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# Regular Meeting of Council

Monday, December 21, 2015

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

## AGENDA

AGENDA ITEM	PAGE NO.
<b><u>CALLING TO ORDER</u></b>	
- Mayor Lennox	
<b><u>SINGING OF O' CANADA</u></b>	
<b><u>PASSING AND ACCEPTANCE OF AGENDA</u></b>	
<b><u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u></b>	
<b><u>MINUTES OF PREVIOUS MEETING(S)</u></b>	
Regular Meeting of Council, December 7, 2015	001
<b><u>BUSINESS ARISING FROM MINUTES</u></b>	
Wellington Farm & Home Safety together with Wellington County OPP - ATV information session, January 20 at 7:00 p.m. at the NW Operations Centre, 6725 Wellington County Road 109	

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<p><b>By-law Number 097-15</b> being a by-law to authorize the execution of the Collaboration Agreement for Local Source Water Information Management System between the Upper Thames River Conservation Authority (UTRCA); the Corporation of the Township of Centre Wellington; the Corporation of the Town of Erin; the Corporation of the Township of Guelph/Eramosa; the Corporation of the Township of Mapleton; the Corporation of the Town of Minto; the Corporation of the Township of Puslinch; the Corporation of the County of Wellington; the County of Oxford; the Corporation of the City of Guelph; the Grand River Conservation Authority (GRCA) and the Corporation of the Township of Wellington North</p>	146
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**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
DECEMBER 7, 2015 – 7:00 P.M.**

001

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

**Members Present:**

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

**Staff Present:**

**CAO/Deputy Clerk: Michael Givens  
Clerk: Karren Wallace  
Executive Assistant: Cathy Conrad  
Director of Public Works: Matthew Aston  
Treasurer: Paul Dowber  
Fire Chief: Dave Guilbault**

**CALLING THE MEETING TO ORDER**

Mayor Lennox called the meeting to order.

**SINGING OF O' CANADA**

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION 2015-531**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Agenda for the December 7, 2015 Regular Meeting of Council be accepted and passed with the deletion of:*

**DELEGATIONS**

*Bob Armstrong*

*– Sunday Gun Hunt*

*(Mr. Armstrong requested to withdraw his delegation)*

*And with the addition of:*

**BY-LAWS**

*By-law Number 90-15 being a by-law to authorize the purchase of real property (Part of Park Lot 2, North Side of Catherine Street, Crown Survey, former Village of Arthur – Baratto)*

**CARRIED**

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

No pecuniary interest declared.

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002

**MINUTES OF PREVIOUS MEETING(S)**

**RESOLUTION 2015-532**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on November 23, 2015 be adopted as circulated.*

**CARRIED**

**BUSINESS ARISING FROM MINUTES**

No business arising from minutes was tabled.

**PRESENTATIONS**

Gary Scandlan, C.N. Watston and Associates  
Water and Wastewater Rate Study

Mr. Scandlan was unable to attend. Paul Dowber, Treasurer, presented the Water and Wastewater Rate Study.

**RESOLUTION 2015-533**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the Water and Wastewater Rate Study as presented by Paul Dowber, Treasurer, on behalf of Gary Scandlan of Watson & Associates Economists Ltd., December 7, 2015.*

**CARRIED**

**DELEGATIONS**

Bob Armstrong  
– Sunday Gun Hunt

Mr. Armstrong requested to withdraw his delegation and did not appear before Council

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

Report from Karren Wallace, Clerk

- CLK 2015-060 being a report regarding the 2015 Ward 3 By-election held November 16, 2015

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**RESOLUTION 2015-534**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-060 being a report regarding the 2015 Ward 3 By-election held November 16, 2015.*

**CARRIED**

Report from Karren Wallace, Clerk

- CLK 2015-061 being a report to consider the Engineer's Report for the proposed drainage works

**RESOLUTION 2015-535**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2015-061 being a report to consider the final engineer's report for the proposed drainage works for Drain 64;*

*AND FURTHER THAT Council of the Township of Wellington North hereby approve the final engineer's report prepared by K. Smart Associates Limited dated October 30, 2015;*

*AND FURTHER THAT Council give first and second reading to a provisional by-law to adopt the final engineers report;*

*AND FURTHER THAT Council set the date for the Court of Revision as January 11, 2016 at 7 p.m. to hear any appeals filed in this matter.*

**CARRIED**

Report from Karren Wallace, Clerk

- CLK 2015-063 being a report on Consent Application for B109/15 (Roesink Crijns) known as Part Lot 21, Concession 6, formerly Arthur Township) now Township of Wellington North

**RESOLUTION 2015-536**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-063 being a report on Consent Application for B109/15 (ROESINK CRIJNS) Known As Part Lot 21 Concession 6 formerly Arthur Township now Township Of Wellington North;*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B109/15 as presented with the following conditions:*

1. *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*



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- Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.*
2. *THAT the owner demolish and remove the barn and leave the area in a graded and leveled condition or obtain zoning approval to allow the barn to remain.*
  3. *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.*
  4. *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**

Report from Karren Wallace, Clerk and Dave Guilbault, Fire Chief

- CLK 2015-064 / FIRE 2015-009 being a report to update Report CLK 2015-053 Fees and Charges By-law to reflect increased Ministry of Transportation rates regarding emergency response

**RESOLUTION 2015-537**

Moved by: Councillor Burke

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-064/FIRE 2015-009 being a report to update Report CLK 2015-053 Fees and Charges By-law to reflect increased Ministry of Transportation Rates regarding emergency response.*

**CARRIED**

Report from Matthew Aston, Director of Public Works

- PW 2015-090 being a report on the Township's Drinking Water Quality Management System Annual Management Meeting

**RESOLUTION 2015-538**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2015-090 being a report on the Township's drinking water quality management system annual management meeting;  
AND FURTHER THAT the Council of the Township of Wellington North approve the meeting minutes of the drinking water system annual management meeting held on November 17, 2015, as presented.*

**CARRIED**

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Report from Matthew Aston, Director of Public Works and Paul Dowber, Treasurer

- PW 2015-095 being a report on Water and Sanitary Fees and Charges

**RESOLUTION 2015-539**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2015-095 being a report on water and sanitary fees and charges; AND FURTHER THAT the Council of the Township of Wellington North direct staff to revise the water and sanitary connection fees as detailed within Table B attached to this report;*

*AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to sign the water and sanitary fees and charges by-law.*

**CARRIED**

Darren Jones, Chief Building Official

- CBO 2015-18 Building Permit Review period ending November 30, 2015

**RESOLUTION 2015-540**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive report CBO 2015-18 being a report regarding the Building Permit Review for the period ending November 30, 2015.*

**CARRIED**

Cultural Roundtable Committee

- Minutes, November 19, 2015

**RESOLUTION 2015-541**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Cultural Roundtable Committee meeting held on November 19, 2015.*

**CARRIED**

Administration and Finance Committee

- Minutes, November 25, 2015

**RESOLUTION 2015-542**

Moved by: Councillor Hern

Seconded by: Councillor Burke

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*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Administration and Finance Committee meeting held on November 25, 2015.*

**CARRIED**

**RESOLUTION 2015-543**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North grant approval to Wellington North Power Inc. to borrow up to \$1,500,000. from Infrastructure Ontario to finance the construction of a second line to Mount Forest, as recommended by the Administration and Finance Committee at their November 25, 2015 meeting.*

**CARRIED**

**RESOLUTION 2015-544**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North approve the 2016 capital purchase for:*

- 1. The 2016 portion of the Frederick Street reconstruction project in the amount of \$161,986.*
- 2. The 2016 portion of the Rick Hopkins Bridge Project in the amount of \$425,937.*

*as recommended by the Administration and Finance Committee at their November 25, 2015 meeting.*

**CARRIED**

Cheque Distribution Report dated December 1, 2015

**RESOLUTION 2015-545**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated December 1, 2015.*

**CARRIED**

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

Ministry of Municipal Affairs and Housing

- OGRA/ROMA Delegation form

Received as information

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**BY-LAWS**

**RESOLUTION 2015-546**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 085-2015 being a by-law of the Corporation of the Township of Wellington North to constitute and appoint members to the Township of Wellington North Court of Revision for Drain 64 be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2015-547**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 086-15 being a by-law of the Corporation of the Township of Wellington North to provide for drainage works in the Township of Wellington North for Drain 64 be read a first and second time and provisionally adopted.*

**CARRIED**

**RESOLUTION 2015-548**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 087-15 being a by-law to establish the fees and charges for recreation services provided by the municipality be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2015-549**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT By-law Number 088-15 being a by-law to establish fees and charges for various services provided by the municipality be read a First, Second and Third time and finally passed.*

**CARRIED**

**RESOLUTION 2015-550**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 089-15 being a by-law to establish fees and charges for water and sewer services provided by the municipality be read a First, Second and Third time and finally passed.*

**CARRIED**

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008

**RESOLUTION 2015-551**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT By-law Number 90-15 being a by-law to authorize the purchase of real property be read a First, Second and Third time and finally passed. (Part of Park Lot 2, North Side of Catherine Street, Crown Survey, former Village of Arthur – Baratto)*

**CARRIED**

**ITEMS FOR COUNCIL'S INFORMATION**

AMO Watchfile

- November 19, 2015
- November 26, 2015

Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee

- Minutes – Meeting #67, May 8, 2015

Randy Pettapiece, MPP, Perth-Wellington

- Email dated November 26, 2015 regarding Joint and Several Liability – Order Paper Response

Municipality of Neebing

- Resolution 2015-09-339 regarding Police Services Act consultation

Ontario News Release

- 2016 Seniors Community Grants Program

Citizen's Coalitions Against Privatization

- Hydro One Not For Sale campaign

Sussman's of Arthur Ltd.

- Thank you for plaque dedicating and renaming Arthur Municipal Building as David M. Kozinets Centre

Sunday Gun Hunt Opposition

- Terence Rothwell, P.Eng., Rothwell Family Farm and Apple Orchard, Wagram Corporation, correspondence dated November 23, 2015
- Jim Phillips, correspondence dated November 23, 2015

**RESOLUTION 2015-552**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

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009

*THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the December 7, 2015 Regular Council Meeting Agenda.*

**CARRIED**

**CULTURAL MOMENT**

**Chicken Soup for the Soul – Changing the world one story at a time  
Story submissions by Lynne Turner:**

**“Flag Girl” Featured in Think Possible, 101 Stories about Using a Positive  
Attitude to Improve your Life edition**

**&**

**“Eighty-Year-Old Volunteer” Featured in Volunteering & Giving Back, 101  
Inspiring Stories of Purpose & Passion edition**

After studying journalism at Ryerson University in Toronto, Lynne Turner saw an advertisement for a "reporter wanted at a small south-western Ontario community newspaper". That newspaper was the Mount Forest Confederate and Lynne was hired as a junior reporter by then-publisher David Wenger. Nearly 40 years later she took an early retirement. At the time Lynne was the general manager and editor of The Confederate, as well as general manager and editor of the Fergus-Elora News Express and Arthur Enterprise News. She had also founded the monthly West Grey Progress for Metroland Media, the owner of the community newspapers.

After having written thousands of news stories, personal columns and editorials over the years, Lynne found that she really missed writing when she retired. Subsequently she wrote and sent out some stories. A story about her mother, an 80-year-old volunteer, was published in Chicken Soup for the Soul, Volunteering and Giving Back this past August. In October a story she wrote about working as a "flag girl" on highway construction, and being hired at The Confederate, was published in Chicken Soup for the Soul, Think Possible.

A story she wrote about a Mount Forest couple, who met, fell in love and were married at the walking track at the Mount Forest and District Sports Complex appeared in the December issue of Canadian Living magazine. A tribute to Josephine Feairs, long-time Cedarville correspondent for the Confederate, appeared in the "Lives Lived" section of the Globe and Mail. Lynne has also written stories, and taken photos, for both the Wellington Advertiser and the Flesherton Advance since retiring.

Lynne lives just outside of Mount Forest, in the Township of Southgate, with her long-time "spouse-in-training" Cliff Hastie, one dog and three cats. She is an active member of the Auxiliary to Louise Marshall Hospital in Mount Forest and enjoys spending time with her family and friends, walking, and reading voraciously.

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**NOTICE OF MOTION**

No notice of motion tabled.

**ANNOUNCEMENTS**

Councillor McCabe commented that he and Councillor Hern took part in the Arthur Santa Claus Parade; which was well attended.

Mayor Lennox reminded Council of the following upcoming meetings:

- Recreation and Culture Committee, Tuesday, December 8, 2015
- Public Works Committee, Tuesday, December 15, 2015
- Administration and Finance Committee, Thursday, December 17, 2015
- Regular Council Meeting, Monday, December 21, 2015

**CLOSED MEETING SESSION**

**RESOLUTION 2015-553**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT Council go into a meeting at 7:55 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:*

- (d) labour relations or employee negotiations;*
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and*
- (b) personal matters about an identifiable individual, including municipal or local board employees*

**CARRIED**

**RESOLUTION 2015-554**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT Council rise from a closed meeting session at 8:34 p.m.*

**CARRIED**

**RESOLUTION 2015-555**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT Report CAO 2015-029 being a report on Fire Prevention Officer –Full Time Position be received;*

*AND FURTHER THAT the Council of the Township of Wellington North approve in principle the job description for a Full Time Fire Prevention Officer as presented;*

*AND FURTHER THAT the Council of the Township of Wellington North approve the creation of a full-time 35 hours per week Fire Prevention Officer to be included as part of the 2016 Fire Department Operations Budget.*

**CARRIED**

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**RESOLUTION 2015-556**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2015-030 being a report on Workplace Safety and Insurance Appeals Tribunal;*

*AND FURTHER THAT the confidential direction provided to the Chief Administrative office be implemented*

**CARRIED**

**RESOLUTION 2015-557**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2015-031 being a report on a Request for Carry Forward of Vacation time be received for information;*

*AND FURTHER THAT the confidential direction provided to the Chief Administrative Officer be implemented.*

**CARRIED**

**RESOLUTION 2015-557**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the minutes of the closed meeting of Council held on November 9, 2015 be adopted as circulated.*

**CARRIED**

**CONFIRMING BY-LAW**

**RESOLUTION 2015-559**

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT By-law Number 091-15 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 December 7, 2015 be read a First, Second and Third time and finally passed.*

**CARRIED**



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**ADJOURNMENT**

**RESOLUTION 2015-560**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Regular Council meeting of December 7, 2015 be adjourned at 8:37 p.m.*

**CARRIED**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

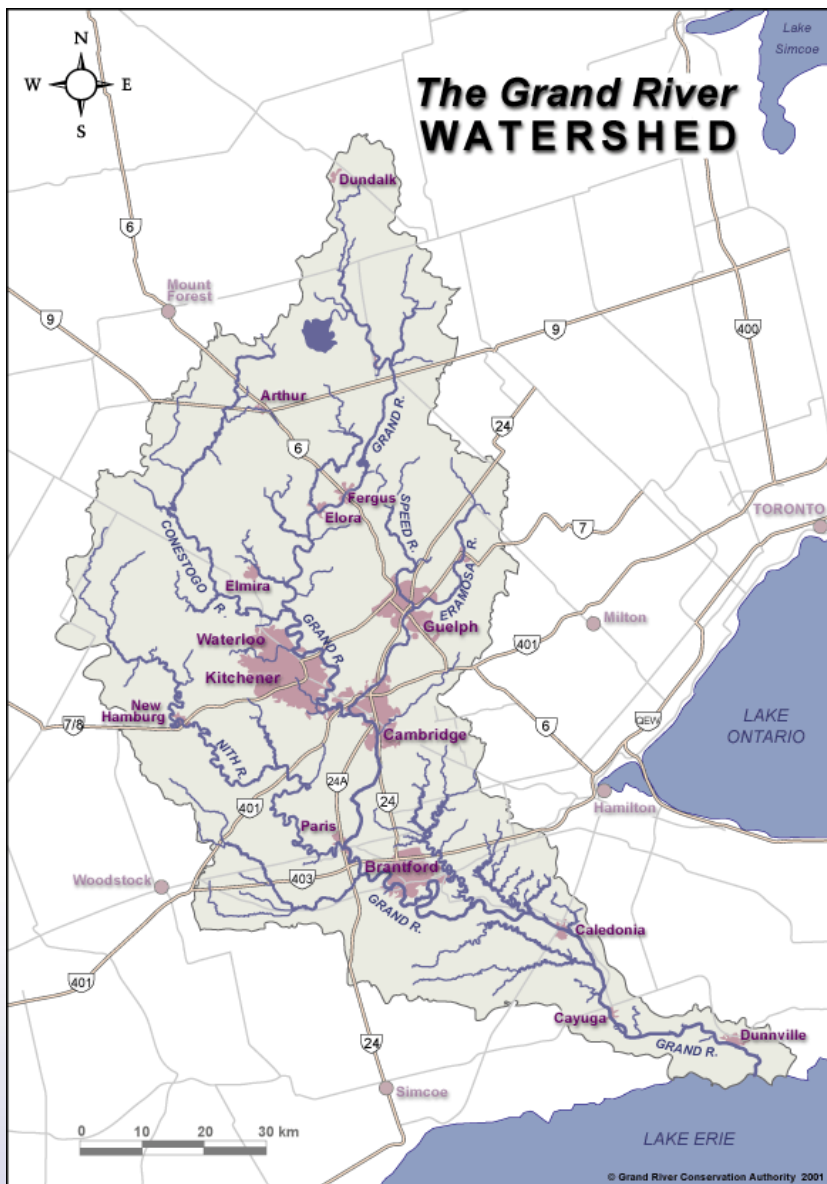
# Grand River Conservation Authority

## 2016 Draft Budget

Township of Wellington North  
December 21, 2015



# About the Watershed



- Largest watershed in Southern Ontario
- 300 km long from Dundalk to Lake Erie
- Major tributaries: Conestogo, Speed, Eramosa, Nith
- Population: about 1 million
- Rich agricultural region

# GRCA Strategic Plan

## Objectives

1. Protect life and minimize property damage
2. Improve watershed health
3. Connect people with the environment
4. Organizational focus on teamwork, development and engagement
5. Deliver value and innovation



# Conservation Authorities Act Review



The Province is carrying out a review of the Conservation Authorities Act, focused on:

- Governance
- Funding Mechanisms
- Roles and Responsibilities



# Conservation Authorities Act Review (cont'd)

Through Conservation Ontario, the Province's 36 Conservation Authorities (CAs) have prepared a response that highlights the need for Ontario to fully recognize and support **the significant integrated watershed management role** that CAs play in **keeping Ontarians safe and keeping communities healthy.**



# Conservation Authorities Act Review (cont'd)

The GRCA encouraged member municipalities to review the discussion paper and provide feedback by October 19, 2015.

## Conservation Authorities Act

*A review of the roles, responsibilities, funding and governance of conservation authorities under the Conservation Authorities Act.*



# Watershed Issues

- **Watershed population growing rapidly**
  - expected to reach 1.5 million by 2051
- **Extensive agriculture**
  - 70% of land is farmed; factor in water quality
- **Climate change could have major impact**
  - More extreme events, e.g. floods, drought





# Water Management Plan



## • New water management plan addresses issues:

- Ensure sustainable water supplies
- Reduce flood damage potential
- Improve water quality
- Build resiliency to address climate change

## • Participating partners:

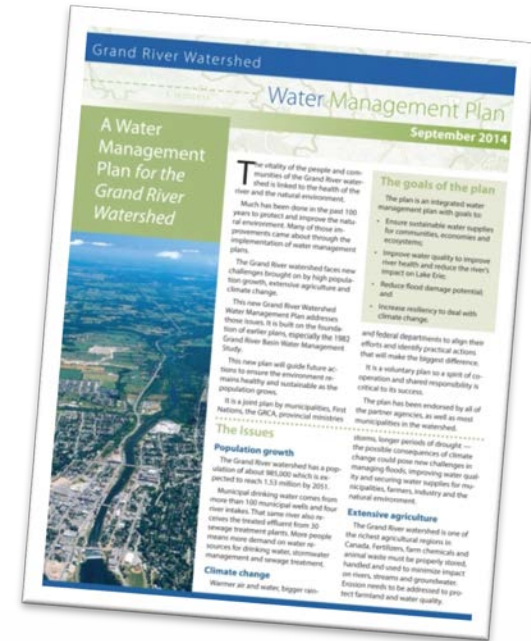
- Municipalities, Canada, Ontario, First Nations, GRCA

## • Plan in second year of Implementation

- Water Managers meeting regularly to implement

## • Wellington North 'Action Items'

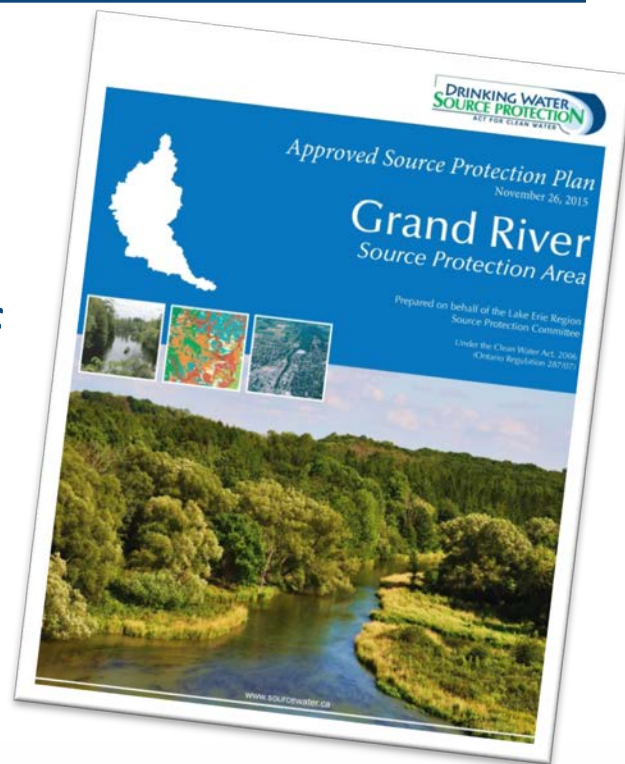
- pursue best practices for drain design & maintenance
- work with other townships to explore drainage innovations



# Source Water Protection



- Grand River Source Protection Plan approved **December 3, 2015** and to take effect **July 1, 2016**
- Approval represents culmination of >8 years of **collaborative work** of all partners (community, agriculture, industry, conservation authority, municipal and provincial)
- The Lake Erie Region Source Protection Committee **continuing technical work and policy development**
- The province funded 100% of the Plan's development, and the Grand River Source Protection Authority awaits information about future funding



# Source Water Protection - Arthur



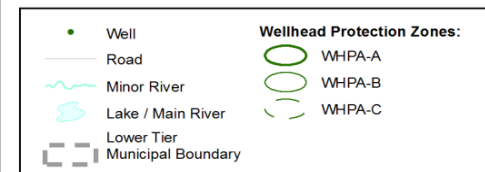
- Protecting source water for Arthur
  - GRCA working with municipalities to plan implementation



## Significant Drinking Water Threat Policy Applicability

Significant Drinking Water Threat Policy Categories	Vulnerability Scores on Map		
1. Waste Disposal	10	8	2,4,6
2. Sewage Systems			
3, 4. Agricultural Source Material			
6, 7. Non-Agricultural Source Material*			
8, 9. Commercial Fertilizer*			
10, 11. Pesticide			
12, 13. Road Salt*			
14. Storage of Snow			
15. Fuel			
16. DNAPLs			
17. Organic Solvents			
18. Aircraft De-icing			
21. Livestock Area			
Local Oil Pipelines Threat			

**Note:** This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) within the Non-GUDI Wellhead Protection Zones shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.  
 \*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the plan for further details.

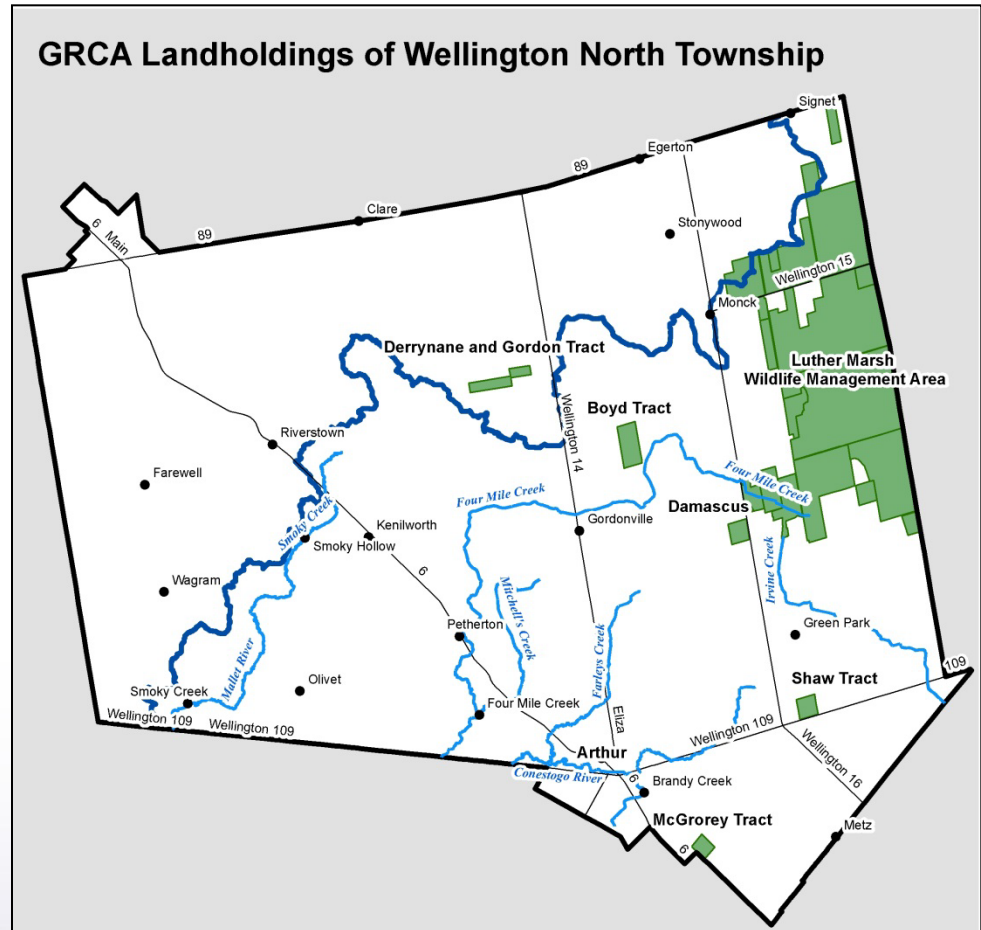


1. Updated November 13, 2014
2. Larger scale mapping of some map layers, including roads and vulnerability scores, is available at [www.sourcewater.ca](http://www.sourcewater.ca).
3. This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

# GRCA Landholdings



- 4,200 hectares
- Key properties
  - Luther Marsh Wildlife Management Area
  - Damascus
- Reforestation, restoration projects at Luther, Damascus



# Natural Areas and Recreation

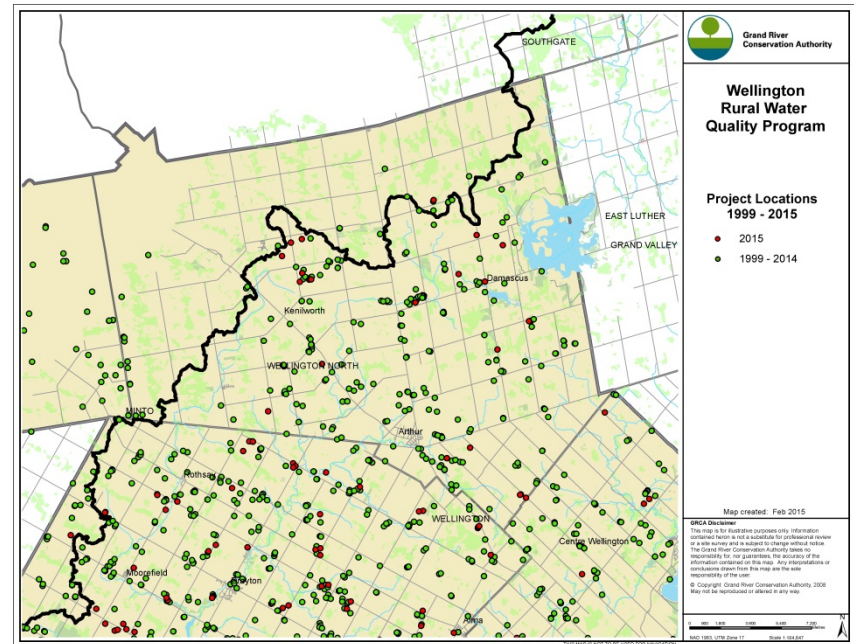


- **Luther Marsh**
  - 5,600 hectares
  - One of 7 reservoirs used for flood control, flow augmentation
  - Designated Area of Natural and Scientific Interest, Important Bird Area, Provincially Significant Wetland
  - Open to birders, hunters, hikers and other users
- **Damascus**
  - hiking, fishing available
- **Hunting areas**
  - Shaw, Boyd, Derrynane properties open for seasonal hunting

# Rural Water Quality Program



- **Financed by Wellington & Guelph**
- **Protects water on the farm**
  - e.g. tree planting, wellhead protection, cover crops, etc.
- **2015 work**
  - 20 projects
  - project costs = \$78,500
  - grants to farmers = \$65,100
- **Innovative mapping**
  - new 3D maps of Upper Conestogo watershed will help farmers maximize benefits of projects
  - will also assist with floodplain mapping



# Wastewater Plant Operation

- **Wastewater optimization program led by GRCA to help municipalities**
- **Working with Arthur Plant staff to examine capacity issues**
  - high flows into plant linked to ‘inflow and infiltration’
  - high inflows affect plant capacity
  - recommendations will improve plant operation, efficiency
  - improvements will also raise effluent quality, help river
- **Implementation could help address plant capacity issues**



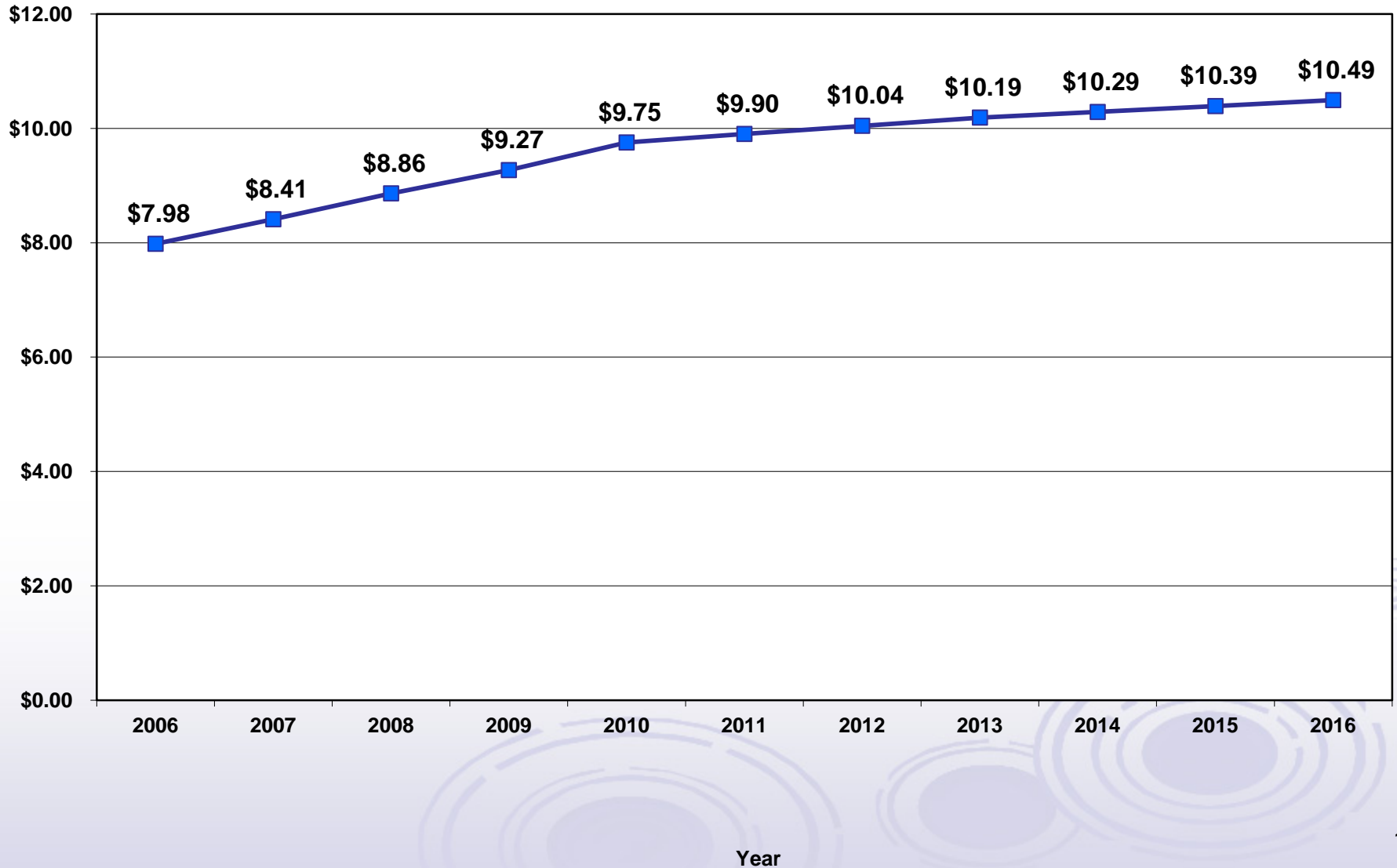
# 2016 Budget Overview



- **2016 expenditures: \$30.0 million**
  - *up* from \$29.5 million in 2015
- **Municipal dollars highly leveraged**
  - \$1 in municipal levy matched by \$2 from other sources
- **Per capita municipal levy: \$10.49**



# GRCA Per Capita Levy



# 2016 Budget Issues

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- **GRCA Conservation Areas Operations**
  - Weather dependent
  - Revenue forecasts are prone to significant fluctuations
  - 2015 record-breaking year for revenue
- **Management of Natural Areas**
  - Increasing cost pressures due to urbanization

# 2016 Budget Timetable

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## 2016 Budget

- Sept 25, 2015 Draft #1 to General Meeting
- Jan 23, 2016 Draft #2 to General Meeting
- Jan 26, 2016 Municipalities advised of Meeting Date for Budget Approval
- Feb 26, 2016 Board Approval, 2016 Budget & Levy (AGM)

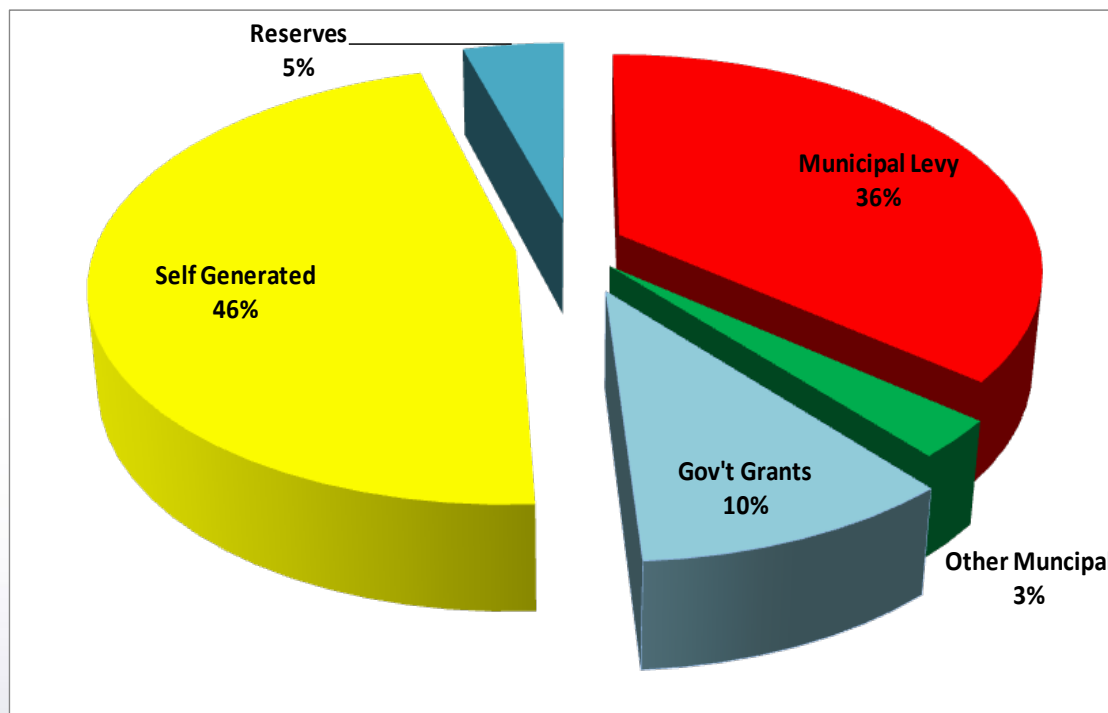
*(Presentations to municipal councils between October 2015 and Feb 2016 as required)*

# 2016 Budget - Sources of Revenue



## Budget 2016: \$ 30.0 Million

*(2015 Budget was \$29.5 Million)*



# 2016 Budget – Revenue (cont'd)



- **Revenue Categories**

- Have remained consistent in relative size year over year

- **General Municipal Levy**

- Increasing by 2.5% to \$10,809,000 in 2016
- Operating Levy increasing 2.7%
- Capital Levy held constant at \$1.0 million (nil increase)

- **Special Projects**

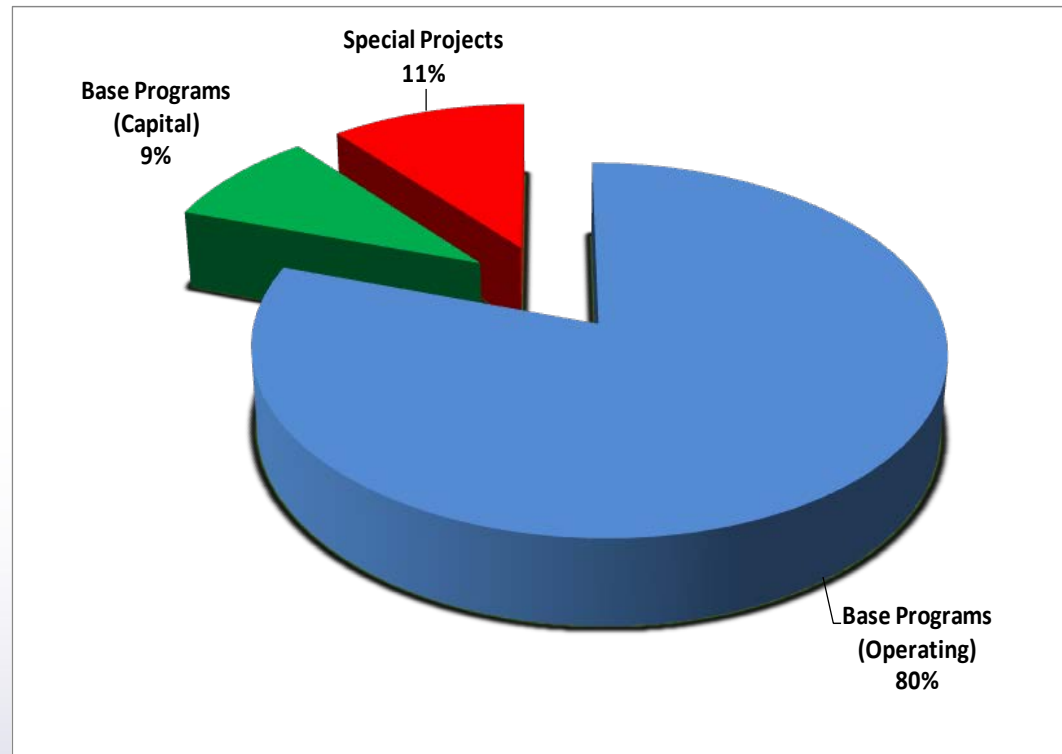
- Expenses are offset 100% by special funding sources
- Do not use general municipal levy to fund these projects

# 2016 Budget - Expenditures



**Budget 2016: \$ 30.0 Million**

*(2015 Budget was \$29.5 Million)*



# 2016 Budget – Expenditures (cont'd)



- **Operating Budget (\$24.1 million)**
  - Watershed Management (Dams, flood forecasting, planning, lands management, education)
  - Conservation Areas
  - Corporate Services and Communication



# 2016 Budget – Expenditures (cont'd)



- **Capital Budget (\$2.7 million)**
  - Water Control Structures
  - Conservation Areas



# 2016 Budget – Expenditures (cont'd)



- **Special Projects (\$3.3 million)**



- Rural Water Quality Program

- Land Acquisition

- Emerald Ash Borer

- Source Projection Program

- Apps' Mill Renovation

- Dickson Trail & Boardwalk Rehabilitation

# 2016 Budget



## Grand River Conservation Authority Summary of Municipal Levy - 2016 Budget

*DRAFT*

	% CVA in	2015 CVA	CVA-Based	2016 Budget	2016 Budget	2016 Budget	Actual	% Change	
	Watershed	(Modified)	Apportionment	Operating Levy	Capital Levy	Total Levy	2015 Levy		
Brant County	84.0%	5,252,214,719	4,411,860,364	3.1%	306,970	31,295	338,265	331,417	2.1%
Brantford C	100.0%	11,518,641,744	11,518,641,744	8.2%	801,448	81,705	883,153	874,765	1.0%
Amaranth Twp	82.0%	601,097,065	492,899,593	0.3%	34,295	3,496	37,791	37,059	2.0%
East Garafraxa Twp	80.0%	457,611,945	366,089,556	0.3%	25,472	2,597	28,069	27,708	1.3%
Town of Grand Valley	100.0%	335,330,796	335,330,796	0.2%	23,332	2,379	25,711	24,572	4.6%
Melancthon Twp	56.0%	439,537,890	246,141,218	0.2%	17,126	1,746	18,872	18,486	2.1%
Southgate Twp	6.0%	760,985,708	45,659,142	0.0%	3,177	324	3,501	3,415	2.5%
Haldimand County	41.0%	5,817,485,288	2,385,168,968	1.7%	165,956	16,919	182,875	179,879	1.7%
Norfolk County	5.0%	7,861,564,751	393,078,238	0.3%	27,350	2,788	30,138	29,500	2.2%
Halton Region	10.3%	33,221,958,264	3,409,706,633	2.4%	237,242	24,186	261,428	250,780	4.2%
Hamilton City	4.7%	71,180,309,247	3,345,474,535	2.4%	232,772	23,730	256,502	251,184	2.1%
Oxford County	38.1%	3,333,194,701	1,269,930,071	0.9%	88,360	9,008	97,368	94,830	2.7%
North Perth T	2.0%	1,616,649,442	32,332,989	0.0%	2,250	229	2,479	2,393	3.6%
Perth East Twp	40.0%	1,466,296,556	586,518,623	0.4%	40,809	4,160	44,969	43,780	2.7%
Waterloo Region	100.0%	80,372,866,859	80,372,866,859	57.0%	5,592,205	570,111	6,162,316	6,004,535	2.6%
Centre Wellington Twp	100.0%	3,974,882,714	3,974,882,714	2.8%	276,566	28,195	304,761	296,567	2.8%
Erin T	49.0%	2,127,518,678	1,042,484,152	0.7%	72,534	7,395	79,929	78,245	2.2%
Guelph C	100.0%	20,992,297,542	20,992,297,542	14.9%	1,460,608	148,905	1,609,513	1,567,858	2.7%
Guelph Eramosa Twp	100.0%	2,240,482,175	2,240,482,175	1.6%	155,889	15,892	171,781	169,228	1.5%
Mapleton Twp	95.0%	1,272,189,231	1,208,579,769	0.9%	84,091	8,573	92,664	89,763	3.2%
<b>Wellington North Twp</b>	<b>51.0%</b>	<b>1,336,568,107</b>	<b>681,649,734</b>	<b>0.5%</b>	<b>47,428</b>	<b>4,835</b>	<b>52,263</b>	<b>51,028</b>	<b>2.4%</b>
Puslinch Twp	75.0%	2,167,717,851	1,625,788,388	1.2%	113,120	11,532	124,652	121,008	3.0%
<b>Total</b>		<b>258,347,401,273</b>	<b>140,977,863,803</b>	<b>100.00%</b>	<b>9,809,000</b>	<b>1,000,000</b>	<b>10,809,000</b>	<b>10,548,000</b>	<b>2.5%</b>

# Questions?



CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH			
	2015-2016	2016-2017	Premium/Rate Difference
Population- Liability	11,477	11,477	0
<i>Premium:</i> \$	74,696 \$	78,241 \$	3,545
Automobile - Number of Vehicles	43	44	1
<i>Premium:</i> \$	25,545 \$	25,914 \$	369
Blanket Property Limit	48,167,309 \$	49,628,441 \$	1,461,132
<i>Premium:</i> \$	55,197 \$	56,965 \$	1,768
Crime Premium	750	750	0
Umbrella Liability Premium	6,886 \$	6,886 \$	0
Councillors Accident	985 \$	985 \$	0
Volunteer Accident	750 \$	750 \$	0
Annual Low Risk	2,580 \$	2,600 \$	20
<b>TOTAL PREMIUM</b>	<b>167,389 \$</b>	<b>173,091 \$</b>	<b>5,702</b>
<b>Overall Percentage Change</b>		<b>3 %</b>	
As of: November 18, 2015 - JR			

114 MAIN STREET SOUTH, BOX 209  
MOUNT FOREST, ONTARIO N0G 2L0  
PHONE: 519-323-2841  
FAX: 519-323-3339  
MAIL@COBURNINS.CA  
WWW.COBURNINS.CA

November 20, 2015

Township of Wellington North  
P.O. Box 125 7490 Sideroad 7 West  
Kenilworth, Ontario  
N0G 2E0  
Attention: Paul Dowber

Paul ,

Please find attached the following documents for the Township of Wellington North's 2016/2017 renewal:

- 2016 Renewal Proposal
- 2016 Acceptance of Municipal Insurance Program
- 2016 Renewal Comparison

Under combined physical damage and machinery breakdown the blanket limit is \$49,628,441 which resulted from the 4% inflationary increase on the buildings and equipment/contents values. This presentation is based on the property schedule provided by your office. Should you make any changes from the date of the renewal quotation to the effective date of the renewal policy the renewal terms may change.

This proposal is based on the automobile schedule provided by your office. Should you make any changes from the date of the renewal quotation to the effective date of the renewal policy the renewal terms may change. A copy of the revised vehicle schedule will have to be provided by the renewal effective date.

In order for Lloyd's to cover the aboveground storage tanks they require full underwriting information for them as the last questionnaire we have on file does not contain the details. Please complete the attached tank schedule and return to our office so that we can complete the company's file. In addition, Lloyds have agreed to a three year liability rate guarantee subject tot the terms and conditions outlined in the proposal.

As noted on page 17 of 19, the annual premium is \$173,091 plus any applicable provincial sales tax. Options available for consideration are outlined on page 18 and 19.

If the proposal is acceptable before JLT can issue the policy documents, they require that the acceptance of Municipal Insurance Program Proposal be signed and dated. They will require this document prior to January 1, 2016 so they can process the renewal. If a representative from JLT and myself are to attend a council meeting please let me know so that the appropriate arrangements can be made.

I trust that you find the attached in order Paul, however if you have any questions, please let me know.

Yours truly,



Jeff Coburn  
COBURN INSURANCE BROKERS LTD.



Jardine Lloyd Thompson Canada Inc.

**Public Sector Division**  
Box 3, Suite 800, 55 University Avenue, Toronto, ON M5J 2H7  
Phone: 416 941 9551 Toll Free: 800 268 9189 Fax: 416 941 9323

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***MUNICIPAL INSURANCE PROGRAM***

***PROPOSAL***

---

***Corporation of the Township of Wellington North***

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Date of Issue: November 18, 2015

Prepared by: Jennifer Roach  
Direct phone line: 416-644-4818  
E-mail address: [jroach@jltcanada.com](mailto:jroach@jltcanada.com)



Jardine Lloyd Thompson Canada Inc.

**IMPORTANT – PLEASE NOTE THE FOLLOWING**

This proposal should be read in conjunction with the JLT Canada "Business Protocols" booklet.

**DUTY OF DISCLOSURE**

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favorable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

**PAYMENT TERMS**

Premiums are due and payable on receipt of a JLT invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

**PERIOD OF VALIDITY OF QUOTE**

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

**BREACH OF WARRANTY OR SUBJECTIVITY**

If any of the terms and conditions contained in this proposal are identified as a "warranty" or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

**UNDERINSURANCE**

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

**UNDERWRITING / BINDING AUTHORITY**

Certain portions of this quotation of cover have been provided by JLT acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. JLT Canada is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where JLT does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by JLT Canada from the Insurer.

**MATERIAL CHANGES FROM EXPIRING POLICY**

You should carefully note any items identified in the "Changes from Expiry" section under each coverage as they represent material changes in cover from your previous policy.

**RISK AND CLAIMS INFORMATION**

This proposal has been based on the risk and claims information provided and/or verified by you to JLT. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.



Jardine Lloyd Thompson Canada Inc.

**TAXES PAYABLE BY  
INSUREDS:**

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by JLT in addition to the premiums quoted:

Provincial Sales Tax





Jardine Lloyd Thompson Canada Inc.

## SUMMARY OF COVERAGE, LIMITS AND DEDUCTIBLES

Name of Insured: Corporation of the Township of Wellington North

Policy Period: January 1, 2016 to January 1, 2017

12:01 a.m. local time at the mailing address of the Named Insured

CANADIAN COUNCILS LIABILITY																													
LIMIT OF LIABILITY	<p>General Liability <i>(including Sudden And Accidental Pollution)</i>: \$ 5,000,000 any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period</p>																												
EXTENSIONS OF COVERAGE	<table border="1"> <thead> <tr> <th>Extension</th> <th>Limit</th> </tr> </thead> <tbody> <tr> <td>Employers' Liability</td> <td>\$ 5,000,000 any one Claim</td> </tr> <tr> <td>Tenant Legal Liability</td> <td>\$ 5,000,000 any one Occurrence</td> </tr> <tr> <td>Employee Benefit Liability</td> <td>\$ 5,000,000 any one Claim</td> </tr> <tr> <td>Incidental Medical Malpractice Retro Date: November 15, 1993</td> <td>\$ 5,000,000 any one Claim</td> </tr> <tr> <td>Voluntary Medical Payments</td> <td>\$ 50,000 any one Claim and in the Annual Aggregate during the Policy Period</td> </tr> <tr> <td>Forest Fire Fighting Expense</td> <td>\$ 1,000,000 any one Occurrence and in the Annual Aggregate during the Policy Period</td> </tr> <tr> <td>Voluntary Payment for Property Damage</td> <td>\$ 50,000 any one Occurrence and in the Annual Aggregate during the Policy Period</td> </tr> <tr> <td>Incidental Garage Operations</td> <td>\$ 250,000 any one Occurrence and in the Annual Aggregate during the Policy Period</td> </tr> <tr> <td>Municipal Marina Legal Liability</td> <td>\$ 100,000 any one Pleasure Craft \$ 1,000,000 in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period</td> </tr> <tr> <td>Wrongful Dismissal (Legal Expense)</td> <td>\$ 250,000 any one Claim and in the Annual Aggregate during the Policy Period</td> </tr> <tr> <td>Conflict of Interest and Legal Expense Reimbursement</td> <td>\$ 100,000 any one Claim and \$ 500,000 in the Annual Aggregate during the Policy Period</td> </tr> <tr> <td>Non-Owned Automobile (including Contractual Liability for Hired Autos)</td> <td>\$ 5,000,000 any one Occurrence</td> </tr> <tr> <td>Legal Liability for Damage to Hired Autos</td> <td>\$ 250,000 any one Occurrence</td> </tr> </tbody> </table>	Extension	Limit	Employers' Liability	\$ 5,000,000 any one Claim	Tenant Legal Liability	\$ 5,000,000 any one Occurrence	Employee Benefit Liability	\$ 5,000,000 any one Claim	Incidental Medical Malpractice Retro Date: November 15, 1993	\$ 5,000,000 any one Claim	Voluntary Medical Payments	\$ 50,000 any one Claim and in the Annual Aggregate during the Policy Period	Forest Fire Fighting Expense	\$ 1,000,000 any one Occurrence and in the Annual Aggregate during the Policy Period	Voluntary Payment for Property Damage	\$ 50,000 any one Occurrence and in the Annual Aggregate during the Policy Period	Incidental Garage Operations	\$ 250,000 any one Occurrence and in the Annual Aggregate during the Policy Period	Municipal Marina Legal Liability	\$ 100,000 any one Pleasure Craft \$ 1,000,000 in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period	Wrongful Dismissal (Legal Expense)	\$ 250,000 any one Claim and in the Annual Aggregate during the Policy Period	Conflict of Interest and Legal Expense Reimbursement	\$ 100,000 any one Claim and \$ 500,000 in the Annual Aggregate during the Policy Period	Non-Owned Automobile (including Contractual Liability for Hired Autos)	\$ 5,000,000 any one Occurrence	Legal Liability for Damage to Hired Autos	\$ 250,000 any one Occurrence
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Jardine Lloyd Thompson Canada Inc.

ENDORSEMENTS	Endorsement	Limit
	Municipal Errors and Omissions Liability Retroactive Date: Unlimited	\$ 5,000,000 any one Claim and in the Annual Aggregate during the Policy Period
	Environmental Impairment Liability Retroactive Date: Unlimited	\$ 2,500,000 any one Claim and \$ 5,000,000 in the Annual Aggregate during the Policy Period
	Abuse / Molestation Liability Retroactive Date: January 1, 2012	\$ 250,000 any one Claim and \$ 500,000 in the Annual Aggregate during the Policy Period
	Voluntary Compensation	As per Endorsement No. 4 – Schedule of Benefits
DEDUCTIBLE(S)	Applicable Coverage	Deductible
	Public Entity General Liability	\$ 25,000 per Occurrence except per Claimant in respect of Sewer Backup
	Extensions of Coverage	\$ 25,000 per Occurrence / per Claimant for all Extensions of Coverage except: \$NIL with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement, and Voluntary Compensation; \$ 1,000 with respect to Legal Liability for Damage to Hired Autos \$ 5,000 with respect to Wrongful Dismissal (Legal Expense)
	Municipal Errors and Omissions Liability	\$ 10,000 per Claim
	Environmental Impairment Liability	\$ 10,000 per Claim
	Abuse / Molestation Liability	\$ 25,000 per Claim



Jardine Lloyd Thompson Canada Inc.

<b>ENDORSEMENTS</b>	<p style="text-align: center;"><b>3 Year Long Term Agreement</b> <b>Primary CAD 5,000,000 / CAD 25,000 Deductible</b></p> <p>The policy will be renewed annually for a period of three years expiring on 01 January 2019 on the existing terms and conditions with the premiums paid annually in advance, as follows:-</p> <table data-bbox="479 567 1380 672"> <tr> <td>01 January 2016 to 01 January 2017</td> <td style="text-align: right;">CAD \$74,446 (Gross)</td> </tr> <tr> <td>01 January 2017 to 01 January 2018</td> <td style="text-align: right;">CAD \$74,446 (Gross)</td> </tr> <tr> <td>01 January 2018 to 01 January 2019</td> <td style="text-align: right;">CAD \$74,446 (Gross)</td> </tr> </table> <p>However terms and conditions may be reviewed 60 days prior to annual renewal if any of the following apply:</p> <ul style="list-style-type: none"> <li>• Pertinent changes in reinsurance cover</li> <li>• there is an increase of 15% or more in population numbers</li> <li>• there are legislative changes that may impact upon the value or frequency of claims against the policy</li> <li>• there is a change in the exposure of the insured (as per the business description) or;</li> <li>• the value of Incurred Claims exceeds 40% of net premium (excluding Taxes) for any one Period of Insurance to which this agreement relates.</li> <li>• there has been significant adverse development on historical loss record in any of the prior 7 policy years whereby Incurred Claims exceed 50% of the Net Premium.</li> </ul> <p>The term "Incurred Claims" means the total cost of claims including actual claim payments (including medical, legal and other costs and expenses) and reserves set by the Insurers on outstanding claims (also including such costs and expenses). "Net Premium" means the premium received by the Insurers net of tax and any commissions or other deductions.</p> <p><b>All other terms and conditions remain unaltered.</b></p>	01 January 2016 to 01 January 2017	CAD \$74,446 (Gross)	01 January 2017 to 01 January 2018	CAD \$74,446 (Gross)	01 January 2018 to 01 January 2019	CAD \$74,446 (Gross)
	01 January 2016 to 01 January 2017	CAD \$74,446 (Gross)					
	01 January 2017 to 01 January 2018	CAD \$74,446 (Gross)					
01 January 2018 to 01 January 2019	CAD \$74,446 (Gross)						
<b>POLICY FORM</b>	EK1500547000 (2015) UMR B0901EK1500547000						
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Certain Lloyd's Underwriters (Syndicate 1886) – 100%						



Jardine Lloyd Thompson Canada Inc.

<b>SUBJECT TO</b>	<ol style="list-style-type: none"><li>1. Environmental Impairment Liability – Cover on the Aboveground Storage Tanks is subject to receipt of satisfactory tank specifications</li><li>2. Abuse &amp; Molestation – Background checks in place for employees implemented into hiring process</li><li>3. Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)</li></ol>
<b>CHANGES FROM EXPIRING POLICY</b>	UMR No. B0901EK1500547000



Jardine Lloyd Thompson Canada Inc.

CANADIAN COUNCILS UMBRELLA LIABILITY		
LIMITS OF LIABILITY	\$ 20,000,000	any one Occurrence
	\$ 20,000,000	in the Annual Aggregate in respect of Products & Completed Operations
	\$ 20,000,000	in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 20,000,000	in the Annual Aggregate in respect of Employee Benefits Liability
EXCESS OF UNDERLYING COVERAGE(S) AND LIMIT(S)	<b>Underlying Coverage</b>	<b>Underlying Limit</b>
	General Liability	\$ 5,000,000 any one Occurrence
	Incidental Medical Malpractice	\$ 5,000,000 any one Claim
	Non-Owned Automobile Liability	\$ 5,000,000 any one Occurrence
	Municipal Errors & Omissions Liability	\$ 5,000,000 any one Claim
	Owned Automobile Liability	\$ 5,000,000 any one Occurrence
	Employee Benefits Liability	\$ 5,000,000 any one Claim
RETAINED LIMIT	\$ Nil	
ENDORSEMENTS	Endorsement #1 - Standard Excess Automobile Liability Policy SPF No. 7 Follow Form Named Insured	
POLICY FORM	PK1403533000 (2015) UMR B0901EK1500548000	
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
SUBJECT TO	Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)	
CHANGES FROM EXPIRING POLICY	UMR No. B0901EK1500548000	



Jardine Lloyd Thompson Canada Inc.

<b>COMBINED PHYSICAL DAMAGE &amp; MACHINERY BREAKDOWN</b>		
<b>COVERAGE</b>	Property Of Every Description – All Risks of Direct Physical Loss or Damage (Subject to Policy Exclusions)	
<b>LIMITS</b>	\$ 49,628,441 Limit of Loss on Blanket Property of Every Description including Machinery Breakdown	
	\$ 25,000 Computer / Electronic Data Processing (Included in Blanket Limit)	
	\$ 100,000 Business Interruption – Profits (Included in Blanket Limit)	
	\$ 104,000 Misc. Tools/Equip & Supplies	
	\$ 2,433,019 Unlicensed Equipment	
<b>EXTENSIONS OF COVERAGE</b>	<b>The Limits shown below are included in the Blanket Limit shown above:</b>	
	<b>Extension</b>	<b>Limit</b>
	Valuable Papers	\$ 500,000
	Extra Expense	\$ 500,000
	Accounts Receivable	\$ 500,000
	Gross Rentals	\$ 500,000
	Computer Media	\$ 500,000
	Fine Arts	\$ 25,000
	Ammonia Contamination	\$ 500,000
	Water Escape	\$ 500,000
	<b>The Limits shown below are in addition to the Blanket Limit shown above:</b>	
	<b>Extension</b>	<b>Limit</b>
	Newly Acquired Property	\$ 1,000,000
	Buildings in the Course of Construction	\$ 1,000,000
	Property in Transit	\$ 500,000
	Unnamed Locations	\$ 1,000,000
	Expediting Expense	\$ 500,000
	Contingent Business Interruption	\$ 1,000,000
	Fire Extinguishing Materials and Fire Fighting Expense	\$ 100,000
	Professional Fees	\$ 500,000
Hacking Event or Computer Virus attack – any one Random Attack or Any One Specific Attack, any one event or total loss in a policy year for the combined total loss or damage	\$ 100,000	



Jardine Lloyd Thompson Canada Inc.

EXTENSIONS OF COVERAGE CONTINUED	The Limits shown below are in addition to the Blanket Limit shown above:	
	Extension	Limit
	Master Key	\$ 10,000
	Land and Water Pollution Clean Up Expense	\$ 100,000
	Stock Spoilage	\$ 100,000
	Consequential Damage	\$ 100,000
	Off Premises Service Interruption	\$ 1,000,000
	Exhibition Floater	\$ 100,000
	Hazardous Substance	\$ 500,000
	Property of Councillors', Board Members' and Employees'	\$ 5,000 any one loss (\$25,000 maximum annual policy limit)
ENDORSEMENTS	Automobile Replacement Cost Deficiency Endorsement	
DEDUCTIBLE(S)	\$ 25,000 each Occurrence for All Losses except: \$ 1,000 each Computer/Electronic Data Processing loss \$ 50,000 each Flood Loss 5% of total loss or \$100,000 minimum, whichever is greater, each Earthquake occurrence. \$ 1,000 each Fine Arts Loss	
POLICY FORM	Municipal Insurance Program - Master Policy (August 15, 2014)	



Jardine Lloyd Thompson Canada Inc.

<p><b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b></p>	<p>Physical Damage:</p> <p>Aviva Insurance Company of Canada – 70%</p> <p>The Sovereign General Insurance Company – 12.2%</p> <p>Certain Lloyd's Underwriters - 17.8% <i>(Participation of Lloyd's Underwriter is based on Blanket Limit and Limits in Addition to the Blanket Limit)</i></p> <p>Machinery Breakdown:</p> <p>Aviva Insurance Company of Canada – 100%</p>
<p><b>SUBJECT TO</b></p>	<ol style="list-style-type: none"> <li>1. Schedule of Locations including breakdown of values, construction, protection and occupancy.</li> <li>2. Schedule of Miscellaneous Tools and Contractors Unlicensed Equipment.</li> <li>3. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher.</li> <li>4. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer.</li> <li>5. All locations may be subject to Engineering Inspection.</li> <li>6. Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)</li> </ol>
<p><b>CHANGES FROM EXPIRING POLICY</b></p>	<p>UMR No. B0901EG1500025000</p>





Jardine Lloyd Thompson Canada Inc.

<b>COMPREHENSIVE CRIME</b>	
<b>LIMITS</b>	\$ 1,000,000 Employee Dishonesty – Form A \$ 200,000 Broad Form Loss of Money (Inside Premises) \$ 200,000 Broad Form Loss of Money (Outside Premises) \$ 200,000 Money Orders & Counterfeit Paper Currency \$ 1,000,000 Depositors Forgery \$ 200,000 Professional Fees / Audit Expenses \$ 200,000 Computer Fraud or Funds Transfer Fraud
<b>DEDUCTIBLE</b>	\$Nil per Loss
<b>POLICY FORM</b>	Master Crime Wording (Apr. 2012)
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Aviva Insurance Company of Canada – 100%
<b>SUBJECT TO</b>	Important: 1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. 2. All cheque requisitions and issued cheques containing dual signatures. If the above is not part of your internal Financial controls, please provide explanation(s). 3. Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)



Jardine Lloyd Thompson Canada Inc.

<b>AUTOMOBILE INSURANCE (ONTARIO)</b>	
<b>COVERAGE APPLICABLE</b>	<b>Liability – Bodily Injury / Property Damage</b> Limit: \$5,000,000
	<b>Accident Benefits – Basic Benefits</b> Limit as stated in Policy
	<b>Uninsured Automobile</b> Limit as stated in Policy
	<b>Direct Compensation – Property Damage</b> Limit as stated in Policy
	<b>Loss or Damage – All Perils</b> Deductible: \$ 5,000
<b>ENDORSEMENTS</b>	<p>Notice of Cancellation Ninety (90) Days</p> <p>OPCF 43R Removing Depreciation Deduction- 24 Months New  OPCF 20 Loss Of Use – Applicable to Thirteen (13) Light Units  OPCF 21B Blanket Fleet Endorsement – No Annual Adjustment  OPCF 31 Non-Owned Equipment  OPCF 24 Freezing of Fire-Fighting Apparatus  OPCF 44 Family Protection Endorsement:  (Applicable only to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles)  <u>Additional Endorsements:</u>  OPCF 3 Drive Government Automobiles  OPCF 4A Permission to Carry Explosives  OPCF 4B Permission to Carry Radioactive Material  OPCF 5 Permission to Rent or Lease  OPCF 32 Use of Recreational Vehicles by Unlicensed Drivers  Tarmac Exclusion</p>
<b>POLICY FORM</b>	Provincial Statutory Owner's Policy
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Aviva Insurance Company of Canada – 100%
<b>SUBJECT TO</b>	<p>Provision of updated vehicles and drivers list to insurer</p> <p>Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)</p>



Jardine Lloyd Thompson Canada Inc.

<b>COUNCILLORS' ACCIDENT COVERAGE</b>	
<b>LIMITS OF COVERAGE</b>	\$ 200,000 Principal Sum
<b>INCLUDED COVERAGE</b>	Number of Councillors: Four (4) plus One (1) other
	24 Hour Coverage
<b>POLICY FORM</b>	Insurer's Standard Form
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	AIG Insurance Company of Canada – 100%
<b>SUBJECT TO</b>	\$2,500,000 Aggregate Limit of Indemnity Per Accident Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)

Jardine Lloyd Thompson Canada Inc.



<b>MUNICIPAL VOLUNTEERS ACCIDENT COVERAGE</b>	
<b>LIMITS OF COVERAGE</b>	\$ 50,000 Principal Sum – Volunteers of the Policyholder While on Duty Only under the age of 80
<b>POLICY FORM</b>	Insurers Standard Form
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	AIG Insurance Company of Canada – 100%
<b>SUBJECT TO</b>	\$1,000,000 Aggregate Limit of Indemnity Per Accident Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)



Jardine Lloyd Thompson Canada Inc.

<b>LCIS – ANNUAL LOW RISK EVENTS LIABILITY</b>	
<b>LIMITS OF COVERAGE</b>	Coverage A - Bodily Injury & Property Damage: \$5,000,000 any one Occurrence Coverage A - Products & Completed Operations Aggregate: \$5,000,000 Coverage B - Personal Injury and Advertising Liability: \$2,000,000 Coverage C - Medical Payments – Per Person: \$2,500 Coverage C - Medical Payments – Per Accident: \$25,000 Coverage D – Tenant’s Legal Liability: \$5,000,000 Incidental Medical Malpractice Liability: \$5,000,000 Non-owned Automobile Liability: \$2,000,000 SEF 94 – Legal Liability for Damage to Non-owned Autos: \$50,000
<b>ENDORSEMENTS</b>	USA Jurisdiction Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information Notice to Insureds Lloyd’s Underwriters Policyholder’s Complaint Protocol
<b>DEDUCTIBLE</b>	\$1,000
<b>POLICY FORM</b>	Insurers Standard Form
<b>INSURER(S) AND PROPORTION OF PARTICIPATION(S)</b>	Certain Lloyd’s Underwriters (Syndicate 1886) – 100%
<b>SUBJECT TO</b>	Terms will remain as indicated subject to no claims deterioration as of effective date (refer to page #4)



Jardine Lloyd Thompson Canada Inc.

<b>MUNICIPAL OPTIONS</b>	
	<p>week for each additional dependant to a maximum \$150 per week Annual Additional <b>\$850</b></p> <p>Indexation Benefit – Annual Adjustment according to the Consumer Price Index for Canada Annual Additional <b>\$2,040</b></p> <p>Added Coverage to Offset Tort Deductible – OPCF 48 Total Annual Additional Premium – <b>\$599</b></p>
<b>Councillors Accident</b>	<p>Increased Principal Sum to \$250,000 - Annual Additional <b>\$110</b></p>
<b>Out of Province Emergency Medical</b>	<p>Based on Five (5) Members – under the age of 80 – Annual Additional <b>\$300</b></p> <p>To increase the Trip Duration from 15 days to 30 days – Annual Additional <b>\$350</b></p>
<b>Public Entity Recovery Assistance Plan (Critical Illness)</b>	<p>Based on Five (5) Members – age 69 or less \$5,000 limit – Annual Additional <b>\$546</b> \$10,000 limit – Annual Additional <b>\$854</b></p>
<b>Volunteer Fire Fighters Accident</b>	Quotation available upon request.
<b>RISC SYSTEMS</b>	<p>Installation of JLT Canada software solutions Annual Additional <b>\$2,500</b></p>
<b>DisasterPhone</b>	<p>Enrolment in telecommunication disaster recovery service – Annual Additional <b>\$2,000</b></p>

As new residents/landowners to Wellington North in 2014 we were excited to hear Steve McCabe's proposal for Sunday gun hunting.

It seems that everyone's work/family/social life is more hectic than ever and trying to find time to hunt is becoming more and more difficult. I have a total of 10 hunters in my group that hunts in Wellington North, Centre Wellington and Seguin Township in the Parry Sound District. This year 8 members of my group participated in our shortened 4 day bear hunt, 2 members turkey hunted and only 4 members hunted for one day in the controlled shotgun deer hunt. Hunters spend increasingly amounts of money for permits that often never gets tagged on an animal/bird. In fact right now there are 4 tags hanging on my Christmas tree for a total of nearly \$200 I contributed to the Ministry of Natural Resources wildlife management unless I can find time to fill one before December 31.

I have had my hunting license since I turned 15 but spent many days accompanying my father on his hunts since I was 9. And my wife got her hunting and firearms permits a few years ago. Hunting has been in my family for a number of generations just like it was in most families attending this evening.

At one of the earlier meetings, a resident who was opposed to the Sunday gun hunt said that hunters should book their holidays accordingly. That may be possible in his line of work, but in my instance and many others our jobs are weather and seasonal dependant. For instance I took off two days to go bear hunting against my customers wish and when I went back to my job on Monday my customer had hired someone else and then called me back 2 days later. Needless to say I didn't take any other days off this hunting season.

Sunday gun hunting will allow more opportunities for families to spend quality time together. Both of my sons followed in my footsteps as hunters but have limited time to hunt as one lives over an hour away and the other is a police officer in Halton Region and works shifts which could possibly offer another chance to hunt on Sundays.

It's unfortunate that people even a firearm and hunter safety instructor believes that hunters are gun wielding individuals. One of my best friends is a firearm and hunter safety instructor and was appalled by Mr. Armstrong's comment which left him wondering how Mr. Armstrong's teaching could be any better considering all instructors have to teach the same guidelines and students write and pass the same tests.

Personally when I hunt, anytime that I am about to pull the trigger I ask myself if that is what I want to do. I watched a bear this fall for 30 minutes and let him walk away because I had already harvested one, even though our group still had 3 tags available. Hunting in my opinion is not about killing or putting more meat in the freezer than one needs but it's about spending quality time with family and friends or just having some alone time enjoying our great land as well as wildlife management. In fact I would much prefer to be called a Sportsman rather than a hunter. It's unfortunate that that people perceive hunting is all about killing when in fact in most cases many hunts end up with no kill. I tell people who have that perception that killing takes place at an abattoir or processing facility where their meat that they eat every day comes from and there is a reason why the doors aren't open to the public.

Mr. Armstrong's comment, about the Mennonites will not be home to defend their land from trespasser's as they will be at church or the chance of stray bullet hitting them as they go down the road may be a good example but this same thing can happen any day of the week that hunting is currently permitted. I'm not home Monday through Friday like many other landowners as well as most Saturday's so how am I to control who hunts, atv's, dirt bikes, horseback rides or trespasses on our land? I'm sure that if you were to research gun accidents with Mennonites as compared to buggy accidents, the buggy accidents would be far greater and which is likely a higher risk on Sundays due to increased vehicle traffic from Sunday shopping than any other day of the week. As a landowner I can fire 1000, 2000 or however many rounds of bullets as I choose on Sundays at a target which is far more annoying to area residents than the odd shot going off by hunters.

Mr. McRae from the OFAH spoke on November 9 that since the Southern Ontario Sunday Gun Hunting's inception, 170 municipalities have adopted Sunday gun hunting and not one of them have rescinded their decision. I don't understand what makes Wellington North Mennonites any different from other municipalities Mennonite's where their populations are quite larger and it appears Sunday gun hunting doesn't seem to be a problem there.

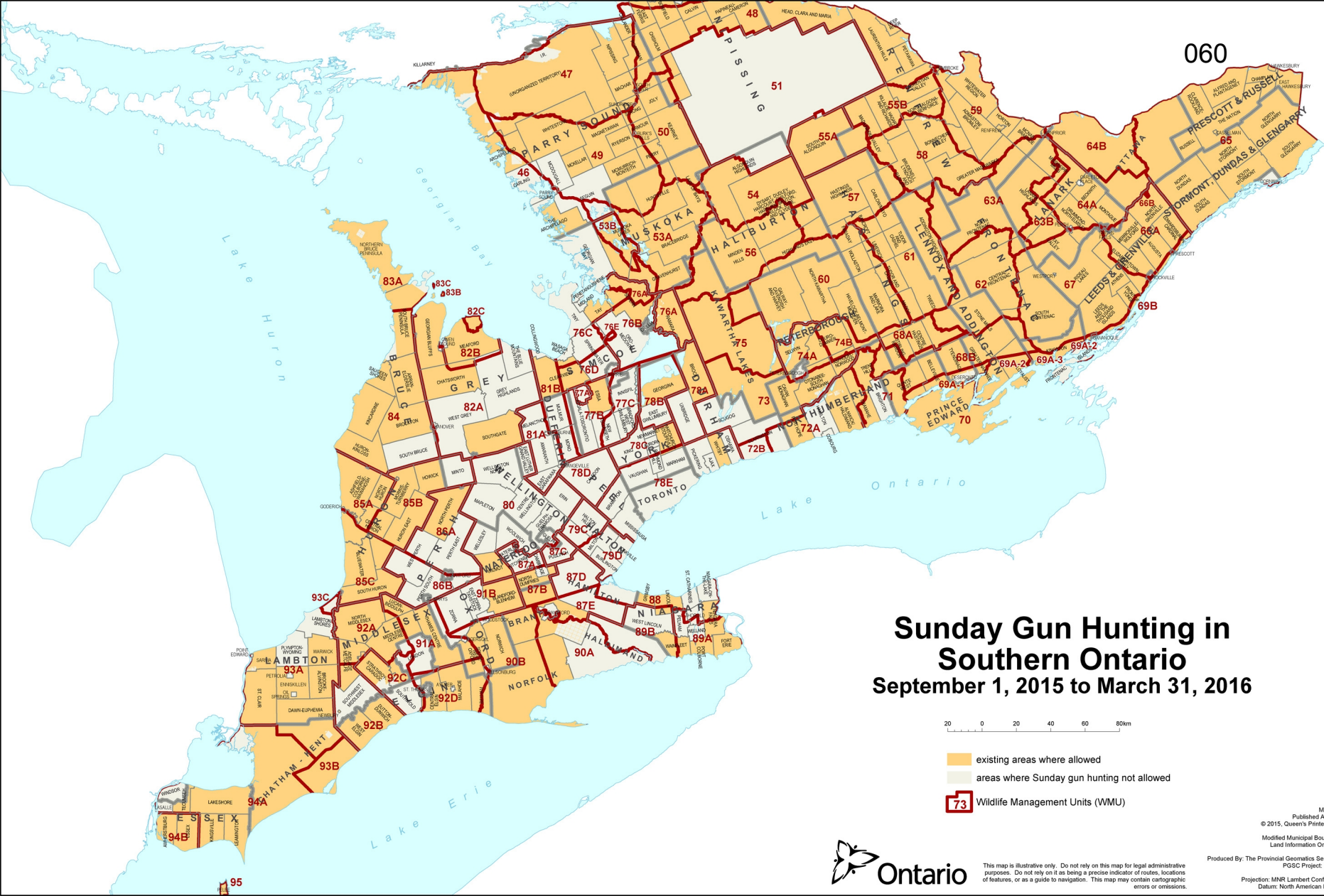
In closing, I am a resident, landowner, a hunter and a sportsman in Wellington North and we should have the right to hunt on our land and as well make the decision who else hunts on it considering that the majority of Southern Ontario municipalities now allows Sunday Gun Hunting. On the map provided you will see the municipalities that allow Sunday Gun Hunting in orange. There have been some municipalities in white that have now passed Sunday gun hunting that will be added on the revised map due out in April 2016 and keep in mind that other white areas including Algonquin Park, cities like Kitchener-Waterloo, Cambridge, Guelph as well as the Greater Toronto- Hamilton area that does not permit any hunting

**Hunting is a Heritage activity recognized under provincial legislation passed in 2002**

Thanks,

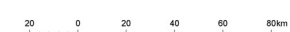
Wayne & Lori Billings  
Landowners and Hunters/Sportsmen  
Wellington North Residents





# Sunday Gun Hunting in Southern Ontario

September 1, 2015 to March 31, 2016



- existing areas where allowed
- areas where Sunday gun hunting not allowed
- Wildlife Management Units (WMU)



MAP NOTES:  
 Published August, 2015  
 © 2015, Queen's Printer for Ontario  
 Modified Municipal Boundary Data:  
 Land Information Ontario (2014)



This map is illustrative only. Do not rely on this map for legal administrative purposes. Do not rely on it as being a precise indicator of routes, locations of features, or as a guide to navigation. This map may contain cartographic errors or omissions.

Produced By: The Provincial Geomatics Service Centre  
 PGSC Project: #13400-001

Projected: MNR Lambert Conformal Conic  
 Datum: North American Datum 1983



## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
GARY A. COUSINS, M.C.I.P., DIRECTOR  
TEL: (519) 837-2600  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

November 23<sup>rd</sup>, 2015

Darren Jones, Chief Building Official  
Township of Wellington North  
7490 Sideroad 7 W  
Kenilworth, ON N0G 2E0332

Dear Mr. Jones:

**Re: Chris & Tanja Checkley – Lot 31, Con. 4 (West Garafraxa)  
7413 Third Line  
Correction to Site Specific zone  
Draft Zoning By-law Amendment**

The attached amendment is required to provide a correction to the site specific numbering associated with an amending by-law which was previously passed for the subject property.

The amending by-law will make the necessary text changes and ensure that the site specific zoning on the property is clearly referenced. The content of the site specific zone will not be changed.

I trust that these comments will be of assistance to Council in their consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Jameson Pickard'.

Jameson Pickard, B.URPL  
Planner

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER \_\_\_\_\_.**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH**

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 Section 33, Exception Zone 3 – Rural Areas, is amended by changing the site specific numbering on the lands described as Part lot 31, Concession 4, Geographic Township of West Garafraxa from:
  - **33.157 to 33.166**
  - **33.158 to 33.167**
  - **A-158 to A-167**
  
- 2. 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 AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015

\_\_\_\_\_.

MAYOR

\_\_\_\_\_.

CLERK

**EXPLANATORY NOTE****BY-LAW NUMBER \_\_\_\_\_.**

**THE LOCATION** being rezoned is in Part Lot 31, Concession 4, Geographic Township of West Garafraxa, with a civic address of 7413 Third Line. The property is approximately 37.87 hectares (93.57 acres) in size and is occupied by a residence and accessory building.

**THE PURPOSE AND EFFECT** of the amendment is to correct errors in the site specific numbering which were present in the original amending by-law for the property. The content of the site specific zone will not be changed.



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

064

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF DECEMBER 21, 2015**

**FROM: MAYOR ANDREW LENNOX  
KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2015-062 BEING A REPORT MINISTRY OF  
MUNICIPAL AFFAIRS AND HOUSING MUNICIPAL SERVICES  
OFFICE (WEST) CONFERENCE  
NOVEMBER 20, 2015 LONDON, ONTARIO "LINKAGES"**

#### **RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive Report CLK 2015-062 being a report on the Ministry of Municipal Affairs and Housing Municipal Services Office (West) Conference November 20, 2015 "Linkages" for information.

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

N/A

#### **BACKGROUND**

This joint report is to provide information on the Ministry of Municipal Affairs and Housing, Municipal Services Office Conference held November 20, 2015.

The theme was "Linkages"

All of the presentations made at the conference will be posted at this link on the Association of Municipalities of Ontario's website: <http://www.amo.on.ca/>

### **KEYNOTE SPEAKER – MIKE HARCOURT**

Mike Harcourt is the former Premier of British Columbia and Former Mayor of the City of Vancouver. He helped the Province earn its reputation as one of the most liveable places in the world. Harcourt brings his experience and enthusiasm to the stage when speaking on the importance of creating vibrant, sustainable cities. He is currently Chair of the University of British Columbia's (UBC) Regional Sustainability Council for sustainability initiatives, as well as associate director of the Centre for Sustainability Continuing Studies at UBC. In addition to acting as Chairman of Quality Urban Energy Systems for Tomorrow, he chairs the Canadian Electricity Association's Sustainable Electricity Program Advisory Panel and is the lead faculty in the United Way's Public Policy Institute. He was also named Officer of the Order of Canada in 2012.

#### **Comments:**

*Mr. Harcourt was a dynamic, passionate and knowledgeable speaker. His topic however did not seem appropriate for the audience. He spoke at length about cities and how important they are to Canada, better transit and the need for planning integrated with a long term vision. He did not speak about rural Ontario, its importance to economy, particularly the agriculture sector nor any of the challenges or opportunities rural Ontario face.*

*It reinforced my feeling as Mayor that we need to celebrate what sets us apart from cities, build on our local strengths because we can deliver business opportunity and lifestyle that our city counterparts can't. It also reinforced for me that for our voice to be heard we must work with others (municipalities, community organizations, lobby groups) to make our voice louder.*

### **PLENARY SPEAKER – LAURA PETTIGREW, OFFICE OF THE ONTARIO OMBUDSMAN**

Laura Pettigrew provided an insight as to how the Ontario Ombudsman's office functions and an overview on the *Public Sector and MPP Accountability and Transparency Act* and amendments to the *Ombudsman Act*, specifically on the pending expansion of the Ombudsman's authority in the municipal sector.

#### **Comments:**

*The Ombudsman's office (OO) has approximately 86 employees and, received 23,000 complaints in 2014 and has a budget of \$11 million. Approximately 56% of complaints are resolved at early resolution within 2 weeks.*

*The OO feels they should only investigate complaints as a last resort-when the complainant has exhausted all over avenues, including any internal complaint processes.*

### **Bill 73: The Proposed Smart Growth for our Communities Act**

Ken Petersen, Manager, Ministry of Municipal Affairs and Housing  
John Ballantine, Manager, Ministry of Municipal Affairs and Housing

From October 2013 to January 2014, the government undertook province-wide consultations on the land use planning and appeal system, and development charges system to ensure both systems are predictable, transparent, cost effective and responsive to the changing needs of our communities. The government responded to comments received through the consultations and has announced proposed legislative amendments to the Development Charges Act, 1997 and the Planning Act.

If passed, Bill 73—the proposed *Smart Growth for our Communities Act*—would give residents more say in how their communities grow, set out clearer rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.

This session provided attendees with the opportunity to learn more about the Bill and the potential impacts for their communities.

#### **Comments:**

*The proposed amendments would in Bill 73 would:*

1. *Increase current requirements for reporting of Development Charges as they relate to Asset Management Plans. A greater integration is expected and must be reported on.*
2. *There would also be greater reporting requirements related to parkland dedication fees.*
3. *There are proposed changes to the appeal process aimed at making it easier to resolve disputes.*
4. *There would be a requirement to have a local development committee with public representation*

### **Rural Renaissance: Creative Practices in Rural Communities**

Paul Hicks, Manager of Policy, FOTENN Consultants Inc.  
Sara Millar, Senior Planner, FOTENN Consultants Inc.

For those living in rural communities, it's easy to identify community needs or 'gaps' and focus on addressing these issues with additional funding and resources. Filling in the gaps is important, but what people often overlook are the strengths that already exist in their local community.

This presentation provided examples of best practices to explore how rural communities can implement practical, creative, low-cost solutions that build on existing assets to strengthen and diversify their economies, support community development, strengthen

local business opportunities and ultimately attract visitors, new residents and businesses.

**Comments:**

*The presenter outlined some of the challenges many small and rural municipalities face including:*

- *demographically in that they are impacted to a greater extent when banks, schools or hospital closures occur*
- *resource based meaning boom or bust cycles there is no median which can be attained through hard times*
- *reputational challenges including “bumpkins” and less accepting of newcomers*

*Strengths and resources that are often ‘hidden’ in communities include:*

- *the skills and talents of individual people;*
- *the resources offered by local associations and organizations;*
- *the resources offered by institutions such as major employers, schools, and local municipalities;*
- *land, property, buildings, parks or the environment;*
- *local businesses or industries; and*
- *the arts, culture and heritage of the community.*

*The main empathis was on NOT emulating cities or other communities-find your own niche and market that-be it a particular demographic or topography or type of community in your municipality. Highlight your differences and market that.*

*Other ideas included:*

- *turn a place into a space e.g. Tartan House*
- *locationless events “Porchfest”*
- *zoning by-laws should be used to create the municipality’s vision, not just one offs*

**Public Sector and MPP Accountability and Transparency Act**

David Colenbrander, Senior Policy Advisor, Ministry of Municipal Affairs and Housing  
Stephen O’Brien, Clerk, City of Guelph

Participants learned how the *Public Sector and MPP Accountability and Transparency Act, 2014* includes a wide range of measures to strengthen accountability, increase oversight across the government and reform executive compensation in the broader public sector. The Act is part of Ontario’s Open Government Initiative and a municipal practitioner’s perspective on the key elements of the legislation and the impacts on the municipal sector were highlighted. Sections of the Act that impact municipalities are effective as of January 1, 2016.

**Comments:**

*The Ombudsman’s Act and Municipal Protection of Privacy and Freedom of Information (MFIPPA) are two key pieces of legislation that will impact municipalities effective January 1, 2016.*



*The Ombudsman Act has been amended to expand the jurisdiction of the Provincial Ombudsman to include municipalities, municipal boards and their agencies and the OO will be empowered to investigate any decision or recommendation made by or an act done or omitted in the course of the administration of the public sector body.*

*MFIPPA has been amended to include specific obligations and penalties for **the head** of the institution to ensure corporate records are maintained according to statute, by-laws and policies.*

### **Planning, Municipal Decision Making and Human Rights**

Jacquelin Pegg, M.A. Inquiry Analyst, Ontario Human Rights Commission

Participants learned how the *Human Rights Code* intersects with provincial and municipal planning and affordable housing goals. Recent legal, regulatory and municipal developments, and tools that help create more inclusive communities were highlighted. Resources and tips to help plan for inclusion, identify and remove barriers to human rights, and make sure municipal actions reflect the broader public interest were provided.

#### **Comments:**

*This was a very interesting and timely topic for me as Mayor. It introduced and reinforced for me the fact that the planning policies we have in place also need to be reviewed against a lens of human rights. Currently I would suggest our guiding planning documents need to be updated and reviewed through the lens of human rights and adjusted accordingly. The discussion further supports the fact that our decisions need to reflect a larger vision including a respect for basic human rights even when some residents may object to the outcome. As an example our zoning bylaw dates to 1999. Our world has evolved significantly since then.*

#### **Other Items of Note:**

Fire Marque was a vendor at the conference. They provide a service to bill insurance companies with provisions in their insured clients policies for fire calls to homes. They cite many municipal partners who utilize their service. Staff are investigating this as a potential revenue source.

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

**Mayor Lennox:**

Conference Registration	\$ 225.00
Mileage 300km @.50/km	\$ 150.00
Accommodation	\$ 128.82

**Karren Wallace:**

Conference Registration	\$ 225.00
Mileage 333 km @.50/km	\$ 166.50
Accommodation	\$ 128.82
Meal	<u>\$ 13.69</u>
	<b>\$1,037.83</b>

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

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

By attending the conference, staff and elected officials had the opportunity to meeting with colleagues in the municipal world and maintaining a network of communications and expanding Wellington North's brand and developing strategic partnerships. New new ways of service delivery mechanisms, growth and planning were developed.

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



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**TO: MAYOR AND COUNCIL  
MEETING OF DECEMBER 21, 2015**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: CLK 2015-066 BEING A REPORT ON A  
MUNICIPAL COMPLAINT POLICY**

### **RECOMMENDATION**

**THAT** the Council of the Township of Wellington North receive Report CLK 2015-066 being a report on a Municipal Complaint Policy;

**AND FURTHER THAT** the Council of the Township of Wellington North approve the Municipal Complaint Policy.

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

N/A

### **BACKGROUND**

The Corporation of the Township of Wellington North currently has no system of recording or tracking complaints or a process for resolving them. Complaints about municipally supplied water are dealt with under a separate legislated process which the Township follows.

There are many reasons to track these issues including risk management, budgeting, continuous improvement, accountability. A formal process also provides Council with a high level understanding of the types of issues that are handled by municipal staff.

With the January 1, 2016 implementation of sections of the *Public Sector and MPP Accountability and Transparency Act, 2014*, (also referred to as Bill 8) municipalities may be investigated, on complaint, for any decision, recommendation or act, done or not done by an Ombudsman, either the provincial Ombudsman or a municipally appointed one.

The provisions will give the Ombudsman the authority to investigate complaints only after local processes have been completed. If the Ombudsman is satisfied the complaint was resolved adequately at the local level, they can opt for no further investigation. If there is no local complaint process in place, it can be assumed the Ombudsman would always investigate a complaint.

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, or staff member, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

A complaint is distinct from:

- a request for service made on behalf of a citizen for a specific service, or to notify the municipality that a scheduled service was not provided on time.
- a general enquiry or specific request for information regarding municipal service
- an opinion or feedback, comment and expression of interest in a program or service
- an expression of approval or compliment for municipal staff member, program, product or process.
- a suggestion or idea submitted by a customer with the aim of improving services, programs, products or processes.

The policy is not for complaints:

- regarding staff members that are employed by a service provider contracted by the municipality shall be subject to the policies of that service provider.
- issues addressed by legislation, or an existing municipal by-law, policy or procedure;
- a decision of Council or a decision of a committee of Council; or,
- internal employee complaints
- matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

The policy is designed to be clear and concise providing a simple procedure for complaint resolution.

It is anticipated that staff training should occur so that the implications of Bill 8 and potential investigation by the Ombudsman should complaints not be handled in accordance with the approved policy.

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

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

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

Providing the public a process for complaint resolution shows the municipality is committed to customer service and building community partnerships. Tracking complaints can provide a way for staff to provide continuous improvement of services.

Tracking complaints and issues can assist with developing programming or providing a platform for amending certain services.

As issues arise and are resolved with stakeholders and ratepayers it can create a positive healthy work environment for employees.

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

*Karren Wallace*

*Michael Givens*

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



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## MUNICIPAL COMPLAINT POLICY

<b>DEPARTMENT</b>	CHIEF ADMINISTRATIVE OFFICER	<b>POLICY NUMBER</b>	35.15
<b>EFFECTIVE DATE</b>	December 22, 2015	<b>LEGISLATIVE AUTHORITY</b>	Municipal Act
<b>APPROVED BY:</b>	BY-LAW OR RESOLUTION OR DEPARTMENT HEAD		

### Contents

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## **PURPOSE**

This policy is intended to enable the Township of Wellington North (municipality) to promptly and effectively address program and service delivery concerns raised by members of the public. The policy will assist the municipality in providing excellent service to the public, and contribute to continuous improvement of operations. The Municipality strives to reduce customer dissatisfaction by:

- Providing a timely and accurate response to complaints; and,
- Using complaints as an opportunity to improve program and service delivery issues.

## **DEFINITION**

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, or staff member, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

A complaint is distinct from:

- a request for service made on behalf of a citizen for a specific service, or to notify the municipality that a scheduled service was not provided on time.
- a general enquiry or specific request for information regarding municipal service
- an opinion or feedback, comment and expression of interest in a program or service
- an expression of approval or compliment for municipal staff member, program, product or process.
- a suggestion or idea submitted by a customer with the aim of improving services, programs, products or processes.

The policy is not for complaints:

- regarding staff members that are employed by a service provider contracted by the municipality shall be subject to the policies of that service provider.
- issues addressed by legislation, or an existing municipal by-law, policy or procedure;
- a decision of Council or a decision of a committee of Council; or,
- internal employee complaints
- matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

## **FRONTLINE RESOLUTION**

It is the responsibility of the complainant to attempt to resolve concerns by dealing with Township employee(s) directly involved with the issue where appropriate.

It is the responsibility of all Township employees to attempt to resolve issues or concerns before they become complaints, and identify opportunities to improve municipal services.

## **PROCESS FOR FILING A COMPLAINT**

### **Filing the Complaint**

Where frontline resolution cannot be achieved, complaints should be submitted to the Clerk's Department or designate, on the form attached as Schedule "A". All information must be completed.

### **Receipt and Acknowledgement**

The Clerk shall log the complaint and forward a copy to the Department Head or designate. Within seven (7) business days of receipt of the complaint, the Clerk shall acknowledge to the complainant in writing that the complaint has received in the form attached as Schedule "B".

### **Investigation**

A Department Head may not delegate the authority to investigate a complaint to an employee who is or may be named in the complaint.

If a complaint is made against the Department Head, the Chief Administrative Officer or designate shall conduct the investigation.

If a complaint is made against the Chief Administrative Officer, the Mayor shall consult with Council and may designate the municipal solicitor, or other qualified individual at arms length from the municipality, to investigate.

The designated investigator shall review the issues identified by the complainant and in doing so may:

- Review relevant municipal and provincial legislation;
- Review the municipality's relevant policies and procedures;
- Review any existing file documents;
- Interview employees or member of the public involved in the issue;
- Identify actions that may be taken to address the complaint or improve municipal operations; or,
- The Department Head may, at their discretion, notify Council of an open complaint investigation for information purposes.

### **Decision**

Within thirty (30) calendar days of receipt of a complaint, the Department Head shall provide a response in writing to the complainant.

The response shall include:

- Whether the complaint was substantiated,
- If the complaint is not substantiated, provide reason(s) for their decision; and,
- Any actions the municipality has or will take as a result of the complaint.
- If the Designated Officer is unable to provide a response within thirty (30) calendar days, they shall notify the complainant of the delay and provide an estimate of when a response will be provided.

### **Record**

The Department Head shall file a copy of the complaint and resolution with the Clerk. The Clerk shall maintain a file of the complaint in accordance with the municipality's records retention by-law. If a municipal employee was the subject of the complaint, a copy of the record shall be retained in their personnel file.

### **Reporting**

Semi annually the Clerk shall provide a report to the Administration and Finance Committee outlining the complaints received and outcome on the form attached as Schedule "C"

### **APPEAL PROCESS**

Once the municipality has communicated the decision to the complainant, there is no appeal process at the municipal level.

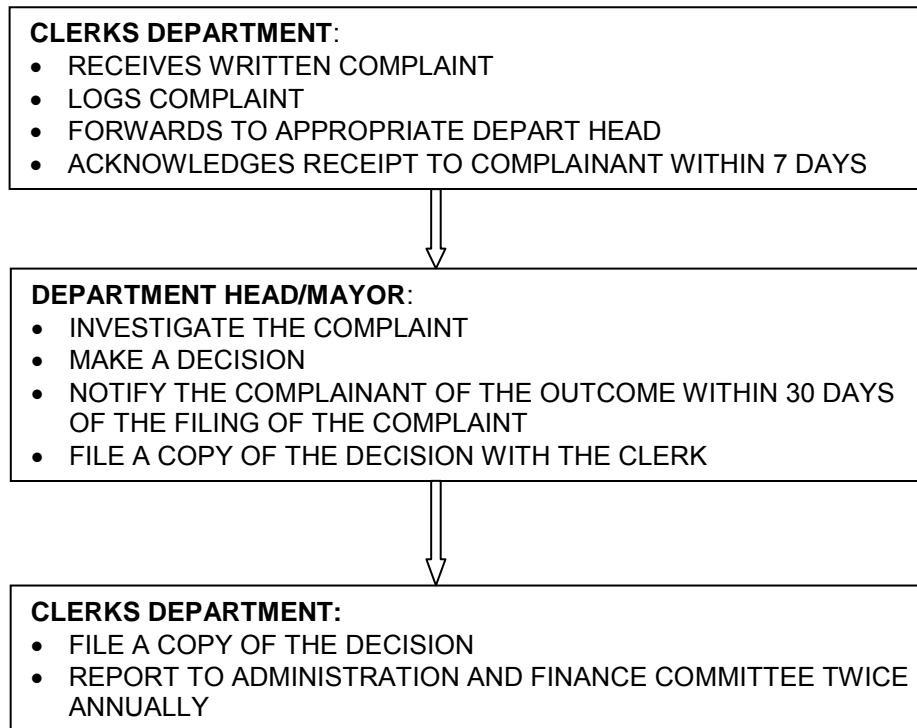


**NON-COMPLIANCE**

Non-compliance with this complaint policy may result in the complaint being filed with the Ontario Ombudsman for investigation

**REVIEW CYCLE**

This policy shall be reviewed every term of Council.

**PROCESS**



<i>How do you suggest the situation be improved or complaint resolved?</i>			
OFFICE USE ONLY			
COMPLAINT #			
RECEIVED BY		DATE	
FORWARDED TO		DATE	
<input type="checkbox"/> Acknowledgement Letter Date sent: _____ Staff name: _____		<input type="checkbox"/> Additional correspondence Date sent: _____ Staff name: _____	
ACTION TAKEN			
<input type="checkbox"/> Final Decision Letter Date sent: _____ Staff name: _____		Copies filed with Clerk <input type="checkbox"/> Initial complaint <input type="checkbox"/> Acknowledgement letter <input type="checkbox"/> Additional correspondence <input type="checkbox"/> Final Decision letter	

*Thank you for taking the time to express your concern(s).  
 We will provide a response within thirty (30) calendar days of receiving your complaint.  
 If you have any questions about this process, please contact the  
 Clerk 519-848-3620 ex 27 or [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)*

**SCHEDULE "B" ACKNOWLEDGEMENT OF COMPLAINT**

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INSERT DATE

NAME  
ADDRESS

Dear Mr./Ms./Mrs. \_\_\_\_\_

Thank you for taking the time to express your concerns regarding XXXXXX. Your written complaint was received by the municipality on INSERT DATE COMPLAINT RECEIVED

We will provide a response within thirty (30) calendar days of receiving your complaint.

If you have any questions regarding the process, please do not hesitate to contact myself at PHONE: EMAIL: or Karren Wallace, Clerk at 519-848-3620 ext 27 or [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

Yours truly

Karren Wallace, Clerk

**SCHEDULE "C" – REPORTING REPOSITORY**



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**TOWNSHIP OF WELLINGTON NORTH REPOSITORY FOR COMPLAINTS**

TO BE COMPLETED BY ADMINISTRATION						TO BE COMPLETED BY DEPARTMENT HEAD OR DESIGNATE		
REQUEST #	DATE RECEIVED	RECEIVED BY	NATURE OF COMPLAINT/ISSUE	DEPARTMENT	DATE FORWARDED	ACTION TAKEN BY DEPARTMENT	DATE OF ACTION	DATE OF REPORT TO SUBMITTER



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF DECEMBER 21, 2015**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2015-067 BEING A REPORT ON PUBLIC SECTOR  
AND MPP ACCOUNTABILITY AND TRANSPARENCY ACT, 2014  
(BILL 8)**

**RECOMMENDATION**

**THAT** CLK Report 2015-067 being a report on Public Sector and MPP Accountability and Transparency Act, 2014 (Bill 8) be received;

**AND FURTHER THAT** the Council of the Township of Wellington North approve the Ontario Ombudsman as being the investigator for complaints as they relate to the Public Sector and MPP Accountability and Transparency Act;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign a by-law designating the Mayor as the “Head” pursuant Section 3.1 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), for the term of Council;

**AND FURTHER THAT** the Mayor delegate, in writing, that the Clerk shall be the delegated “Head” for the purposes of MFIPPA pursuant to Section 23.1(1) of the Municipal Act, 2001, for the term of Council;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign a by-law designating the Mayor as the “Head” of the Public Sector Body pursuant to Section 1.1(1) of the Ombudsman Act, for the term of Council;

**AND FURTHER THAT** the Mayor delegate, in writing, that the Chief Administrative Officer shall be the delegated “Head” of the Public Sector Body, pursuant to Section 23.1(1) of the Municipal Act, 2001, for the term of Council;

**AND FURTHER THAT** the Clerk be directed to provide notice that the Procedure bylaw shall be amended at the January 11, 2016 meeting of Council to include the new closed meeting provisions of the Municipal Act, 2001, effective January 1, 2016 and other amendments as required.

### PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report CLK Report 2015-2015-066 being a report on a Municipal Complaint Policy

### BACKGROUND

In December 2014, the Ontario Legislature gave Royal Assent to the *Public Sector and MPP Accountability and Transparency Act, 2014*, (also referred to as Bill 8). The Act will amend a number of pieces of legislation with the goal of improving accountability and transparency for governments, including municipal governments, and the broader public sector (e.g. school boards, universities and hospitals).

The proclamation date for the legislative amendments related to municipal governments is January 1, 2016. The legislation will provide for increased provincial oversight of municipalities by the Ontario Ombudsman. The majority of changes affecting municipalities are included as Schedules 6 which amends the *Municipal Freedom of Information and Protection of Privacy Act* and Schedule 9 which amends the *Ombudsman Act* and the *Municipal Act*.

#### Role of an Ombudsman

In general, the role of an ombudsman is to represent the public interest and promote fair administration. Amendments in 2007 to the *Municipal Act, 2001*, provided municipalities with enhanced accountability powers, including the ability to appoint a number of integrity positions, including a municipal ombudsman who may conduct investigations with respect to administrative acts of a municipality.

#### Existing Powers of Ontario Ombudsman Related to Municipalities

Currently the Ontario Ombudsman has a minor role in municipal oversight, limited to determining whether rules related to municipal open meetings have been followed, and only if the municipality has not appointed its own meeting investigator.

#### Amendments to the *Ombudsman Act* under Bill 8 (Schedule 9)

The expanded role provides the Ontario Ombudsman with the jurisdiction to investigate any decision, recommendation or act, done or not done, by a municipality. If a municipality has appointed their own municipal ombudsman, the Ontario Ombudsman will have the ability to investigate the same matter only if:

- the municipal ombudsman has refused to investigate a complaint;
- the time to bring forward the complaint to the municipal ombudsman has expired.

In addition the Ontario Ombudsman will have the ability to conduct 'own motion' investigations for systemic issues even if a municipality has an ombudsman. The Ombudsman's jurisdiction extends to boards & agencies.

The Ontario Ombudsman becomes the default municipal ombudsman for municipalities that do not appoint their own municipal Ombudsman. There is no cost for employing the services of the Ontario Ombudsman.

The Ombudsman is not empowered to investigate decisions, recommendations, acts or omissions:

- where there is a right of appeal or objection, or right to apply for a hearing or review by a tribunal or court until this right has been exercised
- of any legal adviser or person acting as legal counsel to the public sector body

Prior to commencing any investigation the Ombudsman is required to notify the "Head" of the Public Sector Body.

### **Amendments to the *Municipal Act* regarding Closed Meetings and Confidentiality**

Bill 8 does not allow for the Ontario Ombudsman investigate and/or overrule any decision made by a closed meeting investigator. The Township of Wellington North has appointed John Maddox, JGM Consulting as the municipal closed meeting investigator.

Effective January 1, 2016, the *Municipal Act* will be amended to include additional provisions for going into a closed meeting. Specifically, a municipal meeting will be required to be closed if the subject matter being considered is an ongoing investigation respecting a municipality, local board or municipally-owned corporation by the Ontario Ombudsman in the role as both meeting investigator (if the Ontario Ombudsman serves in that capacity) and as the municipal ombudsman.

Additionally, the legislative changes include amendments that disallow the disclosure, reproduction and retention of some documents provided by the Ontario Ombudsman to municipalities for comment during an investigation. The amendment provides that it will prevail over the *Municipal Freedom of Information and Protection of Privacy Act*. Also, there are secrecy provisions that will allow the Ontario Ombudsman to require that a person provide information in the course of an investigation by that office, even if they are bound by the *Municipal Act, 2001* to maintain secrecy or non-disclosure.

### ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* **(Schedule 6)****

Bill 8 amendments to MFIPPA include requiring institutions subject to MFIPPA to ensure that reasonable measures to preserve records are developed, documented and put in place in accordance with record management rules and statutory obligations.



Legislative changes will make it an offence to alter, conceal or destroy records when there is intent to deny an access request, with a penalty of up to \$5,000. Individuals can be found personally liable for offences related to the willful concealment, alteration or destruction of corporate records and prosecution can be initiated two years after an offence is discovered.

It is the recommendation of the Clerk that all staff be provided training on the obligations under the amended legislation, particularly as it relates to records management and resolution of complaints at a local level to avoid contraventions of the requirements.

### FINANCIAL CONSIDERATIONS

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

### STRATEGIC PLAN

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

X Yes                       No                       N/A

Which pillars does this report support?

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

In particular the recommendations in this report strengthen strategic partnerships with stakeholders and ratepayers by providing increased transparency and accountability.

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE, CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF DECEMBER 21, 2015**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2015-068 BEING A REPORT ON COUNCIL  
APPOINTMENTS TO STANDING COMMITTEES  
(INTERNAL/EXTERNAL)**

**RECOMMENDATION**

**THAT** Report CLK 2015-068 being a report on Council Appointments to Standing Committees (Internal and External) be received:

**AND FURTHER THAT** Council of the Township of Wellington North appoint Council Representatives to the Township of Wellington North Standing Committees for the remaining term of Council as follows-

Administration & Finance Committee (1 Chair 3 members)

Chair-

Committee Members-

Economic Development Committee (1 Chair 3 members)

Chair-

Committee Members-

Public Works Committee (1 Chair 3 members OR 1 Chair 1 Co-Chair 2 members)

Chair-

Co-Chair (optional)-

Committee Members-

Recreation & Culture Committee ( 1 Chair 3 members)

Chair-

Committee Members-

Arthur & District Chamber of Commerce ( 1 appointment)

Mount Forest District Chamber of Commerce ( 1 appointment)

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- CLK 2015-030 Council Representatives on Township of Wellington North Standing Committees
- CAO 2014-029 Council Representatives on Township of Wellington North Standing Committees
- CAO 2014-31 Council Representatives to External Boards and Committees
- Township of Wellington North-Standing Committee Structure (attached)
- By-Law 1-14 Council Remuneration By-Law
- By-Law 63-14 Procedural By-Law

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

In December of 2013 Council of the Township of Wellington North established a Standing Committee Structure. The mandates of each committee are attached as Schedule "A".

In December 2014 Council appointments were made for the term of Council 2014-2018. With the resignation of Councillor Goetz on June 30, 2015, new appointments were made at the July 13, 2015 meeting of Council. With the election of Councillor Hern in the November 16, 2015 Ward 3 by-election, redistributing appointments on committees is prudent in order to provide more equitable representation among elected officials.

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

Administration & Finance Committee

Chair-Councillor Sherry Burke

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

Economic Development Committee

Chair-Councillor Burke

Committee Members-Councillor Councillor Yake, Mayor Lennox

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

Public Works Committee

Chair-Councillor Yake

Co-Chair (for matters related to Wastewater)-Councillor McCabe

Committee Members-Councillor Burke, Mayor Lennox

Recreation & Culture Committee

Chair-Councillor McCabe

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

Arthur & District Chamber of Commerce  
Councillor McCabe

Mount Forest District Chamber of Commerce  
Councillor Burke

As previously established, staff representation will be non-voting members of each of the Standing Committees and will not be considered as part of Committee meeting quorum.

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

### FINANCIAL CONSIDERATIONS

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

### STRATEGIC PLAN

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

X Yes                       No                       N/A

Which pillars does this report support?

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

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

**SCHEDULE "A"****PUBLIC WORKS COMMITTEE MANDATE**

- Generally act as an advisory committee to the Director of Public Works on issues that affect Roads, Water, Sanitary Sewer, Cemetery and Trees
- Review existing practices and policies of the Roads, Water, Sanitary Sewer, Cemetery and Tree departments and when appropriate, make recommendations to improve the delivery of services to the public

Advise the Director of Recreation Public Works of issues concerns raised by taxpayers or staff that may affect the overall success of the departments

Recommended Meeting Frequency:

Four times a year - February, May, September, November

More frequent meetings could occur at the call of the Chair

**ADMINISTRATION AND FINANCE COMMITTEE MANDATE**

- Generally act as advisory committee to the CAO and Treasurer
- Review existing practices and policies related to administration and treasury and when appropriate, make recommendations to improve the delivery of services to the public
- Review and make recommendations on various issues affecting the administration of the Township, including;
  - Staffing requirements, job descriptions, staff compensation
  - Personnel issues and disciplinary proceedings
  - Public relations issues

Provides supervision to the Township's Health and Safety Committee (including reviewing regular inspection reports and meetings as required to discuss issues), provide annual reports to Council regarding compliance with the Township's Occupational Health and Safety Policy.

Recommended Meeting Frequency:

Four times a year - February, May, September, November

More frequent meetings could occur at the call of the Chair

### **RECREATION AND CULTURE COMMITTEE MANDATE**

- Generally act as an advisory committee to the Director of Recreation.
- Provide input to the Director of Recreation related to budget preparation.
- Review existing practices and policies of the department and when appropriate, make recommendations to improve the delivery of services to the public.
- Advise the Director of Recreation of issues concerns raised by taxpayers or staff that may affect the overall success of the department.

Meeting Frequency:  
Six meetings annually

More frequent meetings would occur at the call of the chair.

Timing of meetings should be established to coincide with budget preparation or establishment of new fees and policies.

### **ECONOMIC DEVELOPMENT COMMITTEE MANDATE**

- Generally act as advisory committee to the Manager's on issues and policies that affect Business, Economic Development, Tourism, Marketing and Promotion.
- Promote economic growth through the development of the business base including agriculture, in order to enhance and create new sustainable opportunities.
- Promote enhancement of prosperity and employment by focusing on 7 main areas of activity as identified in the Community Action Plan:
  - Downtown Revitalization
  - Marketing, Promotion & Tourism
  - Professional Medical Recruitment
  - Workforce Development Recruitment and Attraction
  - Business Retention & Expansion
  - Land Development
  - Rural Revitalization
- Provide input to the Manager's related to budget preparation, including both operational and capital projects

Review existing practices and policies and when appropriate, make recommendations to improve the delivery of services to the public.

Meeting Frequency: Monthly

Third Wednesday of each month from 4:30 pm to 6:30 pm and at the call of the Chair as required.



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF DECEMBER 21, 2015**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2015-032 BEING A REPORT ON A LAND LEASE  
AGREEMENT FOR THE PURPOSES OF FARMING CROPLANDS  
OWNED BY THE TOWNSHIP**

#### **RECOMMENDATION**

**THAT** Report CAO 2015-032 being a report on a land lease agreement for the purposes of farming croplands owned by the Township be received for information;

**AND FURTHER THAT** the Council of the Township of Wellington North authorize the Mayor and the CAO to enter into a lease agreement with Simon Martin for the purposes of farming croplands owned by the Township.

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

N/A

#### **BACKGROUND**

Historically the Township has entered in to a land lease agreement for the lands in the former Township of Arthur, being the south part of Lot 7, Concession 11, known as the Whetham Pit. (see the attached map). The lease with Mr. Simon Martin expired the end of November 2015.

I contacted Mr. Martin, who expressed interesting in extending the lease agreement under the exact same terms for a further five years.

Included in the agenda is a proposed authorizing by-law with schedule A to the by-law representing the Lease Agreement.







Legend

- Propane Tank
- Propane Hazard Area
- Municipal Offices
- OPP Stations
- Hospitals
- Fire Stations
- Information Centres
- Schools
- Post Offices
- Arenas
- Community Centres
- Curling Rinks
- Libraries
- Museums
- Park Parking Lots
- County Garages
- Parcels
- Roads**
  - Local Road
  - County Road
  - Highway
- Railways
- Trails
- Waterbodies
- Watercourses
- Parks

1: 10,897



0.6 0 0.28 0.6 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
Includes material © 2014 of the Queen's Printer for Ontario. All rights reserved.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2014

Notes

Whetham Pit



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF DECEMBER 21, 2015**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2015-034 BEING AN UPDATE ON THE TOWNSHIP  
STRATEGIC PLAN**

#### **RECOMMENDATION**

**THAT** Report CAO 2015-034 being an update on the Township Strategic Plan be received for information.

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

May 11, 2015-CAO 2015-12 Report To Council – Strategic Planning  
July 13, 2015-CAO 2015-18 Report to Council - Strategic Planning-Council Approval

#### **BACKGROUND**

On July 13, 2015 Council approved in principle the Township of Wellington North Strategic Plan 2015-2018. Subsequent to that approval staff proceeded with communicating the Strategic Plan and requesting feedback from many of the key contributors in the Township. Letters were issued and the Plan was posted on the Township website to allow for simple access.

Attached is a copy of the letter that was issued and the mail out list of all organizations that we contacted. In addition to the mail out list, letters were sent to Lynda White and Gary Williamson, County Councillors.

Included as Appendix 1 to this report is a summary of the Comments that have been received to date regarding the Plan. Most comments support the Plan in principle but

there are comments that Council may wish to consider addressing or making amendments to the Plan to reflect recommendations received.

The Strategic Plan has also been included for easy reference.

**FINANCIAL CONSIDERATIONS**

The Township has incurred minimal costs associated with communicating the Strategic Plan (mailing, staff resources compiling comments).

**STRATEGIC PLAN**

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

The report summarizes comments received related to the Strategic Plan from the community at large. Outside insight provides important perspective for Township staff and Council.

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

*Michael Givens*

*Michael Givens, CAO*

**MICHAEL GIVENS  
CAO**                                      **MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



# Township of Wellington North

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

---

August 28, 2015

Insert Address

The Township of Wellington North Council and staff recently completed a strategic planning process. The Township engaged the services of Wayne Hussey Consulting Inc. to facilitate the process that included front line staff, senior management and the Council of the Township.

The intent of the process was to establish a clear direction for the Township during the current term of Council and the foreseeable future.

The process resulted in Key Strategic Priorities, Mission - Who We Are Today and a Vision - Our Desired Future. On July 13, 2015 Council of the Township of Wellington North approved in principle the Strategic Plan 2015 – 2018.

Township Council and staff recognize the prominent role your organization plays in the community. As such, we would welcome any feedback from you on the Strategic Plan and what role, if any, you can play, or would like to play, in supporting the implementation of the Key Strategic Priorities for the Township of Wellington North.

The Strategic Plan is posted on the Township website at the below link.

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

We would welcome your feedback. Please direct any comments to Cathy Conrad (Executive Assistant) via email at [cconrad@wellington-north.com](mailto:cconrad@wellington-north.com) by September 30, 2015.

Thank you for your attention to this key document that will help shape the future of the Township of Wellington North.

Yours truly,

*Andy Lennox*

Andy Lennox  
Mayor

*Mike Givens*

Michael Givens  
Chief Administrative Officer

Arthur Agricultural Society  
PO Box 771  
Arthur ON, N0G 1A0

Arthur Betterment Committee  
C/O Dave Stack  
P.O. Box 52  
Arthur, Ontario. N0G-1A0

Arthur & District Chamber of Commerce  
P.O. Box 519  
Arthur, Ontario. N0G-1A0

Arthur & Area Historical Society  
P.O. Box 41  
Arthur ON, N0G 1A0

Arthur Horticultural Society  
C/O Terry Ireland  
P.O. Box 461  
Arthur, Ontario. N0G-1A0

Arthur Lions Club  
PO Box 23  
Arthur ON, N0G 1A0

Arthur Optimist Club  
C/O Kevin Brown  
P.O. Box 569  
Arthur ON, N0G 1A0

Arthur Royal Canadian Legion Branch 226,  
C/O Ken Engleby  
281 George Street,  
Arthur ON, N0G 1A0

Arthur & Community Senior Citizens Club.,  
C/O Bill Dennis  
33 Farrell Lane,  
Arthur, Ontario. N0G-1A0

Arthur Trails Committee,  
C/O Ian Turner  
173 Domville Street,  
Arthur, Ontario. N0G-1A0

North Wellington Senior Council  
C/O Sharon O'Sullivan  
R.R. # 1,  
Arthur, Ontario. N0G-1A0

St. Paul's United Church  
C/O Allan Snowe  
R.R. #1  
Arthur ON, N0G 1A0

The Door Youth Centre  
C/O Jeff & Shari Shoemaker  
100 Frederick Street West  
Arthur ON, N0G 1A0

Prince Arthur Masonic Lodge  
Branch 334  
P.O. Box 479  
Arthur ON, N0G 1A0

Arthur Pentecostal Assembly  
P.O. Box 516  
Arthur, Ontario. N0G 1A0

Arthur United Church  
P.O. Box 44  
Arthur, Ontario. N0G 1A0

St. John's Catholic Church,  
P.O. Box 151  
Arthur, Ontario. N0G-1A0

St. Andrews Presbyterian Church,  
Unit 5  
324 McCord St  
Arthur, Ontario. N0G-1A0

Grace Anglican Church  
Box 143  
Arthur, Ontario. N0G-1A0

Wellington County Public Library  
Arthur Branch  
P.O. Box 550,  
Arthur, Ontario. N0G-1A0

Wellington County Learning Centre  
P.O. Box 256,  
Arthur, Ontario. N0G-1A0

Power of Hope Community Organization  
C/O Penny Jamieson  
9119 Highway 6 North,  
Kenilworth, Ontario. N0G-2E0

Sacred Heart Catholic Church,  
Box 89  
Kenilworth, Ontario. N0G-2E0

Knox Presbyterian Church  
P.O. Box 44,  
Conn, Ontario. N0G-1N0

St. Andrews Presbyterian Church,  
c/o Robert Lennox  
R.R. #4  
Kenilworth, Ontario. N0G-1A0

Monck Baptist Church  
R.R. # 2,  
Conn, Ontario. N0G1N0

Arthur Opti-Mrs  
c/o: Ms. Aiden Pipe, President  
290 Carroll Street  
ARTHUR, ON N0G 1A0

Upper Grand District School Board  
500 Victoria Road North  
Guelph, ON N1E 6K2

Wellington Catholic District School Board  
75 Woolwich Street  
Guelph, ON N1H 6N6

Wellington County OPP  
North Wellington Operations Centre  
6725 Wellington Road 109  
RR 1  
PALMERSTON, ON N0G 2P0

Cancer Patient Services  
P.O. Box 376  
Mount Forest, Ontario. NOG 2L0

Louise Marshall Hospital Foundation  
C/O Jane Ford  
630 Dublin Street  
Mount Forest, Ontario. NOG 2L3

Mount Forest Agricultural Society,  
C/O John McPhee  
213 Wendys Lane,  
Mount Forest, Ontario. NOG-2L2

Big Brothers Big Sisters of North Wellington  
P.O. Box 1311,  
Mount Forest, ON. NOG 2L0

Mount Forest & District Arts Council  
C/O Noreen Broomhead  
401 Birmingham Street East,  
Mount Forest, Ontario. NOG-2L2

Mount Forest & District Seniors Group  
C/O Rick Yager  
169 Wellington Street W  
Mount Forest, Ontario. NOG-2L1

Mount Forest Museum, Heritage & Archives  
P.O. Box 34,  
102 Main Street South,  
Mount Forest, Ontario. NOG-2L0

Mount Forest Horticultural Society,  
C/O Nina Aprile  
913 Bentley Street,  
Mount Forest, Ontario. NOG-2L3

Mount Forest Kin Club,  
C/O Lynne Williamson  
542 Cork Street,  
Mount Forest, Ontario. NOG-2L3

Mount Forest Lions Club,  
P.O. Box 1054,  
Mount Forest, Ontario. NOG-2L0

Mount Forest Optimist Club,  
C/O Lucy Walker  
330 Homewood Avenue,  
Mount Forest, Ontario. NOG-2L3

Mount Forest Royal Canadian Legion  
Branch 134,  
P.O. Box 59  
Mount Forest, Ontario. NOG-2L0

Wellington County Public Library  
Mount Forest Branch  
PO Box 309  
Mount Forest, ON NOG 2L0

Mount Forest Motivators Toastmasters Club  
C/O Caroline Beren  
210 Byeland Drive,  
Mount Forest, Ontario. NOG-2L2

Mount Forest St. Albans Lodge  
C/O Ken Thompson  
255 Kenzie Road,  
Mount Forest, Ontario. NOG-2L2

Mount Forest Air Cadets  
P.O. Box 1274  
Mount Forest, ON NOG 2L0

Mount Forest Harmonaires  
C/O Ken Hincks  
211 Durham Street East  
Mount Forest, ON NOG 2L2

Wellington North Safe Community  
Robert McArthur, Vice-Chair  
211 Birmingham Street West  
Mount Forest, ON NOG 2L1

Mount Forest B.I.A.  
C/O Bill Nelson, Chairman  
P.O. Box 539  
Mount Forest, ON NOG 2L0

Mount Forest & District Chamber of  
Commerce  
C/O Dave Ford, President,  
514 Main Street North,  
Mount Forest, Ontario. NOG-2L2

Alison Vasey  
Community Youth Resiliency Worker  
Mount Forest Family Health Team  
525 Dublin Street,  
Mount Forest, Ontario. NOG-2L3

Mount Forest Faith Baptist Church  
485 King Street East  
Mount Forest, Ontario.  
NOG-2L2

Mount Forest First Baptist Church  
116 Fergus Street North,  
Mount Forest, Ontario.  
NOG-2L2

Mount Forest United Church  
175 Queen Street East,  
Mount Forest, Ontario.  
NOG-2L2

Mount Forest Pentecostal Church  
259 Fergus Street South,  
Mount Forest, Ontario.  
NOG-2L2

St. Andrews Presbyterian Church,  
196 Birmingham Street East,  
Mount Forest, Ontario.  
NOG-2L2

St. John's Lutheran Church  
146 Sligo Road West,  
Mount Forest, Ontario.  
NOG-2L1

St. Mary's Roman Catholic Church  
230 Queen Street East  
Mount Forest, Ontario  
NOG-2L0

St. Paul's Anglican Church  
124 Fergus Street South,  
Mount Forest, Ontario.  
NOG-2L2

Mount Forest Victory Church  
320 King Street East,  
Mount Forest, Ontario.  
NOG-2L2

Wellington North Power Inc.  
P.O. Box 359  
Mount Forest, ON  
N0G 2L0

Grand River Conservation Authority  
Box 729  
Cambridge, ON  
N1R 5W6

Maitland Valley Conservation Authority  
Box 127  
Wroxeter, ON N0G 2X0

Saugeen Valley Conservation Authority  
P.O. Box 150  
Formosa, ON N0G 1W0

## Appendix 1

## Comments – Strategic Plan

Received From	Comment	Notes
Gary Williamson, County Councillor	It appears to cover all the usual bases. The only comment I would make is that perhaps when it comes time to actually discuss the meat and potatoes of moving forward, it might be appropriate for Lynda and I to participate in some of those discussions due to our past experience. Obviously, only for those items deemed appropriate by Council.	
Lynda White, County Councillor	I am in agreement with the comments made by Councillor Williamson, as I am sure that the County would be available to help provide some of these items that are listed. For example: The County has an HR department that would be able to advise the Township on different HR issues. I would be pleased to provide any assistance and comments if required.	
Cultural Roundtable Committee	<ol style="list-style-type: none"> <li>1. We feel that there was a general lack of reference to community values and cultural assets in the Vision or in the Strategic Priorities, item 1. We recommend adding the Cultural Plan to the list for the proposed Task Force to review.</li> <li>2. Under the Council Ranking of Key Strategic Priorities, we feel that Strategic Partnerships should have a higher priority and will be essential in achieving the Township Vision.</li> </ol>	



Appendix 1

Received From	Comment	Notes
	<p>Strategic Partnerships should be considered with relevant Township organizations and with neighbouring municipalities/the County/others.</p> <p>3. Under the Strategic Priorities (7 total) it was proposed that further grouping be considered to provide more focus to the list. For example, the Corporate Communication Plan and Brand and Identity could be under a common Priority.</p> <p>4. As the Strategic Plan is further developed, measurables should be built in to determine success over the period of the Plan.</p>	
<p><b>Alison Vasey</b>  <i>Community Youth Resiliency Worker</i>            Mount Forest Family Health Team</p>	<p>I will start by stating my bias is completely from a youth perspective and that is what lens I am looking through.</p> <p>From my knowledge of a strategic plan, it is a very broad overview of the direction in the coming years. I think that the overall plan looks good and I have no direct input to provide. From what I have been able to hear from community members and local youth that I interact with for my role, there is a lack of youth focus relevant to services, programs and opportunities. With regards to the development of the Community Growth Plan, it would be nice to see that incorporate some focus on young people living in Wellington North. I see more opportunities for</p>	

## Appendix 1

Received From	Comment	Notes
	<p>those inclusions in the Recreation Master Plan. I know we are currently working to develop a Youth Action Council, so it would be great to see Council utilize that grouping (when developed), to achieve more youth input.</p>	
Mount Forest Victory Church	<p>1. Community Growth Plan: We are excited about the projected growth of our municipality and the strategic plans areas of focus. may we suggest;</p> <ul style="list-style-type: none"> <li>• Recreation master plan: Are we able to expand existing facilities (arenas, meeting halls, sport fields...)in their current locations? If there is adjacent land available, the municipality should acquire it for future expansion (reserve fund item?).</li> <li>• Development fees/financial plans and budgets: Remain competitive with neighbouring municipalities so as not to lose our projected growth to outlying areas because they have better "incentives". We may have to sacrifice today for victory in the future, but it will be worth it!</li> <li>• Infrastructure maintenance and growth: A sense of ownership, not entitlement, is the key to any area of maintenance and development. Most of us look at the taxes we pay to live here as our entitlement to great roads, parks, facilities, etc. Perhaps there are areas of maintenance and growth that we, as churches; service clubs; businesses, can go the extra mile?</li> </ul>	

## Appendix 1

Received From	Comment	Notes
	<p>Perhaps this could be an area of promotion to the public and celebrated as a community?</p> <p>2. Human Resource plan:</p> <ul style="list-style-type: none"> <li>• Job descriptions up to date: Can we, as the public, see these descriptions? This would be good for public relations and for any service evaluation surveys that may be conducted. This would fit in with your point on "a customer service survey" under community service review.</li> </ul> <p>3. Community service review:</p> <ul style="list-style-type: none"> <li>• Is there a "welcome wagon" type service currently in place? This is a vital service to help new people to our municipality feel welcome and connect them to local businesses, services and recreation. A comprehensive package could be produced and delivered personally by volunteers from local churches, service groups or individuals.</li> <li>• Churches are a good source of information regarding needs assessment. Currently, in Mount Forest, we have three churches that do a feeding program (speak with Ps. Dave Watson, M.F. Pentecostal church). A grief counselling group is currently being trained (speak with Ps. Mike Burns, St. Andrews Presbyterian church). Is there a women's shelter in Mount Forest or</li> </ul>	

## Appendix 1

Received From	Comment	Notes
	<p>Arthur?</p> <ul style="list-style-type: none"> <li>• Landlord status: Review should be based on facility use in relation to community value.</li> </ul> <p>4. Corporate communication strategy:</p> <ul style="list-style-type: none"> <li>• How about electronic bulletin boards set up in Mount Forest and Arthur downtowns dedicated to community news and announcements (The M.F. fire hall board is not a visible location and it has ads). You can call them the "Town Crier".</li> </ul> <p>5. Brand and Identity:</p> <ul style="list-style-type: none"> <li>• "Committed to excellence" . This reflects your mission and vision statement, it's easy to remember, and it states our current reality as well as our future vision.</li> </ul> <p>6. Promote a positive and healthy work atmosphere:</p> <ul style="list-style-type: none"> <li>• As a church, we can hold a staff appreciation event for the whole family. This helps in building community relationships and showing your staff a part of the community that they serve. Sometimes there is a disconnect between what you do and who you do it for.</li> </ul> <p>7. Strategic partnerships:</p> <ul style="list-style-type: none"> <li>• Currently, Mount Forest Victory Church, has a strategic partnership with TWN;</li> </ul>	

## Appendix 1

Received From	Comment	Notes
	<p>Repairing and maintaining the "old arena" facility in exchange for using it for church and community functions. We facilitate the M.F. Fall Fair (at no cost); provide a safe environment for many local youth; we are the home rink for the Fergus Roller Derby club which brings in local spectators for their monthly games; we participate in the Fireworks Festival with an indoor craft show; we rent, at minimal cost, to various groups who would otherwise not be able to afford such a facility; we open up the outdoor washrooms for various groups.</p> <p>We are certainly open to exploring more options with TWN in order to help meet the service needs of our community.</p>	
Wellington North Power Inc.	<ol style="list-style-type: none"> <li>1. Mission Statement state "providing high quality service(s) and information to property owners, residents and visitors..." consider adding businesses (both large and small) o the list of those who receive service.</li> <li>2. Mission Statement "in order to generate..." It may be beneficial to change the term "generate" to "promote."</li> <li>3. Consider adding "businesses" to the Vision Statement.</li> <li>4. Key Strategic Priorities: the addition of "electricity" to infrastructure maintenance and growth strategy under the first priority.</li> <li>5. Key Strategic Priorities: The opportunity of collaborating with the local electricity</li> </ol>	

## Appendix 1

Received From	Comment	Notes
	<p>distribution company and/or other partners on the customer survey under the third priority.</p> <p>6. Key Strategic Priorities: The opportunity of collaborating with the local electricity distribution company and/or other partners on the Communication Strategy under the fourth priority.</p> <p>7. The possibility of developing a more formal partnership between the Township and Wellington North Power.</p>	
GJ (Shep) Shepetunko	<p>I've looked this plan over, thought about what it's trying to say and aside from some minor word changes can offer little input at this time. Without words being "defined", misinterpretation is likely to result.</p> <p>Strategic plans and Mission statements are of necessity broad based in scope. The plan is in line with what I perceive to be current thinking at Township. It would have been nice to have backup data on financials, even at a very preliminary basis, in order to be able to evaluate the financial implications. The Community Growth Plan has rightfully been assigned the top priority. I will assume that the key bullets under the heading are not in any particular order. The document is far to broad in scope to add any meaningful comments.</p> <p>If there is an opportunity for public Participation in the Task Force, I would like to be involved.</p>	



# **Township of Wellington North**

Strategic Plan 2015 – 2018 Draft 2

Approved in principle by Council of the  
Corporation of the Township of Wellington North

*Prepared by: Wayne Hussey Consulting Inc.  
June 16<sup>th</sup>, 2015*

## **BACKGROUND**

On June 2, 2015, staff members of the Township of Wellington North gathered at the Municipal Offices in Kenilworth to participate in a rapid yet practical strategic planning process as designed and facilitated by Wayne Hussey Consulting Inc. Staff participated in one of three input sessions to provide ideas on potential activity that would improve the performance of the municipality. Their ideas were recorded and distributed to all staff in the Township after the event. Each group also contributed language towards a Township Mission Statement.

On June 9, 2015, the management team of the Township gathered to provide their ideas on improving the performance of the municipality. They also contributed language to the Mission Statement and a Vision Statement. Finally, of the ideas generated from all staff, the managers created a list of Strategic Priorities. Their content was directed to members of Township Council.

On June 16, 2015 members of Council and the Management Team met together to do a final review of the Draft Mission and Vision, to order the Key Strategic Priorities and to assign and initial evaluation of the financial implication of each priority. This is all presented below:

### ***MISSION – WHO WE ARE TODAY***

**The Township of Wellington North is a team of dedicated volunteers, elected officials and professional staff who are committed to providing high quality service(s) and information to property owners, residents and visitors in order to generate high levels of community pride and happiness**

### ***VISION – OUR DESIRED FUTURE***

**The Township of Wellington North will continually strive to provide the best service(s) possible, within the available resource base, with a focus on proactively identifying and meeting key community needs, investing in our team, and communicating broadly with property owners, residents, employees and visitors**

It is important for this Plan to present the realities of our government and community relation. We are the sole provider for many key services in which our community has little choice in choosing who they receive services from. That promotes a much closer relationship than in communities where more choice is available.

### **KEY STRATEGIC PRIORITIES (the best of the staff and management ideas)**

1. To assemble a Task Force to provide Council with advice on how to develop a near term, medium term and long term Community Growth Plan that addresses the projected 40% population growth and the growth in the employment base (from 6,000 today to 9,000 in 20 years) including topics such as:



- Transportation
  - Determination of the growth areas of our community
  - Addressing the capacity issue of the Arthur Wastewater Treatment Plant
  - Economic Development
  - Official Plan Zoning
  - Recreation Master Plan
  - Development Fees/Financial Plans and Budgets
  - Infrastructure maintenance and growth
2. To develop a comprehensive Human Resource Plan that will advance the Township of Wellington North into an employer of choice. The Human Resource Plan should address:
    - A plan on how to fund a Human Resource position
    - Bring all Job Descriptions up to date
    - Apply a Performance Appraisal process for all Departments and staff
    - A Training Plan to address required skill improvements in staff
    - Ensure consistent application of HR policy and protocols across all Departments
    - Investigate an Employee Assistance Program
    - Develop a Staff Retention Plan
    - Develop a Key Position Succession Plan
    - Develop a Key Position Mentoring Plan to ensure knowledge and skill transfer from retiring employees
    - Investigate more flexible work hours
  3. To conduct a Township wide Community Service Review. This review should include:
    - A Needs Assessment of services requested and required
    - Identification of service gaps and methods of filling those gaps
    - Ensuring consistent service levels throughout the township
    - A Customer Service Survey to understand how well we are delivering our services now and ways to improve
    - Review our current “landlord” status in a number of facilities
  4. To create a Corporate Communication Strategy focusing on consistent professional information sharing within the corporation. Ensure the communication plan addresses:
    - Improve speed, volume of information and accuracy
    - Improved use and content of our website
    - Use of both “hi tech” social media methods and traditional methods strategy – website, twitter, signage, papers, notices in bills, etc.
    - Communication of municipal policies corresponding to high frequency issues (brush pick up, garbage pick-up)
  5. To develop a consistent Brand and Identity for the Township, Staff and Council. Ensure it is consistently used on staff clothing, tools, vehicles, and all other materials (letterhead, email signatures, etc.)
  6. To ensure we promote a positive and healthy work atmosphere that fully engages staff. We must eliminate department “silos”, promote more group activities for all staff, and encourage healthy lifestyles and increased safety for all employees.

7. To explore new strategic partnerships where additional resources can be accessed in order to meet the service needs of our community (neighbours, services clubs, etc.)

### COUNCIL RANKINGS OF PRIORITIES

Key Strategic Priority	Priority Ranking	Perceived Financial Implications (Low, Medium High)
Community Growth Plan	1	To be determined
Community Service Review	2	Low
Human Resource Plan	3	Medium/Low
Corporate Communication Plan	4	Medium/Low
Brand and Identity	5	Low
Positive Healthy Work Environment	6	Medium/Low
Strategic Partnerships	7	Low

### ROLL OUT PROCESS

- |  |                     |
|--|---------------------|
| 1. Plan sent to CAO                                    | WHCI, June 16, 2015 |
| 2. Plan reviewed by Council for edits                  | June 30, 2015       |
| 3. Plan presented at Council for approval in principle | July 13, 2015       |
| 4. Plan presented to the Community for input           | September 2015      |
| 5. Input reviewed and Plan adjusted                    | October 2015        |
| 6. Plan presented to Council for formal approval       | November 9, 2015    |



# Communiqué



From the desk of:

December 11, 2015

# 025

## Fire Chief:

1. Please see attached letter from Christine Wilson, Guelph-Wellington Women in Crisis.  
A SPECIAL THANK YOU to Marco and his wife and all the members of Arthur Station. Well done. Helping others and giving back to your community reflects very positively on your Fire Service. We are extremely proud!
2. The Arthur Christmas Parade was a huge success. The visit from Santa and the hotdogs were much appreciated. Councillor Steve McCabe burnt out the siren button on P92. Santa will replace it. LOL.
3. YUK YUKS was a GREAT success. The entertainment was exceptional and more than \$4000.00 was raised for the less fortunate in Mount Forest! I feel bad for Tyler though. LOL You had to be there!
4. NEW MEMBERS for the Arthur Station

Chandler Cutting

Joe Forbes

William Reid

Kevin Vanderhart

Tyler Wright

Brandon Wilson

Captain Guidotti is finalizing the paperwork and Captain Irvine will be entering them on the On-Line Fire Service Theory Training Program. The Practical training will start in April. Tuesday night training will begin in January.

We have great people joining our team and they will be a real asset to the Fire Service and the Community we serve. We still have three more to interview for Arthur Station and one for the Mount Forest Station. EXCITING TIMES!!!!

5. **GREAT NEWS!** Council has approved the Position of a **Full-Time Fire Prevention Officer!** More to follow on that next month.

MERRY CHRISTMAS and HAPPY NEWY YEAR!!

STAY SAFE

Chief Dave



# Communiqué



## FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to December 9 for the years 2014 and 2015				
	2014		2015	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except federal and First Nations properties) from January 1 to November 14	61	71	84	91
Fatal fires on federal or First Nations properties from January 1 to November 14	3	6	3	3
Total	64	77	87	94

Respectfully

Chief Guilbault



# Communiqué



## **ARTHUR STATION:**

## **November Fire Report 2015**

The Arthur Station responded to **10** calls for assistance during the month.

### **1 In Arthur**

0- Medical  
1-CO/Smoke Alarm

### **8 in the Township**

3-Vehicle Collision  
1-Medical  
1-Electrical Fire  
3-C/O Smoke Alarm

### **1- In Mapleton**

1-Wood Stove Pipe Fire

### **0 in Center Well.**

### **0 in Dufferin**

There were 3 Practice/ meetings:

Nov 3rd 2015, 10 members were present

Nov 17 2015, 10 members were present

Nov 24 2015, 10 members were present

Nov 19- three members attended Mutual Aid in Ayr to hear Billy Goldfetter to speak on Firefighter death and injury

Respectfully submitted by,  
Acting Station Chief  
Bill Hieber



# Communiqué



## **MOUNT FOREST STATION:**

## **November Fire Report 2015**

The Mount Forest Station responded to 16 calls for assistance during the month.

### **13 In Mount Forest**

### **0 in the Township**

8- Medical  
1-CO/Smoke Alarm  
2- Alarms  
1-Vehicle Collision  
1-Pellet wood Stove Fire

### **2 In Southgate**

### **1 in West Grey**

### **0 in Minto TWP**

1-vehicle Collision  
1-Medical

1-Vehicle Collision

There were 3 meetings/practice

Nov 3rd 2015, 9 members were present

Nov 17 2015, 13 members were present

Nov 24 2015, 17 members were present

Respectfully submitted by,  
Acting Station Chief  
Bill Hieber



# Communiqué



## **FIRE PREVENTION:**

**Fire Prevention Report**

**November 15**

**NOT AVAILABLE AT THIS TIME.**

**A NEW format will begin in 2016.**

Evac/Emerg. Procedures

Telephone Calls

Business/Personal Service

Residential

Assembly Occ.

Misc.

Industrial

Meetings

Complaints

Mercantile

Letter/Reports

Institutional

Burn Permits

New Construction/Plan Review

Occupancy Permits

FE Ext. Training/Talks

Liquor License Inspection

Inspection Follow Up

Pub. Ed. Lectures/Tours/House

Pre Incident Planning

Fire Safety Plan Review

Administration

Court/Documents/Serving

Training (OFC/Local)

Investigations



# Communiqué



## TRAINING DIVISION:

Hello Wellington North Fire

December 8, 2015- Recruits to complete their written NFPA Testing.

Driving portions of the Pump Ops Training is still required to be completed, dates to be announced.

Training night for December 15, 2015 will be at respective stations and will conclude 2015 training.

CPR/FIRST AID Recertification training will be starting in soon into the New Year.

First training for 2016 will be on January 5<sup>th</sup> 2015, topic to be determined.

From the desk of the Training Officer... everyone have a Merry Christmas and a safe and Happy New Year!

Thanks

Mike Lucas  
Training Committee Chair

***“Just don't be Safe” Make it Safe”***





# Communiqué



**COMMITTEES:**

## Public Education

“Adopt a Classroom” has started. The Fire Chief has adopted a Grade 3 class in Kenilworth. Another visit will be scheduled before Christmas. I will be arranging Pub Ed meetings in January. Anyone interested in “Adopting a Classroom, please advise. We need a firefighter for Arthur and Mount Forest.

Chief Dave.

## Truck and Equipment

We have nothing to report at this time, other than the Fire Chief has forwarded the 2016 Budget. The next Budget Meeting is scheduled for December 17<sup>th</sup> 2105.

Thanks. Curtis.

Committee Chair



# Communiqué



## Health & Safety

We have nothing to report at this time. Meetings will be scheduled for early 2016

Regards  
OH&S Committee



**Emergency First Responder Training: We will start again in January 2016. An Instructor is being arranged.**

## Teamwork

**Please have all monthly reports submitted by January 5th at noon to:**



# Communiqué

dave@adsfireservicepro.com



Next communiqué will be January 11th, 2016

**From the desk of:**

**Captain Marco Guidotti:**

The Arthur Christmas Parade was very successful. We had approximately 180 tour the Station and take part in hot dogs, hot chocolate, live Christmas music and best of all pictures with Santa.

All the paper work for the six new hires is now complete. We have six very excited Volunteer Firefighters for Station 90. More applicants to be interviewed in January.

On December 12<sup>th</sup>, 2015 from 12:00 hours until 16:00 hours, there will be a Child Car Seat Clinic at the Arthur Station. All spots have been filled. Obviously a very popular event. More clinics will be offered in the future.

HAPPY HOLIDAYS and HAPPY NEW YEAR to all of our friends and neighbours within our community and surrounding areas.



**“Pride and Passion”**

**Quote for the Month**

***“The only thing that is constant about Change, is Change itself”***

# Holy Night of Miracles

*... a Cantata of Hope for Christmas*

*Directed by: Derek Moore*

*Performed by: Combined Area Choirs*



**Sunday, December 20<sup>th</sup>**

at

St. Mary's Roman Catholic Church,  
Mount Forest

at

**2:30 p.m.**



**Monday, December 21<sup>st</sup>**

at

St. John's Roman Catholic Church,  
Arthur

at

**7:30 p. m**

**\*\*A Freewill offering will be taken with all proceeds from these performances going to area Foodbanks\*\***



Guelph-Wellington Women in Crisis  
P.O. Box 1451, Guelph, Ontario N1H 6N9  
Tel: 519-836-1110  
www.gwwomenincrisis.org

24-hour Crisis Line  
Marianne's Place  
Rural Women's  
Support Program

**120**  
Sexual Assault Centre  
Transitional & Housing  
Support Program  
Volunteer Program



November 9, 2015

Township of Wellington North  
Chief Dave Guilbalt  
PO box 125  
Kenilworth ON N0G 2E0

Dear Chief Guilbalt,

On behalf of Guelph-Wellington Women in Crisis and our residents at Marianne's Place, we would like to thank you and all others that were involved for organizing a coat drive and we would like to thank the community of Wellington North for donating the much needed winter coats.

As you know, Marianne's Place is an emergency shelter providing services for women and children who have experienced physical, emotional, sexual and/or financial abuse. Marianne's Place is part of Guelph-Wellington Women in Crisis and depends heavily on community support. Your support is heartwarming and means a lot to us.

Together, as a community, we are trying to end violence against women and children. Your donation made the women realize that they are not alone and that there is caring support in our community. It helps them facing the challenges to start a new life with their children.

Once again, thank you for your support.

Sincerely,  
Guelph-Wellington Women in Crisis

Christine Wilson  
Residential Manager

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
DECEMBER 8, 2015 AT 8:30 A.M.**

121

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

**Present:**     **Steve McCabe, Councillor, Chairperson**  
                  **Andy Lennox, Mayor**  
                  **Sherry Burke, Councillor**  
                  **Lisa Hern, Councillor**  
                  **Barbara Dobreen, Councillor, Township of Southgate**  
                  **Barry Lavers, Director of Recreation, Parks & Facilities**  
                  **Michael Givens, CAO/Deputy Clerk**  
                  **Tom Bowden, Arthur Facilities Manager**  
                  **Mark McKenzie, Mount Forest Facilities Manager**  
                  **Cathy Conrad, Executive Assistant**

**Absent:**       **Dan Yake, Councillor**

**CALLING THE MEETING TO ORDER**

Chairperson McCabe called the meeting to order.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION REC 2015-45**

**Moved by:**     Councillor Dobreen

**Seconded by:** Mayor Lennox

*THAT the agenda for the December 8, 2015 Recreation & Culture Committee meeting be accepted and passed.*

**CARRIED**

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

No declarations of pecuniary interest were declared

**DELEGATION**

**MINUTES OF PREVIOUS MEETING**

The minutes of the November 3, 2015 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on November 23, 2015.

**BUSINESS ARISING FROM MINUTES**

No business arising from minutes was tabled.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
DECEMBER 8, 2015 AT 8:30 A.M.**

122

**NEW BUSINESS**

1. West Luther Trail Announcement

**Resolution REC 2015-46**

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

*THAT the Recreation and Culture Committee receive for information the County of Wellington Planning Committee Report dated November 12, 2015.*

**CARRIED**

2. Trillium Application 2016 Arthur Senior Centre

Barry Lavers, Director of Recreation Parks and Facilities informed the Committee that the Trillium Funding application process is changing and applications must now be filed by the municipality. There is now a cap of \$150,000 on available funding. Dale Small, Economic Development Officer, is the contact person for submitting applications. An application will be submitted in January. Mr. Lavers asked Council to consider how any shortfall will be funded during budget discussions.

**Resolution REC 2015-47**

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

*THAT the Recreation and Culture Committee of the Township of Wellington North receive the information regarding the 2016 Arthur Senior Centre Trillium Application.*

**CARRIED**

3. Mount Forest Pool

The Committee directed staff to arrange a meeting with the Mount Forest Lions Club in the New Year to discuss rehabilitation or replacement of the Mount Forest Lions Pool and to determine if the club is supportive of the project.

4. Capital Projects Update 2015

The ball diamond fencing was completed in November and the water treatment system installation will be completed this week.

**CORRESPONDENCE**

1. Mount Forest Agricultural Society President John McPhee

**Resolution REC 2015-48**

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
DECEMBER 8, 2015 AT 8:30 A.M.**

123

*THAT the Recreation and Culture Committee of the Township of Wellington North receive correspondence from John D. McPhee, President, Mount Forest Agricultural Society, dated November 2, 2015, regarding the Mount Forest Fairgrounds.*

*AND FURTHER THAT staff respond to said correspondence with a proposal for the Mount Forest Agricultural Society:*

- The Mount Forest Agricultural Society remove and dispose of all fencing and posts around said area*
- The Township bring the area up to the Township turf standard and proceed with regular maintenance*
- The Mount Forest Agricultural Society rehab the area after any and all events that they host and assume responsibility for all costs associated with required temporary fencing.*

**CARRIED**

2. Vickie Mighton – Wes for Youth Online

**Resolution REC 2015-49**

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

*THAT the Recreation and Culture Committee of the Township of Wellington North receive correspondence from Vickie Mighton, Wes For Youth Online.ca, dated November 23, 2015, regarding the 3<sup>rd</sup> Annual “Battle for Mental Health” being held at the Mount Forest & District Sports Complex on December 22, 2015. AND FURTHER THAT the Township grant a cheque to the “Battle for Mental Health” in the form of \$150.00 now and going forward – from donations and grants as opposed to proceeds from the concession stands.*

**CARRIED**

3. Ministry of Tourism, Culture and Sport

- received as information

**REPORTS**

Report RAC 2015 – 011 Report on Recreation Department Capital Program

**Resolution REC 2015-50**

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2015-011 being a report on the Recreation Department 2015 Capital Program.*

**CARRIED**

Facility Usage Reports

- Arthur & Area Community Centre
- Mount Forest & District Sports Complex



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
DECEMBER 8, 2015 AT 8:30 A.M.**

124

**Resolution REC 2015-51**

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

*THAT the Recreation and Culture Committee receive for information the Arthur and Mount Forest Facility Usage Reports for November, 2015.*

**CARRIED**

**OTHER BUSINESS**

Meeting Schedule 2016

**Resolution REC 2015-52**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

*THAT the Recreation and Culture Committee of the Township of Wellington North set the following dates for 2016 Recreation and Culture Committee meetings, in accordance with the Recreation and Finance Committee Mandate:  
first Tuesday of the following months*

*February, April, June, September, November and December 2016.*

**CARRIED**

**NEXT MEETING**

February 2, 2016 at 8:30 a.m. at the Mount Forest & District Sports Complex

**ADJOURNMENT**

**Resolution REC 2015-53**

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

*THAT the Recreation and Culture Committee meeting of December 8, 2015 be adjourned at 9:59 a.m.*

**CARRIED**

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

**Tuesday, December 15, 2015 at 8:30 am**

**Members Present:**

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

**Also Present:**

Sarah Bowers-Peter, Guelph Wellington Crime Stopper's  
Kyle Davis, Wellington Source Water Protection  
Michelle Stone, Administrative Support

**Absent:**

Co-Chair Councillor Steve McCabe

**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 PW2015-087**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

***THAT THE** Agenda for the December 15, 2015 Public Works Committee Meeting be accepted and passed.*

**CARRIED**

**APPROVAL OF MINUTES****RESOLUTION PW2015-088**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

***THAT THE** Minutes from the November 17, 2015 Public Works Committee Meeting be received as information.*

**CARRIED**

**BUSINESS ARISING FROM MINUTES****ROADS****PW 2015-096****Request for Crime Stopper's Sign****RESOLUTION PW2015-089**Moved by: Councillor BurkeSeconded by: Mayor Lennox Lennox***THAT** Report PW 2015-096 being a report on the request for a Crime Stoppers Guelph Wellington signage be received;****AND FURTHER THAT** Public Works Committee approve the placement of a Crime Stoppers Guelph Wellington sign at 525 Main Street North in Mount Forest; and****AND FURTHER THAT** Public Works Committee direct staff to install this sign for Crime Stoppers Guelph Wellington.***CARRIED****PW2015-098****2015 Capital Project****RESOLUTION PW2015-090**Moved by: Mayor LennoxSeconded by: Councillor Burke***THAT** Report PW 2015-098 being a report on the 2015 Public Works Capital Program be received for information.***CARRIED****PW2015-099****Brush Open House****RESOLUTION PW2015-091**

Director of Public Works Matthew Aston thanked all who helped facilitate the two Brush Open Houses.

Moved by: Mayor LennoxSeconded by: Councillor Burke***THAT** Report PW 2015-099 being a report on Brush Pick-up and Brush Drop-off Services be received for information.***CARRIED****PW2015-092****1<sup>st</sup> Annual Public R. O. W. Management Conference****RESOLUTION PW2015-092**Moved by: Councillor BurkeSeconded by: Mayor Lennox***THAT** Report PW 2015-092 being a report on the 1<sup>st</sup> Annual Right-of-Way Management Conference be received from information.***CARRIED****WATER AND SEWER****PW2015-097****Source Water Protection****RESOLUTION PW2015-093**Moved by: Mayor LennoxSeconded by: Councillor Burke***THAT** Report PW 2015-097 being a report on a Database Collaboration Agreement for Source Water Protection in Wellington County be received;****AND FURTHER THAT** Public Works Committee recommend the Council of the Township of Wellington North direct the Mayor and Clerk to sign the attached Source Water Database.***CARRIED**

**PW2015-091**

**WWTP YTD Flows**

**RESOLUTION PW2015-094**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

**THAT** Report PW 2015-091 being a report on the Township's Waste Water Treatment Plant Flows Year-to-Date be received for information.

**CARRIED**

**PW2015-093**

**Update of Water-use and Sanitary Connection By-law**

**RESOLUTION PW2015-095**

Moved by: Mayor Lennox

Seconded by: Councillor Burke

**THAT** Report PW 2015-093 being a report on the Sewer-use and Sanitary Connection By-law update be received for information.

**CARRIED**

**PW2015-100**

**XCG Reports**

**RESOLUTION PW2015-096**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

**THAT** Report PW 2015-100 being a report prepared by XCG Consultants Ltd on the status of the Municipal Class Environmental Assessment for the Arthur Waste Water Treatment Plant be received for information.

**CARRIED**

## **REPORT FROM CO CHAIRS**

## **OTHER BUSINESS**

## **ITEMS' FOR COMMITTEE'S INFORMATION**

## **ANNOUNCEMENTS**

## **NEXT MEETING DATE**

The next meeting will take place on Tuesday, February 9th, 2016 at 8:30 a.m. in Kenilworth.

## **ADJOURNMENT**

**RESOLUTION PW2015-097**

Moved by: Councillor Burke

Seconded by: Mayor Lennox

**THAT THE** Public Works Committee Meeting of December 15th, 2015 be adjourned at 10:14 a.m.

**CARRIED**



















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

**BY-LAW NUMBER 092-15**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF THE  
MOUNT FOREST AND DISTRICT SPORTS COMPLEX  
AGREEMENT BETWEEN THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE AND THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 4.

**WHEREAS** Section 4 of the Municipal Act, S.O. 2001, c. 25, as amended (hereinafter called the "Act") provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the Act provides that the powers of a municipality shall be exercised by its council, and further, Section 8 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** The Corporation of the Township of Wellington North and the Corporation of the Township of Southgate wish to enter into an agreement for regarding the Mount Forest and District Sports Complex.

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

That the Corporation of the Township of Wellington North enter into an agreement with the Corporation of the Township of Southgate in substantially the same form as the agreement attached hereto as Schedule "A".

**By-law Number 092-15  
Page 2 of 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 21<sup>st</sup> DAY OF DECEMBER, 2015.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE CLERK**

**THIS AGREEMENT** made in duplicate this \_\_\_\_ day of November, 2015

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(hereinafter called "Wellington North") of the FIRST PART

and

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**  
(hereinafter called "Southgate") of the SECOND PART

**WHEREAS** the Council of Wellington North has established the Mount Forest and District Sports Complex (hereinafter called "the Facility") at 850 Princess Street, Mount Forest which, in part, provides recreational services for residents of Southgate;

**AND WHEREAS** the Council of Wellington North has established a Recreation Department to provide for the operation, maintenance and management of said facility;

**AND WHEREAS** the Facility is comprised of different sized rooms intended for use on a rental basis by individuals and organizations for social and business gatherings and a Facility providing an ice surface to be used for different "ice oriented" activities including related dressing rooms, a seating area, and a reception lobby;

**AND WHEREAS** Southgate wishes to provide financial assistance to Wellington North for only the operations of the "ice oriented" part of the Facility;

**AND WHEREAS** each of the Parties hereto wish to clarify its obligations to the other Party with respect to these matters and to identify more particularly the powers of the Wellington North Recreation Department in relation to the management of this facility;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants of each Party, the one with the other, the Parties hereto covenant and agree as follows:

1. The Recreation Department of Wellington North under the direction of the Recreation Director (hereinafter called the "Director") will manage the Mount Forest and District Sports Complex and the programs offered therein (hereinafter called "Facility") on behalf of Wellington North.
2. The Director will report in writing to the Recreation & Culture Committee of Wellington North on the operation of the Facility. The report will include financial information and general information with respect to the operation of the facility including information on events being held, major maintenance and repairs, seasonal operations, etc.

3. The Director will provide a financial report described in paragraph 2, as it relates to only "ice oriented" activities at the Facility, to the Council of Southgate April 30th, September 30th and a year final financial report

4. Net annual operating and capital costs for which Southgate is providing assistance will include those costs that relate to the "ice oriented" activities of the Facility, including costs and revenues of the arena during the summer season. Operating and capital grants received specifically for the ice oriented operations of the Facility will be included.

5. An amount of \$22,754 retroactive to January 1, 2015 and increased annually by the annual change in the Consumer Price Index will be paid to the Township of Wellington North by the Township of Southgate on an annual basis payable:

- 50% on February 1st each year
- 25% on September 1st each year, and
- The balance on Southgate's receipt of the "ice oriented" yearend financial report.

6. This amount will be increased annually by the annual change in the Consumer Price Index as of October of the previous year.

7. This is a 4 year agreement starting January 1, 2016 and terminating on December 31, 2019.

8. Southgate, as part of this agreement, shall appoint one person to represent the municipality on the Wellington North Recreation Committee.

**IN WITNESS WHEREOF** each of the parties hereto affixed its corporate seal as attested to by the proper officers duly authorized in that behalf.

THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH

\_\_\_\_\_  
, Mayor

\_\_\_\_\_  
, Clerk

THE CORPORATION OF THE TOWNSHIP  
OF SOUTHGATE

\_\_\_\_\_  
Anna Marie Fosbrooke, Mayor

\_\_\_\_\_  
Raylene Martell, Clerk



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

**BY-LAW NUMBER 093-15**

**BEING A BY-LAW TO AUTHORIZE A LEASE AGREEMENT FOR  
PURPOSES OF FARMING CROPLANDS OWNED BY THE  
MUNICIPALITY (Part Lot 7, Concession 11, 61R-11113, Part 2,  
(former Township of Arthur) - Simon Martin)**

**WHEREAS:**

- A. Section 4 of the Municipal Act, 2001 as amended (hereinafter called “the Act”) provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the Act provides that the powers of a municipality shall be exercised by its Council, and further, Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act.
  
- B. The Corporation of the Township of Wellington North is the owner of the lands in the former Township of Arthur, being that south part of Lot 7, Concession 11, shown as PART 2 on a Plan of Survey deposited as Plan 61R-11113, which lands contain a licenced gravel pit and approximately fifteen (15) acres of workable cropland.

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

- 1. The Corporation is hereby authorized to enter into a lease agreement with Simon Martin for the said cropland area containing fifteen (15) acres more or less in the form of the lease agreement attached hereto as Schedule “A”.
  
- 2. The Mayor and the Clerk are hereby authorized and directed to sign the lease agreement on behalf of the Corporation.

By-law No. 093-15  
Page 2 of 2

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21ST DAY OF DECEMBER, 2015.**

---

**ANDREW LENNOX,  
MAYOR**

---

**KARREN WALLACE,  
CLERK**



upon 14 days notice if terms of agreement are not met. Notification shall be mailed by prepaid registered mail to Mr. Martin at R.R. 5, Mount Forest , Ontario, NOG 2L0.

3. It is expressly stated that this rental agreement is for farming purposes for the 2016, 2017, 2018, 2019, and 2020 crop years which includes the removal of the crop but does not in any event cover a period beyond the last day of November, 2020.
4. Martin shall not place any hazardous or contaminating substances or chemicals on the lands other than those chemical fertilizers or herbicides which fall within normal good farming practices.
5. In the event that a dispute relating to this agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the “Rules of Procedure for the conduct of mediations” of the Arbitration and Mediations Institute of Ontario.
6. In the event that a dispute relating to this agreement or its implementation arises that cannot be resolved between the parties and cannot be resolved through mediation, such disputed matters shall be submitted to arbitration and the provisions of the Arbitration Act shall apply. The disputes shall be determined by one arbitrator chosen by the parties, but if the parties are unable to agree upon a mutually acceptable arbitrator, then the dispute shall be determined by the award of three arbitrators, or by a majority of them, one to be named by Martin, one to be named by Wellington North and the third to be selected by the first two named arbitrators.
7. This agreement shall ensure to the benefit of and to binding upon the parties hereto and their heirs, executors, administrators, successors and assigns.

DATED AND SIGNED by Wellington North this      day of      , 2015  
 THE CORPORATION OF THE TOWNSHIP  
 OF WELLINGTON NORTH  
 Per: \_\_\_\_\_  
 Andrew Lennox, Mayor  
  
 Per: \_\_\_\_\_  
 Michael Givens, Chief Administrative Officer

DATED AND SIGNED by Martin this      day of      , 2015

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Simon Martin

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

**BY-LAW NUMBER 094-15**

**BEING A BY-LAW TO DESIGNATE THE MAYOR AS THE HEAD  
OF THE MUNICIPALITY FOR THE PURPOSES OF THE  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY ACT (MFFIPA)**

**WHEREAS** the Municipal Freedom of Information and Protection of Privacy Act enables Council of a municipality to designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of the Act.

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

1. The Council of the Corporation of the Township of Wellington North hereby designates the Mayor as the head of the municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21ST DAY OF DECEMBER, 2015.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 095-15**

**BEING A BY-LAW TO DESIGNATE THE MAYOR AS THE HEAD  
OF THE PUBLIC SECTOR BODY FOR THE PURPOSES OF THE  
OMBUDSMAN ACT**

**WHEREAS** the Ombudsman Act enables Council of a municipality to designate from among themselves an individual or a committee of the council to act as Head of the Public Sector Body of the municipality for the purposes of the Act.

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

1. **THAT** the Council of the Corporation of the Township of Wellington North hereby designates the Mayor as the Head of the Public Sector Body of the municipality for the purposes of the Ombudsman Act.
2. **THAT** this by-law shall come into force upon the 1<sup>st</sup> day of January, 2016

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21ST DAY OF DECEMBER, 2015.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 096-15**

**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 31, Concession 4, Geographic  
Township of West Garafraxa, 7413 Third Line - Chris and Tanja  
Checkley)**

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 Section 33, Exception Zone 3 – Rural Areas, is amended by changing the site specific numbering on the lands described as Part lot 31, Concession 4, Geographic Township of West Garafraxa from:
  - **33.157 to 33.166**
  - **33.158 to 33.167**
  - **A-158 to A-167**
  
2. 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 21st DAY OF DECEMBER, 2015.***

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**EXPLANATORY NOTE****BY-LAW NUMBER 096-15**

**THE LOCATION** being rezoned is in Part Lot 31, Concession 4, Geographic Township of West Garafraxa, with a civic address of 7413 Third Line. The property is approximately 37.87 hectares (93.57 acres) in size and is occupied by a residence and accessory building.

**THE PURPOSE AND EFFECT** of the amendment is to correct errors in the site specific numbering which were present in the original amending by-law for the property. The content of the site specific zone will not be changed.



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

**BY-LAW NUMBER 097-15**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF THE COLLABORATION AGREEMENT FOR LOCAL SOURCE WATER INFORMATION MANAGEMENT SYSTEM BETWEEN THE UPPER THAMES RIVER CONSERVATION AUTHORITY (UTRCA); THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON; THE CORPORATION OF THE TOWN OF ERIN; THE CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA; THE CORPORATION OF THE TOWNSHIP OF MAPLETON; THE CORPORATION OF THE TOWN OF MINTO; THE CORPORATION OF THE TOWNSHIP OF PUSLINCH; THE CORPORATION OF THE COUNTY OF WELLINGTON; THE COUNTY OF OXFORD; THE CORPORATION OF THE CITY OF GUELPH; THE GRAND RIVER CONSERVATION AUTHORITY (GRCA) AND THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 4.

**WHEREAS** Section 4 of the Municipal Act, S.O. 2001, c. 25, as amended (hereinafter called the "Act") provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the Act provides that the powers of a municipality shall be exercised by its council, and further, Section 8 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** the Corporation of the Township of Wellington North and the Upper Thames River Conservation Authority (UTRCA); the Corporation of the Township of Centre Wellington; the Corporation of the Town of Erin; the Corporation of the Township of Guelph/Eramosa; the Corporation of the Township of Mapleton; the Corporation of the Town of Minto; the Corporation of the Township of Puslinch; the Corporation of the County of Wellington; the County of Oxford; the Corporation of the City of Guelph; the Grand River Conservation Authority (GRCA) wish to enter into a Collaboration Agreement for Local Source Water Information Management System (LSWIMS).

By-law Number 097-15  
Page 2 of 2

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

That the Corporation of the Township of Wellington North enter into an agreement with the Upper Thames River Conservation Authority (UTRCA); the Corporation of the Township of Centre Wellington; the Corporation of the Town of Erin; the Corporation of the Township of Guelph/Eramosa; the Corporation of the Township of Mapleton; the Corporation of the Town of Minto; the Corporation of the Township of Puslinch; the Corporation of the County of Wellington; the County of Oxford; the Corporation of the City of Guelph; the Grand River Conservation Authority (GRCA) in substantially the same form as the agreement attached hereto as Schedule "A".

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 21<sup>st</sup> DAY OF DECEMBER, 2015.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE CLERK**

## **COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)**

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This Agreement is intended to document the collaboration on the development, implementation and use of a Local Source Water Information Management System (LSWIMS) by the following parties:

### **COLLABORATION AGREEMENT BETWEEN:**

**Upper Thames River Conservation Authority (UTRCA);  
The Corporation of the Township of Centre Wellington;  
The Corporation of the Town of Erin;  
The Corporation of the Township of Guelph / Eramosa;  
The Corporation of the Township of Mapleton;  
The Corporation of the Town of Minto;  
The Corporation of the Township of Puslinch;  
The Corporation of the Township of Wellington North;  
The Corporation of the County of Wellington;  
County of Oxford;  
The Corporation of the City of Guelph; and  
Grand River Conservation Authority (GRCA).**

(Collectively, the Collaborators)

#### **Whereas:**

The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a Data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

The solution will be developed by Upper Thames River Conservation Authority with a collaborative team to share ideas and possible solutions, and to consider ways to integrate it with existing systems. The Collaborators realize the power of a collaborative approach in that their contributions will result in a better end product. To this end, a Steering Committee has been formed to bring forward input from all collaborators on an equitable basis.

The outcome of this work will be a System that can be used effectively by the Funding Collaborators who choose to use it under this Agreement.

UTRCA submitted a funding proposal to the Collaborators. This funding proposal is attached as Schedule A to this Agreement and forms the basis for the funding provided for under this Agreement.

The funding proposal is based on the Information and Functional Needs Assessment attached as Schedule B to this Agreement.

The contact persons for the Collaborators are identified in Schedule C attached to this Agreement.

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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It is acknowledged that the work began in November 2014 with Phase 1 now complete.

**Therefore the Collaborators agree:**

## 1. Definitions

Collaborator – means a Funding Collaborator or a Non-Funding Collaborator.

Data – means information entered or uploaded to be available in the System.

Funding Collaborator – means a participant in this Agreement who provides both ongoing financial contributions and in-kind contributions to the Project.

*MFIPPA* – means the *Municipal Freedom of Information and Protection of Privacy Act*.

Non-Funding Collaborator – means a participant in this Agreement who, although collaborating with the other Collaborators, does not provide, or no longer provides, any financial contributions to the Project, but rather, provides only in-kind contributions to the Project.

Phase – means a phase of the Project, as set out in Schedule A.

Project – means the development, implementation and use of the System.

RMO – means a Risk Management Official under the *Clean Water Act, 2006*.

SPA – means a Source Protection Authority under the *Clean Water Act, 2006*.

Steering Committee – means a committee consisting of representatives of the Collaborators. Each Collaborator may appoint one (1) voting representative and one (1) or more non-voting representative(s) to the Steering Committee.

System – means the Local Source Water Information Management System described in this Agreement.

## 2. Scope of the Project

The Collaborators agree to work together on the following aspects of the System under this Agreement:

- Information and Functional Needs Assessment;
- System development including database schema and interface;
- System administration and maintenance;
- Document template development;
- Reporting functionality issues;
- Functionality improvements;
- Documentation; and
- User support.

This scope may be adjusted through amendments to this Agreement.

## COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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### 3. Steering Committee

The Steering Committee shall provide guidance and direction regarding functional needs and overall “look and feel” of the program. The roles and responsibilities of the initial Collaborators and the initial members of the Steering Committee are summarized in the following table:

	<b>Collaborator</b>	<b>Steering Committee Member(s)</b>
1	UTRCA <ul style="list-style-type: none"> <li>● Represents the municipalities of Perth East, Perth South, West Perth, St Mary’s, Stratford and London</li> <li>● Collaborating SPA</li> <li>● Funding Collaborator</li> </ul>	Chris Tasker <ul style="list-style-type: none"> <li>● Project manager</li> <li>● Collaborating RMO</li> </ul> John Campbell <ul style="list-style-type: none"> <li>● System developer</li> <li>● Information Management methodologies researcher</li> </ul>
2	City of Guelph <ul style="list-style-type: none"> <li>● Funding Collaborator</li> </ul>	Peter Rider <ul style="list-style-type: none"> <li>● Collaborating RMO</li> </ul>
3	GRCA <ul style="list-style-type: none"> <li>● Collaborating SPA</li> <li>● Non-Funding Collaborator</li> </ul>	Martin Keller
4	Oxford County <ul style="list-style-type: none"> <li>● Funding Collaborator</li> </ul>	Cassandra Banting or Deborah Goudreau <ul style="list-style-type: none"> <li>● Collaborating RMO</li> </ul>
5	Wellington County Municipalities <ul style="list-style-type: none"> <li>● Represents the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington.</li> <li>● Funding Collaborator</li> </ul>	Kyle Davis <ul style="list-style-type: none"> <li>● Collaborating RMO</li> </ul>

Each Collaborator may change its individual representative(s) on the Steering Committee at any time by providing written notice to the other Collaborators.

### 4. Project Management

UTRCA shall develop the System in accordance with this Agreement, and within the funding proposal in Schedule A. UTRCA shall manage the Project in accordance with the deliverables, cost estimates and progress payments set out in Schedule A. The Project will be led by Chris Tasker and John Campbell from UTRCA. Chris will act as project manager and John will act as System developer.

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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## 5. Development of the System

The Steering Committee shall work to identify the required functionality for the System, and shall ensure that, unless otherwise agreed to by the Steering Committee, the functionality is sufficient to meet the requirements of all applicable legislation and is not less than the functionality identified in Schedule B. UTRCA shall develop the System so that it meets the functionality specifications identified and agreed by the Steering Committee. UTRCA shall research applicable methodologies and use best practices to ensure that the System meets the required functionality.

Following implementation of the System, the Steering Committee shall make all decisions regarding any functional improvements required, based on input from the Collaborators.

## 6. Operation and Maintenance of the System

Once the System has been developed and implemented, UTRCA shall operate and maintain it in working order, and shall take all reasonable steps to avoid interruptions in use and loss of Data, and to ensure that any maintenance required is carried out in a timely manner. UTRCA shall ensure that any functionality improvements identified and agreed by the Collaborators from time to time are implemented in a timely manner.

The Funding Collaborators shall work expeditiously to develop a business continuity plan which will define the risks to business continuity and the measures the parties agree to put in place to manage those risks. UTRCA shall implement the final approved business continuity plan.

The costs of any agreed functionality improvements after implementation of the System, including implementation of the business continuity plan, will form part of the annual operating and maintenance costs which will be borne by the Funding Collaborators in accordance with the terms of this Agreement.

## 7. Data Management

Each Funding Collaborator is individually responsible for uploading its Data, ensuring its Data's accuracy, complying with *MFIPPA* requirements, ensuring the privacy / confidentiality of its Data and otherwise preventing unauthorized or inappropriate access to its Data, and protecting the integrity of its Data. Any existing intellectual property rights associated with Data uploaded by a Funding Collaborator are not affected by this Agreement and will remain the property of that Funding Collaborator. Funding Collaborators can choose to work jointly through the Steering Committee in addressing any of the above obligations, including but not limited to conducting a privacy impact assessment and / or a business continuity plan. The Steering Committee shall be responsible for determining the method of transmission and storage of Data. UTRCA shall implement the measures as directed by the Steering Committee.

Although each Funding Collaborator is responsible for uploading its own Data, UTRCA shall assist in the bulk upload of Data in accordance with the Data licensing requirements of each respective Funding Collaborator. Each Funding Collaborator is responsible to ensure that the proper Data licenses are in place and enforced and shall indemnify the other Funding Collaborators in respect of the same.

Collaborators shall not make Data available to other Collaborators, unless agreed to in writing between them.

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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## 8. In-kind Contributions

All Collaborators shall make in-kind contributions to the Project including:

- Time and effort required for consistent representation of and participation by the Collaborators on the Steering Committee;
- Careful attention to ensuring appropriate supervision for their staff and volunteers involved in the collaboration;
- Input and direction towards the design and development of the final product and its functionality; and
- Resources required to ensure fulfillment of specific commitments under this Agreement.

## 9. Financial Contributions

The Funding Collaborators agree to make payments to UTRCA for the purpose of developing, implementing, operating and maintaining the System, in accordance with this Agreement.

The Project has been subdivided into distinct Phases as set out in Schedule A. The Funding Collaborators shall contribute equally to the financial costs of each Phase (as set out in Schedule A), and agree to make payments for each Phase following completion of that Phase. It is acknowledged that Phase 1 is complete, and payments for Phases 1 and 2 will be made by the Funding Collaborators as set out in Schedule A. The Steering Committee shall confirm completion of each Phase. Once the Steering Committee confirms completion of a Phase, UTRCA shall invoice the Funding Collaborators. Except in the case of a dispute, payment shall be made by Funding Collaborators in accordance with this Agreement within 45 days after receipt of the invoice.

## 10. Costs and Use of the System after Implementation

It is understood by the Funding Collaborators that once the System is operating, there will be annual operating and maintenance costs for the System and that such costs will be borne by the Funding Collaborators. The Steering Committee shall determine a fair and equitable method for apportioning annual operating and maintenance costs. The total costs billed to the Funding Collaborators for operating and maintaining the System will not exceed the actual costs to UTRCA. UTRCA shall provide to each Funding Collaborator, with each invoice, documentation supporting the operating and maintenance costs. Except in the case of a dispute, costs will be paid within 45 days after receipt of the invoice from the UTRCA. Invoices for operating and maintenance costs will be issued no more frequently than quarterly.

Each Funding Collaborator shall have the right to use the System, in accordance with this Agreement, provided that the Funding Collaborator's financial contributions are paid up to date.

Each Funding Collaborator shall have the right to request and receive exports of its Data from the System. UTRCA shall generate a Data extract in a mutually agreeable format within 30 days after such request.

## 11. Intellectual Property

Intellectual Property includes the programming developed for the System (excluding those tools which have been licensed from others). Stored Data is the intellectual property of and for the exclusive use of each Funding Collaborator (unless otherwise agreed to in writing between the Funding Collaborator and another Collaborator).

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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The Funding Collaborators shall jointly own the intellectual property rights in the System (excluding those tools which have been licensed from others). Each Funding Collaborator has the right to use the System as is or to modify it as it sees fit. Any such modification of the System would be outside of the scope of this collaboration. In so modifying the System, the Funding Collaborator assumes full risk for such modification and shall fully indemnify the other Funding Collaborators in respect of any such modification.

For the purposes of the programming tools required for the development of the System, UTRCA is responsible for obtaining permission to use any intellectual property belonging to third parties, and shall indemnify the Collaborators for any losses (including legal costs) arising in relation to any claim by a third party relating to a violation of intellectual property rights in relation to those programming tools.

Each Collaborator has the right to use or modify as it sees fit the Data structure and information contained in the Information and Functional Needs Assessment only (see Schedule B). Such use or modification would be outside of the scope of this collaboration.

## 12. Decision Making by Steering Committee

The Steering Committee shall strive for consensus in all of its decisions. In instances where consensus is not possible, the Project Manager will request that a recommendation be put to a vote where each Funding Collaborator is entitled to one vote and a simple majority will decide the outcome. For purposes of a vote, the quorum will be three (3) members. In the event of a tie, the decision will be in the negative. If a simple majority is not achieved, then the recommendation fails. A failed recommendation may result in an alternative recommendation being made and a separate vote being called.

## 13. Resolving Conflicts

As this Project is being undertaken through collaboration, a consensus building approach will be taken to dealing with conflicts if they arise. To resolve conflicts and complaints satisfactorily if differences arise, the Collaborators agree to:

- Address their differences in a timely, open, respectful and honest manner;
- Discuss the reasons for the differing positions and look for common ground;
- Consider alternative solutions to the problems which accommodate to the extent reasonable as many of the differing interests as possible; and
- Attempt to resolve issues at the staffing level at which they occur.

Each Collaborator may wish to seek direction from its municipal council or board of directors on an issue over which a conflict arises. Should the matter still remain unresolved, the Collaborators may engage an independent mediator to resolve it. The costs of such mediation would be borne by the Collaborators involved.

If a Collaborator is not complying with this Agreement, another Collaborator may bring forward the non-compliance to the Steering Committee for discussion and resolution. The Steering Committee, upon a majority decision, may terminate the Agreement with respect to a Collaborator upon at least 60 days' written notice for failure to comply with this Agreement.



# **COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)**

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## **14. Addition of New Collaborators**

The Steering Committee may, from time to time, accept the addition of other municipalities or conservation authorities as Funding Collaborators or Non-Funding Collaborators. Upon the agreement of the Steering Committee to accept the addition of a new Funding Collaborator or Non-Funding Collaborator, the Collaborators shall amend this collaboration Agreement to include the new Collaborator. Each new Funding Collaborator will be required to share the financial obligations on an equal basis with the existing Funding Collaborators for development of the System and shall share in the rights and responsibilities of a Funding Collaborator described in this Agreement. The Funding Collaborators shall develop a process to manage how the financial contributions paid by additional Collaborators will be used by the original Funding Collaborators

Each additional Funding Collaborator would also be responsible for payment of its share of the annual operating and maintenance costs.

## **15. Initial Term and Automatic Renewal of this Agreement**

This Agreement will commence on the 26th day of November, 2014 and will continue in force for a period of 2 years, ending on the 25th day of November, 2016.

This Agreement will automatically continue following the expiry of the term set out above until it is either:

- Superseded or replaced by a subsequent agreement; or
- Terminated in its entirety by mutual agreement of all Collaborators upon at least 6 months' written notice.

## **16. Withdrawal of Collaborators**

A Collaborator wishing to withdraw shall provide a minimum of 6 months' written notice to the other Collaborators regarding its intention to withdraw from the collaboration or, in the case of a Funding Collaborator, withdraw its future financial contributions to the collaboration. During the notice period the withdrawing Collaborator shall complete any outstanding reporting and service delivery commitments, as well as all ongoing financial contribution obligations. The withdrawal of any number of Collaborators, short of all Collaborators, will not terminate this Agreement as it pertains to the remaining Collaborators.

If the Upper Thames River Conservation Authority withdraws from the collaboration, it shall, prior to the date of withdrawal, provide each of the Collaborators with:

- The System (excluding any third-party licensing agreements) or any portion of the System and background work that has been undertaken to date if the System is not complete; and
- Its own Data (if applicable) in a mutually agreeable format.

If a Collaborator provides notice, as indicated above, to withdraw from the collaboration, then:

- As of the date of termination, the Collaborator ceases to be a Collaborator, and this Agreement will continue unchanged, except to the extent that the withdrawing Collaborator shall no longer be a Collaborator to the Agreement; and
- Withdrawal from the collaboration will not affect any rights or obligations accrued up to the date of termination or arising in relation to matters occurring while the Collaborator was a

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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Collaborator to the Agreement.

If a Funding Collaborator provides notice as indicated above to withdraw future financial contributions to the collaboration, then, as of the date of termination of its financial contribution obligations, the Funding Collaborator shall remain as a Non-Funding Collaborator, and shall not be required to provide future financial contributions. In so withdrawing, the Collaborator shall no longer be a Funding Collaborator and forfeits the continued use of the System and any other Funding Collaborator rights.

If a Collaborator withdraws or terminates, or changes from a Funding Collaborator to a Non-Funding Collaborator, then no refund will be provided to the former Funding Collaborator.

Upon withdrawal or termination of a Funding Collaborator, or change from Funding Collaborator to Non-Funding Collaborator status, the Data that has been entered or uploaded into the System by the Funding Collaborator will be provided by UTRCA to the withdrawing/terminated Funding Collaborator in a mutually agreeable format. Data which has been extracted from the System and provided to the withdrawing/terminated Funding Collaborator will be removed from the System by UTRCA and all copies in the possession of UTRCA will be destroyed unless otherwise agreed to at the time of the withdrawal.

## 17. Waiver

Failure by any Collaborator to enforce any provision of this Agreement will not be considered a waiver by that Collaborator of such provision. No waiver of any rights under this Agreement will be valid unless in writing and signed by the Collaborator to whom they are a benefit. Further, waiver of any rights will not be considered a waiver by the Collaborator of any other obligation under this Agreement, or of any future rights arising under such provision.

## 18. Amendment

This Agreement may only be amended by agreement of all Collaborators in writing from time to time.

## 19. Applicable Law

The Collaborators agree to carry out the terms of this Agreement, including development and use of the System, in accordance with the law of the Province of Ontario. The Collaborators specifically agree that they are bound by *MFIPPA* in respect of this Agreement and use of the System.

## 20. Notice

Notice under this Agreement shall be provided to the Collaborators in writing. Notice shall be provided in at least one of the manners indicated below and using the contact information contained in Schedule C - Contacts. Notice shall be made to all of the persons described in Schedule C – Contacts. Notice made by regular mail will be considered to have been received five (5) business days following the date it is postmarked. Notice made by fax will be considered to have been received on the next business day following the date on which a fax transmission receipt indicating delivery is received. Notice made by email will be considered to have been received on the date on which it is sent.

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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## 21. Conflict between this Agreement and Schedule A

In the event of conflict between the provisions of this Agreement and the funding proposal attached as Schedule A hereto, the provisions of this Agreement will supersede.

## 22. Counterparts

This Agreement may be executed in any number of counterparts, whether in paper form, transmitted by facsimile or e-mail transmission of Portable Document Format (PDF), each of which will constitute an original and all of which, taken together, will constitute one and the same instrument. Any Collaborator executing this Agreement by fax or PDF file shall, immediately following a request by any other Collaborator, provide an originally executed counterpart of this Agreement, provided, however, that any failure to so provide will not constitute a breach of this Agreement except to the extent that such electronic execution is not otherwise permitted under the *Electronic Commerce Act, 2000*.

[Signature Pages Follow]

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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IN WITNESS OF THIS AGREEMENT the parties have executed below:  
(LEGAL NAME OF EACH COLLABORATOR)

Per its authorized signatory/signatories:

## The Upper Thames River Conservation Authority

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
Chris Tasker,  
Source Protection Project Manager

## The Corporation of the Township of Centre Wellington

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
Kelly Linton  
Mayor

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
Kerri O'Kane  
Clerk

## The Corporation of the Town of Erin

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
Allan Alls  
Mayor

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
Dina Lundy  
Clerk

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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## The Corporation of the Township of Guelph / Eramosa

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(Date Signed)

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Chris White  
Mayor

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(Date Signed)

---

Meaghen Reid  
Clerk

## The Corporation of the Township of Mapleton

---

(Date Signed)

---

Neil Driscoll  
Mayor

---

(Date Signed)

---

Brad McRoberts  
Acting CAO / Clerk

## The Corporation of the Town of Minto

---

(Date Signed)

---

George Bridge  
Mayor

---

(Date Signed)

---

Bill White  
CAO / Clerk

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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## The Corporation of the Township of Puslinch

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(Date Signed)

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Dennis Lever  
Mayor

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(Date Signed)

---

Karen Landry  
CAO / Clerk

## The Corporation of the Township of Wellington North

---

(Date Signed)

---

Andy Lennox  
Mayor

---

(Date Signed)

---

Karren Wallace  
Clerk

## The Corporation of the County of Wellington

---

(Date Signed)

---

George Bridge  
Warden

---

(Date Signed)

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Donna Bryce  
Clerk

# **COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)**

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## **County of Oxford**

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(Date Signed)

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Peter M. Crockett, P. Eng.  
Chief Administrative Officer

## **The Corporation of the City of Guelph**

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(Date Signed)

---

Derrick Thompson  
Deputy CAO Public Services

## **Grand River Conservation Authority**

---

(Date Signed)

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Joe Farwell  
Chief Administrative Officer

# **COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)**

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## **Schedule A – Funding Proposal**



# LSWIMS Collaboration Agreement - Schedule A

## Funding Proposal

November 18, 2015

### Background

LSWIMS funding collaborators requested that they be provided with a proposal to allow them fund the project. This proposal includes a project estimate and a progress payment schedule. This proposal was developed for discussion by the collaborators. This proposal has been revised to reflect progress to date.

These services will be provided as part of a collaborative effort where the Upper Thames River Conservation Authority will be collaborating with municipalities on finding solutions to our shared Source Protection information management needs. This collaboration will inform and assist with the development of the services and deliverables included in this proposal. The work will be guided by the collaborators participating in the steering committee. UTRCA would be pleased to provide the following to be used by each funding collaborator for the price indicated below.

The project budget includes considerable in-kind contribution of staff time by all collaborating parties. This proposal is for funding to produce the specified deliverables identified herein and set up and maintain the systems upon which the system development is undertaken. The deliverables are further described in the Information and Functional Needs Assessment.

This proposal supports the collaboration agreement.

### Deliverables and Cost Estimates

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	<i>Individual</i> Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
1	Needs Assessment <ul style="list-style-type: none"> <li>• Functional Needs (outputs / Administrative Functions)</li> <li>• Information Needs(data input)</li> </ul>	\$76,400	\$9,750	Nov 2015
2	Preliminary database schema and Interface <ul style="list-style-type: none"> <li>• data fields and tables</li> <li>• relationships</li> <li>• interface mockups</li> </ul>			
3	Preliminary system release - basic functionality <ul style="list-style-type: none"> <li>• Contact Info</li> <li>• Address info</li> <li>• Site Info (Threats, Address)</li> <li>• Notes</li> <li>• Documents - import/export only- Orders, Notices, RMP pdf, jpg, no edits</li> <li>• One time import of threats, address, site</li> </ul>	\$81,000	\$4,500	Dec 2015
4	Mapping and Spatial Integration <ul style="list-style-type: none"> <li>• Mapping - view ARDB2 info only and create site polygon(s)</li> </ul>	\$58,000	\$10,000	Mar 2016

# LSWIMS Collaboration Agreement - Schedule A

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	<i>Individual</i> Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
	<ul style="list-style-type: none"> <li>Spatial queries and population of ARDB2 data</li> <li>Automated Import of data ( ARDB2, parcels)</li> </ul>			
5	Communications and chronology <ul style="list-style-type: none"> <li>Site Chronology and Tasks</li> <li>Communication Records</li> <li>Email integration</li> </ul>	\$30,000	\$5,000	July 2016
6	Administration and Reporting <ul style="list-style-type: none"> <li>Basic reporting</li> <li>Basic administrative functions</li> <li>User electronic documentation system</li> </ul>	\$50,000	\$5,000	Nov 2016
	Total	\$295,400	\$34,250	
	Annual Operation and Maintenance Costs <ul style="list-style-type: none"> <li>User Support</li> <li>Administration and maintenance</li> <li>Developer Support (Azure)</li> <li>System Operating Costs (Azure server and SQL)</li> <li>Spatial Operating Costs</li> <li>Email parsing</li> </ul>	N/A	\$3,500-6,500	annual costs starting Jan 1, 2016

## Project Funding Progress Payments

Progress payments shall be paid to UTRCA by each Funding Collaborator as follows. It is acknowledged and agreed that in the cost estimate provided above, the reference to "Individual Collaborator Cost Estimate" is an estimate of the cost for each Funding Collaborator. As it applies to the Wellington County municipalities, this means the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington will equally share those costs as one Funding Collaborator. Similarly the costs identified in the following payment schedule are the costs for each Funding Collaborator which shall be shared equally by those Wellington County municipalities.

- \$9,750 (plus applicable taxes) due immediately
- \$4,500 (plus applicable taxes) due upon substantial completion of basic functionality (December 2015)
- \$10,000 (plus applicable taxes) due by upon completion of Mapping and Spatial Integration (March 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Communications and Chronology (July 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Administration and Reporting (Nov 2016)
- Annual Operation and Maintenance costs will be billed quarterly based on actual costs

# **COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)**

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## **Schedule B – Information and Functional Needs Assessment**

# Functional and Information Needs Assessment

One of the most important steps in an information management project is defining the needs and setting priorities which will help define the scope of the project. Needs identification is especially important in a staged project which is the most probable approach to be taken to the evolution of this project. This needs assessment will allow a preliminary prioritization of the needs. By collaborating on the functional needs, the project team can develop an assessment of common needs which can be applied to meet their individual needs as well as providing guidance and a starting point to others with similar needs. It is hoped that by developing this needs assessment the project participants will be able to move forward with developing information management system(s) which meet their needs whether done collaboratively or individually.

This needs assessment is intended to be a living document. As the project progresses it is acknowledged that the needs and priorities will evolve. As needs are re-assessed it will be important to document the evolution. If we wait until the needs are fully refined we will not have time to implement and develop a IM solution to meet those needs. Further, prioritization will be important so that the project participants can begin to develop solutions to meet their priority needs in a timely fashion. A more nimble approach is to solution development will allow the solutions to evolve rather than following an extensive and exhaustive definition of the needs which would be necessary to move towards a more formal application development by a contractor. This document is intended to allow a strong overview of the general needs to allow priorities to be set and progress towards application development to be achieved.

## Basic Concepts

- Centered around a map, location based data
  - link everything to location
- accessible from anywhere with a data connection or wireless signal
- secure - access limited to RMS staff
- only access information from your municipality(ies)
- link to publicly available AR information
- use data format, structure and tools already available (Threats, ARDB, Policy dBase, etc.)
- collaboratively developed
- A web based approach is the most likely development approach however it will be important to keep options open and needs assessment general. A web based solutions:
  - allow use by multiple partners with a common development platform
  - development and improvements are able to be rolled out seamlessly
  - allows secure access remotely
  - can be integrated into locally developed solutions

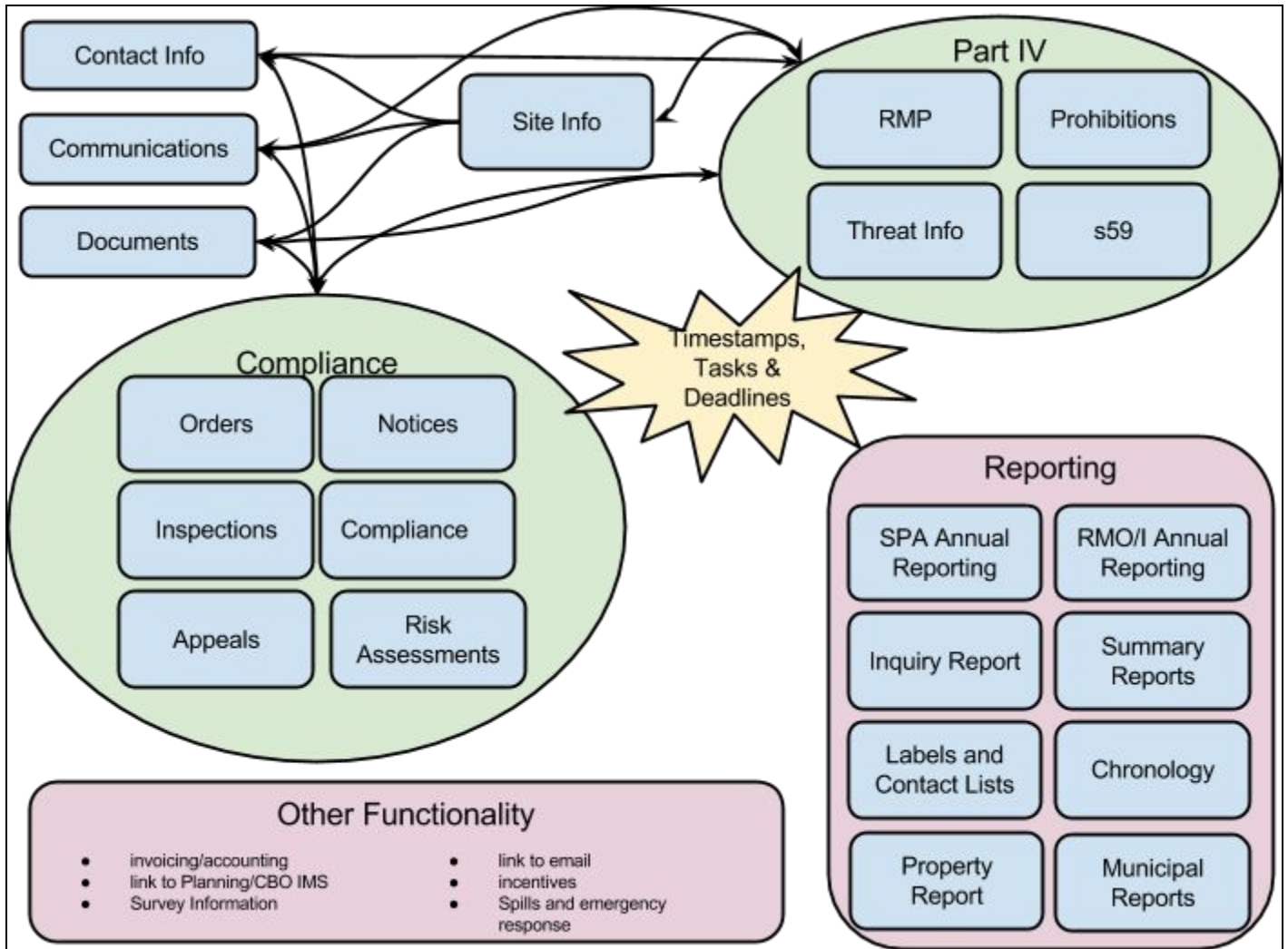
## Functional Needs

- Functional Needs were considered first
- Basic types of information were identified within the functional needs
- Output and reporting of the information was considered
- Other functional needs were also considered
- In the following sections the functional needs are described first
- An assessment of the relative priorities is identified through consensus of the group
  - initially only a high and low priority level was assigned to each functional need

- It was agreed that low priorities would not be the focus of initial application development however they will be considered as some may be able to be included where their complexity is also low and fit in well with other priorities.
- It will of course be important to consider these long term lower priorities as the data is modelled and the application is developed so that they may be integrated into solutions through later phases.
- As there were a large number and wide range of high priorities further refinement was required for the high priorities
  - within the high priority category, refinement of priorities were given by providing a scale of 1 to 10 where 1 is the highest priority and 10 would be the lowest priority.

## Information Needs

- Following each functional needs is one or more information needs tables.
- The second table is intended to describe the types of information which is needed and at a high level and identify some of the logical links between the information
- This is not intended to be a formal data model or schema but instead is intended to better define and describe the informational needs in a non-technical manner.
- This information can be used by information management professionals to develop more formal data models and schema to satisfy these needs.
- The following information describes at a high level the type of information which will need to be input into or retrieved from a Local IM system.
- The information needs described below are intended to be functional groupings of information which will aid in the development of the user interface and organize the data and functionally on screen.
- It will also be used by developers to develop a data model or schema as the project moves forward.



Contact Info	Priority	Complexity
<ul style="list-style-type: none"> <li>record details of contacts related to sites, RMP, communications, etc</li> <li>details about the entity (person/company) which was contacted</li> <li>work for different types of contacts (operator, owner, tenant, agent, etc...)</li> <li>include internal contacts so that both parties can be recorded</li> <li>needs to be able to be updated but must retain historical records as to who was contacted when, but reduce the chances of using outdated contacts for current communications</li> </ul>	high 1	low

Information	Description
Name	<ul style="list-style-type: none"> <li>person or business</li> </ul>
Contact Type /Role	<ul style="list-style-type: none"> <li>owner, tenant, agent, staff, sole proprietorship, partnership, corporation, not for profit corporation, municipality, province, federal</li> <li>may need to link contact (ie staff of a company)</li> <li>Include municipal staff - RMO, RMI, Planner, Building Official, etc</li> </ul>

	<ul style="list-style-type: none"> <li>• will require ability to maintain list</li> </ul>
Addresses (location and mailing)	<ul style="list-style-type: none"> <li>• both mailing address and location</li> <li>• may also want to include location address with an indication of type (home, office, mailing, etc)</li> </ul>
Phone numbers	<ul style="list-style-type: none"> <li>• multiple numbers</li> <li>• identify type - home, business, cell, fax</li> <li>• flag primary(s)</li> </ul>
email	<ul style="list-style-type: none"> <li>• provisions for multiple addresses</li> <li>• identify type - home, business, etc</li> </ul>
active/inactive current/previous	<ul style="list-style-type: none"> <li>• identify whether this is an active contact or a historical contact which is no longer active</li> <li>• retain inactive contacts</li> <li>• identify dates active/inactive was changed</li> </ul>
Single Business identifier	<ul style="list-style-type: none"> <li>• HST number</li> <li>• only included as it may be a provincial requirement</li> </ul>

Site Location Info	Priority	Complexity
<ul style="list-style-type: none"> <li>● record information on the site</li> <li>● links to contacts</li> <li>● access to and record zone, vuln on site</li> <li>● needs to be able to be updated, retaining historical records as part of the RMP</li> <li>● links to RMP, orders, notices, risk assessments, compliance, inquiries, PI, inspection reports, communications, reports, photos, etc. - links either indirectly or directly to most of the information stored in the system</li> <li>● location based information is the primary way in which information will be stored, sorted and accessed</li> <li>● Spatial (could have multiple polygons in 1 parcel)</li> <li>● report on chronology on the site</li> <li>● query and review ARDB info</li> <li>● mapping based with inspection capability to generate a report on the site</li> <li>● link to threats</li> </ul>	high 1	high

Information	Description
SPR and SPA	<ul style="list-style-type: none"> <li>● select from list</li> <li>● may be able to be populated from mapping</li> </ul>
Site Address	<ul style="list-style-type: none"> <li>● street address of location</li> </ul>
Municipality Name	<ul style="list-style-type: none"> <li>● select from list</li> <li>● automatically populated</li> </ul>
Roll/PIN	<ul style="list-style-type: none"> <li>● may be best to allow for either to be used</li> </ul>
Property Type	<ul style="list-style-type: none"> <li>● general land use category - agricultural, residential, commercial, industrial, institutional, recreational, open space, etc</li> <li>● may require ability to add multiple types</li> </ul>
Property Zoning	<ul style="list-style-type: none"> <li>● look up table for the municipality</li> <li>● will require ability to maintain list</li> </ul>
NAICS Code	<ul style="list-style-type: none"> <li>● not a required field</li> <li>● lookup table</li> <li>● may need the ability to add multiple codes?</li> </ul>
Spatial Representation	<ul style="list-style-type: none"> <li>● polygon to which most other information will be associated</li> <li>● consider multi-part polygons?</li> <li>● flexibility to be part of a parcel, go over multiple parcels</li> </ul>
Vulnerable Areas / Scores	<ul style="list-style-type: none"> <li>● list of the zones and scores on the site</li> <li>● link to vuln mapping</li> <li>● query ARDB data for vuln, zone, ML, LD, PImp, System, SPA, Municipality, etc</li> </ul>



	<ul style="list-style-type: none"> <li>• first step could be many input of data</li> </ul>
Water System / Well / Intake	<ul style="list-style-type: none"> <li>• pick from list</li> </ul>
Site History	<ul style="list-style-type: none"> <li>• link to documents, communications, etc</li> </ul>
Photos, reports and other documents	<ul style="list-style-type: none"> <li>• link to documents pertaining to the site</li> <li>• link may be direct or indirect as determined as the data structure is better defined</li> </ul>
Transport Pathways	<ul style="list-style-type: none"> <li>• new or changed</li> <li>• record of CA notification</li> </ul>
Prescribed Instrument	<ul style="list-style-type: none"> <li>• Notices related to PI (link to document)</li> <li>• select PI type from list</li> <li>• brief description of PI</li> <li>• holder of the PI (link to contacts)</li> <li>• provincial identification number</li> <li>• date received</li> <li>• expiry date</li> </ul>

<b>Communications Record</b>	Priority	Complexity
<ul style="list-style-type: none"> <li>• record of communications related to site or occurrence (directly or indirectly to be determined later)</li> <li>• linked to location discussed wherever possible</li> <li>• document nature, record date/time, people involved, content, outcomes of the contact</li> <li>• link to document (letter, report, etc), related information</li> <li>• flexibility to record communications within the system or outside the system</li> <li>• retention policy and the ability to manage</li> <li>• could use this to document education and outreach contact, inquiries, informal communication of prohibitions, pre-consultation</li> </ul>	high 1	med

Information	Description
Type	<ul style="list-style-type: none"> <li>• paper, phone, email, meeting</li> </ul>
Contact initiated by	<ul style="list-style-type: none"> <li>• select from contact(s)</li> </ul>
Contacted party	<ul style="list-style-type: none"> <li>• select from contact(s)</li> </ul>
Date and Time	<ul style="list-style-type: none"> <li>• date and time of contact</li> </ul>
Description	<ul style="list-style-type: none"> <li>• brief description or abstract of the communication and the outcome</li> </ul>
Document link	<ul style="list-style-type: none"> <li>• link to letter, email, agenda, notes or document containing more details as to the communications</li> </ul>

Tasks	<ul style="list-style-type: none"> <li>link to tasks resulting from or that caused the communication</li> </ul>
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Part IV details	Priority	Complexity
<ul style="list-style-type: none"> <li>not likely possible to include all the <i>details</i> in structured fields</li> <li>RMP would likely start as a document created based on a template with basic fields for search and query capabilities</li> <li>add general search capability of information included in document</li> <li>query or search basic structured info while majority of info contained in document based on flexible template</li> <li>document prohibitions. In most instances prohibitions would be documented through either an inquiry (communication, notice or order and the details contained therein</li> <li>need to document sec 59 requirements. Some of this would be documented through the issuance of section 59 notices, however if the activity is prohibited neither notice is issued so some form of local notice needs to be issued</li> <li>threat sub-category lookup using Threats ver8 tool</li> <li>policy database lookup based on sub-threat category and municipality/SPA.</li> </ul> <p><b>Future improvements</b></p> <ul style="list-style-type: none"> <li>generate the formal RMP once agreed to or otherwise established</li> <li>store the concepts considered and the decisions as to what will be included in the RMP</li> <li>identify future considerations</li> <li>create the official document which will be delivered, and stored in the system</li> <li>provide summary information on a RMP or groups of RMP (by property, time period, etc)</li> </ul>	high 2	high

### Risk Management Plan

Information	Description
Number	<ul style="list-style-type: none"> <li>allow for the ability for the municipality to tag each plan with an instrument number</li> <li>may wish to have alpha-numeric characters</li> <li>flexible to allow for municipality to develop a system that works for their needs</li> </ul>
Type	<ul style="list-style-type: none"> <li>negotiated/agreed to or established</li> </ul>
category	<ul style="list-style-type: none"> <li>municipalities have the ability to establish categories</li> <li>will be unique to municipality based on bylaw</li> <li>needs to be customizable</li> <li>could be based on complexity</li> <li>include documentation of interim plans</li> </ul>

status	<ul style="list-style-type: none"> <li>● in progress, proposed, accepted, established, appealed, expired, refused, renewed, updated, etc</li> <li>● store status and date achieved, retain history of status changes</li> <li>● document who updated status</li> <li>● only allow status to be changed by RMO</li> <li>● consider time based status changes which happen automatically and generate task (ie expiry, inspection or reporting)</li> <li>● locks record after a certain status is reached</li> <li>● links to historical status</li> </ul>
Links to	<ul style="list-style-type: none"> <li>● site info</li> <li>● contact info</li> <li>● SPP policy <ul style="list-style-type: none"> <li>○ link via threat subcategories</li> <li>○ for municipal, SPA</li> </ul> </li> <li>● threats and activity info</li> <li>● compliance details</li> <li>● notices or orders</li> </ul>
Rationale	<ul style="list-style-type: none"> <li>● document reason for refusal or agreement on RMM</li> </ul>
Official RMP	<ul style="list-style-type: none"> <li>● static copy of RMP (pdf of document)</li> <li>● retain previous versions of RMP, including word template for future updates or copying</li> </ul>
Dates	<ul style="list-style-type: none"> <li>● Accepted or established</li> <li>● Expiry</li> <li>● link to inspection dates</li> </ul>
Threats	<ul style="list-style-type: none"> <li>● Threat subcategory</li> <li>● potential, verified, identified in assessment report</li> </ul>
RMM	<ul style="list-style-type: none"> <li>● link to RMMC</li> <li>● add hyperlink to catalogue rather than full integration (future improvement)</li> <li>● copy measure ID to this database to store and associate with RMP information (manually copied?)</li> <li>● lookup search and record RMM from catalogue</li> <li>● low priority</li> </ul>
Self Reporting	<ul style="list-style-type: none"> <li>● due date</li> <li>● status (received, reviewed, overdue, etc)</li> <li>● link to copy of report</li> </ul>

### Prohibition

Information	Description
Number	<ul style="list-style-type: none"> <li>● allow for the ability for the municipality to tag each location with a reference number</li> <li>● may wish to have alpha-numeric characters</li> <li>● flexible to allow for municipality to develop a system that works for their needs</li> </ul>

Links to	<ul style="list-style-type: none"> <li>• site info</li> <li>• contact info</li> <li>• link to a communication</li> <li>• threats and activity info</li> <li>• compliance details</li> <li>• notices or orders</li> <li>• <i>local</i> prohibition notice to be recorded when a prohibition is identified and communicated to a property owner or person engaged in an activity - this would allow prohibitions to be indicated as a notice</li> </ul>
Identified through	<ul style="list-style-type: none"> <li>• inquiry</li> <li>• sec 59 application</li> <li>• inspection</li> <li>• etc...</li> </ul>
Rationale	<ul style="list-style-type: none"> <li>• document rationale for prohibition</li> <li>• link to policy</li> </ul>
Dates	<ul style="list-style-type: none"> <li>• Date Identified</li> <li>• Communication chronology</li> </ul>
Threats	<ul style="list-style-type: none"> <li>• Threat subcategory</li> <li>• potential, verified, identified in assessment report</li> </ul>

### Threats (or Condition)

Information	Description
Prescribed Drinking Water Threat(s)	<ul style="list-style-type: none"> <li>• pick from list</li> <li>• may have many on a site or for a RMP</li> </ul>
Threat Subcategories	<ul style="list-style-type: none"> <li>• filter based on PDWT picked above</li> </ul>
Zones/scores	<ul style="list-style-type: none"> <li>• WHPA, IPZ, ICA, EBA</li> </ul>
circumstances	<ul style="list-style-type: none"> <li>• chemical/pathogen</li> <li>• quantity, ML, LD, PImp, etc</li> </ul>
links to documents	<ul style="list-style-type: none"> <li>• link to documents related to the RMP, Prohibition or s59 review</li> </ul>
Quality/Quantity	<ul style="list-style-type: none"> <li>• identify whether the activity is a quality or quantity threat or both</li> </ul>
Significant/Moderate or Low	<ul style="list-style-type: none"> <li>• Identify whether threat is a Significant, Moderate or Low Threat</li> </ul>
Condition	<ul style="list-style-type: none"> <li>• identify if a condition exists in this location</li> <li>• will need basic description of the condition</li> <li>• link to report(s)</li> </ul>
Issue	<ul style="list-style-type: none"> <li>• indicate whether the threat or condition is contributing to an issue in an ICA</li> <li>• identify the issue that the activity is contributing to</li> </ul>

Event Modelled	<ul style="list-style-type: none"> <li>● indicate the EBA(s) that the activity is occurring in</li> <li>● identify the activity, volume and contaminant</li> </ul>
Local Threat	<ul style="list-style-type: none"> <li>● identify the local threat from list</li> <li>● will need the ability to administer the list of local threats</li> </ul>

<b>Compliance, Order, Notices</b>	Priority	Complexity
<p><b>Part IV compliance</b></p> <ul style="list-style-type: none"> <li>● relates to properties and RMP or prohibition</li> <li>● links to Inspection report details</li> <li>● record compliance with orders, etc</li> <li>● similar to Part IV details</li> <li>● query basic info from structured fields but most details contained in a template based document</li> <li>● template based initially, generate the formal notice or order to be served (future improvement)</li> <li>● create the official document (word processor) which will be delivered, and stored in the system</li> <li>● create and store non-editable (pdf?) version as well as word version for future revisions, etc.</li> <li>● provide summary information on a notice, order or group of notices, orders (by property, time period, etc)</li> </ul> <p><b>SPP Compliance</b></p> <ul style="list-style-type: none"> <li>● SPP implementation</li> <li>● non-Part IV policies</li> <li>● this part can be determined later</li> </ul>	high 4	low

Information	Description
type	<p>Notice Type</p> <ul style="list-style-type: none"> <li>● Requirement for RMP 58(4)</li> <li>● Agree to RMP 58(6)</li> <li>● Intent to establish 58(7)</li> <li>● Intent to amend 58(13)</li> <li>● Refusal to issue notice 70(3)</li> <li>● Application of RLU 59(2)</li> <li>● Intent to cause things to be done 64(2)</li> </ul> <p>Informal Notices</p> <ul style="list-style-type: none"> <li>● notice identifying activities which may be prohibited?????</li> </ul> <p>OrderType</p> <ul style="list-style-type: none"> <li>● Establish RMP 58(10)</li> <li>● Amend RMP 58(12)</li> <li>● Report 63(1)3</li> <li>● Requiring access 80</li> <li>● Pay Costs 67</li> <li>● Enforcement 63(1)</li> </ul>

	<ul style="list-style-type: none"> <li>Enforcement of RMP 63(4)</li> <li>Temporary relief with conditions 63(3)</li> <li>Permit Access (80)</li> </ul>
date issued	<ul style="list-style-type: none"> <li>record the date and time the notice or order was issued</li> <li>auto fill value but allow to be revised if generated offline</li> </ul>
issued by	<ul style="list-style-type: none"> <li>RMO/I who issued the notice</li> <li>select from contact info filtered to RMI</li> </ul>
issued to	<ul style="list-style-type: none"> <li>select from contact info</li> </ul>
served details	<ul style="list-style-type: none"> <li>date time</li> <li>service method</li> <li>served by</li> </ul>
background	<ul style="list-style-type: none"> <li>detail retained in the template based document only and not part of the structured database</li> </ul>
rationale	<ul style="list-style-type: none"> <li>detail retained in the template based document only and not part of the structured database</li> </ul>
order notice text	<ul style="list-style-type: none"> <li>detail retained in the template based document only and not part of the structured database</li> </ul>
order synopsis	<ul style="list-style-type: none"> <li>brief description or abstract of the order</li> <li>details to be retained in the template based document</li> </ul>
compliance	<ul style="list-style-type: none"> <li>identify compliance with the order</li> <li>indicate date and time recorded</li> </ul>
activity type	<ul style="list-style-type: none"> <li>inspection, meeting, court appearance, order, notice, charge,</li> </ul>
link to document	<ul style="list-style-type: none"> <li>may be document based at first</li> <li>link to documents which contain history, details</li> </ul>

<b>Inspections</b>	Priority	Complexity
<ul style="list-style-type: none"> <li>template driven with basic details in structured database</li> <li>record occurrence and results from inspections</li> <li>generate inspection reports from template</li> <li>provide link to static copy of the resulting document</li> <li>email report</li> <li>link to RMP and site info</li> </ul>	high 8	

Information	Description
categories/ reasons	<ul style="list-style-type: none"> <li>choose all that apply to visit/inspection</li> <li>general site visit vs formal inspection</li> <li>complete survey</li> </ul>

	<ul style="list-style-type: none"> <li>● education/outreach</li> <li>● cold call or proactive</li> <li>● complaint based</li> <li>● follow up visit/inspection</li> <li>● threats verification</li> <li>● threats update</li> <li>● compliance with RMP</li> <li>● compliance with prohibition</li> </ul>
link to notices, orders	<ul style="list-style-type: none"> <li>● link to orders or notices which result from inspection</li> </ul>
threats and circumstances	<ul style="list-style-type: none"> <li>● look up threats and circumstances from threats table and record</li> </ul>
description of visit	<ul style="list-style-type: none"> <li>● date, time</li> <li>● Inspector</li> <li>● reason for inspection</li> <li>● brief description of findings</li> <li>● contacts involved with inspection</li> </ul>
link to RMP	<ul style="list-style-type: none"> <li>● compliance checklist????</li> </ul>

<b>Property specific Inquiries</b>	Priority	Complexity
<ul style="list-style-type: none"> <li>● <b>document as a communications record</b></li> <li>● public, CBO, planning, legal, etc</li> <li>● link to internal municipal system</li> <li>● email based exchange of information</li> <li>● use AR, Threats Lookup, Policy Lookup tools from site info section</li> </ul>		

<b>Risk Assessment Review</b>	Priority	Complexity
<ul style="list-style-type: none"> <li>• link to submitted document</li> <li>• record status</li> <li>• can be developed when guidance is received</li> <li>• document the outcome</li> <li>• report results to inform vuln area updates</li> </ul>	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> <li>• received, review started, paused, resumed, approved or declined</li> </ul>
submitted by	<ul style="list-style-type: none"> <li>• select from contacts</li> </ul>
received by	<ul style="list-style-type: none"> <li>• select from contacts</li> </ul>
reviewed by	<ul style="list-style-type: none"> <li>• select from contacts</li> </ul>
completed by	<ul style="list-style-type: none"> <li>• select from contacts</li> </ul>
location link	<ul style="list-style-type: none"> <li>• link to location</li> <li>• may link to existing polygon or create a new polygon</li> </ul>

<b>Appeals</b>	Priority	Complexity
<ul style="list-style-type: none"> <li>• record details of appeals such as date filed, held, etc</li> <li>• record the results of the appeal</li> <li>• link to the document appealed</li> <li>• similar to compliance, part IV details</li> </ul>	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> <li>• potential, likely, filed, scheduled, finished, resumed, upheld or overturned</li> </ul>
initiated by	<ul style="list-style-type: none"> <li>• select from contacts</li> </ul>
location link	<ul style="list-style-type: none"> <li>• link to location</li> <li>• may link to existing polygon or create a new polygon</li> </ul>



Documents	Priority	Complexity
<ul style="list-style-type: none"> <li>● associate document with location</li> <li>● include time/date and other details on the document</li> <li>● photos <ul style="list-style-type: none"> <li>○ store site photos</li> <li>○ record date and GPS coordinates taken</li> <li>○ link to site</li> </ul> </li> <li>● maps <ul style="list-style-type: none"> <li>○ store static copy of site mapping</li> <li>○ retrieve and store information from ARDB</li> <li>○ site records</li> <li>○ site plans</li> <li>○ similar to photos, documents</li> </ul> </li> <li>● Documents <ul style="list-style-type: none"> <li>○ see documents Information requirements</li> <li>○ static copy of documents received or generated</li> <li>○</li> </ul> </li> </ul>	high 4	med

Information	Description
Document Type	<ul style="list-style-type: none"> <li>● Orders, Notices</li> <li>● applications, surveys, etc</li> <li>● reports</li> <li>● letters, emails</li> <li>● agenda, notes</li> <li>● RMP</li> <li>● Photos</li> <li>● static map</li> <li>● Prescribed Instruments (#) or related statements, HWIN#</li> </ul>
Date	<ul style="list-style-type: none"> <li>● received, added to database</li> </ul>
Received/added by	<ul style="list-style-type: none"> <li>● pick from contacts</li> </ul>
description	<ul style="list-style-type: none"> <li>● Brief description of the document</li> </ul>
unique identifier	<ul style="list-style-type: none"> <li>● used to identify the document</li> <li>● could include information on the type and property/location</li> </ul>
link to location	<ul style="list-style-type: none"> <li>● ability to select existing location or create new</li> </ul>
Searchable	<ul style="list-style-type: none"> <li>● Ability to search through document with simple “google type search”</li> </ul>

Timestamps, Tasks & Deadlines	Priority	Complexity
<ul style="list-style-type: none"> <li>● document when and what happened</li> <li>● chronology discussed in many areas above</li> <li>● similarities to documents and email</li> <li>● notification of receipt of correspondence, approaching deadlines, etc most likely through email integration</li> <li>● needed for tracking and reporting on chronology</li> <li>● allow assignment of tasks</li> <li>● generate daily, weekly forward looking schedules</li> <li>● Dashboard of tasks</li> </ul>	high	mid - high

Information	Description
added date	<ul style="list-style-type: none"> <li>● default current date and time</li> <li>● ability to adjust?</li> </ul>
assigned to	<ul style="list-style-type: none"> <li>● select from contacts</li> <li>● could be internal (RMO/I) or external (Person engaged, holder of RMP - ie self reporting requirement, request for information)</li> <li>● Could be resulting from formal orders, notices</li> <li>● can it be delegated or completed by other?</li> </ul>
assigned by	<ul style="list-style-type: none"> <li>● select from contacts (internal)</li> </ul>
due date	<ul style="list-style-type: none"> <li>● indicate date task requires completion</li> </ul>
completed by	<ul style="list-style-type: none"> <li>● select from contacts</li> </ul>
status and date	<ul style="list-style-type: none"> <li>● identified, assigned, planned, initiated, scheduled, completed</li> <li>● default current date and time</li> <li>● ability to adjust?</li> </ul>

Annual Reporting	Priority	Complexity
RMO annual report <ul style="list-style-type: none"> <li>● produce hard copy and electronic tables of information required to be submitted to satisfy CWA reporting requirements</li> <li>● retain static copy of information generated for submission (pdf)</li> <li>● document status and submission of report</li> </ul>	high 8	
SPA annual report <ul style="list-style-type: none"> <li>● to be determined later</li> </ul>	low	

Information	Description
Report type	<ul style="list-style-type: none"> <li>● RMO/I report, SPA report, trial/interim/internal report, Transport pathways report</li> </ul>
Start/end Date	<ul style="list-style-type: none"> <li>● Indicate the period of the report</li> </ul>
Dates	<ul style="list-style-type: none"> <li>● record the date the report was created and submitted</li> </ul>
submitted to	<ul style="list-style-type: none"> <li>● select from contacts</li> <li>● multiple contacts</li> </ul>
summary info	<ul style="list-style-type: none"> <li>● orders by type, notices by type, RMP accepted, RMP established, RMP rejected, RMP by category/type, inspections passed/failed, appeals initiated/overtaken/sustained, charges laid by type, etc...</li> <li>● Information to be queried from IMS</li> </ul>
OP/ZBL	<ul style="list-style-type: none"> <li>● description of progress during reporting period</li> <li>● date and status of updates</li> </ul>
E&O	<ul style="list-style-type: none"> <li>● description of progress during reporting period</li> <li>● contacts made</li> </ul>
Other Policy implementation efforts	<ul style="list-style-type: none"> <li>● description of progress during reporting period</li> <li>● reported by policy</li> </ul>

## Other Reports

municipal reports	<ul style="list-style-type: none"> <li>● to be determined later</li> </ul>	low	
inquiry report	<ul style="list-style-type: none"> <li>● generate a record of an inquiry</li> <li>● information from databases related to project</li> <li>● communications based info</li> <li>● links to location</li> </ul>	high 8	
property specific mapping and report	<ul style="list-style-type: none"> <li>● property scale with enough surrounding detail for context and location to be evident</li> <li>● generate title block information to include date printed and by whom</li> <li>● include data sources included</li> <li>● include appropriate use statements and disclaimers</li> </ul>		high
summary reports	<ul style="list-style-type: none"> <li>● covered by chronology</li> <li>● activities within a time period</li> <li>● activities within an area</li> <li>● numbers of...</li> <li>● types of...</li> </ul>		
mailing labels and contact lists	<ul style="list-style-type: none"> <li>● export to csv to use other tools to:</li> <li>● generate standard mailing labels</li> <li>● generate address information for pasting or merging on forms and correspondence</li> <li>● generate contact lists for mailing of various information</li> </ul>	high 3	low
Site Chronology	<ul style="list-style-type: none"> <li>● Date created, date received</li> <li>● communications, inspections,</li> <li>● everything that happened on the site</li> </ul>	high 6	Med

<b>Other Functionality</b>	Priority	Complexity
<b>invoicing/accounting</b>		
<ul style="list-style-type: none"> <li>● status of invoice</li> <li>● likely to use municipal system for invoicing</li> <li>● may wish to generate an invoice request for emailing to AP??</li> </ul>	low	
<b>link to planning/CBO IMS</b>		
<ul style="list-style-type: none"> <li>● internal or lower tier systems</li> <li>● CA - municipal systems</li> <li>● difficult in not impossible due to the different systems</li> <li>● likely solution is to use email to exchange information</li> </ul>	low	
<b>Survey Information</b>		
<ul style="list-style-type: none"> <li>● generate or store questionnaire/web form information responses in database</li> <li>● associate with location</li> </ul>	low	
<b>link to email</b>		
<ul style="list-style-type: none"> <li>● distribute information internally and externally by email</li> <li>● parse incoming information and link to site information</li> </ul>	functional	
<b>Incentives</b>		
<ul style="list-style-type: none"> <li>● document incentives available</li> <li>● illustrate areas incentives are available for</li> <li>● document incentives applied for and accepted on properties</li> <li>● document risks that incentives have been applied to</li> </ul>	low	
<b>Spills and Emergency Response</b>		
<ul style="list-style-type: none"> <li>● document notification and actions related to spills</li> <li>● document actions taken</li> <li>● document location and parties involved</li> <li>● link to RMP/threat where appropriate</li> </ul>	low	

# COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

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## Schedule C - Contacts

The following contact list is provided for the benefit of the Collaborators who are party to this collaboration Agreement. It provides primary contacts for each of the Collaborators and various methods of contact. For the purposes of notices identified in this Agreement, this list provides email, mail/courier and fax as acceptable delivery methods.

This contact list may be updated from time to time by circulating written notice to the Collaborators.

Upper Thames River Conservation Authority	Chris Tasker, Source Protection Project Manager Email: <a href="mailto:taskerc@thamesriver.on.ca">taskerc@thamesriver.on.ca</a>	John Campbell, Senior Information Management Analyst Email: <a href="mailto:campbellj@thamesriver.on.ca">campbellj@thamesriver.on.ca</a>
	Mail/Courier: 1424 Clarke Rd, London ON, N5V 5B9 Fax: 519-451-1188, Phone: 519-451-2800x258	
The Corporation of the Township of Centre Wellington	Kyle Davis, Risk Management Official Email: <a href="mailto:kdavis@centrewellington.ca">kdavis@centrewellington.ca</a>	
The Corporation of the Town of Erin	Mail/Courier: Wellington Source Water Protection, 7444 Wellington Road 21, Elora, ON, N0B 1S0	
The Corporation of the Township of Guelph / Eramosa	Fax: 519-846-9858	
The Corporation of the Township of Mapleton	Phone: 519.846.9691x362	
The Corporation of the Township of Minto		
The Corporation of the Township of Puslinch		
The Corporation of the Township of Wellington North		
The Corporation of the County of Wellington		
Oxford County	Deborah Goudreau, P.Eng., Manager of Water Services E-mail: <a href="mailto:dgoudreau@oxfordcounty.ca">dgoudreau@oxfordcounty.ca</a> Mail/Courier: Oxford County, 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3 Phone 519-539-0015 /1-800-755-0394, Ext 3116	
The Corporation of the City of Guelph	Peter Rider, Risk Management Official Email: <a href="mailto:Peter.Rider@guelph.ca">Peter.Rider@guelph.ca</a> Mail/Courier: 1 Carden Street, Guelph, ON, N1H 3A1 Fax: 519-822-6194, Phone: 519-822-1260 x 2368	
Grand River Conservation Authority	Martin Keller, Source Protection Program Manager Email: <a href="mailto:mkeller@grandriver.ca">mkeller@grandriver.ca</a> Mail/Courier: 400 Clyde Road, Box 729, Cambridge N1R 5W6 Fax: 519-621-4945, Phone: 519-620-7595	



December 3, 2015

### In This Issue

- Auditor General's Report - Prioritizing Infrastructure Investments.
- Auditor General's Report - Social Assistance Management System (SAMS).
- Auditor General's Report - Hydro One.
- *Bill 144, Budget Measures Act.*
- Closing the gender wage gap.
- 2016 AMO Conference guestroom booking information.
- Would you like a 15-20% return on your money?
- Invest alongside your neighbours and grow together.
- Careers with AMO, King Township and Toronto.

### Provincial Matters

The Provincial Auditor General examined how the provincial government plans and prioritizes infrastructure spending including assets, such as hospitals, schools, universities and its own assets. The report noted that the province needed greater consistency in assessing condition and cross-government coordination to prioritize funding needs and more balance between funding for building new and maintaining existing facilities. Municipalities own more infrastructure than any other order of government in Ontario and have made major strides in infrastructure asset management planning to assess funding needs and guide decisions. AMO looks forward to working with the province and federal government as new funding for infrastructure is brought forward. For more information please see the report's [Infrastructure Planning chapter](#) and [News Release](#).

The Provincial Auditor General's overall finding was that SAMS was launched prematurely and continues to experience problems that need to be fixed. This validates what AMO already knows; that there were implementation challenges that continue to create hardship on clients and an administrative burden on municipal governments and District Social Service Administration Boards (DSSABs) delivering social assistance. AMO is looking forward and will continue to work with the Province to help achieve system stabilization. The recommendations did not address reimbursement to municipal governments and DSSABs. AMO maintains that the Province should cover both the short and long-term costs until the problems are fully resolved. More information is found in the [AG's News Release](#) and the section on SAMS in the AG's [2015 Annual Report](#).

In her report, the Provincial Auditor General found that [Hydro One](#) needs vastly improved business planning, operation practices and greater accountability through performance reviews and improved OEB and Hydro One Board oversight. Its customers deserve a much better outcome. AMO and Hydro One have had initial meeting to discuss transmission issues in Hydro One service areas, including the important role a reliable, cost effective transmission system means locally and to economic growth. Simply put, this means improved fiscal health.

Bill 144 will end capping of municipal property taxes under future criteria. It will block municipal receipt of PILs from municipal electricity utilities once the stranded debt is paid. See the [AMO submission to the Standing Committee on Finance and Economic Affairs](#).

The Ministry of Labour is seeking feedback as it develops a strategy to [close the gender wage gap](#). The Gender Wage Gap Strategy Steering Committee will be providing its recommendations to government in 2016. [Submissions](#) are due January 15, 2016.

**AMO/LAS Events**

2016 AMO Conference Guestroom Booking information is now available [online](#). The 2016 Conference will be held at Caesars Windsor, with guestroom booking at the main hotels opening on January 12th, 2016 at 10 am. Please carefully review the guestroom booking policy.

**LAS**

Why invest in a bond at 2-3% when an LED high-bay lighting project returns 6-10 times as much? Contact LAS to [learn about financing options and/or for a free proposal](#).

The One Investment Program continues to grow, now with over 100 municipal investors and more than \$700 million invested across four portfolios and the new High Interest Savings Account. Put your community on [the path to a better tomorrow](#) by investing in the One Investment Program today.

**Careers**

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to [hr@amo.on.ca](mailto:hr@amo.on.ca) by Friday, January 22, 2016 at 12 noon.

[Development Coordinator - King Township](#). 1 year contract with the possibility of extension. Please forward your resume by December 21, 2015 to: Human Resources, King Township, 2075 King Road, King City, Ontario, L7B 1A1. Email: [hr@king.ca](mailto:hr@king.ca).

[Policy and Project Advisor - City of Toronto](#). Division: Parks, Forestry and Recreation. Full-time, temporary position (12 months). To [apply online](#), submit your resume quoting File number 2186861X by December 15, 2015.

**About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

**AMO Contacts**

[AMO Watch File Team](#), Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[OMKN Ontario Municipal Knowledge Network](#)

[Media Inquiries](#), Tel: 416.729.5425

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

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\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.





December 10, 2015

### In This Issue

- Ontario amending regulations governing surplus school properties.
- Bills that impact municipalities.
- Municipal alcohol policies.
- 2016 AMO Conference guestroom booking information.
- The benefit of Group Benefits from LAS.
- CN's AskRail app: lookup real time railcar content.
- Careers with AMO, Cobourg, Brock and OPS.

### Provincial Matters

The Ministry of Education is proposing to amend Ontario Regulation 444/98 - Disposition of Surplus Real Property under the *Education Act*. This will be of interest to municipal governments and District Social Services Administration Boards who wish to acquire surplus school properties for community hubs or other uses. Comments can be provided on the regulatory posting up until December 29th, 2015.

Bills that impact municipalities - *Bill 151, Waste-Free Ontario Act, 2015* carried in First Reading, *Bill 144, Budget Measures Act, 2015* and *Bill 109, Employment and Labour Statute Law Amendment Act, 2015* are ordered for Third Reading, *Bill 73, Smart Growth for Our Communities Act, 2015* and *Bill 85, Strengthening and Improving Government Act, 2015* received Royal Assent.

Public Health Ontario (PHO) has released a report based on a survey of public health units that describes the status of municipal alcohol policies (MAPs) across Ontario, outlines the successes and challenges of implementation and provides commentary on community involvement in MAP development. This report can help public health units and local policy makers to support healthy public policies on alcohol use.

### AMO/LAS Events

2016 AMO Conference Guestroom Booking information is now available online. The 2016 Conference will be held at Caesars Windsor, with guestroom booking at the main hotels opening on January 12th, 2016 at 10 am. Please carefully review the guestroom booking policy.

### LAS

The LAS Group Benefits Program leverages the aggregated buying power of Ontario's municipal sector and reduces administrative costs through program aggregation. Flexible plan design and benefits options are available to municipalities of almost any size. Get your FREE, no obligation quote today and save!

### Municipal Matters\*

More than 1,400 first responders along CN's rail network use the AskRail app on their mobile devices to lookup real time information about the contents of railcars and trains in their communities. Your community's first responders can sign up for the AskRail app, the emergency preparedness tool available in French and English, by emailing CN at Askrail@cn.ca.

## Careers

Policy Intern - AMO. Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to [hr@amo.on.ca](mailto:hr@amo.on.ca) by Friday, January 22, 2016 at 12 noon.

Director of Parks, Recreation, Tourism and Culture - Town of Cobourg. Please forward your resume in confidence no later than 4:30 p.m., Thursday, January 7, 2016 to the attention of the Human Resource Department, Corporation of the Town of Cobourg. Fax: 905.372.8819 Email: [careers@cobourg.ca](mailto:careers@cobourg.ca).

Planning/Economic Development Co-ordinator - Township of Brock. Contract position to December 31, 2016. Applicants are invited to submit a covering letter and resume addressing how the qualifications are met, marked confidential, by no later than 4:30 p.m. on Friday, January 6, 2016, to: Thomas G. Gettinby, CAO/Municipal Clerk, [tgettinby@townshipofbrock.ca](mailto:tgettinby@townshipofbrock.ca).

Municipal Finance Policy Specialist - Ontario Public Service. Location: Ministry of Municipal Affairs & Housing, Intergovernmental Relations & Partnerships Branch, Toronto. Please apply online, only, by Monday, December 21, 2015, entering Job ID 84472 in the Job ID search field and following the instructions to submit your application.

## About AMO

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MEPCO Municipal Employer Pension Centre of Ontario

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Municipal Wire, Career/Employment and Council Resolution Distributions

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December 17, 2015

**The AMO Office will be closed from December 25, 2015 to January 1, 2016.**

**The office will re-open on January 4, 2016.**

**Everyone at AMO wishes you a happy and safe holiday season!**

**The next issue of the Watch File will be on January 7, 2016.**

### **In This Issue**

- 2016 AMO Conference guestroom booking information.
- Stay on budget with stable natural gas prices from LAS.
- What can MIDAS do for you?
- Careers with AMO and Lakeshore.

### **AMO/LAS Events**

2016 AMO Conference Guestroom Booking information is now available [online](#). The 2016 Conference will be held at Caesars Windsor, with guestroom booking at the main hotels opening on **January 12th, 2016 at 10 am**. Please carefully review the guestroom booking policy.

### **LAS**

Natural gas rates can change up to four times a year, making the process of budgeting a difficult one. The LAS Natural Gas Program offers municipalities a single, competitive Natural Gas rate for 365 days. [Stick to your budget](#) with a little help from LAS.

### **Municipal Matters\***

MIDAS can query FIR data from municipalities across Ontario and generate 'true peer' comparison groups based on many variables. It can analyze and report on trends and empower staff and council through better information and insight. Watch a MIDAS [training video](#) to see what MIDAS can do for you - free of charge to all Ontario municipalities. To get access, email [midasadmin@amo.on.ca](mailto:midasadmin@amo.on.ca) today.

### **Careers**

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to [hr@amo.on.ca](mailto:hr@amo.on.ca) by Friday, January 22, 2016 at 12 noon.

[Supervisor of Parks, Facilities and Fleet - Town of Lakeshore](#). Please visit [Town of Lakeshore Employment Opportunities](#) for further information, including a complete job description and how to apply. Applications must be received no later than 4:30 p.m., Thursday, January 7, 2016.

### **About AMO**

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**AMO Contacts**

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Sent via e-mail: [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

November 26, 2015

Karren Wallace  
Clerk  
Township of Wellington North  
P.O. Box 125  
7490 Sideroad 7 West  
Kenilworth, Ontario N0G 2E0

Dear Ms. Wallace:

On behalf of the Association of Municipalities of Ontario, please accept my heartfelt thanks for your municipality's donation that will help aid Syrian refugees to resettle and find safe haven in Ontario. Your generosity and those of other AMO members will make a difference in the lives of the families we will help save.

Our fundraising goal was \$40,000 to support two families to come to Ontario. I am pleased that we have surpassed our target and raised \$67,540.00 to date and donations continue to come in. All proceeds will be donated to Lifeline Syria which plans to resettle 1,000 families to Ontario.

I understand that many municipal councils across the province are mobilizing in their communities to help the refugees in a variety of ways both financially and non-financially. It is heartening to see Ontario's community laying out the welcome mat to those in need. I encourage you to keep up the efforts that will make such a difference in the lives of the refugee families.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gary McNamara', is written over a horizontal line.

Gary McNamara  
AMO President



**From:** Lisa Stocco  
**Sent:** December-03-15 12:34 PM  
**Subject:** GRCA News: Grand River Source Protection Plan approved

**Grand River Conservation Authority**

## GRCA NEWS

**December 3, 2015**

**Release on receipt**

### **Grand River Source Protection Plan approved**

A plan to protect the sources of municipal drinking water in the Grand River watershed has been approved by the Ontario Ministry of Environment and Climate Change, the Grand River Conservation Authority (GRCA) announced today.

The Grand River Source Protection Plan was approved by Minister Glen Murray on November 26, 2015 and will take effect July 1, 2016. The plan and its associated documents are available at [www.sourcewater.ca](http://www.sourcewater.ca).

The source protection planning process began in 2006, when the Ontario government passed the Clean Water Act to protect the sources of municipal drinking water throughout the province, and is based on technical studies, collaborative policy development, and extensive public consultation.

The process was guided by the Lake Erie Region Source Protection Committee, which is made up of representatives from municipalities, business, industry, farmers, landowners, and other stakeholders. The committee also developed plans for the Catfish Creek, Kettle Creek and Long Point Region watersheds.

“Formal approval of the Grand River Source Protection Plan is a major milestone in the Committee’s work with its community, agriculture, industry, conservation authority, municipal and provincial partners to protect and enhance municipal drinking water supplies,” says Wendy Wright Cascaden, Acting Chair, Lake Erie Region Source Protection Committee. “We look forward to measuring and monitoring the Plan’s future success.”

She also commended Craig Ashbaugh, former chair of the Lake Erie Region Source Protection Committee, as well as staff of the Grand River Conservation Authority. “I wish to formally recognize Craig for his leadership in bringing together all of the partners, shaping the decisions and guiding the planning process over the last eight years,” says Wright Cascaden. “The Source Protection Committee also received excellent support and guidance from the former Program Director, Lorrie Minshall, as well as Martin Keller, Source Protection Program Manager, and their staff. They made significant contributions to the development of an attainable plan and will play a key role in the successful implementation of the Plan in the future. The approved Grand River Source Protection Plan is a considerable achievement that will benefit generations to come.”

The Lake Erie Region Source Protection Committee is continuing its work to address risks to water quantity. These components will be included in a future update to the Grand River Source Protection Plan.

With the approval of the Grand River Source Protection Plan, all 22 source protection plans are now in place across Ontario. Source protection plans are local science-based plans designed to protect the water quality of the lakes, rivers and sources of underground water that supply municipal drinking water systems. The plans set out actions to eliminate, manage or reduce potential risks to drinking water sources.

Policies in the Source Protection Plans include a variety of approaches to manage and prevent risks to municipal drinking water. These approaches include education and outreach, the development of risk management plans, land use planning, and monitoring. The policies are designed to keep contaminants out of rivers, lakes and groundwater aquifers that are sources of municipal drinking water.

The source protection planning process is directed and funded by the Ontario Ministry of the Environment and Climate Change in conjunction with municipalities. Local conservation authorities provide additional technical, communications and administrative support for the source protection planning process.

-30-

**Lisa Stocco, APR** | Manager of Communications | Grand River Conservation Authority  
[www.grandriver.ca](http://www.grandriver.ca) | Phone: 519-621-2763, ext. 2316

# SAUGEEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

# MINUTES

**MEETING:** Authority  
**DATE:** Thursday, October 22, 2015  
**TIME:** 7:00pm  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** Robert Buckle, Barbara Dobreen, Kevin Eccles, Brian Gamble, Wilf Gamble, Stewart Halliday, Steve McCabe, Mike Smith.

**ABSENT WITH REGRET:** Maureen Couture, John Eccles, Dan Gieruszak, Dan Kerr, Sue Paterson, Andrew White

**OTHERS PRESENT:** Wayne Brohman, General Manager/Secretary-Treasurer  
 Jo-Anne Harbinson, Manager, Water Resources and Stewardship Services

Janice Hagan, Recording Secretary  
 Member of the Media

Chair Luke Charbonneau called the meeting to order at 7:04 pm.

1. ADOPTION OF AGENDA

**MOTION #G15-55**

Moved by Robert Buckle

Seconded by Barbara Dobreen

THAT the agenda be adopted as presented.

**Carried**

2. DECLARATION OF PECUNIARY INTEREST

No persons declared a pecuniary interest relative to any item on the agenda.



### 3. MINUTES OF BOARD OF DIRECTORS MEETING – September 24, 2015

#### **MOTION #G15-56**

Moved by Barbara Dobreen

Seconded by Mike Smith

THAT the minutes of the Board of Directors meeting, held on September 24, 2015, be adopted as circulated.

**Carried**

### 4. MATTERS ARISING FROM THE MINUTES

#### a. 2016 Budget – update/questions

The General Manager/Secretary-Treasurer was asked to break out the salary costs allocated to the Foundation for the Community Relations Department. He presented an updated budget showing these amounts. There were questions from the members regarding the methods used for salary increases and the GM/S-T explained that there is a salary grid system which is increased each year based on the Ontario CPI cost of living adjustment. As well an employee moves up the grid based on performance.

The GM/S-T reminded the Members that he is willing to attend Municipality meetings to discuss the proposed SVCA budget. He also reminded the Members that their presence at the Authority budget approval meeting is required to cast a vote.

#### b. Planning & Regulation Customer Service Survey

The GM/S-T explained the changes that were to be made to the Customer Service Survey and that the expected start date for distribution would be November 2, 2015.

#### c. SVCSV Signed Lease Agreement

Mr. Brohman presented the signed lease Agreement for the Saugeen Valley Children's Safety Village. He told the Members that the effective date of the lease was October 17, the keys had been handed over and that renovations were commencing before year end.

### 5. CORRESPONDENCE

Letter from the Town of Hanover indicating that Council had passed a resolution approving the 2016 SVCA Draft Budget. The GM/S-T explained that it isn't necessary for the Municipalities to pass resolutions on the budget and that there will be a vote at the next scheduled Authority meeting. The letter was noted and filed.

6. PRESENTATION: LOCKERBY DAM REMOVAL

Jo-Anne Harbinson shared a Power Point presentation on the removal of the Lockerby Dam. She showed photographs of the entire process from beginning to completion, and described the various steps that had to be taken in order to make the project a success. The Chair thanked Jo-Anne and told the Members that the project had been well executed. The Members congratulated her on her accomplishments.

Jo-Anne left the meeting at 8:05pm.

7. REPORTS

a. Finance Report #7a

**MOTION #G15-57**

Moved by Steve McCabe

Seconded by Wilf Gamble

THAT the Financial Report to August 31, 2015 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$654,537.46 be approved as distributed.

**Carried**

b. Program Reports #7b

**MOTION #G15-58**

Moved by Robert Buckle

Seconded by Brian Gamble

THAT the Program Report be adopted as presented.

**Carried**

c. Financial Reserve Report

The GM/S-T explained the Financial Reserve report and gave the Members information on how the amounts are increased and distributed. The members requested that at the December Authority meeting the GM/S-T present a draft Reserves schedule that incorporates the financial results of the draft 2016 budget presented at the September Authority meeting.

d. Planning & Regulations Action Items Report

The GM/S-T reviewed the Planning & Regulations Action Items Report. He summarized the changes and described the items that had been updated. He explained the property identifier aspect of the file tracking system (Item #2). The Members would like the File Tracking System to be a high priority treated with urgency. The members would like to have more information regarding staff promotion (Item #9). The Chair requested that Mr. Brohman review the human resources policies and ensure that they are compliant.

8. NEW BUSINESS

a. Phragmites Letter

The Chair presented information regarding the serious phragmites issue and explained the concerns over the spread of this invasive species. He submitted a letter to the Members that is to be sent to governmental staff per the following motion, outlining new measures for extermination of phragmites. The Authority requests that the measures be put in place to effectively eliminate phragmites and offers assistance in implementing a plan to assist that initiative.

**MOTION #G15-59**

Moved by Mike Smith

Seconded by Robert Buckle

Be it resolved that, the Saugeen Valley Conservation Authority endorses the attached letter regarding new measures urgently needed to control the invasive species, Phragmites in the Saugeen Valley watershed, and further;

THAT the Authority directs that this letter be signed by the Chair and sent to all Saugeen Valley watershed municipalities seeking their support, and further;

THAT the Authority directs that this letter be sent directly to the following recipients; The Rt. Honourable Prime Minister of Canada, The Honourable Premier of Ontario, the Federal Minister of Health, the Federal Minister of the Environment, the Federal Minister of Fisheries and Oceans, the Ontario Minister of Agriculture and Rural Affairs, the Ontario Minister of the Environment, the three Watershed MP's and three MPP's, the Pest Management Regulatory Agency (PMRA), Conservation Ontario and the Lake Huron Center for Coastal Conservation.

**Carried**

b. Pay by Phone

The GM/S-T told the Members about the McKay Pay-by-Phone option for collecting parking payments. Currently there is a donation box at Sulphur Spring Park. Donation boxes had been at other parks but were removed over the years due to theft and vandalism. The Pay by Phone option is expected to encourage more people to pay, and would eliminate theft/vandalism of the donation boxes. The members asked Mr. Brohman to update the User Fee Schedule to reflect daily parking fees and the season pass.

**MOTION #G15-60**

Moved by Steve McKay

Seconded by Barbara Dobreen

THAT the Authority instruct staff to install McKay Meters signage at the following parks: Sulphur Spring, Allan Park, and Bells Lake on a trial basis and further;

THAT the fee amount is to be set out in the 2016 User Fee Schedule and further;

THAT staff report back to the Authority in one year on the results of this initiative.

**Carried**

A coffee break was called at 9:04pm.

Chair Luke Charbonneau called the meeting back to order at 9:12pm

c. User Fee Schedule

The Members of the Authority discussed the proposed changes to the 2016 User Fee Schedule and added the Seasonal Pass (Section 2-h) in the amount of \$30.

**MOTION #G15-61**

Moved by Mike Smith

Seconded by Brian Gamble

THAT the 2016 Fee Schedule, dated October 2015, be adopted, and further;

THAT the entrance fee be \$5.00 per vehicle and \$30 per season pass at Sulphur Spring, Allan Park, and Bells Lake.

**Carried**

d. Nottawasaga Valley CA – legal matter

The GM/S-T advised the Authority about a legal issue that had been brought against the Nottawasaga Valley CA and that they have applied for the right to appeal. The Chair requested that Mr. Brohman forward the details of the case via email to each of the Members.

e. Local Newspaper Articles

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority members up to date on current events.

There being no further business, the meeting adjourned at 9:52pm on motion of Kevin Eccles.

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Luke Charbonneau  
Chair

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Janice Hagan  
Recording Secretary



North Wellington Health Care (NWHC) and  
Groves Memorial Community Hospital (GMCH)  
CEO/Administration Report  
November/December 2015



*With a New Year comes a new beginning,  
and an opportunity to recommit to the things we aspire to.  
Wishing you all the best in the season and throughout the new year.*

## The BEST PATIENT CARE- Clinical Utilization and Patient Outcomes

- The point of care ultrasound machines for LMH and PDH has been purchased from Zonare and will be arriving in December. Mohawk Shared Services provided support with this procurement. The point of care ultrasound machines will be used by the physicians to perform ultrasounds primarily in the emergency departments.
- GMCH is participating in 3 vendor demonstrations for a Digital Mammography unit in order to complete the evaluations for the procurement process and aims to have a selection early in the new year with installation dates to be finalized then.
- A new violence/aggression assessment policy and assessment tool utilizes yellow stars and yellow armbands to signify to Staff that a patient might be at risk for responsive or aggressive behaviors.

## The BEST SYSTEM - System Innovation and Change

- A seasonal planning strategy will be implemented amongst the WWLHIN hospitals to ensure patient flow continues through the holiday period and to help avoid overload situations at hospitals. This is typically a time of high demand with minimal community supports. This is being proactively managed to improve service delivery throughout this period.
- Clinicians have identified that having the ability to use ClinicalConnect in a single sign-on and patient context with MEDITECH Patient Care Inquiry (PCI) is important to easing usage concerns. eHealth Ontario (eHO) is working with Hamilton Health Sciences (HHS) to create a solution to enable the needed functionality for clinicians. PDH, LMH, GMCH and GGH are working with eHO and HHS to enable the solution on our system late in 2016.
- The WHCA sites and GGH were part of a recent successful integration of Hospital Report Manager (HRM). This brings the total of successful go-lives to over 100 sites provincially. HRM is a solution that enables sending facilities (hospitals and independent health facilities) to securely deliver patient records into clinicians' certified electronic medical records (EMRs). HRM is also sending eNotifications (electronic messages whenever a patient is admitted or discharged from a hospital's Emergency Department or an in-patient unit) and Ontario Telemedicine Network telehomecare reports to an increasing number of regions in Ontario.
- In October the WWLHIN Chairs, Vice Chairs, Chiefs of Staff and some senior staff met to discuss a common Health Information System (HIS). Grand River Hospital's (GRH) vendor is withdrawing from Canada in 2018. Each hospital board in the WWLHIN will be asked to support GRH's Request For Proposal for a common clinical information system strategy with all WW Hospitals participating on a non-binding basis and to be adopted over a number of years.
- In October the Guelph Hospital (GGH) and Wellington Health Care Alliance IT Steering Committee met for a Strategic Planning Session to draft a plan for the next eight years: 2016-18 update infrastructure, mitigate IT risks and standardize applications; 2019-20 focus on operation readiness and applications relating to the capital projects; and 2021-23 focus on possibly migrating to a new

Health Information System (HIS) with a larger entity (LHIN/Regional based). Resource allocations and more detailed planning will now be needed to better define details of how this may evolve.

- Work continues with Homewood, Guelph General Hospital and Canadian Mental Health Association WWD to improve access to mental health care for rural residents. A detailed review and extensive consultation has occurred over the last number of months, and more recently the emphasis has shifted to looking for solutions that can be brought through for system wide sustainable improvement.
- New Mental Health Bed Board will be added to the CritiCall Bed Board Provincial Hospital Resource System (PHRS) beginning in December. This should allow for added options for placing adult mental health patients from our facilities rather than holding for extended periods of time.
- LEAN training occurred in the fall with a small group of 9 participants. We are halfway towards our enrollment target for the year. Added sessions are planned for early in the new year.

## The BEST ORGANIZATION - Organizational Health

- NWHC – LMH site and GMCH participated in hosting hospital tours on November 19 to attract potential skilled workers to our communities. Fifteen people attended including recent immigrants and new graduates from health care institutions. CBC Radio provided press coverage on this event.
- Minto Rural Health Centre construction is on target. Sidewalks and paving of parking lot are in the process of being completed. Progress continues on the interior. Planned occupancy is end of March.
- GMCH new hospital planning continues, and short listing of potential contractor teams is expected early in the new year. Added soil testing on the new hospital site is being conducted as part of the due diligence of preparation for tendering in late spring 2016.
- LMH Ambulatory/Emergency project is awaiting Ministry feedback.
- The interview process has begun for the position of VP Clinical Services/CNE.
- The Joint Steering Committee for the governance structure review have drafted a memorandum of understanding, with the assistance of the KPMG facilitators, that has been approved by both Hospital Boards November 23 and 24.

## The BEST FINANCIAL POSITION - Financial Health

- For the second year of Episode of Care (EoC) volumes for Physiotherapy at GMCH and NWHC-PDH site, projected volumes will exceed 2015-16 targets. Great news of Quality Care Close to Home.
- The PDH Foundation has generously provided \$1 million dollars in support of the Minto Rural Health Centre. This along with the \$1.5 million loan from the Town of Minto that will be repaid using rental revenues has allowed the hospital to make the investment for long term community benefit.
- On October 15, NWHC received approval to receive \$475,700 in 2015/16 for the SRN proposals previously submitted. This includes Lean Training, Risk Management Software, Antimicrobial Stewardship, IT Investments and Sustainability Audits.
- Both hospitals have balanced budgets at the end of September.
- The Hospital Annual Planning Submission (HAPS) for both hospitals was filed with the WWLHIN by November 23. This was approximately two months earlier than prior years and included balanced budgets without negatively impacting the level of care delivered locally.



## The Corporation of the County of Wellington January 2016 Meeting Schedule

<b>Date</b>	<b>Time</b>	<b>Committee</b>	<b>Location</b>
Jan 12/16 Tuesday	9:00am	<b>Roads</b> Warden Bridge Councillors Williamson (Chair), Breen, Driscoll, Linton	<b>Keith Room</b> <b>Administration Centre</b>
Jan 12/16 Tuesday	10:30am	<b>Solid Waste Services</b> Warden Bridge Councillors McKay (Chair), Brianceau, Davidson, Williamson	<b>Keith Room</b> <b>Administration Centre</b>
Jan 13/16 Wednesday	9:00am	<b>Police Services Board</b> Warden Bridge Councillor L. White (Chair), Russ Spicer (Vice Chair), Jeremy Vink, Kent Smith	<b>Guthrie Room</b> <b>Administration Centre</b>
Jan 13/16 Wednesday	1:00pm	<b>Social Services</b> Warden Bridge Councillors Anderson (Chair), Black, Davidson, L. White	<b>Guthrie Room</b> <b>Administration Centre</b>
Jan 13/16 Wednesday	4:30pm 6:00pm	<b>Information, Heritage and Seniors</b> <b>Library Portion</b> Warden Bridge Councillors Black (Chair), Anderson, Driscoll, Watters; Lucia Costanzo Jennifer Dixon, Janice Sheppard, Walter Trachsel,	<b>Wellington Terrace Boardroom</b>
Jan 14/16 Thursday	9:00am	<b>Land Division and Planning</b> Warden Bridge Councillors Lennox (Chair), Alls, McKay, Watters	<b>Keith Room</b> <b>Administration Centre</b>
Jan 19/16 Tuesday	10:00am	<b>Economic Development</b> Warden Bridge Councillors C. White (Chair), Breen, Brianceau, Linton	<b>Council Chambers</b> <b>Administration Centre</b>
Jan 19/16 Tuesday	1:00pm	<b>Administration, Finance</b> <b>And Human Resources</b> Warden Bridge Councillors Lever (Chair), Alls, Lennox, C. White	<b>Guthrie Room</b> <b>Administration Centre</b>
Jan 28/16 Thursday	10:00am	<b>Council Session</b> Council and Department Heads	<b>Council Chambers</b> <b>Administration Centre</b>
<b>Jan 11/16</b> <b>Monday</b>	<b>10:00am</b>	<b>Council Session</b> <b>Budget and Five Year Plan</b> Council and Department Heads	<b>Aboyne Hall</b> <b>Wellington County</b> <b>Museum and Archives</b>

**Additional Dates to Note:**





**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel. 416-585-7000  
Fax 416-585-6470  
[www.ontario.ca/MAH](http://www.ontario.ca/MAH)

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. 416-585-7000  
Télé. 416-585-6470  
[www.ontario.ca/MAH](http://www.ontario.ca/MAH)



**Ministry of Natural  
Resources and Forestry**

Office of the Minister

Room 6630, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W3  
Tel: 416-314-2301  
Fax: 416-314-2216  
[www.ontario.ca/MNRF](http://www.ontario.ca/MNRF)

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

Édifice Whitney, bureau 6630  
99, rue Wellesley Ouest  
Toronto (Ontario) M7A 1W3  
Tél.: 416-314-2301  
Télé. : 416-314-2216  
[www.ontario.ca/MRNE](http://www.ontario.ca/MRNE)

RECEIVED

DEC 10 2015

TWP. OF WELLINGTON NORTH

December 7, 2015

68219

Ms. Karren Wallace  
Clerk  
Township of Wellington North  
7490 Sideroad 7 West,  
PO Box 125  
Kenilworth ON N0G 2E0

Dear Ms. Wallace:

As you know, in the spring of 2015, the Ministry of Municipal Affairs and Housing and the Ministry of Natural Resources and Forestry initiated a co-ordinated review of the Growth Plan for the Greater Golden Horseshoe, the Niagara Escarpment Plan, the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan.

To support the co-ordinated review, an Advisory Panel was appointed to develop and propose recommendations on how to amend and improve the plans. Chair David Crombie, and members Keith Currie, Rae Horst, John MacKenzie, Leith Moore and Debbie Zimmerman, attended public meetings, reviewed the plans, and relied upon their knowledge of the region and issues at stake to provide input and recommendations.

While we acknowledge the great work of the Advisory Panel, we would also like to take this opportunity to thank you for your input in the review. Your input has helped Mr. Crombie and the Panel formulate a thorough and objective report which he has now submitted to the government. We are pleased to share the Panel's report *Planning for Health, Prosperity and Growth in the Greater Golden Horseshoe: 2015 – 2041* with you today. You can review and download the report at [www.ontario.ca/ceul](http://www.ontario.ca/ceul).

In addition, we would also like to share a summary of the main themes that emerged during the 17 town hall consultation meetings. *The Co-ordinated Land Use Planning Review Summary Report on Town Hall Meetings* is available for download at [www.ontario.ca/cfki](http://www.ontario.ca/cfki).

The long-term prosperity and social wellbeing of Ontario depends upon planning for strong, sustainable and complete communities. The panel has recommended ways to better achieve our goals of growing healthy, livable and prosperous communities by keeping people and goods moving, creating jobs, combating the effects of climate change, protecting agricultural viability and expanding our green spaces.

Our government will consider the Advisory Panel's recommendations as we develop proposed amendments to the plans. We will seek input on the proposed amendments in winter 2016. Please visit our website [www.ontario.ca/landuseplanningreview](http://www.ontario.ca/landuseplanningreview) for updated information on the co-ordinated review.

We would like to sincerely thank the Advisory Panel for its dedication in dealing with many complex issues and for providing us with their advice. We would also like to thank you for participating in this review. Your continued engagement will help shape the future of the plans and of our region.

Best regards,

Sincerely,



Ted McMeekin,  
Minister of Municipal Affairs and Housing

Bill Mauro,  
Minister of Natural Resources and Forestry

Enclosure: *Planning for Health, Prosperity and Growth in the Greater Golden Horseshoe: 2015*  
– 2041

December 8, 2015

Randy Pettapiece, MPP  
55 Lorne Avenue East  
Stratford, Ontario  
N5A 6S4  
Via e-mail: [randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org)

RECEIVED

DEC 15 2015

TWP. OF WELLINGTON NORTH

Dear Mr. Pettapiece:

Thank you for your letter dated November 10, 2015 and the enclosed letter from Mr. Michael Givens, CAO of the Township of Wellington North. As the Alcohol and Gaming Commission of Ontario (AGCO) is responsible for overseeing charitable gaming and lotteries, I am happy to provide information with respect to the regulatory framework for charitable lottery licensing in Ontario.

As you know, the Government of Ontario has delegated the authority to issue charitable lottery licences to both the Registrar of Alcohol and Gaming (Registrar) and municipal councils. As outlined in the Government's Order-in-Council 1413/08 ("OIC"), the Registrar has the authority to licence all types of approved lottery events, and municipal councils may licence certain types of approved lottery events (e.g. raffles under \$50,000 in prizes and break open tickets sold within the municipality). As such, the AGCO and municipalities work together to ensure that the legal requirements, including terms and conditions on the licences, are complied with by lottery licensees.

To assist and support municipal and provincial officials in making decisions with respect to eligibility for charitable gaming licences, the Registrar has issued a Lottery Licensing Policy Manual ("LLPM"). The policies in this manual were developed by the Registrar based on authority and direction flowing from the *Criminal Code* (Canada), the OIC, and the *Gaming Control Act, 1992* and its Regulations. The LLPM provides an outline of the legal and policy framework, including eligibility criteria and application requirements for various types and sizes of charitable or religious organizations, for lottery licensing purposes. These requirements also vary depending on the type of lottery licence being sought. For example, a small charitable organization applying for a municipal lottery licence would not be subject to all of the requirements that apply to a larger, more sophisticated charity conducting a large raffle under a provincial lottery licence.

While the AGCO and municipal licensing authorities, in certain instances, have responsibility over licensed lottery events, neither body has legal authority over lottery schemes or gambling activities that are being conducted without a provincially or municipally-issued licence. In other words, the AGCO is unable to regulate or police unlicensed gaming activities that have not been authorized by the Registrar under the *Gaming Control Act, 1992*. Any such activities, including "illegal lotteries", should be directed to the local police authority which is the appropriate body for dealing with such matters.

Mr. Given's letter also references a resolution circulated by the Municipality of North Perth in May 2015 advocating that the AGCO allow lottery proceeds to be used for construction, renovation and improvements of buildings owned by or on land owned by municipalities. I can advise, with respect to this issue, that under the federal *Criminal Code* all gambling is illegal unless it falls under one of a few exceptions. One exception allows a charitable or religious organization to obtain a licence to conduct a lottery and use the proceeds for charitable purposes. As a municipality is not a charitable organization, unfortunately, it cannot receive proceeds from charitable gaming events. To allow this, a change to the *Criminal Code* would be required.

I hope you find the above information helpful. The AGCO will continue to work with municipalities and the charitable lottery licensing community to support the licensing process, and educate stakeholders on Ontario's charitable licensing framework. Should you have any further questions, please do not hesitate to contact Frank Cuda, Manager, Gaming Eligibility at [frank.cuda@agco.ca](mailto:frank.cuda@agco.ca) or 416-326-3137.

Yours truly,



Jeff Longhurst  
Director, Licensing & Registration  
Alcohol and Gaming Commission of Ontario

cc. Hon. Madeleine Meilleur, Attorney General  
Jean Major, CEO & Registrar, Alcohol and Gaming Commission of Ontario  
John Nater, MP, Perth-Wellington  
Michael Givens, CAO, Township of Wellington North  
Karren Wallace, Clerk, Township of Wellington North



December 8, 2015

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

RECEIVED

DEC 15 2015

TWP. OF WELLINGTON NORTH

Dear Mayor and Councillors,

The Rural Ontario Institute would like to bring your attention to a hard working, engaged young leader living in your community. James Craig from Arthur, Ontario has been nominated for our Rural Youth Engagement Showcase. We are very pleased to share this news with your Council, as young individuals like James represent a promising future for rural communities across Ontario. We hope you can join us in recognizing his contributions and engagement in the life of your community.

Each nominee in this initiative will be considered to appear in a short video, profiling their various accomplishments, the impact they have had in their community and the networks of support around them. We hope these stories will inspire new young leaders, and bring attention to the value of fostering youth engagement for local communities. We will be determining our final selections and announcing them through a news release on our website, [www.ruralontarioinstitute.ca](http://www.ruralontarioinstitute.ca), in the coming weeks.

We believe the strength and vitality of rural communities depends upon actively engaged individuals and we encourage you to further celebrate these efforts at your local level. For more information on James's accomplishments, please contact Ryan Deska, Project Lead.

Sincerely,

A handwritten signature in blue ink that reads 'Rob Black'.

Rob Black  
Chief Executive Officer  
Rural Ontario Institute



Measuring  
Rural Community  
Vitality

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

**BY-LAW NUMBER 098-15**

**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, DECEMBER 21, 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 December 21, 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 21ST DAY OF DECEMBER, 2015.**

---

**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**

## **MEETINGS, NOTICES, ANNOUNCEMENTS**

Monday, January 11, 2016	Court of Revision (West Luther Drain 64)	7:00 p.m.
Monday, January 11, 2016	Regular Council Meeting	Following Court of Revision
Wednesday, January 20, 2016	Economic Development Committee	4:30 p.m.
Thursday, January 21, 2016	Cultural Roundtable	12:00 p.m.
Monday, January 25, 2016	Public Meeting	7:00 p.m.
Monday, January 25, 2016	Regular Council Meeting	Following Public Meeting.

### **ADMINISTRATIVE OFFICE CLOSURES DURING THE CHRISTMAS SEASON**

Thursday, December 24, 2015	Office closing at noon
Friday, December 25, 2015	Office closed
Monday, December 28, 2015	Office closed
Thursday, December 31, 2015	Office closing at noon
Friday, January 1, 2016	Office closed

**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**