

These areas are all closely linked and need to be considered in an integrated fashion. We ask that you read this discussion paper and focus on the questions that are provided.

This discussion paper represents the first step in the Ministry's review. The feedback received in response to the questions outlined below will help the Ministry identify priority areas for review. If specific changes to the existing legislative, regulatory or policy framework are considered in the future, further public consultation will occur as appropriate, for example through subsequent Environmental Bill of Rights Registry postings.

Your opinions and insights are important to us. This discussion paper outlines a number of ways to engage in the review and we encourage everyone to participate. The review of site-specific permit applications and permitting decisions or other local decisions made by conservation authorities are not within the scope of the Ministry's review.

Figure 1 – Map of conservation authority jurisdictions¹



¹ This map has been produced by the MNR for illustrative purposes only and should not be relied upon as a precise indicator of conservation authority boundaries

2. Conservation Authorities Act - Overview

The *Conservation Authorities Act* was passed in 1946 in response to extensive flooding, erosion, deforestation and soil loss resulting from poor land, water and forestry management practices in prior decades. The Act outlines the process to establish, fund, dissolve, amalgamate and operate a conservation authority.

The creation of the Act and associated conservation authority model was guided by the following principles:

1. Local initiative – The process to form a conservation authority must be initiated and supported by municipalities within a common watershed, and that programs be locally driven and supported.
2. Cost sharing – The costs of the projects should be shared by the municipalities in the authority and the provincial government.
3. Watershed jurisdiction – Conservation authority jurisdictions would, where possible, follow watershed boundaries.

Conservation authority jurisdictions can be loosely characterized in various ways: rural or urban; south-eastern, south-central, or south-western; north or south; or according to revenue or geographic scale. Some conservation authority jurisdictions are less than a full watershed while other conservation authority jurisdictions include multiple watersheds. It is difficult to generalize or to speak about a generic conservation authority as the Act enables a great diversity of organizations in scale and operations, with significant variance in resourcing strategies, board structures, relationships, and local programs and activities.

Incorporation under the Act establishes conservation authorities as a distinct legal entity with a degree of autonomy from the individual municipalities and the province that establish it. Conservation authorities are local public sector organizations similar to hospitals, libraries or school boards – they are not agencies, boards, or commissions of the province.

Section 20 of the *Conservation Authorities Act* sets out the purpose (i.e. objects) of a conservation authority:

The objects of an authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

The objects of an authority define the potential scope of programs and services which may be delivered by a conservation authority within its area of jurisdiction. The scope of potential programs is intentionally broad, providing each individual conservation authority with flexibility to develop local resource management programs which are tailored to suit local geography, needs and priorities.

The powers granted to a conservation authority to accomplish its objects are outlined within Section 21 of the Act and include, among other things, the power to study the watershed, acquire lands, enter into agreements, erect works and other structures, and charge fees for services.

Amendments to the Act in 1996 and 1998 scoped MNRF approval of conservation authority projects to those completed with MNRF funding and removed provincial appointees from authority boards. These changes gave conservation authorities and participating municipalities greater flexibility to decide local fiscal and program priorities, develop partnerships, and to charge fees for approved services on a cost recovery basis. The province also introduced provisions for conservation authority amalgamation and dissolution and standardized the authority of conservation authorities to regulate development and other activities.

The Act is supported by regulations that direct conservation authorities in the application of levies, the management of conservation areas, and in regulating development and other activities for purposes of public safety and natural hazard management. The province may also make regulations defining any undefined term appearing in the Act. An overview of regulations established under the *Conservation Authorities Act* has been provided in the Appendix.



3. Governance

Conservation authorities are local public sector organizations similar to public health units, hospitals, libraries or school boards – they are not agencies, boards, or commissions of the province as there are no provincial appointees on the authority boards. Under the Act, every authority is established as a corporation governed by a municipally-appointed board of directors. Incorporation under the Act establishes conservation authorities as a distinct legal entity with a degree of autonomy from the individual municipalities and the province that establish it. Under the Act, the board of directors is the conservation authority.

Governance² of conservation authorities has always been shared between the province and participating municipalities. The province has the primary responsibility for establishing a conservation authority (at the request of two or more municipalities), defining the powers of a conservation authority and directing and monitoring provincially approved programs. Municipalities, through municipally appointed boards of directors, have the primary responsibility for directing and overseeing conservation authority operations. The board is responsible for setting strategic and operational policies, and directing and providing oversight of the Authority's senior management. Oversight of day-to-day operations is typically delegated to a general manager or chief administrative officer who is responsible for directing authority staff.

3.1. Conservation Authority Boards

Each conservation authority is governed by a board of directors whose members are appointed by participating municipalities. Board members decide on the programs and policies of the authority, including strategic direction, operational decisions, procurement, staffing and budgets.

The Act lays out the composition of the conservation authority board and some general operational rules, and requires that each conservation authority have administrative policies in place to guide board operations. The Act does not establish a minimum or maximum number of board members however a meeting of the board must have at least three members in order to achieve quorum.

² Governance of public sector organizations involves a set of relationships among an organization's stakeholders, interest groups, citizens, boards, management and the government. These relationships are framed by laws, rules, and requirements, and provide the structure through which the objectives of the organization are defined, operating plans are prepared, performance is monitored, and information is communicated among parties (Institute of Internal Auditors, 2014).

As shown in Figure 2, the number of representatives that each municipality can appoint is based on the population of that municipality within the conservation authority's jurisdiction.³ Alternatively, the total number of board members of the authority and the number of members that each participating authority may appoint may be determined by an agreement that is confirmed by resolutions passed by the councils of all of the participating municipalities.⁴

There is significant variability in the size of conservation authority boards with some authority boards having as few as five board members while others have as many as 28.⁵ Board members must reside in a participating municipality and may be appointed for no more than three years at a time.⁶

3.2. Relationship with Municipalities

The creation of a conservation authority must be initiated by two or more municipalities located within a common watershed.⁷ Municipalities who want to establish a conservation authority must petition the province to establish the authority in accordance with the requirements of the *Conservation Authorities Act*. Once an authority is created, it can amalgamate with other authorities and more municipalities can join without the involvement of the province.⁸

Participating municipalities determine who to appoint to the board as their representative(s).⁹ Board members are usually elected municipal councillors; however, any individual may be appointed to the conservation authority board.¹⁰ Municipally-appointed representatives have the authority to vote and generally act on behalf of their municipalities.¹¹

Because decisions are made collectively by all the participating municipalities in an authority through the conservation authority board, the amount of control each municipality has over conservation authority decisions varies. For most matters, each representative on the board gets one vote, so that municipalities with a larger number of board representatives (as a result of having larger populations)

Figure 2: Municipal Representation on Conservation Authority Boards

The number of representatives that each municipality can appoint is based on the population of that municipality within the watershed:

Population	Number of representatives
10,000 or less	1
10,000-50,000	2
50,000-100,000	3
100,000-250,000	4
250,000-500,000	5
500,000-1,000,000	6
More than 1,000,000	7

³ *Conservation Authorities Act* Section 2.(2).

⁴ *Conservation Authorities Act* Section 14.(2.1)

⁵ As reported by conservation authorities in 2012

⁶ *Conservation Authorities Act* Section 14.(3) and Section 14.(4)

⁷ *Conservation Authorities Act* Section 3.(1)

⁸ *Conservation Authorities Act* Section 10 and Section 11

⁹ *Conservation Authorities Act* Section 14

¹⁰ In 2012, over 80% of board members were municipally-elected officials

¹¹ *Conservation Authorities Act* Section 2.(3)

have a larger share in decision-making. For votes on the budget, votes are weighted so that each municipality has the same proportion of the vote as the proportion of the budget it pays.

The number of participating municipalities within each conservation authority is very diverse – some conservation authorities have more than twenty participating municipalities, while others have only two. In some conservation authorities, one or two municipalities may have the majority of the votes on the board.

3.3. Relationship with the Ministry of Natural Resources and Forestry

The process to create, operate and fund a conservation authority is established under the *Conservation Authorities Act* and administered by the MNRF. The province approves the creation and dissolution of a conservation authority, the dissolution requiring input from the Minister of Natural Resources and Forestry and the Minister of the Environment and Climate Change. The province designates the participating municipalities in the authority, and the authority's area of jurisdiction. The Act establishes the powers of the board and requires the authority to establish operational and administrative procedures. The MNRF provides a minimum standard for operational and administrative procedures which each board can further update or build on.¹²

While the Minister of Natural Resources and Forestry is responsible for overseeing the administration of the Act, he or she has limited authority under the Act to intervene in most regular day-to-day conservation authority activities and decisions. Minister's approval is required for projects partially or fully funded by MNRF through provincial grants, for the sale or lease of lands purchased with provincial funding and for the expropriation of land. The Minister cannot intervene in most local resource management or operational decisions.

Prior to Act amendments in the 1990's, the province played a more direct role in overseeing conservation authorities. The province directed conservation authorities by approving their budgets and all projects, appointing provincial representatives to authority boards, selecting the chair of the board, appointing provincial staff to authority advisory committees, and, when requested by the authority, appointing provincial field officers to direct and coordinate the authority's work. While oversight of conservation authorities is still shared between the province and the municipalities that form the authority, over time, the province has given conservation authorities greater autonomy to direct their own operations providing municipal representatives with a greater role in overseeing conservation authority activities.

3.4. Relationship with Other Provincial Ministries

With an investment of nearly 70 years of public funding in infrastructure, capacity, staffing, skills, resources, local knowledge, and land, in addition to local understandings and connections, conservation authorities have become attractive vehicles for delivery of other provincial initiatives at a local level.

¹² Section 30 of the Act requires each conservation authority to develop regulations on board administration. These regulations are approved by the Minister of Natural Resources and Forestry.

Recent years have seen an increased role for conservation authorities, individually and collectively, in the delivery of other provincial priorities on behalf of, or in partnership with, other provincial ministries – including, but not limited to – the Ministries of Environment and Climate Change, Agriculture, Food, and Rural Affairs, Municipal Affairs and Housing, Northern Development and Mines, Infrastructure, Education, and Tourism, Culture and Sport.

Conservation authority program relationships with other provincial ministries have grown over time and may be administered directly by individual ministries through various means (e.g. legislation, contracts, memorandums of understanding, etc.). A conservation authority's relationship with other provincial ministries is largely dependent on common interests and capacity, and on the scope of programs and services delivered by each individual conservation authority.

3.5. Relationships with Tribunals

Certain conservation authority decisions may be appealed to the Ontario Mining and Lands Commissioner (OMLC) or the Ontario Municipal Board (OMB). The OMLC and OMB are independent adjudicative tribunals that conduct hearings and make decisions on matters appealed under specific pieces of provincial legislation. In general, these tribunals are designed to resolve disputes in an informal, less costly and more timely manner than in the courts. In many instances, these tribunals seek to mediate issues first and practice alternative dispute resolution measures to expedite the resolution of matters thereby avoiding the need for a full hearing.

Decisions that have a provincial interest associated with them are referred to the OMLC. Decisions related more closely to municipal interests are referred to the OMB.

Ontario Mining and Lands Commissioner (OMLC)

Municipalities may appeal general levy apportionments to the OMLC. To date there have been only a few instances of municipalities appealing their municipal levies or levy apportionments the OMLC. Many of these appeals are resolved without proceeding to a hearing.

A person who has been refused a permit or who objects to conditions imposed on a permit by a conservation authority may appeal permit decisions and conditions to the Minister of Natural Resources and Forestry. The Minister has assigned the responsibility for hearing these appeals to the Ontario Mining & Lands Commissioner under the authority of the Ministry of Natural Resources Act.¹³

In 2013 the OMLC received seven applications under the *Conservation Authorities Act* with only one matter heard.¹⁴ The majority of cases (including permit appeals) received during 2013 were resolved in less than three months. There is no cost to filing an appeal.

¹³ *Ministry of Natural Resources Act Section 6.(4)*

¹⁴ Office of the Mining and Lands Commissioner, 2013

Ontario Municipal Board (OMB)

The OMB hears appeals by municipalities of municipal levies for special projects. Under the Act, the OMB also approves salary, expenses or allowances made to the members of the authority board of directors.

3.6. Relationship with Conservation Ontario

Conservation Ontario, formally the Association of Conservation Authorities of Ontario, is a non-profit, non-governmental organization that represents Ontario's 36 conservation authorities. On behalf of its members, Conservation Ontario builds strategic partnerships, develops programs and champions collective issues/concerns. Conservation Ontario is overseen by a General Manager and directed by a Council made up of two appointed representatives from each conservation authority that elects a six member Board of Directors from among the council members to oversee the association.

Conservation Ontario seeks to influence policy that affects conservation authorities and to provide collective services to the authorities including corporate communications, policy and program development, government relations, partnership development, research and information, evaluation and reporting, education and training, and the provision of insurance and benefits for conservation authority employees.

Conservation Ontario is funded by dues from each conservation authority supplemented by project funding and contract work.

Conservation Ontario is not established through the Conservation Authorities Act, nor is it governed by the Act. The structure, roles and responsibilities and funding of Conservation Ontario are not part of this review.

3.7. Other Accountabilities

Conservation authorities are also governed by other legislative requirements that apply to municipalities, such as the *Municipal Conflict of Interest Act* and parts of the *Municipal Act*, and laws that apply to corporations and employers. Conservation authorities follow accounting standards for the public sector established by the Public Sector Accounting Board (PSAB). When reviewing permit appeals, the board of an authority reassembles as a Hearing Board under the *Statutory Powers Procedure Act*. Most conservation authorities are also registered charities under federal law and must follow rules for charitable organizations.

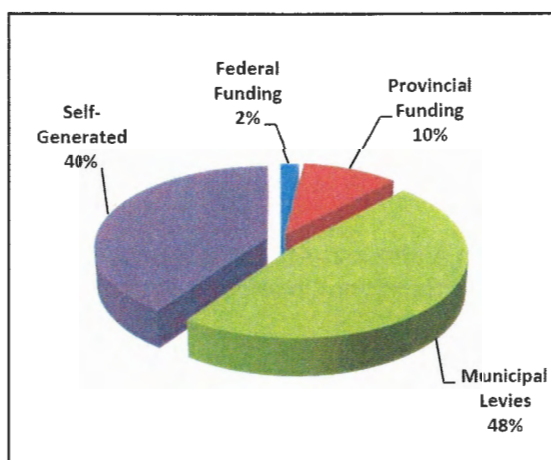
When undertaking infrastructure projects, conservation authorities are also subject to *Environmental Assessment Act* requirements. Conservation Ontario has developed a Class Environmental Assessment for Remedial Flood and Erosion Control Projects which has been approved by MOECC for conservation authorities to follow when planning remedial flood and erosion control projects.

4. Funding Mechanisms

Conservation authority revenue comes from various sources including provincial funding, municipal levies, and self-generated revenue. The total approximate annual revenue of all 36 conservation authorities in 2013 was \$305 million.¹⁵

As shown in Figure 3, in 2013, municipal levies accounted for roughly 48% of all conservation authority revenue, while self-generated revenue represented 40%, provincial funding represented 10% and federal funding represented 2%.¹⁶ Of the provincial funding provided, roughly 3% was provided by MNRF for natural hazards management, while 4% was provided for Ministry of the Environment and Climate Change's source water protection program and 3% was provided for various other special projects.¹⁷

Figure 3: Total Conservation Authority Revenue Sources (2013)



The revenue sources for individual conservation authorities are highly diverse and of variable combinations. For example, in 2013 provincial funding accounted for as much as 58% of one conservation authority's annual revenue and as little as 4% for another. In the same year, self-generated revenue accounted for as much as 71% of one authority's revenue and as little as 10% for another.

Table 1 below shows the variability in conservation authority revenue, area and population. This variability means that each conservation authority has a different capacity and ability to offer a different range of programs and services.

In addition to area and population, conservation authority funding needs vary depending on watershed characteristics such as the amount of hazard land and the potential for flooding, drought, etc. and the number and purpose of water and erosion control structures owned and or operated by the authority.

¹⁵ As reported by conservation authorities through annual statistics collected by Conservation Ontario

¹⁶ As reported by conservation authorities through annual statistics collected by Conservation Ontario

¹⁷ source protection funding will be shifting to a steady state

Table 1: Diversity of Conservation Authorities' Revenue, Area and Population¹⁸



Under the Act, conservation authorities are required to have an annual financial audit with the auditor's report provided to participating municipalities and the MNRF. In terms of expenditures, conservation authorities report spending, in total, roughly 43% on water management, 42% of revenue on land management, 12% on administration and 3% on communications.¹⁹ However, expenditures from one conservation authority to another may vary significantly.

4.1. Municipal Levies

The *Conservation Authorities Act* enables conservation authorities to levy the cost of board-approved programs and services against their participating municipalities. In 2013, participating municipalities provided over \$140 million to conservation authorities through municipal levies.

The levy process is complex. First, a conservation authority budget is established and approved by the board. A portion of the budget is paid for with provincial, federal or self-generated revenue, and the rest

¹⁸ Revenues shown in Millions of Dollars, Area shown in Hectares, Population shown in Millions

¹⁹ As reported by conservation authorities through annual statistics collected by Conservation Ontario

is paid by participating municipalities through municipal levies. The total municipal levy amount is divided up among the participating municipalities according to the benefit each one receives from the authority's services, which is determined in different ways for different types of levies. Levies can be categorized as being for maintenance and administration costs, or for capital and project costs.

For most conservation authorities, the majority of the municipal levy amount is for maintenance and administration costs. These costs represent the administrative and operational funding provided to conservation authorities and is divided among all the municipalities according to a formula set out in regulation.²⁰ This formula is based on the total value of property within each municipality within an authority's jurisdiction so that municipalities with high land values pay more than those with low land values. The total land value is also modified according to the type of property, so that urban property types such as commercial, industrial and multi-residential are worth more than rural property types like residential, forest or farmland. Conservation authorities and municipalities can also agree on a different method of dividing these costs as an alternative to using the land value formula.²¹ How costs are divided (the 'apportionment') can be appealed by a participating municipality to the Ontario Mining and Lands Commissioner.

Capital and project costs may be levied only against certain municipalities who will benefit from the project. The conservation authority determines how these costs are divided. This apportionment can be appealed by municipalities to the Ontario Municipal Board.

Additional rules under Ontario Regulation 139/96 (Municipal Levies) also apply to any levies for costs that are not shared with the Province. These additional rules include weighted voting: each municipality gets the same percentage of the vote on the levy as the percentage of the total municipal levy that it pays.

4.2. Self-Generated Revenue

Conservation authorities can also generate their own revenue through various means including:

- earned revenues on a 'cost recovery' basis (contracts, fees for service, permits (campsites, entrance fees) related to conservation areas);
- earned income on a 'for profit' basis (rentals, sales, sales of land, resource development such as logging, hydroelectric production);
- commercial/industrial sector partnerships including businesses (gift shops) and joint contracts for resource development (generating hydro-electric power etc.); and
- private sector funding from individuals, corporations and foundations (fundraising, gifts, donations, sponsorships etc.).

In most cases, self-generated revenue may be used at the discretion of the authority board for any board-approved conservation authority program.²² Additional rules apply to the use of revenue generated through the disposition of conservation authority property.²³ In 2013, self-generated revenue accounted for over \$120 million in conservation authority revenue.

²⁰ As set out in Ontario Regulation 670/00 (Conservation Authority Levies)

²¹ Ontario Regulation 670/00 Section 2.(1)(a)

²² Policies and Procedures for the Treatment of Conservation Authority Generated Revenue

²³ Policies and Procedures for the Disposition of Conservation Authority Property

Fees for Service

Subsection 21(m.1) of the Act gives conservation authorities the power to charge fees for services. The Minister of Natural Resources and Forestry determines which services conservation authorities may charge fees for. The Minister has given conservation authorities approval to charge fees for permitting services, plan reviews, extension services (e.g. technical advice/ implementation of erosion control measures, technical studies etc.), education services (e.g., tours, presentations, workshops etc.), and any service under other legislation authorized under agreement with the lead ministry.²⁴

The MNRF's policies and procedures require each conservation authority to have a fees policy in place which includes a fee schedule, a process for public notification about the establishment of or any proposed changes to fee schedules, a clearly defined review and revision process, and a process for appeals for fees that are proposed or in place.²⁵

For planning, and compliance-oriented activities such as regulatory or permitting services, the fee structures should be designed to recover but not exceed the costs associated with administering and delivering the services on a program basis.²⁶

While the Minister of Natural Resources and Forestry approves the services which conservation authorities may charge fees for, fee amounts are set by individual conservation authorities. Costs vary from authority to authority for the provision of certain services so therefore the fee structures of conservation authorities may vary from one conservation authority to another. Through MNRF policy, conservation authorities are encouraged to review neighbouring conservation authorities' fee structures when developing or updating their own structure.²⁷

Fundraising

Most conservation authorities also receive funding from individuals, corporations and foundations through fundraising, gifts, donations and sponsorship. Additionally, conservation authorities provide many opportunities for in-kind donations to the organization such as volunteer services.

4.3. Provincial Funding

Conservation authorities receive and may apply for funding from the province to support provincially-mandated activities and local projects.

The province provides conservation authorities with funding for provincially mandated programs – including the hazards management program funded by MNRF and the source water protection program funded by MOECC.

The MNRF's hazard management program is funded through two separate transfer payments.

²⁴ *Policies and Procedures for the Charging of Conservation Authority Fees (1997) – Section 5.1*

²⁵ *Policies and Procedures for the Charging of Conservation Authority Fees (1997) Section 5.2*

²⁶ *Policies and Procedures for the Charging of Conservation Authority Fees (1997) Section 5.3*

²⁷ *Policies and Procedures for the Charging of Conservation Authority Fees (1997) Section 5.5*

Since 2000, MNRF has provided over \$7 million in Section 39 transfer payments annually to conservation authorities to support the approved programs in natural hazard management and public safety. The provincial funds support flood and erosion control operations and maintenance, flood forecasting and warning, ice management, and the authorities' review of Official Plans and Plan Amendments for consistency with natural hazard policies of the Provincial Policy Statement (2014), natural hazards technical studies and administration.

The amount each conservation authority receives from MNRF is a fixed amount based on an average of 1990's operational costs and must be matched by municipal contributions through municipal levies. The MNRF amount provided to each conservation authority was reduced from \$7.6 million annually to \$7.4 million annually in 2011.

Additional funding for natural hazard management is also provided to conservation authorities through MNRF's Water and Erosion Control Infrastructure (WECI) transfer payment program. Since 2003, MNRF has provided conservation authorities with \$5 million annually in capital funding (with a temporary two year reduction to \$2.5M from 2012-14) to invest in major repairs and studies of existing conservation authority-owned or operated water and erosion control infrastructure. This project funding supports conservation authorities in ensuring the safe operation and maintenance of their dams and water control infrastructure. These funds are matched by participating municipalities involved, for an annual investment in water and erosion control infrastructure of \$10 million. The WECI funding program is an application-based program that funds the highest priority projects each year.

Conservations authorities may also receive funding from other federal departments and provincial agencies through transfer payments to implement programs or projects related to other government priorities established under other pieces of legislation.

For example, the Province (through MNRF and MOECC) has provided over \$220 million since 2004 in funding to conservation authorities to fulfill their duties as Source Protection Authorities under the *Clean Water Act*. Funding was used for capacity building, technical studies, and water budgets, and supported source protection committees and authorities in developing the province's first science-based source protection plans for local watersheds. Future levels of funding are expected to move to a steady state once current source protection plans are approved.

Additional funding may be provided to conservations authorities in support of special projects on a project by project or application basis. For example, conservation authorities may receive funding for projects from both the provincial and federal government under the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health funding program.

5. Roles and Responsibilities

The objects of a conservation authority, under the *Conservation Authorities Act*, are to establish and undertake a program to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. The Act defines the potential scope of programs and services which may be delivered by a conservation authority within its area of jurisdiction. The scope of potential programs is intentionally broad, providing each individual conservation authority with flexibility to develop local resource management programs which are tailored to meet local geography, needs and priorities.

Current roles and responsibilities for conservation authorities fall under the five broad headings outlined below.

5.1. Local Resource Management Agency

The *Conservation Authorities Act* provides conservation authorities with the authority to develop local resource management programs or projects that suit local needs and geography. The scope afforded to projects in the Act under S. 20 is broad – anything to “further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.” The scale of the authority projects and programs is determined at the local level, decided on by the board.

Conservation Area Statistics

73,645 hectares of conservation areas

including

2,491 kilometers of trails

and

8,442 campsites

accessed by

6,898,229 annual visitors

including

430,764 students

**As reported by conservation authorities*

Collectively through their local programs, conservation authorities play an important role in resource management and environmental protection through stewardship, conservation land acquisition and management, recreation, education, and science and research. These programs may include tree planting, habitat rehabilitation and restoration, water quality improvement and water supply management, ground water monitoring, education and outreach, heritage conservation, management of conservation areas, information management, data collection and mapping, monitoring and the development of technical studies, watershed plans and the development of natural heritage strategies. Every conservation authority board-approved local resource management program is unique, offering a different suite of programs designed to reflect local needs and priorities. Conservation authority local programs are often supported by community volunteers. In 2012 over 37,000 people volunteered to support more than

700 local conservation authority projects.²⁸

Conservation authorities also have a role in local resource management as land owners. Conservation authorities have accumulated large land holdings within their jurisdictions through property acquisition, eco-gifting and land conveyances. Conservation authority owned land is considered private land under the *Planning Act*. Some of these lands are operated by the authorities for educational and recreational purposes, for conservation or protection reasons and also for income generation. Conservation authorities may develop their lands to support local programs, or may maintain lands in a natural state in order to protect them and provide ecological and natural hazard management benefits to the public. Conservation authorities may also act as interested parties on development applications near their landholdings. In addition, because of their proximity to watercourses, conservation authorities own or control lands that have a high concentration of cultural heritage resources.

Board-approved local resource management programs may be funded by municipal levies, self-generated revenue, or through a contract with another organization. In areas of the province where conservation authorities have not been established, local resource management programs may be developed and administered directly by municipalities.

5.2. MNRF Approved Projects under the Act

Section 24 of the Act requires conservation authorities to obtain MNRF approval for projects that are funded by MNRF through the Act. The project that the Minister currently approves under the Act for all conservation authorities is related to public safety and natural hazard management. The increased frequency and severity of extreme weather events associated with climate change has further underscored the importance of this role in protecting persons and property from water-related natural hazards including flooding and drought.

All conservation authorities implement a shared provincial/ municipal program in public safety and natural hazard management. As part of their role in implementing the shared provincial/ municipal program in public safety and natural hazard management, conservation authorities own and or operate over 900 flood control structures including 256 dams, and numerous engineered channels, dykes and erosion control works. Under this shared provincial/ municipal program, conservation authorities also undertake flood forecasting and warning and ice management. To support these and other programs (e.g. hazard input into municipal planning), conservation authorities may also collect and prepare technical data related to natural hazards in their jurisdiction.

As part of the MNRF natural hazard program, the MNRF has delegated to conservation authorities the responsibility for representing the "Provincial Interest" for natural hazard policies (s.3.1) of the Provincial Policy Statement (PPS) (2014) under the *Planning Act* through a Memorandum of Understanding between the MNRF, the Ministry of Municipal Affairs and Housing (MMAH) and Conservation Ontario. This delegation does not occur under the *Conservation Authorities Act*. Conservation authorities are to comment on municipal planning policy and site plan applications submitted as part of the [Provincial One-Window Plan Review Service](#) to ensure consistency with the natural hazard policies of the PPS (2014). Where MMAH is not the approval authority conservation authorities still perform this role under the Municipal Plan Review. Conservation authority comments

²⁸ As reported by conservation authorities through annual statistics collected by Conservation Ontario

are to be made based on MNRF's *Natural Hazard Technical Guides* (2002) which were developed to support the PPS policies. When undertaking this role conservation authorities are guided by *Planning Act* definitions (e.g. for development, hazardous sites, etc.) and not by definitions under the *Conservation Authorities Act*.

The natural hazard program is funded by the MNRF through provincial grants and transfer payments, and cost shared with municipalities. In areas of the province without conservation authorities natural hazards are managed by municipalities under the natural hazard policies of the PPS and flood forecasting and warning responsibilities are undertaken by MNRF.

5.3. Regulatory Authority

Each conservation authority has a provincially-approved 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' regulation developed under section 28 of the *Conservation Authorities Act*. Conservation authorities are responsible for regulating development within the regulatory limits described within their respective regulations. In areas of the province without conservation authorities development in hazardous areas is managed by municipalities under the natural hazard policies of the PPS. Conservation authorities' regulatory role is primarily funded through the use of permitting fees and municipal levies.

Under these regulations, conservation authorities are responsible for regulating development and other activities through a permitting process for purposes of natural hazard management. Regulated activities are:

- Development in areas related to water-related natural hazards such as floodplains, shorelines, wetlands and hazardous lands.²⁹ Under the Act, conservation authorities must consider development applications based on potential impacts to the control of water-related natural hazards which includes flooding, erosion, dynamic beaches, pollution or the conservation of land; and,
- Interference with or alterations to a watercourse or wetland.

In order to implement the approved regulation, the authority board sets regulatory policies and practices.

The *Conservation Authorities Act* regulation authority was expanded through Act amendments in 1998, and enacted through the 'generic' regulation approved by the province in 2004 and updated individual regulations approved by the Minister in 2006. The updated regulations require conservation authorities to regulate additional water related hazards such as unstable soils and bedrock, erosion and dynamic beaches. MNRF technical support for the regulations is provided through the *Guidelines for Developing Schedules of Regulated Areas* (2005) and the MNRF *Natural Hazards Technical Guides* (2002) developed for the PPS natural hazard policies.

Under the Act, a person who has been refused a permit or who objects to conditions imposed on a permit by a conservation authority may appeal permit decisions and conditions to the Minister of

²⁹ Hazardous lands is defined in the *Conservation Authorities Act* under S.28 (25) as land that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock

Natural Resources and Forestry. The Minister has assigned the responsibility for hearing these appeals to the Ontario Mining & Lands Commissioner.

In 2010, MNRF released the [*Policies & Procedures for Conservation Authority Plan Review & Permitting Activities*](#) - a new policy for conservation authorities to clarify and provide best practices for their roles under the *Planning Act* and in the municipal planning process and in their regulatory authority under the *Conservation Authorities Act*. This policy was developed with the assistance of a multi-ministry, multi-stakeholder committee (the Conservation Authorities Liaison Committee) co-chaired by the MNRF and the Ministry of Municipal Affairs and Housing and was made up of representatives from the building industry, municipalities, conservation authorities and environmental organizations.

5.4. Roles under Other Provincial Legislation

Conservation authorities may be assigned responsibilities under other pieces of provincial legislation. For example, under the *Clean Water Act*, conservation authorities were assigned the duties and responsibilities of source protection authorities. In addition, the *Lake Simcoe Protection Act* assigns the local conservation authority – the Lake Simcoe Region Conservation Authority – a key role in implementing the policies in the Lake Simcoe Protection Plan in collaboration with the province, municipalities and others.

In many of these other legislative roles, conservation authorities are a commenting agency and are required to receive notice of proposals made under other pieces of legislation including the *Planning Act*, the *Niagara Escarpment Planning and Development Act*, the *Environmental Assessment Act* and the *Aggregates Resources Act*. In these roles, conservation authorities base any comments on board-approved policies that the authority has developed as a local resource management agency. Under the *Planning Act* as a public body and local board, conservation authorities can comment on and appeal municipal planning documents on a range of other PPS policies as directed by conservation authority board-approved policy. This more general PPS policy commenting role is distinct from the MNRF delegated commenting role related specifically to the PPS natural hazards policies.

5.5. Service Providers

Under the Act, every authority is a corporation, and as such has the inherent capacity to undertake responsibilities requiring an incorporated organization to accomplish. With an investment of nearly 70 years of public funding in infrastructure, capacity, staffing, skills, resources, local knowledge, connections in resource management, and common interests, these organizations are attractive vehicles for delivery of initiatives of others whether by agreement or through a contract.

Conservation authorities may enter into agreements with others as may be necessary to carry out a project. As a result conservation authorities may have service agreements or contracts with federal and provincial government agencies and partnering municipalities or others (e.g. school boards, public health units, etc.) to perform a variety of services or tasks.

Some conservation authorities may have roles and responsibilities related to joint federal/ provincial interests such as supporting Environment Canada in implementing the Canada-United States Great

Lakes Water Quality Agreement and working with federal and provincial agencies as well as local groups to restore community waterfronts and Great Lakes “Areas of Concern.” Some conservation authorities may be undertaking projects funded under the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health.

Some conservation authorities provide additional technical services to municipalities through service agreements. Types of services could include data collection and scientific expertise related to natural resource management, stormwater management, identifying natural heritage features and systems on behalf of their municipalities, and or reviewing natural heritage evaluations in support of municipal assessment of *Planning Act* applications or environmental assessments. Under an agreement with a municipality, an authority may assume a regulatory responsibility such as administering municipal tree cutting bylaws or septic system approvals or undertake technical reviews pursuant to the *Planning Act* [One Window Plan Review Service](#) on parts of planning policy or site plan applications.



6. Summary and Questions for Discussion

The following questions are intended to help focus the discussion. They are organized around the areas of review outlined in Section 1:

1. *Governance* – the processes, structures, and accountability frameworks within the Act which direct conservation authority decision-making and operations;
2. *Funding* – the mechanisms put in place by the Act to fund conservation authorities; and
3. *Roles and Responsibilities* – the roles and associated responsibilities that the Act enables conservation authorities to undertake.

The questions are general in nature and intended to prompt discussion on a number of focused areas and are not intended to discourage readers from raising questions or providing comments in other areas. Where possible, please provide specific examples and/ or links to supporting information.

6.1. Governance

Conservation authorities are governed by the *Conservation Authorities Act* and by a board of directors appointed by the municipalities that form the authority. The province, through the Act, defines the objectives to be pursued by the authority and the power granted to the authority to achieve these objectives. The activities undertaken by conservation authorities in the pursuit of their objectives are directed by a municipally appointed board of directors. Municipal representatives to conservation authority boards are directly accountable to the municipalities that appoint them and conservation authorities must abide by provincial legislative, regulatory and policy requirements.

In the past, the province played a more direct role in overseeing conservation authorities. The province directed conservation authorities by approving their budgets and programs, appointing provincial representatives to authority boards, selecting the chair of the board and, when requested by the authority, by appointing provincial field officers to direct and coordinate the authority's work. The provincial government was involved in approving projects and activities, and monitoring and reviewing conservation authority programs. While oversight of conservation authorities is still shared between the province and the municipalities that form the authorities, changes to the Act, policy and general practice over time have resulted in less direct provincial oversight. These changes have provided conservation authorities with greater autonomy to direct their own operations and have given municipal representatives who comprise the authority board a greater role in deciding and overseeing authority activities. It has also afforded conservation authority staff greater freedom to make proposals for programming and research for the board's collective review. Because decisions are made collectively by all the participating municipalities in an authority through the board, the amount of control each municipality has over conservation authority decisions varies.

At the same time, conservation authorities are developing new, and enhancing existing, relationships with other provincial ministries and other partners. In some cases, these relationships are managed

through other legislative frameworks, such as through the *Clean Water Act* and the *Lake Simcoe Protection Act*. In other cases these relationships are managed on a project-by-project or authority-by-authority basis by a contract or MOU. There are no processes, standards or tools within the *Conservation Authorities Act* or supporting framework governing these relationships.

It is difficult to generalize or to speak about a generic conservation authority as the result of the Act has been to enable a great diversity of organizations in scale and operations and capacity, with variance in resourcing or funding and funding strategies, board structures and the level of direct accountability to and interest of municipalities varies.

QUESTION #1: *In your view, how well is the current governance model as provided in the Conservation Authorities Act working?*

- a. What aspects of the current governance model are working well?
- b. What aspects of the current governance model are in need of improvement?
- c. In terms of governance, what should be expected of:
 - a. The board and its members?
 - b. The general manager or chief administrative officer?
 - c. Municipalities?
 - d. The Ministry of Natural Resources and Forestry?
 - e. Other provincial ministries?
 - f. Others?
- d. How should the responsibility for oversight of conservation authorities be shared between the province and municipalities?
- e. Are there other governance practices or tools that could be used to enhance the existing governance model?

6.2. Funding Mechanisms

The *Conservation Authorities Act* establishes a number of mechanisms which conservation authorities can use to fund their activities. The Act allows the MNRF to provide conservation authorities with funding to support Ministry approved programs. As a corporate body, conservation authorities may also receive or apply for funding from the province to deliver programs on its behalf. Local resource management programs and services can be funded through municipal levies and conservation authorities can self-generate revenue through service and user fees, resource development and fundraising.

Conservation authority revenue across Ontario's 36 conservation authorities is as varied as the programs and services offered by each authority. While the province provides all conservation authorities with funding towards approved natural hazards activities, the ability of each conservation authority to deliver other programs and services largely depends on the ability of each authority to

locally fund programs and services. Conservation authorities with large populations within their jurisdictions generally have a greater tax base to draw from, as well as more opportunities for self-generated revenue, so they can offer more programs and services at a lower per capita cost.

In addition, conservation authority funding needs vary depending on the size of their respective jurisdictions, population levels, watershed characteristics (such as the amount of hazard land and the potential for flood, drought, etc.) and the number and purpose of water and erosion control structures owned and/ or operated by the conservation authority.

QUESTION #2: *In your view, how are the programs and services delivered by conservation authorities best financed?*

- a. How well are the existing funding mechanisms outlined within the Act working?
- b. What changes to existing funding mechanisms would you like to see if any?
- c. Which funding mechanisms, or combination of funding mechanisms, are best able to support the long term sustainability of conservation authorities?
- d. Are there other revenue generation tools that should be considered?

6.3. Roles and Responsibilities

The *Conservation Authorities Act* enables conservation authorities to undertake a wide range of activities on behalf of provincial, municipal and other interests through several roles. These roles have been enabled through the Act, and the responsibilities have followed. Conservation authorities are the only resource management agencies in Ontario that are organized on a watershed basis.

The Act provides conservation authorities with the power to develop their own suite of programs and services tailored to the capacity and expertise of each individual authority and the local needs and interests they serve. This flexibility allows conservation authorities, and the municipalities that fund them, to focus their resources on areas of greatest need to the local population. It also results in variability in the scale and range of programs and services delivered by any individual conservation authority. Some conservation authorities offer a basic program primarily focused on stewardship, conservation land acquisition and management, recreation, education, and science and research. Other conservation authorities may offer the same programming at a much broader scale and complexity in addition to a wider range of programs that can include, for example, promotion of green infrastructure, development of strategies such as natural heritage strategies, land acquisitions strategies, and extensive watershed and water management planning. Some conservation authorities invest in resource development initiatives such as hydroelectric generation, large scale waterfront developments in lake fills, and income generation projects such as marina operation, cottage rentals and ski hills.

Recent years have seen an increased interest in reviewing conservation authority roles in resource management in Ontario. The Commission on the Reform of Ontario's Public Service in particular called on the province to undertake a review of the programs and services delivered by both the MNRF and conservation authorities to clarify responsibilities and eliminate any duplication. Other concerns have been raised regarding the lack of clarity in the scope of conservation authority roles and responsibilities especially in relation to municipalities and the province. Specifically questions have been raised

regarding conservation authorities' regulatory role and the intention of the regulations, with some key regulatory terms undefined in legislation (e.g. conservation of land and interference with a wetland).

QUESTION #3: *In your view, what should be the role of conservation authorities in Ontario?*

- a. What resource management programs and activities may be best delivered at the watershed scale?
- b. Are current roles and responsibilities authorized by the *Conservation Authorities Act* appropriate? Why or why not? What changes, if any, would you like to see?
- c. How may the impacts of climate change affect the programs and activities delivered by conservation authorities? Are conservation authorities equipped to deal with these effects?
- d. Is the variability in conservation authorities' capacity and resourcing to offer a range of programs and services a concern? Should there be a standard program for all authorities to deliver? Why or why not?
- e. What are some of the challenges facing conservation authorities in balancing their various roles and responsibilities? Are there tools or other changes that would help with this?
- f. Are there opportunities to improve consistency in service standards, timelines and fee structures? What are the means by which consistency can be improved? What are some of the challenges in achieving greater consistency in these areas?

6.4. Other Areas of Interest

Broad input is critically important to ensure that a range of perspectives, opinions and ideas are collected. While we encourage respondents to focus on the discussion questions provided above we welcome feedback on additional areas.

QUESTION #4: *Are there any other areas, questions or concerns regarding the Conservation Authorities Act or conservation authorities in general that you feel should be considered as part of the review?*

7. How to Provide Input

We want to hear from you. If you have comments or suggestions that should be considered in the review of the *Conservation Authorities Act*, please take advantage of this opportunity to provide us with your feedback. All comments received in response to this discussion paper will be read and considered in moving forward.

Send us your comments

We strongly encourage your participation in the discussion. Written comments can be provided by:

Responding to the Environmental Bill of Rights Registry posting by searching the EBR Registry number 012-4509 on the following website: www.ontario.ca/EBR

Or

Emailing us at:
mnrwaterpolicy@ontario.ca

Or

Submitting answers to the questions outlined in this paper through:
<https://www.surveymonkey.com/s/caactdiscussionpaper>

The deadline for providing comments is October 19th, 2015

Comments collected in response to this discussion paper will be used to inform decisions regarding whether or not to pursue changes to Ontario's existing legislative, regulatory and policy framework for conservation authorities. The review of individual conservation authorities, the specific programs and services they deliver, and site-specific permit applications and permitting decisions are not within scope of the Ministry's review.

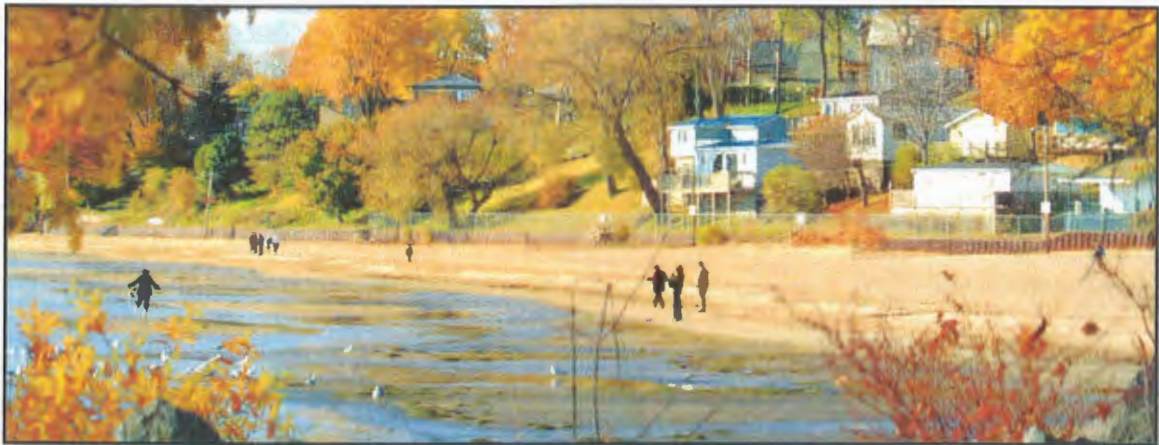
All Ontarians are encouraged to learn more about Ontario's conservation authorities and the important role that they play in resource management and environmental protection.

To find out more about conservation authorities and the programs and services they provide please visit:

<https://www.ontario.ca/environment-and-energy/conservation-authorities>

To locate your local conservation authority please visit:

<http://www.conservation-ontario.on.ca/about-us/conservation-authorities/ca-contact-list>



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Appendices

List of Conservation Authorities

Conservation Authority	Acronym*
Ausable Bayfield Conservation Authority	ABCA
Cataraqui Region Conservation Authority	CRCA
Catfish Creek Conservation Authority	CCCA
Central Lake Ontario Conservation Authority	CLOCA
Credit Valley Conservation Authority	CVC
Crowe Valley Conservation Authority	CVCA
Essex Region Conservation Authority	ERCA
Ganaraska Region Conservation Authority	GRCA
Grand River Conservation Authority	Grand RCA
Grey Sauble Conservation Authority	GSCA
Halton Region Conservation Authority	Halton RCA
Hamilton Region Conservation Authority	HRCA
Kawartha Region Conservation Authority	KRCA
Kettle Creek Conservation Authority	KCCA
Lake Simcoe Region Conservation Authority	LSRCA
Lakehead Region Conservation Authority	LRCA
Long Point Region Conservation Authority	LPRCA
Lower Thames Valley Conservation Authority	LTVCA
Lower Trent Region Conservation Authority	LTCA
Maitland Valley Conservation Authority	MVCA
Mattagami Region Conservation Authority	MRCA
Mississippi Valley Conservation Authority	MVC
Niagara Peninsula Conservation Authority	NPCA
Nickel District Conservation Authority	NDCA
North Bay-Mattawa Conservation Authority	NBMCA
Nottawasaga Valley Conservation Authority	NVCA
Otonabee Region Conservation Authority	ORCA
Quinte Conservation Authority	QCA
Raisin Region Conservation Authority	RRCA
Rideau Valley Conservation Authority	RVCA
Saugeen Valley Conservation Authority	SVCA
Sault Ste. Marie Region Conservation Authority	SSMRCA
South Nation River Conservation Authority	SNRCA
St. Clair Region Conservation Authority	SCRCA
Toronto and Region Conservation Authority	TRCA
Upper Thames River Conservation Authority	UTRCA

*As used within this Discussion Paper

List of Conservation Authority Regulations

Conservation authority activities are guided by a series of regulations established under the Act.

Section 27 (2) O. Reg. 670/00 Conservation Authority Levies Regulation. Outlines means for determining apportionment by the conservation authority of the levy payable by a participating municipality for maintenance costs on the basis of the benefit derived each municipality, either by agreement or using 'modified current value assessment' under the Assessment Act.

Section 27 (3) O. Reg. 139/96 Municipal Levies Regulation. LGIC regulation that outlines how 'non-matching' municipal levies are decided with a 'weighted' vote at a conservation authority board Meeting convened to do so.

Section 28 (6) O. Reg. 97/04 - Content of Conservation Authority Regulations under subsection 28 (1) of the Act Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. Lieutenant Governor in Council regulation governing the content of regulations made by authorities including flood event standards and other standards that may be used, and setting out what must be included or excluded from regulations made by the authorities and approved by the Minister.

Section 28 O. Regs. 42/06, 146/06-182/06, 319/09, – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Regulation enables conservation authorities to regulate development in areas prone to water-based natural hazards (i.e. shorelines, floodplains, wetlands) for impacts to the control of the water-based hazards (i.e. flooding and erosion) or for changing or 'interfering' with a watercourse or wetland for purposes of public safety and natural hazard prevention and management.

Section 29 O. Regs. 98/90 -136/90 – Conservation Areas Regulation. Discretionary regulation applies to conservation areas owned & operated by the conservation authority, outlines prohibited activities or activities requiring a permit and rules of use (i.e. control of animals, vehicles, with provisions for enforcement).

Section 30 "Mandatory Regulations"- All conservation authorities were required to make regulations outlining administration functions of the board. Originally Minister approved, these regulations are now 'by-laws' which can be amended without Minister approval if amendments conform to the approved generic template provided to conservation authorities in 1985.

Section 40 Regulations. The province may make regulations defining any term that is used in the *Conservation Authorities Act* and that is not defined in the Act. This regulation making authority has not yet been used.



Conservation
ONTARIO
Natural Champions

ADDING VALUE

How Conservation Authorities support provincial priorities



Climate change

- Local adaptation strategies such as green infrastructure, urban and rural stormwater management, tree planting
- Flood management programs to address climate change
- Data collection, monitoring, modelling and research



Healthy Great Lakes

- Rural stewardship, urban and rural stormwater management, nutrient management, green infrastructure and other programs reduce nutrient impact on Great Lakes
- Great Lakes Guardian Fund projects
- Data collection, monitoring, modelling and research



Growth and urbanization

- Conservation Authorities Act Section 28 regulations control development in and near wetlands, floodplains, steep slopes and Great Lake shorelines
- Advice to municipalities to ensure development is compatible with a healthy and sustainable environment and consistent with the Provincial Policy Statement and provincial plans (e.g. Greenbelt Plan, Oak Ridges Moraine Conservation Plan, Growth Plan for the Greater Golden Horseshoe)



Flood warning and protection

- \$2.7 billion worth of public infrastructure including more than 900 dams, dikes, channels and erosion control structures
- Floodplain mapping, flood monitoring and warning systems to protect lives and properties
- Flood damage reduced \$100 million annually



ADDING VALUE

How Conservation Authorities support provincial priorities



Natural heritage and biodiversity

- 146,000 hectares of natural land protected through CA ownership
- Tree planting, forest management, river habitat and wetland protection and improvements
- Support provincial efforts to protect Species at Risk and manage Invasive Species



Recreation, health and tourism

- 250 Conservation Areas attracting 6.8 million visitors annually
- 2,500 kilometres of trails connecting people to nature



Education

- Close to 50 outdoor education facilities serving more than 400,000 students annually at 3,800 schools in partnership with 50 of the province's 72 district school boards
- Partners in Water Festivals: fun, interactive way for kids to learn about water issues
- Partners in Specialist High Skills Major Program



Water quality

- Implementing the Clean Water Act for drinking water source protection
- Stewardship programs protect water quality on farm and rural land



Water supplies

- Implement Low Water Response Program during dry conditions
- Water budgets and other research guide informed decisions on municipal water supplies
- Some CAs operate reservoirs used to maintain river flows in summer and fall



Monitoring and reporting

- Partner in Provincial Water Quality Monitoring Network and Provincial Groundwater Monitoring Network, Hydrometric Network and others
- CA Watershed Report Cards provide an overview of watershed health

Conservation Authorities are proud to work with these ministries:

Natural Resources & Forestry, Environment & Climate Change, Municipal Affairs & Housing, Agriculture, Food & Rural Affairs, Economic Development, Employment & Infrastructure, Health, Tourism Culture & Sport, Education, Northern Development & Mines



August 5, 2015

Karen Wallace, Clerk
Township Of Wellington North
7490 Sideroad 7 W., Box 125
Kenilworth ON, NOG 2E0

RECEIVED

AUG 10 2015

TWP. OF WELLINGTON NORTH

Dear Karen Wallace and members of Council,

I am writing on behalf of the partners of the Grand River Watershed Water Management Plan to present the *2014 Annual Report on Actions* to you and your council.

The goals of the Water Management Plan are to improve water quality, secure water supplies, reduce flood damage potential, address the effects of climate change and reduce the Grand River's impact on Lake Erie.

The Plan is the product of a voluntary partnership of municipalities, provincial and federal agencies and First Nations. The Plan was endorsed in 2014 and this is the first annual progress report on the actions in the Plan.

The Plan was developed in a collaborative process focused on finding the "best value solutions" – the most effective and efficient ways to achieve the goals. The Plan aligns the existing projects and programs of the partners so they can work together to improve the management of water issues.

Most of the Actions are things the Plan partners are already doing, or plan to do. Other Actions are best practices, which partners can implement voluntarily to address water issues.

Enclosed, please find copies of the *2014 Report on Actions*, which provides an overview of the Actions completed in 2014. It can also be downloaded from our website at www.grandriver.ca.

Please feel free to distribute these documents to the members of council and senior staff.

We would be happy to appear before council to provide additional information and to answer questions. To make arrangements please contact Sandra Cooke, Chair Water Managers Working Group, at scooke@grandriver.ca or 519-621-2763, Ext. 2224.

Yours truly,

A handwritten signature in black ink that reads "Joe Farwell".

Joe Farwell, P.Eng.
Chief Administrative Officer
Grand River Conservation Authority



TABLE OF CONTENTS

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- 2 Summary of Progress, Watershed Conditions
- 3 Reducing Flood Damages
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- 7 Building resilience
- 8 Looking Ahead, Challenges

PARTNERS

Brant
 Brantford
 Cambridge
 Centre Wellington
 Environment Canada
 Grand River Conservation Authority
 Guelph
 Haldimand
 Kitchener
 Ministry of Agriculture, Food and Rural Affairs
 Ministry of Environment and Climate Change
 Ministry of Natural Resources and Forestry
 Oxford
 Region of Waterloo
 Six Nations of the Grand River
 Waterloo

Introduction

The Grand River Watershed Water Management Plan calls for annual progress reporting on the implementation of actions, starting in 2015.

The Actions identified in the Plan move us toward achieving the goals – to reduce flood damages, ensure water supplies, improve water quality and build resilience to deal with a changing climate.

This inaugural *Report on Actions* summarizes activities from the previous year and provides insight into the collective work plans of the partners for the coming year.

In addition, watershed conditions are highlighted. A complete report that summarizes watershed conditions and trends will be prepared every five years starting in 2019.

Partnerships and co-ordination

The Plan was endorsed by 27 municipalities, Six Nations of the Grand River, Environment Canada, the provincial ministries of Environment and Climate Change, Natural Resources and Forestry, and Agriculture, Food and Rural Affairs, and the GRCA Board in 2014.

Four meetings of the Water Managers Working Group, the Plan's main implementing body, will take place in 2015.

Stormwater managers continue to meet to discuss best practices for stormwater management. Wastewater managers are meeting to continue to optimize wastewater treatment plants and share lessons learned. The southern Grand River working group continues to advance work in the Dunnville area.

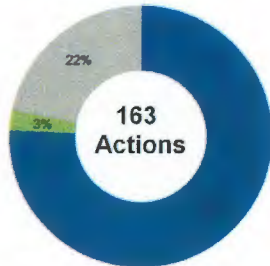
Partners are working together to optimize efforts for monitoring the conditions of the watershed to support good stormwater, wastewater and land use planning. Good information supports good decisions. This work will enable a comprehensive report on the status of the watershed to be completed for 2019.

Summary of progress

2014 marks the first year of Plan implementation.

Partners are advancing 120 of the 163 actions listed in the Plan. Some actions have been completed and are highlighted in this report while other actions are scheduled to start in the next few years.

Status of the Implementation of Actions



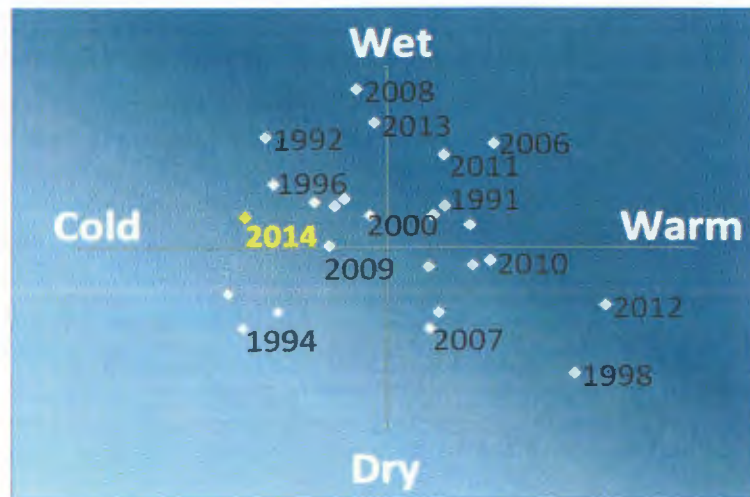
- In Progress
- Completed
- Future

Watershed conditions

In 2014, conditions were generally wetter and cooler than average and reservoir levels were above average due to the wet conditions. Dissolved oxygen levels in the river were generally good due to the high flows.

Water resource engineers operate the reservoirs to maintain river flows to meet **low flow targets** on the Grand River at Doon and Brantford. This is important for the Region of Waterloo, City of Brantford, and Six Nations who take some or all of their drinking water from the river. Flows are also maintained to dilute the treated wastewater discharged from wastewater treatment plants. Consideration is given for the ecological needs of the river system as well. Active reservoir management helps to maintain a healthy river system.

River flows were consistently above the low flow targets in 2014



Watershed conditions were generally cooler and wetter than average in 2014. This chart shows yearly conditions as described by deviations from average annual precipitation (wet/dry) and temperatures (warm/cold) since 1990. 2014 is highlighted in yellow.

Reducing flood damages

Reservoir operations, flood forecasting and warning

The seven multi-purpose reservoirs managed high flows in both the spring and fall. The reservoirs effectively reduced downstream flooding. For instance, the reservoirs cut river flows by 25% in the spring and up to 55% during a large snowmelt event in November.

Watershed flood coordinators met in February 2014. All municipalities successfully responded to the test flood alert.



The flood program issued many statements in 2014

Dam and dike safety studies

The GRCA owns and operates 29 of the 150 dams in the watershed. There have been safety studies completed for specific components of each GRCA dam. In 2014, a dam embankment study for the Luther Dam and a gate reinforcement analysis for the Shand Dam were completed.

Major repairs and maintenance was completed on six GRCA dams in 2014 including the rebuilding of Drimmie Dam in Elora; stop log replacements at Damascus and New Dundee dams; concrete restoration on a wingwall of the Wellesley Dam; gates and gate seals repaired or replaced at Guelph and Conestogo dams, and new fencing erected at the Caledonia Dam.

Floodplain mapping and emergency preparedness

Accurate floodplain mapping is the foundation of emergency preparedness. In 2014, the GRCA and the Ministry of Natural Resources and Forestry started a project to update floodplain mapping.

Permits and plan review to reduce future flood damages

To reduce future flood damages, the GRCA has the responsibility to regulate activities in natural and hazardous areas. This is done through the application of regulations affecting areas in and near rivers, streams, floodplains, wetlands, slopes and the Lake Erie shoreline.

Seven multipurpose reservoirs and dams are operated to reduce flooding and maintain water in the river during the summer. Ongoing maintenance is needed to maintain these assets.



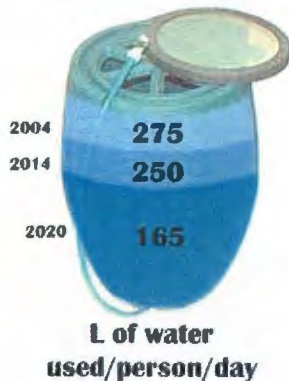
Dam embankment upgrade completed at the Luther Dam, Amaranth Township, to ensure future stability of the dam.

104 permits were reviewed to protect people from flooding and ensure damage to property was avoided or minimized

236 permits were reviewed near wetlands to ensure water stays in place and does not cause downstream flooding

3 subwatershed studies were endorsed – Waterloo North, Cambridge West and Freeport Creek, to maintain the natural water cycle

Permits and plan review prevent future flood damages



Average per person water use has dropped to about 250 L per person per day in 2014 from 275L. The future target is 165 L per person per day for Guelph and the Region of Waterloo.



Renovation of an old irrigation pond, before (top) and after (bottom), helps reduce takings directly from creeks.

Many agency partners worked together with the farming community to identify alternative water supplies for irrigation.

Ensuring water supplies

Water supply planning and water security

Water budgets help identify where and how much water is available for municipal supplies, irrigation and environmental needs. Water budgets are being considered as a way to help the process of issuing a Permit To Take Water in Ontario.

The Tier III Water Budget for the City of Guelph and Region of Waterloo is now complete. The Whiteman's Creek Tier III Water Budget study has started.

Many municipalities are actively managing water demand through conservation programs. They regularly develop master plans for long-terms water supply management.

The Region of Waterloo and City of Guelph completed their Water Supply Master Plans in 2014. The Region has also completed a Water Efficiency Master Plan. Conservation efforts continue to be encouraged and, as a result, water demand is decreasing.

Drought contingency planning

A specific drought contingency plan for Whitemans creek subwatershed was completed.

A drought contingency plan for the Grand River watershed was completed.

The agricultural community was active in the Whitemans Creek watershed in 2014 by implementing irrigation system assessments and identifying alternative sources of irrigation water. Work was done through the Water Adaptation Management and Quality Initiative (funded by Agriculture Canada and the Ministry of Agriculture, Food and Rural Affairs under Growing Forward – 2. Other project partners were the ministries of Environment and Climate Change, Natural Resources and Forestry, Brant and Oxford Federations of Agriculture, Farm and Food Care and GRCA.

Protecting drinking water

Drinking water is an important use of both ground and surface water in the watershed.

The proposed Grand River Source Protection Plan was submitted to the Ministry of the Environment and Climate Change in 2013; reviewed and updated in 2014 for resubmission in 2015.

Six Nations commissioned its new water treatment plant. Brant upgraded the treatment system at the Mount Pleasant municipal well and they are bringing the Bethel Road municipal wells into service.

A groundwater study was completed for the Bethel wells to determine the wellhead protection area.

Improving water quality

Managing point sources

Wastewater treatment plants are significant sources of nutrients to the river system in the summer. Municipalities are improving their plants through upgrades and optimization.

Centre Wellington upgraded the Elora wastewater treatment plant. It now includes nitrification, tertiary filtration and biosolids stabilization.

Haldimand County's application of the Composite Correction Program demonstrated additional capacity that resulted in the re-rating of the Cayuga plant, deferring significant capital costs.

The Region of Waterloo continues to upgrade the Kitchener and Waterloo wastewater treatment plants.

Mapleton, Wellington North and Brant worked with the GRCA to complete Comprehensive Performance Evaluations of their plants to identify opportunities to improve plant performance and/or opportunities to realize additional capacity.



The new Elora wastewater treatment plant will improve river water quality for the world-class brown trout tailwater fishery

*The Composite Correction Program is an approach to address performance and capacity limiting factors at wastewater treatment plants. The first step of the CCP is a **Comprehensive Performance Evaluation**, which evaluates the operation, design, maintenance, and administration of a plant to determine the factors that may be affecting performance or capacity.*

Managing urban non-point sources

Stormwater management in the central watershed helps reduce flooding in urban areas and improve local and downstream river water quality. Partners have committed to developing a community of practice through the Stormwater Management Working Group.

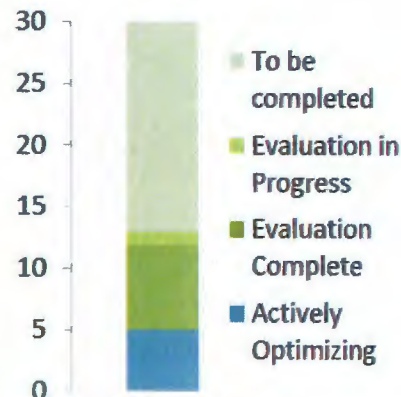
Brantford completed a Master Servicing Plan that included wastewater and stormwater. Kitchener initiated a Stormwater Master Plan update.

Funding for stormwater management is being addressed through a study in Guelph.

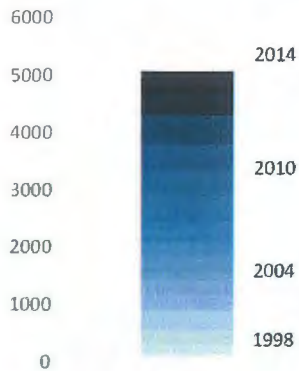
Nearly 1,300 Waterloo and over 5,100 Kitchener residents/businesses have received credit for adopting stormwater best management practices since the stormwater credit programs were started.

The RAIN Program conducted 128 home/business visits and recognized 6 leaders with Community Action Awards in Kitchener and Waterloo. They started reaching out to Cambridge residents.

Municipalities across the watershed continue to promote the Smart About Salt program. The Region of Waterloo launched its Curb the Salt campaign.



*The Wastewater Optimization Program is gaining support across the watershed; 12 of the 30 plants in the watershed have completed a Comprehensive Performance Evaluation. Optimization efforts continue in **Brantford, Haldimand and Guelph.***



Total number of completed Rural Water Quality Program projects since 1997 exceed 5000!

Conservation Services staff are using advanced GIS tools and approaches to engage the farming community about erosion and keeping valuable soil on the land



The Southern Grand River estuary near Port Maitland.

Improving Water Quality *continued*

Managing rural non-point sources

Since 1998, the Rural Water Quality Program has provided financial incentives and technical assistance to rural landowners to implement projects to improve and protect water quality. The agricultural community implemented 380 projects in 2014.

In 2014, the program was available in 75% of the watershed with funding from Waterloo Region, Wellington, Guelph, Brant, Brantford, Oxford and Haldimand. Limited funds were available in the remainder of the watershed.

These projects led to an additional 4,100 kilograms of phosphorus remaining on the land, bringing the total to 104,000 kg of phosphorus retained each year.

The Ministry of Agriculture, Food and Rural Affairs supported further development of decision-support tools to promote efforts to reduce soil erosion and nutrient movement off the farm. As a result, the GRCA developed detailed maps to help identify erosion areas or 'hotspots' in six sub-watersheds in the Nith River basin. Work continues in 2015 in the Conestogo River basin.

Improving natural river processes

Streams and rivers in the Grand River watershed carry water and sediment to Lake Erie while also providing valued habitat for fish, amphibians, aquatic insects and plants. Work to facilitate natural river processes in many small streams and the larger rivers will help to support a healthy watershed.

Ministry of Natural Resources and Forestry and Environment Canada supported studies to improve the technical understanding of the southern Grand River through a formalized decision analysis, development of a new digital elevation model and new river bathymetry.

In partnership with the Fisheries Management Plan Implementation Committee, GRCA collected temperature data near a small dam on McKenzie Creek.

Kitchener naturalized 1.3 km of stream in Schneider Creek subwatershed to help improve water quality in Victoria Lake.

Mill Creek Stewardship Rangers rehabilitated over 450 metres of Mill Creek.

Building resilience requires a commitment to data-based decision making

Data collection, evaluation and decision making

Water monitoring programs in the watershed include stream flow, water quality and groundwater. The data collected by these programs help inform water management decisions.

GRCA and Water Survey of Canada collect stream flow data at 55 stream flow gauges. The data provides the information needed to prepare for and forecast flooding. It also informs the management of the reservoirs to ensure that flow targets are met.

Ambient groundwater is monitored at 27 wells throughout the watershed by the GRCA in partnership with the Ministry of the Environment and Climate Change. The GRCA also monitors ambient groundwater conditions at 23 more wells. Wells are equipped with data loggers for continuous measurement of water levels and temperature. In 2014, the ministry supported the instrumentation of 3 groundwater wells with telemetry for real-time monitoring. In addition, many municipalities have their own groundwater monitoring programs.

GRCA collects river water quality 10 times a year at 37 sites in partnership with the Ministry of Environment and Climate Change. In addition, the ministry recently started collecting water quality data at a new site in the Grand River estuary downstream of the Dunnville Dam.

The Region of Waterloo monitors river water quality at 28 sites above and below their wastewater treatment plants to inform current and future wastewater management. In addition, they evaluate the health of the aquatic community every three years.

A 3-year research project sponsored by the *Canadian Water Network* on Aquatic Cumulative Effects Assessment in the Grand River concluded in 2014. Plan partners will use this research to inform their operational monitoring. The Grand River watershed continues to be a focus of many innovative projects sponsored by the *Southern Ontario Water Consortium*.

The Ontario Geological Survey continues to map the overburden sediments in the watershed. They have focused recently on areas in Haldimand, Wellington and Dufferin counties. These projects allow water managers to understand and better manage the aquifers in these areas.

Cities of Kitchener, Waterloo, Guelph, Brantford, Region of Waterloo and non-government organizations like Trout Unlimited collect water data for informing subwatershed planning, characterizing conditions and river restoration.



Collecting river flow data allows engineers to calibrate flood forecast models



Collecting stream water quality samples help to gauge the health of the stream



Long-term groundwater level data enables hydrogeologists to understand how aquifers respond to changing climate conditions

Looking Ahead – short, mid and long-term workplans

2015-16

2017-19

2020+

- Water Managers will review and optimize water monitoring efforts
 - Region of Waterloo to start Wastewater and Biosolids Master Plans
 - Centre Wellington to start Water Supply Master Plan
 - Nutrient targets will be set for Lake Erie in 2016
 - Master Servicing Plan for Paris is expected to be complete in Brant
 - Guelph WWTP anticipates the completion of a pilot plant to treat concentrated wastewater
 - Environmental assessments to consider wastewater servicing and treatment are expected to be completed for Arthur, Mapleton, Drumbo and St. George
 - New hydrography for the watershed should be complete
 - Kitchener anticipates completion of the Stormwater Master Plan
 - Brantford plans to launch a stormwater flow monitoring program and Subwatershed Master Plan studies.
- Major treatment upgrades at the Kitchener WWTP are expected to be completed
 - GRCA will review the reservoir operating policy and work with the MOECC to review low flows for wastewater planning
 - A watershed resources conditions report will be completed by Plan Partners by 2019
 - Water managers will sponsor cost-benefit analysis for evaluating point vs nonpoint source controls for future water quality improvements
 - The Implementation Committee will review the Water Management Plan in 2019 & if necessary, initiate a process to update the Plan
- Brant will carry out studies with plans to upgrade the Paris and St. George wastewater treatment plants
 - Water Managers will investigate producer-municipal partnerships to jointly manage nutrients and organic wastes for energy production

Challenges and barriers to success

Having a water management plan is only the beginning. The success of the plan will lie with the partnerships and the people to tackle the following challenges:

1. **Maintaining engagement** as people retire or move on, the transfer of knowledge to new staff and sharing lessons learned or approaches will be critical.
2. **A commitment to implement** the actions and report on progress – *a plan only succeeds if implemented*
3. **Allowing innovation.** Innovative approaches that may not be consistent with current regulatory practices are needed to achieve the goals of the Water Management Plan.

LIVE2>>LEAD

OCT.09.2015

WHAT IS LIVE2LEAD?

A leader development experience designed to equip you with new perspectives, practical tools and key takeaways. You'll breathe new life into your leadership during this information-packed half-day event.

Learn from world-class leadership experts at this simulcast broadcast live from Duluth, Ga. You will return to your workplace ready to implement your new action plan and lead with renewed passion and commitment.

THE SPEAKERS



JOHN C. MAXWELL
Leadership expert, coach, and author



VALORIE BURTON
Bestselling author, coach founder of CaPP Institute



PATRICK LENCIONI
Founder and president of The Table Group



KEVIN TURNER
Microsoft's chief operating officer

Friday, October 9, 2015; From 8:30 A.M. To 1:00 P.M. (airtime 9 a.m.)

@ Victory Community Centre

320 King St. E.

Mount Forest, On. N0G2L2

Cost: \$50 per person including lunch

Register by PayPal @: www.mfvc.ca or chq. sent to above address, payable to "mfvc"

Contact: Harry Engel @ 519-509-3333

LIVE2>>LEAD

ABOUT LIVE2LEAD

Live2Lead is a half-day, leader development experience designed to equip attendees with new perspectives, practical tools and key takeaways. They'll learn from world-class leadership experts, be prepared to implement a new action plan, and start leading when they get back to the office with renewed passion and commitment.

PROGRAM

JOHN C. MAXWELL

Intentional Living



Presentation:

Based on his upcoming book, *Intentional Living*, (released date October 2015) John will explain how you can live your life with intention.

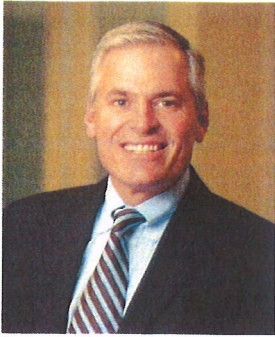
- Learn how to discover your purpose in life
- Learn the difference between good intentions and intentional living
- Identify the one thing that adds the most value to your life
- Learn and live the four steps to significance
- Learn how to live daily with the end in mind.

Biography:

John C. Maxwell, the #1 New York Times bestselling author, coach, and speaker who has sold more than 25 million books, was identified as the #1 leader in business by the American Management Association® and the world's most influential leadership expert by *Business Insider* and *Inc.* magazine in 2014. In that year Dr. Maxwell also received the Mother Teresa Prize for Global Peace and Leadership from the Luminary Leadership Network. His organizations—The John Maxwell Company, The John Maxwell Team, and EQUIP—have trained more than 5 million leaders in 188 countries.

PATRICK LENCIONI

The Untapped Advantage of Organizational Health



Presentation:

Addressing the model in his latest book, *The Advantage*, Pat makes the overwhelming case that organizational health “will surpass all other disciplines in business as the greatest opportunity for improvement and competitive advantage.” While too many leaders are still limiting their search for advantage to conventional and largely exhausted areas like marketing, strategy and technology, Pat claims there is an untapped gold mine sitting right beneath them. Instead of trying to become smarter, he asserts that leaders and organizations need to shift their focus to becoming healthier, allowing them to tap into the more-than-sufficient intelligence and expertise they already have. He defines a healthy organization as one with minimal politics and confusion, high degrees of morale and productivity, and low turnover among good people. Drawing on his experience consulting to some of the world’s leading teams and reaffirming many of the themes cultivated in his other best-sellers, Pat will reveal the four steps to achieving long-term success.

Biography:

Patrick Lencioni is founder and president of The Table Group, a firm dedicated to providing organizations with ideas, products and services speaking and executive consulting. Pat is the author of ten best-selling books with nearly four million copies sold. After twelve years in print, his book *The Five Dysfunctions of a Team* remains a fixture on national best-seller lists. His most recent book, *The Advantage: Why Organizational Health Trumps Everything Else in Business*, became an immediate national best-seller.

VALORIE BURTON

Resilient and Ready: How to Thrive Through Challenge and Change



Presentation:

Today’s world requires the ability to adapt to change and thrive despite the challenges that occur. Valorie Burton will help you understand how to create the building blocks of resilience so you can:

- Bounce back from setbacks
- Maximize opportunities
- Develop the thinking style research proves helps you succeed under pressure
- Find your joy and maintain a positive perspective
- Navigate disappointments in a way that makes you better, not bitter.

In this practical, engaging conversation, Valorie will equip you with a survival toolkit to face any challenge that comes your way!

Biography:

Valorie Burton is a bestselling author, speaker, and life coach dedicated to helping people get unstuck and be unstoppable in every area of life. She is the founder of The Coaching and Positive Psychology (CaPP) Institute and has served as a Certified Personal and Executive Coach to hundreds of clients in over 40 states and ten counties. For more than a decade, Valorie’s books, speaking engagements, and coaching engagements, and coaching resources have helped people.

KEVIN TURNER

— John C. Maxwell Interviews Kevin Turner, COO Microsoft: Leadership Lessons —



Presentation:

Kevin answers great questions asked by John Maxwell like the following:

- What's one of the most important attributes of a leader?
- What have you had to give up to go up in your career?
- How do you connect with each person on your team and how does this benefit your leadership?
- How do you teach team members to think for themselves?
- How have you motivated your team and rekindle their drive to the company mission?

Biography:

As Microsoft's chief operating officer, Kevin Turner leads the company's global sales, marketing and services organization of more than 47,000 employees in more than 190 countries. Under his leadership, the sales and marketing group delivered more than \$78.6 billion in revenue in fiscal 2013. Turner oversees worldwide sales, field marketing, services, support and partner channels as well Microsoft Stores and corporate support functions including Information Technology, Worldwide Licensing & Pricing and Operations. The sales and marketing organization is focused on delivering Microsoft's family of devices and services to customers and partners all over the world.

August 31, 2015

Mayor Andy Lennox
Township of Wellington North
7490 Sideroad 7W
Box 125
Kenilworth, ON N0G 2E0

Dear Mayor Lennox:

I am thrilled to share with you a copy of our 2014-15 Community Report for the Child Witness Centre, sharing the impact of our work with more than 500 children, youth and their families in Waterloo Region, Guelph and Wellington County.

Many of you have supported us over the years and whether you are a partner, volunteer, supporter, leader or donor, we want to thank you for working together so that child victims and witnesses can be heard. Some of you are just becoming aware of the work that we do in the community and we hope that this report provides you with further insight into the support we provide to these vulnerable victims and witnesses.

The report includes highlights from the year as well as an update on our strategic work with our community partners to establish a Child and Youth Advocacy Centre (CYAC). A CYAC is a best practice model for investigating sexual and physical abuse involving children and youth and providing support to these victims and witnesses regardless of whether charges are laid. CYACs are being established across the country and we are very excited to let you know that we will be receiving \$350,000 in seed funding over the next 2 years from the Federal Department of Justice to support our implementation.

I hope as you read through the report you gain a sense of the significant impact we currently have on children, youth and their families and an understanding that there is so much more that can be done. We appreciate your interest in our work and hope that you will use our website (www.childwitness.com) to keep up – to – date and informed on what is happening at the Child Witness Centre.

On behalf of our Board of Directors and Staff, thank you again for helping to build a stronger and brighter future for children and youth in our community.

Sincerely,



Laura Muirhead
Executive Director

PS. If you are interested in supporting our work at this time, I have enclosed a donation card or you can make a secure donation directly through our website.

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

BY-LAW NUMBER 069-15

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, SEPTEMBER 14, 2015.

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 September 14, 2015 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 14TH DAY OF SEPTEMBER, 2015.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Tuesday, September 15, 2015	Recreation and Culture Committee	8:30 a.m.
Wednesday, September 16, 2015	Economic Development Committee	4:30 p.m.
Thursday, September 17, 2015	Cultural Roundtable	12:00 p.m.
Monday, September 21, 2015	Administration and Finance Committee	4:30 p.m.
Monday, September 28, 2015	Public Meeting	7:00 p.m.
Monday, September 28, 2015	Regular Council Meeting	Following Public Meeting

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

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

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