

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – JULY 24, 2023 AT 7:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 6:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

HOW TO JOIN

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/88202986444>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 882 0298 6444

**PAGE
NUMBER**

CALLING TO ORDER

O'CANADA

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the July 24, 2023 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at ___:___ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

1. REPORTS

- Verbal report Municipal Solicitor OLT Appeal A04-2023 Red Maple Land Co. 8648 Highway 6, Arthur, ON

2. REVIEW OF CLOSED SESSION MINUTES

- June 5, 2023

3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at ____:____ p.m.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the verbal report from the Municipal Solicitor;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the June 5, 2023 Council Meeting.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|--|-----|
| 1. Special Meeting of Council, July 4, 2023 | 001 |
| 2. Regular Meeting of Council, July 10, 2023 | 006 |
| 3. Public Meeting, July 10, 2023 | 014 |

Recommendation:

THAT the minutes of the Special Meeting of Council held on July 4, 2023, the Regular Meeting of Council and the Public Meeting held on July 10, 2023 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- | | |
|---|-----|
| a. Mount Forest Business Improvement Area, Association Meeting, July 11, 2023 | 024 |
|---|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area, Association Meeting, held on July 11, 2023.

2. ECONOMIC DEVELOPMENT

- | | |
|---|-----|
| a. Report EDO 2023-014 Economic Development Office Update | 027 |
|---|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2023-014 being an update from the Economic Development Office.

3. FINANCE

- a. Report TR2023-006 – Amendment By-law 127-2022 being the 2023 Fees and Charges By-law 034

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-006 being a report on amendments to the By-law 127-2022 being the 2023 fees and charges by-law;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law.

4. OPERATIONS

- a. Report OPS 2023-027 being a report on Consolidated Linear Infrastructure Environmental Compliance Approval for Wastewater and Stormwater Collection Systems Update and Implementation Plan 037

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2023-027 being a report on Consolidated Linear Infrastructure Environmental Compliance Approval for Wastewater and Stormwater Collection Systems Update and Implementation Plan;

AND FURTHER THAT Council authorize the designation of the Senior Project Manager, Manager Environmental and Development Services and CAO to represent the Township, as the owner's authorized representatives, for the purposes of any application, including any future renewal, extension or amendment application, to the Ministry of the Environment, Conservation and Parks for a Consolidated Linear Infrastructure Environmental Compliance Approval for the Townships Municipal Sewage Collection System and the Townships Stormwater Management System;

AND FURTHER THAT Council approve the proposed CLI ECA application fees found within this report and implement fees immediately;

AND FURTHER THAT Council direct staff to allow for additional funding for CLI ECA projects as part of the future budget discussion; and

AND FURTHER THAT Council direct staff to apply the CLI ECA to all planning, municipal infrastructure design and construction projects.

- b. Report OPS 2023-028 being a report on Jack's Way (Mount Forest) Stage 3 Preliminary Acceptance 044

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-028 being a report on Jack's Way (Mount Forest) Stage 3 Preliminary Acceptance;

AND FURTHER THAT Council receive the correspondence from Frank Vanderloo, BM Ross and Associates Limited, dated July 19, 2023,

regarding Jack's Way (Mount Forest) Preliminary Acceptance Stage 3 Municipal Services;

AND FURTHER THAT Council grant 5053745 Ontario Inc., for its Jack's Way subdivision in the community of Mount Forest (Draft Plan 23T-18004), Preliminary Acceptance for Stage 3 Municipal Services works with the guarantee and maintenance period commencing on July 24, 2023;

5. ADMINISTRATION

- a. Report CLK 2023-021 Being a Report on Delegation of Authority Policy 049

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-021 being a report on the delegation of authority policy;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign By-law 065-2023 being a By-law to amend By-law 116-2021 being the Delegation of Authority By-law.

- b. Report CLK 2023-022 Being a Report on a Notice of Trespass Policy 051

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2023-022 being a report on a Notice of Trespass Policy;

AND FURTHER THAT Council approves the Notice of Trespass Policy.

- c. Report CLK 2023-024 being a report on amendments to Canine By-law 004-2017 (2) 057

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-024 being a report on amendments to Canine By-law 004-2017 (2);

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the amending by-law.

- d. Report CAO 2023-007 Strategic Plan Update (Phase 2) 059

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-007;

AND FURTHER THAT Strategic Planning sessions open to the public be held as follows:

Thursday, July 27, 2023. 6:30 – 8 pm
Arthur & Area Community Centre
158 Domville St. Arthur

Monday, July 31, 2023. 6:30 – 8 pm
Mount Forest & District Sports Complex
850 Princess St, Mount Forest

6. COUNCIL

- a. Wellington North Press Release dated July 24, 2023, regarding Volunteer Celebration and Newcomers Welcome on Thursday, September 14th. 065

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Press Release, dated July 24, 2023, regarding Volunteer Celebration and Newcomers Welcome on Thursday, September 14th.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items For Consideration on the July 24, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- Recreation, Parks and Leisure Committee
- Wellington North Cultural Roundtable
- Upper Grand Trailway Wellington Sub Committee
- Mount Forest Aquatic Ad Hoc Advisory Committee

Councillor Burke (Ward 2):

- Mount Forest Business Improvement Area
- North Wellington Health Care Corporation Louise Marshall Hospital Board of Directors
- Mount Forest Aquatic Ad Hoc Advisory Committee
- Mount Forest Fireworks Festival Committee
- Lynes Blacksmith Shop Committee

Councillor Hern (Ward 3):

- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Grand River Conservation Authority

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Wellington County Farm Safety Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee
- ROMA Zone 2 Chair

Mayor Lennox:

- Committee of Adjustment
- Wellington North Power
Ex Officio on all committees

BY-LAWS

- | | |
|---|-----|
| a. By-law Number 055-2023 being a by-law to amend By-law 004-17 being a by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North | 066 |
| b. By-law Number 062-2023 being a by-law to amend By-law 127-2022 being a by-law to establish the fees and charges for various services provided by the municipality | 069 |
| c. By-law Number 063-2023 being a by-law to regulate dangerous dogs and potentially dangerous dogs within the Township of Wellington North | 074 |
| d. By-law Number 064-2023 being a by-law to authorize a Community Improvement Plan in the Township of Wellington North and repeal 016-2019 | 085 |
| e. By-law Number 065-2023 being a by-law to amend By-law 116-21 being by-law to adopt a Delegation of Authority Policy | 147 |
| f. By-law Number 066-2023 being a by-law to appoint a Director of Finance/Treasurer for The Corporation of the Township of Wellington North and repeal 06-2022 | 154 |

Recommendation:

THAT By-law Number 055-2023, 062-2023, 063-2023, 064-2023, 065-2023 and 066-2023 be read a First, Second and Third time and enacted.

CONFIRMING BY-LAW

156

Recommendation:

THAT By-law Number 067-2023 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on July 24, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of July 24, 2023 be adjourned at :
 p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Wellington North Farmers Market 10 th Season – Victory Community Centre, 320 King St. E., Mount Forest	Saturday's June 17 to September 30, 2023	8:30 a.m. – 12:00 p.m.
Mount Forest Aquatics Advisory Committee (meeting room Mount Forest Sports Complex)	Tuesday, July 25, 2023	7:00 p.m.
Canada Food Day (Wellington North Farmers Market)	Saturday, August 5, 2023	
An Afternoon in The Park 100 th Anniversary of the Arthur Cenotaph	Sunday, August 6, 2023	12:00 pm. – 4:00 p.m.
Regular Council Meeting	Monday, August 14, 2023	2:00 p.m.
Regular Council Meeting	Monday, August 28, 2023	7:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF SPECIAL COUNCIL MEETING –JULY 4, 2023 AT 2:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING
<https://www.youtube.com/watch?v=au8Sot6K9EQ>**

Members Present:

**Mayor: Andrew Lennox
Councillors: Sherry Burke (via Zoom)
Lisa Hern (via Zoom)
Steve McCabe
Penny Renken**

Staff Present:

**Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Chief Building Official: Darren Jones
Senior Project Manager: Tammy Stevenson**

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2023-236

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the July 4, 2023 Special Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest was disclosed.

DEPUTATIONS

Crombie Property Holdings Limited (Sobeys)

- Todd Polley, Senior Project Manager
- Michael Glynn, Project Manager Design and Construction

Mr. Glynn provided and updated budget for the signalized intersection at Main St. N. and Mount Forest Drive. The fall 2022 estimated cost provided by Crombie Property Holdings Limited was \$928,000. Crombie has awarded the project to Alfred Fach at a cost of \$1,334,769.44 and is proposing that Council increase the Townships contribution by \$203,384.72 based on the same formula. \$123,000.00 to be collected from Canadian Tire, \$605,884.72 of Township Funds and \$605,884.72 of Crombie Property Holdings Limited funds. They would like to lift the holding provision based on this agreement. Once there is an understanding of cost sharing, they can move forward with their building plans and obtain the required building permits.

Mayor Lennox requested clarification that the budget has gone up by about \$400,000 and what is the expectation from Crombie Property Holdings Limited. Mr. Glynn responded that they would like to enter into a cost sharing agreement with the Township based on the new figure of \$1,334,769.44 as outlined how it breaks down with the

parties involved. Mr. Polley stated that the difference would be an additional amount of \$203,384.72 for a total of \$605,884.72.

Mr. Polley commented that he was not involved in prior discussions. This is for a lit four-way intersection entering the site and considers the egress from the site opposite theirs as well as onto the street.

Mayor Lennox questioned if their team had discussions with Township staff regarding the changed estimate. Mr. Polley commented that Robert Blacklock, Director of Development, had submitted it to Township staff and it has gone through the engineering process and received Township comments. This is the final version and pricing.

Mayor Lennox asked Darren Jones, CBO, to walk Council through the process and how they got to this point. Mr. Jones explained that Crombie has applied for site plan approval to make some renovations to the existing TSC Store in anticipation of construction. Site plan approval was issued for the site, and they have a conditional building permit for a foundation on the property. They got site plan approval for the site, and they have a conditional building permit for a foundation on the property. The zoning and the holding provision is based on a public meeting for the zoning amendment. Council made a condition that a cost sharing agreement and road entrance design acceptable to the Township be provided. They worked through with the Township engineer, the developers engineer, and MTO to come up with a design of the intersection that is acceptable to all parties. The numbers that Crombie provided being the \$928,000 were from late fall last year. Staff and Crombie worked out a number of about \$600,000, with some of that being collected from Canadian Tire and paid back to Crombie through their construction.

Councillor McCabe questioned if Crombie selected the contractor. Mr. Polley stated that they had through their general contractor. Councillor McCabe asked where we are with what we need from Crombie Property Holdings and what they need. Mr. Jones stated that the Township and Crombie need to enter into a cost sharing agreement to be able to issue the final building permit. Once that is done a by-law needs to be passed to remove the holding provision. The remainder of the holding provisions have been satisfied through the site plan approval.

Councillor Burke asked if the signal light is the only outstanding item for site plan approval. Mr. Jones commented that the agreement before them in the agenda is essentially the only item left outstanding that Council and the developer need to agree on. Then removing the holding provision is another step that needs to happen by by-law of Council. Councillor Burke stated that based on these numbers she cannot support going over on the budget.

Councillor Renken inquired what Crombie's reaction would be if the Council did not support their proposal. Mr. Polley commented that it would have to go back to their Director of Development, Robert Blacklock. There was a conceptual design when the first estimate was put forth. The design was revised two or three times and added Township comments. That's what increased the price. It wasn't an increase in price; it was added scope that changed the price.

Councillor Burke asked if this was sent out to multiple tenders to get competitive pricing, or did they use preferred contractors for quotes. Mr. Polley stated it went out to a number to contractors. The last price go around they only received two back. The others said they no longer had the ability to price it. There was pricing from three sets of drawings as they evolved.

Councillor Renken questioned what the lowest cost estimate for the project was. Mr. Polley stated that this was the lowest number received for the Township approved design. The \$928,000 came from a limited scope that went out last fall. Through drawing reviews and different details added this is the lowest number they received.

Mayor Lennox requested details of the changes in scope. Ms. Stevenson, Senior Project Manager, provided that during the 2022 cost estimate it was a preliminary design for the signalization work. At that time, it went to MTO for review and to provide comments. Part of their comments was that Mount Forest Drive had to be in line to provide left turn lanes so it aligns with the new entrance to Sobey's. That was included in the final design. There is also urbanization on Mount Forest Drive for about 150 metres and then storm collection for regrading to allow proper drainage to get away from the intersection.

Councillor McCabe questioned if it was MTO revisions, not Township revisions, that caused the increase. Ms. Stevenson commented that the MTO revisions were to have the left turn lane, which we had to shift Mount Forest Drive to include a straight through or a right turn lane. Councillor McCabe asked Crombie if they are asking our taxpayers to pay for this. Mr. Glynn stated they are asking for 50% of the increase to be paid by the Township.

Mayor Lennox asked as we were entering into the arrangement with Crombie, Township staff delegated the responsibility of getting quotes and looking after the cost of the intersection to them and then we would enter into a cost sharing arrangement. CBO Jones confirmed that was the process they went through. Mr. Polley and Mr. Glynn stated they believed that was the understanding.

Councillor McCabe questioned how familiar Mr. Glynn and Mr. Polley were with the project. Mr. Glynn stated that he was involved from day one but hadn't been involved with specific conversations between Mr. Jones and Robert Blacklock and what their understanding was. They have been working towards the agreement through their SPA process, contacting RGC and putting this out to market for competitive pricing for the cost sharing agreement. Mr. Polley commented that he has been involved since December.

Councillor Burke requested clarification that through the cost sharing agreement was it discussed that it would be a 50/50 sharing or just a cost sharing agreement. Mr. Polley stated that it was his understanding that it was a 50/50 sharing after the Canadian Tire portion. Mr. Glynn understood it was a 50/50 agreement as well but didn't have the clarity on the Canadian Tire part. Mr. Jones stated that the number of the Township contribution of \$402, 500 that we budgeted for came from the \$928,000 number, less the Canadian Tire contribution and divided it in half. That amount was put forward in the budget.

Councillor Renken asked if Canadian Tire had been contacted regarding a request for an increased share of the project. Mr. Jones stated that Canadian Tire has not been contacted with a request for more money. When we entered into a site plan agreement for Canadian Tire we entered into a separate agreement where Canadian Tire agreed to pay a fee up to \$123,000.

ITEMS FOR CONSIDERATION

1. BUILDING

- a. Report CBO 2023-09 – Development Agreement – Crombie Property Holdings Limited

RESOLUTION: 2023-237

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-09 being a report on a development agreement for Crombie Property Holdings Limited;

AND FURTHER THAT the Council authorize the Mayor and Clerk to sign the by-law to enter into the agreement in the form, or substantially the same form as the draft agreement.

CARRIED

BY-LAWS

- a. By-law Number 052-2023 being a by-law to authorize the execution of a Development Agreement with Crombie Property Holdings Limited

RESOLUTION: 2023-238

Moved: Councillor Renken

Seconded: Councillor Hern

THAT By-law Number 052-2023 be read a First, Second and Third time and enacted.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2023-239

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT By-law Number 053-2023 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on July 4, 2023 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2023-240

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Special Council meeting of July 4, 2023 be adjourned at 2:34 p.m.

CARRIED

MAYOR

CLERK

- Betty Dee Limited, Zoning By-law Amendment
- Harvey Bowman, Zoning By-law Amendment

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2023-243

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North resume the July 10, 2023 Regular Meeting of Council at 2:46 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 058-23 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (EOSR Part Lot 12 Division 3 and Division 4 with civic address of 9453 Highway 6 – Harvey Bowman)

RESOLUTION: 2023-244

Moved: Councillor Renken

Seconded: Councillor Burke

THAT By-law Number 058-23 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (EOSR Part Lot 12 Division 3 and Division 4 with civic address of 9453

Highway 6 – Harvey Bowman)

CARRIED

DEPUTATIONS

1. Crystal VanGerven, Arthur Public School
 - Request for Council to continue to support Arthur Public School and the playground/yard goals.

Ms. VanGerven appeared before Council to thank them for investing in their playground upgrade and assure Council that the funds will be used to meet the needs of the students, and their mental health during recess, gym time and outside learning. She has been working on the fundraising with the school for the upgrades for just over a year.

Following Trustee Robin Ross' presentation to Council she wanted to shed light on what they have been able to do in the past year and what they are working on. During the last school year they were able to provide \$12 a day to each student to assist with bussing for field trips; send students from grade one to eight skating at the arena, along with offering support for skates and helmets if they need it; fund a hotdog day; teacher requests for supplies that they don't have funding for; contributed to the snack program that allows all students to access snack program during the day; and scientist in the classroom.

For the last few years, they have been able to bring in rock climbing for the students to take part in. Last year they created a sandbox for the kindergarten students, and they have purchased recess equipment for the kids to use. However, they stumble with the issue of not enough supervision during recess time for the kids to have sporting

equipment outside. They recently put in two gaga ball pits for the kids to play in year-round. As per the superintendent the school yard and anything fixed into the ground are available to the community to use outside of regular school hours. It is not an act of trespass if our students and community access the grounds outside of school hours. They organize walking trips to the Opti-Mrs. park, as well as the splash pad; however that does take a significant amount of parent volunteers to supervise the children when they are walking.

When they build the play structures the school board will provide the funding needed to top up the engineered wood fibres every couple of years to meet safety standards. They will be eligible to receive most of the HST back on their purchases and will use that for the maintenance of the playgrounds in the years moving forward. They have looked for sponsorship in the community and have had an amazing response; with Musashi Auto Parts being the biggest sponsor. Currently there is \$145,000 in a bank account for the playground, with approximately another \$90,000 coming from Musashi, in order to move forward before the end of 2023 to install the one junior/intermediate area. They are waiting for final confirmation to move forward with that one and then will work on their goals for the primary area. In conclusion she hoped this information is helpful and that she can count on Council to help the school out in the years to come with various projects to help make the students time at school fun and provide a constructive outlet of energy between classes to they can succeed in the classroom.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, June 19, 2023
2. Public Meeting, June 19, 2023

RESOLUTION: 2023-245

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on June 19, 2023 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

2b, 4a, 4b, 5b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2023-246

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT all items listed under Items for Consideration on the July 10, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on June 15, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of Maitland Valley Conservation Authority Membership Meeting #6-2023 held on May 17, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the County of Wellington Joint Accessibility Advisory Committee meeting held on May 4, 2023

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Curtis Marshall, Manager of Development Planning, County of Wellington, dated July 4, 2023, regarding 5053745 Ontario Inc. (Jack's Way Subdivision), Lots 2, 3, 4, Blocks 15 & 16, Registered Plan 61M-253, Mount Forest, Part Lot Control Exemption Application.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated July 4, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington Federation of Agriculture Press Release, dated June 23, 2023, regarding Wellington County Emerges as an Agri-Food Powerhouse: Leading the Way in Crop and Livestock Production.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2023-247

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Asavari Jadhav, Junior Planner, and Curtis Marshall, Manager of Development Planning, County of Wellington, dated July 10, 2023, regarding Crombie Property Holdings, Mount Forest, Foodland Grocery Store, Removal of Holding (H) Provision.

CARRIED

RESOLUTION: 2023-248

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-020 being report Wellington North Electoral Ward update (2).

CARRIED

RESOLUTION: 2023-249

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2023-023 being a report on amendments to Canine By-law 004-2017;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the amending by-law.

DEFERRED

RESOLUTION: 2023-250

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive correspondence from the Auxiliary to Louise Marshall Hospital, dated June 17, 2023, regarding thank you for grant received.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe (Ward 4):

- Saugeen Valley Conservation Authority, Executive Meeting, July 6, 2023.

BY-LAWS

- a. By-law Number 054-2023 being a by-law to amend By-law Number 5000-05, a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Township of Wellington North

RESOLUTION: 2023-251

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 054-2023 be read a First, Second and Third time and enacted.

CARRIED

Council directed the CAO to include considerations on parking and truck traffic on certain streets in the Traffic Needs Assessment.

- b. By-law Number 055-2023 being a by-law to amend By-law 004-17 being a by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North

RESOLUTION: 2023-252

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 055-2023 be deferred.

CARRIED

- c. By-law Number 056-2023 being a by-law to repeal By-law Numbers 035-2001; 093-2006, 073-2005; 013-2012 and 080-2012

- d. By-law Number 057-2023 being a by-law to authorize a Sewage Allocation Agreement with McTrach Capital Inc. and 247 Management Services Inc.

RESOLUTION: 2023-253

Moved: Councillor Burke

Seconded: Councillor Renken

THAT By-law Number 057-2023 be read a First, Second and Third time and enacted.

CARRIED

- e. By-law Number 059-2023 being a by-law to exempt lands from part lot control, 5053745 Ontario Inc. (Wilson)
- f. By-law Number 60-2023 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Crombie/Sobeys)
- g. By-law Number 6000-23 being a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Township of Wellington North and repeal By-law 5000-05.

RESOLUTION: 2023-254

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 056-2023, 059-2023, 60-2023 and 6000-23 be read a First, Second and Third time and enacted.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2023-255

Moved: Councillor Renken

Seconded: Councillor Burke

THAT By-law Number 061-2023 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on July 10, 2023 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2023-256

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Regular Council meeting of July 10, 2023 be adjourned at 3:55 p.m.

CARRIED

MAYOR

CLERK

July 10 2023

To The Mayor and Members of Council representing Wellington North

My name is Chris Vervoort, and I am a sheep and beef producer within Wellington North. It has been brought to my attention that there are some discussions regarding the number of LG dogs and working dogs permitted on acreages over 25 acres.

I have reviewed the staff report and feel that the council has received a dangerously limited amount of information regarding LGDs to make sound decisions.

In our operation we employ LGDs for the protection of livestock and stock dogs for day-to-day stock movements and care. In our operation dogs are ESSENTIAL workers that address many challenges faced by ON producers.

With the evolution of agriculture, regenerative AG, combined with emissions and carbon reduction targets being set by our Federal Government we are currently seeing major shifts in Agriculture. Over the past few years with the sharp increase in fuel prices and lack of skilled labour we have evolved towards an intensive grazing system. In order to manage that system we work with OMAFRAs best management practices, along with the Ontario Sheep and Beefs code of practice as our regulating guidelines. These are the same guidelines used by the Provincial animal welfare services. As our grazing operation has grown, this spring we had stock grazing in 10 different locations at one time, and I would see that evolving. Wellington North has tremendous Carbon capturing opportunities when combined with innovative farming practices. We can grow tremendous grasses and cover crops and we have a lengthy 7- 8 month grazing opportunity.

With the adoption of an intensive grazing system, we have seen an evolution in soil health along with wildlife around our pastures and farms. With that change brings benefits and challenges withing the ecosystem. Positive soil biology is a basis of a strong ecosystem which evolves from there, with that we have seen and increase of all wildlife. A LGD is a non-lethal tool which we use to protect our livestock from being terrorized or literally eaten alive. It may sound harsh but that is exactly what happens. A decision to reduce LGDS for producer creates an **animal welfare concern, a farmer mental illness concern as well as impedes on normal farm practices.**

If the council proceeds with reduction of management tools, we will be forced to use lethal methods to protect our flock which in turn affects the delicate balance of the ecosystem, along with conflicts with local residences around hunting. We need the coyotes and foxes to control the rodent and small game population otherwise the towns and houses within the township will be infested.

As for stock dogs, we use Border collies for working stock. I'm sure everyone by now is aware of the number of farmers set to retire in the next 10 years as per the U of G report released this year. With the limited number of available farm workers we have become reliant on stock dogs. Stock dogs show up for work in all weather happy to be there, their natural ability to herd and negotiate livestock is second to none. Along with those abilities they also address safety concerns as it takes humans out of the path of livestock, as well as emissions reduction as a dog can move a flock of sheep far quicker and with less stress than trucks.

With both LDG and stock dogs there are 3 phases of life, training, working and retirement. For LGD and stock dogs we generally see 2-3 years of training until they are totally reliably, 8-10 working years if lucky followed by retirement. With that in mind even the current by-laws are already impeding my ability to grow my livestock operation and using normal farm practices. With the field and land sizes in Wellington North, the concept of grazing large groups of stock does not fit. We are forced to spread stock to different acreages to follow best management practices simply due to field sizes. Speaking to the notes provided in the Staff report, we are not Australia, we are Wellington north, and need to be able to address our evolving predation challenges the same as a row crop producer can using a sprayer. The report estimated \$2300 first year cost for a LGD which reflects a considerable commitment from a producer.

In summary, I am opposed to the recommendations presented to limit the number of working dogs within the Township of Wellington North for the following reasons and would actually request the amendment to remove the limitations on the number of working dogs.

- It impedes my normal farm practices.
- it impedes my ability to grow a grazing enterprise
- it causes animal welfare concerns
- it causes mental health concern to producer
- it creates a need for unnecessary lethal wildlife control
- it affects the balance in our ecosystem
- it will cause an increase in financial commitment for livestock predation claims
- it reduces my access to a reliable and safe work force.
- it affects my ability to evolve with regenerative agriculture and work towards the Federal government's carbon reduction targets.
- we already have a Code of practice for the care of working dogs, there is no reason to double up with unnecessary by-laws if producers are already following the rules.

While I could continue with this discussion, I appreciate your time is valuable.

I would be happy to speak to my comments and answer any questions you may have.

Thank you for your time!

Chris Vervoort

519-993-6413

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES – JULY 10, 2023 AT 2:00 P.M.
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING
<https://www.youtube.com/watch?v=FQ79ez4-wmQ>**

Members Present: Mayor: Andrew Lennox
Councillors: Sherry Burke
Steve McCabe
Penny Renken

Member Absent: Councillor: Lisa Hern

Staff Present:

Chief Administrative Officer:	Brooke Lambert
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Chief Building Official:	Darren Jones
Human Resources Manager:	Amy Tollefson
Acting Treasurer:	Mary Jo Marshall
Recreation Community Coordinator:	Tasha Grafos
Manager of Transportation Services:	Dale Clark
Director of Fire Services:	Chris Harrow
Senior Planner:	Matthieu Daoust

CALLING TO ORDER - Mayor Lennox

Mayor Lennox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

Councillor Burke declared an indirect pecuniary interest with ZBA 03/23 Betty Dee Limited as her employer worked on schedules for the application.

Councillor Burke left Council Chambers.

OWNERS/APPLICANT

ZBA 03/23 Betty Dee Limited

LOCATION OF THE SUBJECT LAND

The land subject to the proposed zoning amendment and Draft Plan of Subdivision is legally described as MACDONALD'S SURVEY PT LOTS G, H AND I RP 61R22213 PART 1. The subject property has a total area of 1.6 ha (3.95 ac).

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed Zoning By-law amendment is to rezone the subject lands from Residential (R2) Zone to Site Specific Residential (R3-XX). The amendment is required in order to facilitate the proposed Draft Plan of Subdivision (23T-23001).

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on June 8, 2023.

PRESENTATIONS

Matthieu Daoust, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated July 10, 2023

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Holding Residential (H)R2 zone to Site Specific Residential R3-75 and remove the holding symbol to facilitate the proposed development of seven street townhouses and 27 cluster townhouse units.

A draft plan of subdivision (23T-23001) has been filed with the County of Wellington. The draft plan of subdivision proposed to create six blocks for the proposed townhouse development.

The purpose of this report is to provide the Township with an overview of the proposed zone amendment application and facilitate the public meeting. Further, this statutory public meeting will provide the opportunity for the community and area residents to ask questions and seek more information from the applicant. It will also provide an opportunity for the applicant to address some of the concerns that have been raised through the notification process.

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final report and By-law for Councils consideration.

INTRODUCTION

The property subject to the proposed amendment is described as MACDONALD'S SURVEY PT LOTS G;H AND I RP 61R22213 PART 1, Geographic Town of Mount Forest. The subject property is 1.6 ha (3.95 ac) in size and is currently vacant.

PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Holding Residential (H)R2 zone to Residential R3-75 to facilitate the development of seven street townhouses and 27 cluster townhouse units (Figure 2). The proposed development will include a stormwater management area and a private amenity area.

DRAFT PLAN OF SUBDIVISION

A draft plan of subdivision was filed with the County of Wellington (23T-23001). The applicant is proposing seven street townhouses and 27 cluster townhouse units. The draft plan of subdivision proposed to create six blocks for the proposed townhouse development with a private street. The proposed development will include a stormwater management area and a private amenity space. As a result of recent legislative changes, namely Bill 23, Subdivisions no longer require a public meeting.

SUPPORTING STUDIES

The applicant has completed the following technical reports and studies in support of the proposed applications:

- A Planning Justification Report prepared by Ron Davidson Land Use Planning Consultants Inc
- A Functional Servicing and Stormwater Management Report prepared by Cobide Engineering
- An Archaeological Report prepared by AMICK Consultants Ltd

Please consult <https://www.wellington.ca/en/resident-services/pl-active-applications.aspx> for access to the aforementioned studies and reports.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within the settlement area of Mount Forest. Section 1.1.3.1 of the PPS states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

A PLACE TO GROW

The Growth Plan for the Greater Golden Horseshoe, 2020, came into effect on August 28, 2020.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields. The vast majority of growth will be directed to settlement areas that have a delineated built boundary.

Section 2.2.1.4 of the Plan seeks to achieve a complete community including a diverse mix of lands uses and provide for a more compact built form and vibrant public realm.

Section 2.2.2 establishes growth targets for development within delineated built-up areas. The proposed subdivision is located within a built boundary per the Official Plan which states that a minimum of 20% of new housing must be within the built-up area.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated RESIDENTIAL in the Urban Centre of Mount Forest. The property is located within a greenfield area of Mount Forest.

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to identify and promote opportunities for growth in the built-up areas of urban centers through intensification and redevelopment where this can be accommodated, considering small town scale and historic streetscapes.

Urban Centres

Section 7.5.1 of the County Official Plan provides details on land use compatibility in Urban Centres “Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial, and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available.”.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be available to all residential areas”, and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

WELLINGTON NORTH COMMUNITY GROWTH PLAN (WNCGP)

The Community Growth Plan was completed in February 2018 to establish a strategic vision for development. The Plan builds on and promotes a continued and strengthened community partnership, and the Township’s leadership role in engaging and working with the community, public and private partners, stakeholders and investors, to shape the future of Wellington North.

The Plan was shaped by a Steering Committee comprised of residents, stakeholders, Township Council and County Planning staff. Beyond that community workshops, focus groups and online surveys were conducted in September 2017.

Through these efforts the following relevant Growth Management Goals have been identified:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To plan and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.
- Intensification Goals – To encourage intensification generally to achieve the desired urban structure.
- To protect prime agricultural land and rural resources for farming and rural economic development.

Available residential lands are generally sufficient to address future needs based on the population and housing growth forecasts; however, potential additional intensification, integration of a greater housing mix on available residential lands, and the positioning of greenfield development opportunities in opportune locations would optimize the land supply towards achieving the current and future targets.

In line with provincial direction for intensification at the time, the WNCGP proposed three intensification targets. The Plan identifies a recommended intensification target of 30-40% between 2022 to 2041 within Arthur and Mount Forest.

Planning Staff note the subject lands are located within Stage 2 of the WNCGP Development Stages mapping for Mount Forest and will contribute to the proposed intensification targets outlined above. Stage 2 is identified as the second priority area for development in Mount Forest.

WELLINGTON NORTH ZONING BY-LAW

The subject lands are zoned Holding Residential (H)R2. The holding provisions were put in place to ensure a comprehensive plan was submitted on the subject lands. The applicant is seeking to rezone to Site Specific Residential R3-75 to facilitate the proposed Draft Plan of Subdivision (23T-23001). The development is proposed to include seven street townhouses and 27 cluster townhouse units.

This amendment is seeking zoning relief to permit reductions in the interior side yard setback and distances between cluster townhouses. The proposed zoning and associated site-specific criteria is provided below:

Zone		Required	Proposed
R3-75	R3 Zoning Provisions – Cluster Townhouse: INTERIOR SIDE YARD, Minimum DISTANCES BETWEEN CLUSTER TOWNHOUSES	6 m (19.7 ft) 3 m (9.8 ft)	1.2 m (3.9 ft) 2.4 m (7.8 ft)

PLANNING DISCUSSION

Medium Density Development - Compatibility

Section 8.3.5 of the County Official Plan identifies that medium density development such as townhouses may be allowed in areas designated RESIDENTIAL subject to the requirements of the zoning by-law and further provided that the following criteria are satisfactorily met:

Policy Requirement:	Response:
a) Development should not exceed 35 units per hectare (14 units per acre) for townhouses	The proposed townhouse development is to be built with a total of 34 units on a 1.6 ha (3.95 ac) (8.6 units per ac). The proposed density is consistent with the Official Plan policies for medium density. The maximum density as stated in the County Official Plan is 35 units per hectare (14 units per acre) identified for townhouses.
b) The design is compatible with existing or future development on adjacent properties	Adjacent land uses include residential. The surrounding properties include low/medium density residential. Planning Staff will be requesting an updated preliminary site plan following the public meeting which shows and addresses buffering, fencing, and landscaping.
c) The site has a suitable size and shape to accommodate the development and required infrastructure	The subject lands are 1.6 ha (3.95 ac) in size which is suitable in size and shape for a townhouse development.
d) Adequate services are available	The subject lands are proposed to be rezoned R3-75. Municipal staff have confirmed adequate servicing is available for the proposed development.
e) In the built boundary, medium density townhouses are encouraged to locate on major roadways and arterial roads	The property is located not located within the built boundary of Mount Forest. The subject lands are located on Cork St.
f) Appropriate zoning is provided	The property is proposed to be zoned Site Specific Residential to facilitate the proposed Draft Plan of Subdivision (23T-23001). The R3 zoning provides standards for cluster and street

	townhouses. Site specific standards have been proposed and are being reviewed by Planning Staff.
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Stormwater Management

A Functional Servicing Report prepared by Cobide Engineering dated February 2023 have been submitted in support of the application.

The post development runoff from the entire site will be directed to proposed underground storage chambers and the stormwater management pond on site. The report summarizes that site peak flows will be improved from pre-developments conditions to post development at discharge point 1 and will increase flows on discharge point 2. Township Staff and the Township Engineer are reviewing the Functional Servicing Report.

A final detailed design will be required which will be reviewed by the Township Engineer and the SVCA prior to final approval and construction of the subdivision.

Site Plan Approval

The proposed townhouse development will be subject to Site Plan Review by the Township. Final Site design, grading, servicing, stormwater management, buffering, parking, fencing etc. matters are reviewed as part of the site plan review.

NEXT STEPS

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final recommendation report including a recommendation on the draft plan of subdivision, conditions of draft approval and a draft zoning by-law amendment for Council's consideration.

PRESENTATION BY APPLICANT'S AGENT

Ron Davidson, Ron Davidson Land Use Planning Consultant Inc., applicant's agent, introduced Harjinder Kang, developer and Raj Patel, architect; and Travis Burnside, Cobide Engineering. He explained the development will include thirty-four townhouses; seven street townhouses along Cork Street and twenty-seven cluster townhouses on a new private road. The by-law amendment is needed for the twenty-seven units. Each cluster townhouse will have a garage and parking in front so each unit will have at least two parking spots and there will be an interior parking lot with eight spots for a total of sixty-five onsite parking spaces; whereas the zoning by-law requires forty-one for this development. A small park and a storm water management facility will be included on the property and will be owned by the developer. The twenty-seven units will eventually become condominiums. The proposal is consistent with the Official Plan, the Provincial Policy Statement and the Growth Plan for the Golden Horseshoe. The Provincial standards require a higher density. The Official Plan allows for a maximum density of thirty-five units per hectare. This is about two thirds of that with about twenty-one units per hectare.

CORRESPONDENCE FOR COUNCIL'S REVIEW

Monica & John Dryden

- Email dated June 12, 2023 (Concerns)

Joe Haley

- Email dated June 26, 2023 (Concerns)

Derek McMurdie, Planner, Grey County

- Letter dated June 28, 2023 (No Objection)

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

John Dryden, 657 Martin Street, expressed concern with stormwater run off as his property backs onto the proposed development as current plans show that snow for the development will be piled in the parking area and melting may affect other properties. He is also concerned with the affects of the proposed barrier wall. Travis Burnside, engineer, stated that the snow storage will be dealt with during site plan approval and the location on the plans is for temporary snow storage, but the snow will be moved off-site. The wall has been proposed to be eliminated.

Tom Tangney, 650 Martin Street, expressed concern with increased traffic. Mr. Burnside commented that the municipal engineer has requested that a traffic study be completed.

Monica Dryden, 657 Martin Street, questioned if this is the final draft and if a decision will be made today. Mayor Lennox stated that a decision will not be made today. Staff will take comments provided and work with the applicant to make any necessary changes before the by-law comes to Council for approval at a future date. Ms. Dryden expressed concern with the construction and asked if both properties would be developed at the same time, when will construction occur, and who is responsible for grass cutting. Mayor Lennox stated that the current owner is responsible for grass cutting and maintaining the property. Mr. Burnside explained that they would like to get the five properties on Martin Street going as soon as possible, probably next spring. The Cork Street development has a number of planning processes and engineering to work through so it will have a longer timeline.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor Renken stated that the integrity and character of the existing neighbourhood will be changed forever and is concerned with the setback and does not think it is minor. The required setback is 19 ft and the proposed is 3 ft and is not in support of the proposed minor variance. Mr. Burnside explained that the proposed setbacks are consistent with a number of neighbouring municipalities where the side yard setbacks are generally 1.2 m (4ft). There are a number of municipalities that have a similar cluster townhouse zoning. A lot of it has to do with cluster townhouses being a newer type of development and the age of some of the by-laws. They are seeing 1.2m as being consistent in other municipalities and the townhouse development on the other side of Cork Street has a 1.2m side yard.

Councillor McCabe also had concerns with the decreased setbacks of 1.2m and would prefer setbacks closer to 6m. He would like the height of the fences along the back row be worked out with the neighbours.

Mayor Lennox questioned if sidewalks and street condition would be dealt with through site plan and development agreements. Mr. Jones stated that the installation of, or contribution towards, sidewalks would be included in the development agreement. In this case it would be the subdivision agreement.

Councillor Burke returned to Council Chambers.

OWNERS/APPLICANT

ZBA 09/23 Harvey & Elsie Bowman

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as EOSR Part Lot 12 Division 3 and Division 4 with civic address of 9453 Highway 6. The subject property is approximately 40 ha (98.85 ac) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The subject property is currently zoned Agricultural Site Specific (A-1) Zone which does not permit new livestock facilities. The purpose and effect of the amendment is to rezone the lands from Agricultural Site Specific (A-1) to Agricultural Site Specific (A-XX) to permit construction of a new livestock facility (poultry barn).

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on June 16, 2023.

PRESENTATIONS

Matthieu Daoust, Senior Planner and Asavari Jadhav, Junior Planner, County of Wellington, Township of Wellington North

- Planning Report dated July 10 2023

PLANNING OPINION

The purpose of this zone amendment is to rezone the portion of the subject land zoned Site Specific Agricultural (A-1) to Agricultural Site Specific (A-118) zone to permit a livestock facility. The applicants are proposing to construct a new 929 m² (10,000 ft²) livestock facility (poultry barn). The subject property is approximately 40 ha (98.85 ac) in size.

Planning staff have no concerns with the application. The application is consistent with applicable Provincial Policy and generally conforms with the Official Plan. A draft zoning by-law has been attached to this report for public viewing and Councils consideration.

INTRODUCTION

The subject land is legally described as EOSR Part Lot 12 Division 3 and Division 4 with civic address of 9453 Highway 6. The subject property is approximately 40 ha (98.85 ac) in size and has an existing dwelling, a driveshed, and a quonset.

PROPOSAL

The purpose of this zone amendment is to rezone a portion of subject property zoned Site Specific Agricultural (A-1) to Agricultural Site Specific (A-118) to permit a livestock facility.

PROVINCIAL PLANNING POLICY

Rezoning's are subject to the Provincial Policy Statement and decisions of a Council are required to be "consistent" with it (Section 4.2). The subject property is considered to be within a PRIME AGRICULTURAL area.

COUNTY OFFICIAL PLAN

The subject property is designated PRIME AGRICULTURE, CORE GREENLANDS and GREENLANDS in the County Official Plan. The identified feature includes Significant Wooded Areas and Saugeen Valley Conservation Authority regulated Hazard Lands. Section 6.4.3 (c), of the plan provides consideration for agriculture related uses.

Section 6.4.2 of Agriculture First policy states that "As a general rule, land use activities that support agriculture will be encouraged and land use activities that do not support agriculture will be discouraged". We believe that the proposed use meets this intent.

ZONING BY-LAW

The subject lands are zoned Agriculture (A), Site Specific Agriculture (A-1) and Natural Environment (NE). Based on the site plan provided by the applicant it appears that the proposed livestock facility is located on the lands zoned Site Specific Agriculture (A-1).

The A-1 zone represents a 1 km area around urban boundaries, which prevents the construction of new livestock facilities. The draft by-law proposes to rezone the portion to subject property zoned Site Specific Agriculture (A-1) to Site Specific Agricultural (A-118) to permit construction of a livestock facility (poultry barn).

CORRESPONDENCE FOR COUNCIL'S REVIEW

Cassandra Malo, Environmental Planning Technician, Saugeen Conservation

- Letter dated July 4, 2023 (The application is generally acceptable to SVCA staff)

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Harvey Bowman, applicant, was present to answer and questions regarding the application.

COMMENTS/QUESTIONS FROM COUNCIL

Mayor Lennox inquired if the proximity of the urban center was Maas Park or the hamlet of Riverstown. The CBO responded that Maas Park is not within the urban boundary; the urban center is Riverstown. Mayor Lennox asked if the MDS calculations for the poultry barn had been completed. Mr. Jones commented that the MDS calculations were submitted and both Type A land use with houses between the proposal between the proposal and Maas Park and also to the Type B land use.

ADJOURNMENT

RESOLUTION: 007-2023

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Public Meeting of July 10, 2023 be adjourned at 2:45 pm.

CARRIED

MAYOR

CLERK



MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES July 11th, 2023 @ 8:00 AM

Meeting Room Mount Forest Arena

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Jessica McFarlane, Dwight Benson, Maggie Schram, Claire Prentice, Sherry Burke, Kailyn Cudney

Staff:

Community Members:

ABSENT ATTENDEES

Andrew Coburn, Dale Small, Bill Nelson

WELCOME AND INTRODUCTIONS

Dwight

REVIEW AND ADOPTION OF THE AGENDA

Dwight

Maggie makes motion to adopt, seconded by Claire

ITEMS FOR DISCUSSION

1. Reimagined Laneway Project

Jessica/Maggie/Claire

- Pictures for building have been sent to print and will be about a week (6 pictures and captions)
- Still waiting for metal decor quote - can be installed afterwards if necessary - would be one for front and back

- Potential for a plaque, something simple with the MF BIA logo at the top and 'Reimagined Laneway Project' at the bottom - going to reach out to Raynbow Signs in Tiveotdale - maybe ITS in Mount Forest? - Maggie to check in with ITS & if they can't, checking with Raynbow Signs
- Plastic vs metal
- Could add on the plaque "thank you to our partners" - potentially get additional plaques for the other projects
- To take photos to the laneway at night and have their mounting locations marked to make sure the lights hit them properly
- There is currently a planter right in front of the laneway - potential to have it moved?

2. Heritage Building Hardscape

Dwight

- Town to water the flowers, need to watered a lot for the first while, they'll be watered whenever the other planters are watered
- Horticultural society is to maintain it - Dwight mentioned they could put a little sign saying they maintain it

3. Compact Dispensing Stations

Bill

- Defer to August Meeting

4. Garbage Can Repainting

Bill

- Defer to August Meeting

5. Christmas Tree

Dwight/Sherry

- Bells Creek Tree Farm prepared to donate the tree and BIA would definitely give them recognition - potential to get a post & sign for recognition plaque
- Annual donation was not discussed at this time
- Tree to be installed in November
- Sherry budgets around \$2000 - lights would be approx \$750 one time fee, other funds calculated for hot chocolate/coffee, misc funds
- We have christmas lights in our storage unit - should be checked to see the condition / if they are usable
- Power would be used from the heritage building, outdoor receptacle may need to be installed
- Timer to be installed inside the heritage building to set times for lights
- Potential to be a full event for the businesses downtown to kick off the christmas season
- Dwight to meet with firemen & PUC, board of works is on board to help - in regards to the installation and lighting of the tree
- Jessica makes a motion to approve \$2000 budget towards the Christmas Tree on Main St. Maggie seconds the motion. All in favour.

6. Rainbow Crosswalk Location

Jessica (on behalf of Dale's email)

- Location for crosswalk ultimately is council decision

- Motion required from the BIA if we want to see the Rainbow Crosswalk at the King & Main
- Initial cost is \$7500 for paint - this would not be a BIA cost - cost for upkeep is not known at this point
- BIA would like to know the recurring cost before a motion is made
- Dwight researched on the MTO website that crosswalks are to be white - not coloured - because it would be on a main highway

7. Downtown Outdoor Gym **Jessica (on behalf of Dale's email)**

- OMAFRA will not allow us to reallocate the funds given for outdoor gym towards the laneway project
- We can ask for an extension on the approved funding to June 2024 if we wanted to proceed with the outdoor gym - which was estimated to be \$33,151
- Outdoor gym was to go at the cenotaph/lions club park where the old pool was
- BIA is not looking to move forward with the outdoor gym

8. Socials **Kailyn**

- Instead of making a post naming those who have helped in the past regarding social media presence, generalize the caption
- Add post regarding the finished Heritage Building Hardscape with all tagged businesses
- Post regarding previous projects approved

9. Coloured Metal Flowers **Dwight**

- Metal flowers ? Do we want to have an installation of them somewhere? \$150 - \$175 a piece - would add some colour downtown
- Maybe in the Heritage building scape ? Parkette ?
- Is there something similar that we could look at that would be more geared towards Mount Forest and could be a more permanent installation to reduce risk of being stolen

1. NEXT MEETING

August 8th or 15th (TBD) 2023 in the Meeting Room @ Mount Forest Arena

ADJOURNMENT

Maggie motions to adjourn- all in favour.



Staff Report

To: Mayor and Members of Council Meeting of July 24th, 2023
From: Dale Small
 Manager Community & Economic Development
Subject: EDO 2023-014 Economic Development Office Update

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive for information Report EDO 2023-014 being an update from the Economic Development Office.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

This report will provide council with an update on several programs underway in the Economic Development Office:

Saugeen Connects Partnership: Saugeen Connects is an Economic Development partnership between the Saugeen Economic Development Corporation and seven municipalities; Arran-Elderslie, Brockton, Hanover, Minto, Wellington North, West Grey, and South Bruce. Our mission is to collaborate and positively impact area economic growth, support youth retention and development, support the advancement of women and integrate our workforce attraction efforts with the development of a workforce attraction strategy.

- i. One of our key programs, promoting youth entrepreneurship, is the ***Saugeen Student Start-Up Program (SSUP)***. Now in its fourth year SSUP has supported 207 young entrepreneurs. Offered to youth in the Saugeen Region who are in Grades 6-12 we provide upwards to \$500 in start-up funding & valuable on-line training & mentorship to support running their own summer business.

This year, 60 students, 14 from Wellington North, have started various creative entrepreneurial businesses, including lawn care, baked goods, hand-made merchandise, soil sampling, balloon creations, concession stands, soap bars & bath bombs, etc. The official kick off was on June 22nd with a Virtual Keynote Presentation - Believing anything is possible – The You Power Project. Virtual training is offered during July and August and the closing BBQ and celebration of our 2023 entrepreneurs will be Aug. 22nd.

The business names for our WN entrepreneurs are as follows:

Addy's Bow-tique	Balloon Ninja	Baked Treats
Blooming Beauty	Cosmic Cookies	Custom Pet Portraits
Crystal bracelets	Daycare	Jack-o-lantern
Lawn Care	Murphy Street Snack Shop	Mutts on the Move
Seddon Soil Sampling	Slime Varieties	

- ii. Our Saugeen Connects partnership also has a number of programs to support the **Advancement of Women** in our rural communities. This past spring, we ran our third Advancement of Women webinar series and also participated in International Women's Day. Saugeen Connects has also taken over the leadership, sponsorship, and support of WOWSA. (Women of Wellington Saugeen Area) WOWSA aims to inspire, empower, and connect women in business in the Wellington and Saugeen Region by providing creative education and monthly networking events.

Saugeen Connects has also recently established a relationship with the PARO Centre for Women's Enterprise who earlier this year received the inaugural [Canadian Women Entrepreneur \(CWE\)](#) Award for Empowering Women in Business! Through this relationship we hope to establish PARO Peer Lending Circles, which are small groups, 4 – 7 of like-minded women who meet regularly to share their experiences, offer advice to each other, and expand their individual networks of contacts. PARO Lending Circles help women connect and network with other women of companies and today, PARO is one of the strongest lenders among peers, aimed at small businesses, operated by women in North America.

For council's information our Saugeen Connects, 2023 Strategic Plan is included as attachment A.

Digital Main Street Program: Our Northern Wellington Economic Development partnership with Mapleton & Minto was successful in obtaining a Digital Main Street grant. This \$58,700 grant has enabled us to hire Nelia Ricardo-Wodiany as our local Digital Service Squad Team Member for a two-year period ending in 2024. Nelia works closely with our local businesses and assists them in applying for grants and to take full advantage of digital technologies and ecommerce platforms.

Three other elements to the Digital Main Street Program include:

- **Digital Transformation Grant:** businesses may apply for a \$2,500 grant to assist them in meeting their digital goals.
- **Access to Support:** In addition to free services from our Digital Service Squad this includes access to basic digital services & vendors that can identify technologies and tools businesses need to be digitally ready, and other resources such as assessments, articles, best practices, etc.
- **Digital Training (online and in-person):** Webinars and workshops focusing on e-commerce, website development, social media and digital tools, software, and apps.

Wellington North Farmers Market: The Wellington North Farmers Market opened for its tenth season on Saturday June 17th. Our market is a registered member of Farmers' Market Ontario (FMO) and is open every Saturday from 8:30am to noon until Sept. 30th at 320 King Street East in Mount Forest. During the Fireworks Festival our Market will move to Main & Wellington Street to be closer to the car show.

Summer Student Avery is our Market Manager until mid August. 88.7 The River was with us on opening day and Sam n Robin have been booked to provide live entertainment on July 8th and Aug 5th which is also Food Day Canada. Mount Forest's own Anita Stewart started Food Day Canada in 2003 and Bill S-227, known as the Food Day in Canada Act, passed its third and final reading in the House of Commons on May 8, 2023. Moving forward the Saturday of the August long weekend will officially be celebrated as Food Day Canada and all Wellington County Farmers Markets are planning special market recipes to celebrate Food Day Canada.

Wellington North Farmers Market, Market Boxes, are also available for online ordering and will be delivered on Tuesday August 1st. Market Boxes, from all eight Wellington County Farmers Markets, can be ordered at the following link. <https://www.wellington.ca/en/business/tr-farmers-market-box.aspx>

We would like to recognize the five local sponsors who support the Farmers' Market including, Forest Physiotherapy, 88.7 The River, MARCC Apparel, Taste Real and the Victory Church who act as the primary sponsor and contribute venue amenities. We would also like to thank the County of Wellington as the market received a \$2,000 grant to assist with Marketing & Promotion. A big shout-out to our 2023 vendors, some part-time and some full time, who make our market one of the best in the area.

1. Brenda Martin embroidery	Embroidered towels, dishcloths, etc.
2. Chicken Thika Farm	Organic Chicken, Maple Syrup, Eggs
3. Couture Candles	Sculpted candles
4. Farewell Home Baking	Home baking & Crafts
5. Farmbees	Honey & Fresh Flowers
6. Full Circle Farm	Fruits, vegetables, honey, maple syrup, jam
7. Good Vibrations	Herbal teas, bath salt soaps, Kombucha
8. Little Africa	Hand Made toys, bags, items from Rwanda
9. Lots of Dots,	Home Made Paintings and Quilts
10. Louise Marshall Hospital Auxiliary	Coffee and baked goods
11. Melinda's Bead Jewellery	Jewellery
12. Mount Forest Aquatics Committee	Aquatics swag
13. Reroot Organic Farm	Organic Veggies, Flour and Pasture Raised Chickens

Community Improvement Program Our Community Improvement Plan (CIP) enables the Municipality to provide grants to individuals, businesses, and organizations making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community. Since the program was launched in 2011, 157 applicants have applied for and received funding under the program. The total dollar value of improvements made in our community, in partnership with these applicants, is conservatively estimated at \$3.2 million. Of this amount 86% has been covered by the applicants with the remaining 14% covered by grants or loans under the Community Improvement Program or the Downtown Revitalization Program.

At the June 19th, 2023, council meeting Sean Kelly presented our updated CIP. The by-law to approve this CIP will be passed this evening and includes:

- Formalizing a Blade Grant within the ***Façade Improvement Loan and Grant*** Program.
- Collapsing four separate grants; Accessibility, Fees & Charges, Building Improvement and Building Conversion grants into one ***Building Conversion and Improvement Grant*** Program.
- Continuation of the ***Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR)*** Program
- Continuation of the ***Public Art Grant*** Program
- Creation of a ***Green Energy Grant*** program

Municipal Cultural Plan Wellington North prepared its first Municipal Cultural Plan in 2013, having recognized the contribution of local cultural resources to the quality of life and sense of community across the township. In 2021 we contracted MDB Insight to update our Cultural Plan and this updated plan, along with our revised goals and objectives, as recommended by our Cultural Roundtable, were approved by council in 2022.

In reviewing the Cultural Plan, we confirmed that both the Vision; ***Preserving, promoting, and developing Wellington North's unique cultural resources to build a vibrant community and prosperous economy*** as well as the Guiding Assumptions that underpin the Plan remain relevant and valid for the Township.

Last year the Cultural Roundtable hosted a recruitment lunch n learn that was attended by upwards to 20+ people and since that time a number of new committee members have joined the cultural roundtable. Current focus for the committee is supporting **Wellington North Culture Days**. Currently there are a number of events being planned in Wellington North that will take place around/during Ontario Culture Days, <https://culturedays.ca/en/on> which run from Sept. 22nd to Oct. 15th.

Sept 14th Volunteer Celebration & Newcomer Welcome
 Sept 23rd Culture Days at the Wellington North Farmers Market
 Sept 30th Metz Pumpkinfest
 Sept 30th Lynes Blacksmith Shop
 Oct. 21st Artists Celebration at the Mount Forest Sports Complex
 Sept. 22nd - Oct. 15th

- Wellington County Library events
- Arthur Historical Society displays.
- Mount Forest Museum & Archives displays.
- Arthur Downtown Murals self-guided tours
- Arthur Barn Quilt Trail self-guided tours

Downtown Revitalization and Rural Economic Development (RED) program:

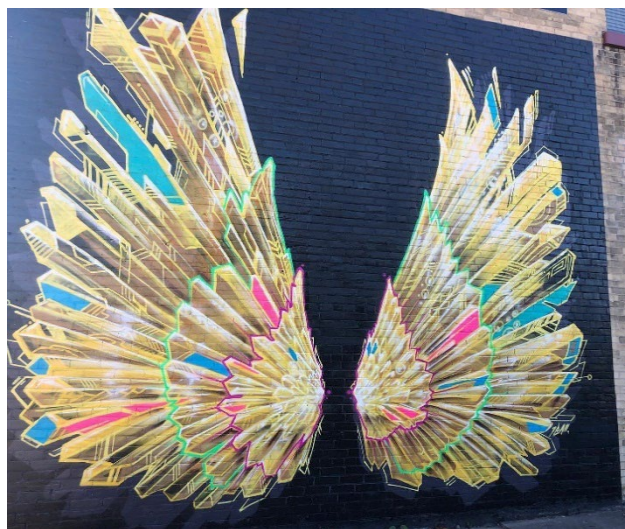
In July 2019, the province announced the revitalized Rural Economic Development (RED) program. This revitalized program was to put the focus on outcome-based projects that would have tangible benefits for Ontario's rural and Indigenous communities. The intent from the province was for the RED program to better align with the government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs across the province.

In February of 2020 the Township, in-partnership with the Arthur BIA & Chamber submitted a RED grant application as part of the revitalized program in support of the **Arthur Downtown Revitalization Program**. This application was approved and enabled the Township along with the BIA & Chamber to install some of the poppy art around the town as well as the Christmas Snowflake decorations and Outdoor Gym equipment. Continuing this momentum, we then supported and partnered with the BIA on many of the downtown streetscape improvements that were made as part of the 2021 connecting link project.



In August of 2021 the province announced the next intake for the Rural Economic Development (RED) Program, and this gave us a great opportunity to continue with our Downtown Revitalization and Streetscaping programs. In partnership with the Mount Forest B.I.A. we submitted a **Mount Forest Streetscaping Program** application that was also approved for RED funding, and this has enabled us to complete three projects in Downtown Mount Forest.

This included the installation of the Parkette and Mural beside the Bank of Montreal, as well as the installation of downtown Wi-Fi which was completed in March 2023. We are now working with the BIA on two reimagined laneway projects to improve the look and useability of some of our downtown alleyways and these will be completed in 2023.



In December 2022, the province announced the next application intake for the Rural Economic Development (RED) Program and as council will recall your support was received to apply in-partnership with the **Lynes Blacksmith Shop**. Under the Strategic Economic Infrastructure Stream of the RED program up to 30% of eligible project costs, to a maximum of \$250,000, can be applied for to support the rehabilitation and restoration of a historical building or structure, and/or cultural, heritage or tourism attractions.

To date we have not received official word on our application however we are hopeful for a positive response and look forward to working and supporting the Lynes Blacksmith Shop restoration efforts.



FINANCIAL CONSIDERATIONS

2023 Funding for the **Student Start-up Program** comes from sponsorships and WN has secured upwards to \$3,900 in sponsorships to support the program.

Funding, \$58,700 over two years, for the **Digital Main Street Program** is 100% funded by the DMS Ontario Grants Program from the provincial government.

Wellington North Farmers Market revenue and expense is included in the EDO budget and Summer Student funding is used to help recruit a Market Manager. The market operates on a break-even basis with vendor fees and grants offsetting the cost of Insurance, FMO fees, promotion & marketing, etc.

Funding, upwards to \$10,000, to support the **Downtown Revitalization Program** is being funded from the Wellington County Municipal BR+E Implementation fund.

ATTACHMENTS

Attachment A: Saugeen Connects 2023 Strategic Plan

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By:	Dale Small, Manager Community & Economic Development	<i>Dale Small</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

ATTACHMENT A
Saugeen Connects 2023 Strategic Plan



2023
**STRATEGIC
 PLAN**

SUCCESSION MATCHING

- Develop succession planning toolkit, that leverages Succession Matching as a tool.
- Target 1-2 new business signups on SM (per partner/community)
- Continue to offer annual webinar series | Provide SM codes upon completion
- Target marketing to business owners and service providers in coordination with webinar series
- Tie promotion into SEDC Sponsorships (I.E., Grey Bruce Farmers Week)

WORKFORCE

- Continue to build & market Employer Profiles on website
- Analyze employer survey results and put plan together to engage network
- Engage/report with LIP's and Workforce Planning, compliment WOWC strategy.
- Assist employers in attraction efforts and/or provide and promote relevant training
- Support RAC RED project.

YOUTH

- Secure SSUP Sponsors (end of April)
- Virtually launch program w/ keynote speaker in secondary schools (mid-April)
- Promote applications to youth (May)
- Execute SSUP (June, July, August)
- Offer training series in coordination with execution (keynote kick-off)
- Engage sponsors in extra activity and support to youth participants
- Grow to include support for youth to attend/sell at markets and events

WOMEN

- Continue entrepreneurial and leadership webinar series (Jan-March). Growing to meet different needs/levels of entrepreneurs.
- Launch 'WOWSA' grant award in coordination with established cohort.
- International Women's Day Keynote Speaker in coordination with WOWSA - to coincide with webinar series and/or event (awards)
- Promote AWE loan program + other training & grant opportunities

WOWSA

- Launch member profile features on social media (January)
- Continue to work with planning committee to host monthly events
- Coordinate women initiatives to build WOWSA being a program of Saugeen Connects
 - Presents partnership for IWD event



WELLINGTON NORTH

SEMPER PORRO

To: Mayor and Members of Council
Meeting of July 24, 2023

From: Mary Jo Marshall, Acting Treasurer

Subject: Report TR 2023-006 – Amendment By-law 127-2022 being the 2023 Fees and Charges By-law

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report TR2023-006 being a report on amendments to the By-law 127-2022 being the 2023 fees and charges by-law;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Report TR2022-005 2023 Fees and Charges By-law updates (Various Services)
By-law 127-2022 2023 Fees and Charges By-law
By-law 035-2023 amendment to By-law 127-2022 fees and charges by-law

BACKGROUND

Township staff have reviewed the existing fees and charges structure for various functions performed by the municipality and wish to make necessary adjustments for council consideration.

The fees are charges imposed for various services and serve as a revenue stream outside of property taxation or servicing. The fees are imposed on an as-used basis to offset internal administrative costs.

Effective July 24, 2023, Township staff are recommending the following amendments (yellow highlighted text in by-law):

- Schedule 'A' – Administration –
 - Tax Account Statement or Bill Reprint (required for personal income tax purposes/mortgage renewal) - \$20.00

- AGCO Agency Letter of Approval - \$50.00
- AGCO Municipal Information for liquor sales- \$50.00
- AGCO Municipally Significant Event - \$50.00
- Exemption from noise by-law letter - \$50.00
- Tile Drainage Application Fee - \$250.00
- Tile Drainage Inspection Fee - \$100.00

- Schedule 'C' – Cemeteries –
 - Other – Rental of any Equipment – Rate Charged

- Schedule 'F' – Planning –
 - Cash in Lieu of Parkland – \$4,000.00 – Include per unit
 - Fee for services provided by Municipal employees - \$125.00 per hour, per employee

- Schedule 'G' – Engineering and Transportation –
 - a) Rural entrances that require up to 12 m culvert (up to and including 600 mm)
 - Inspection Fee \$100.00 - Damage Deposit \$2,400.00
 - b) Rural entrances up to 12 m that does not require a culvert
 - Inspection Fee \$100.00 - Damage Deposit \$1,700.00
 - Items a & b within Schedule "G" can be increased in width by 3 m increments to a maximum of 20 m. Each additional 3 m increment carries an associated additional cost of \$600.00.
 - Equipment Rental Rate – at the discretion of the township - \$150.00 per hour (available only to Township of Wellington north ratepayers)
 - Fee for services provided by municipal employees - \$125.00 per hour, per employee
 - Watermain Form 1 Authorization
 - Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA):
 - a) Storm Sewer (adding, changing, replacing or extending) - \$3,000.00
 - b) Quality Device, i.e. Oil/Grit Separator - \$2,500.00 each appurtenance
 - c) Stormwater Management Facility - \$5,000.00 each system
 - d) Low Impact Development - \$ 3,700.00
 - e) Sanitary (sewage) Sewer (adding, changing, replacing or extending) - \$3,000.00
 - f) Sanitary Sewage Pumping Station or Forcemain - \$5,000.00 each facility or forcemain
 - g) Sanitary appurtenance (examples: odour and corrosion control, etc.) - \$3,000.00 each appurtenance
 - h) Review of CLI ECA Amendment Application for MECP submission - \$1,000.00 each system

FINANCIAL CONSIDERATIONS

The implementation / update of the fees proposed above will aid in the offset of costs associated with the provision of value-added services to the residents of the Township of Wellington North.

ATTACHMENTS

By-law No. 062-2023 attached in this agenda package.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
- No
- N/A

Which priority does this report support?

- Modernization and Efficiency
- Partnerships
- Municipal Infrastructure
- Alignment and Integration

Prepared By:	Mary Jo Marshall, Acting Treasurer	<i>Mary Jo Marshall</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of July 24, 2023

From: Tammy Stevenson, Senior Project Manager

Subject: OPS 2023-027 being a report on Consolidated Linear Infrastructure Environmental Compliance Approval for Wastewater and Stormwater Collection Systems Update and Implementation Plan

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2023-027 being a report on Consolidated Linear Infrastructure Environmental Compliance Approval for Wastewater and Stormwater Collection Systems Update and Implementation Plan;

AND FURTHER THAT Council authorize the designation of the Senior Project Manager, Manager Environmental and Development Services and CAO to represent the Township, as the owner's authorized representatives, for the purposes of any application, including any future renewal, extension or amendment application, to the Ministry of the Environment, Conservation and Parks for a Consolidated Linear Infrastructure Environmental Compliance Approval for the Townships Municipal Sewage Collection System and the Townships Stormwater Management System;

AND FURTHER THAT Council approve the proposed CLI ECA application fees found within this report and implement fees immediately;

AND FURTHER THAT Council direct staff to allow for additional funding for CLI ECA projects as part of the future budget discussion; and

AND FURTHER THAT Council direct staff to apply the CLI ECA to all planning, municipal infrastructure design and construction projects.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Not applicable.

BACKGROUND

The Ministry of the Environment, Conservation and Parks (MECP) has adopted a municipal Consolidated Linear Infrastructure (CLI) permission approach for Environmental Compliance Approvals (ECAs) to replace the current environmental compliance approvals framework for low risk projects that meet the preauthorized criteria related to municipal sanitary sewage

collection and stormwater management systems. ECAs are required under the *Environmental Protection Act (R.S.O. 1990)* and *Ontario Water Resources Act (R.S.O. 1990)* for municipal sewage and storm water management systems to use, operate, establish, alter, extend, or replace new or existing sewage works.

The municipal CLI ECA replaces the numerous pipe-by-pipe ECAs that were previously issued for components of municipal sewage collection systems (ie. sanitary mains, trunks, laterals, pumping stations, forcemains, etc.) and municipal stormwater management (SWM) system works (ie. stormwater mains, OGS, LID, stormwater ponds, etc.) which are now pre-authorized by the CLI ECA. However, some “non-standard” or more complex infrastructure would still require MECP approval, outside of the municipal CLI ECA process. CLI ECAs will also include pre-authorization conditions which will allow municipalities and developers constructing infrastructure on behalf of municipalities to proceed without first having to obtain an individual ministry permission, provided specific requirements are met.

A CLI ECA does not apply to the following, however a MECP ECA is required (unless the proposed works meets the exemption criteria under Ontario Regulation 525/98) when:

- municipal sewage treatment plants
- privately owned, industrial and commercial sewage collection
- privately owned, industrial and commercial stormwater management systems

The MECP’s objective with transitioning to municipal CLI ECA’s is to:

- reduce administrative regulatory burden;
- create an efficient process for low-risk projects;
- provide clear and consistent requirements across the province;
- improve environmental protection;
- establish a more comprehensive picture of sewage works across the province.

The Township of Wellington North CLI ECAs were approved and issued by MECP for the following two CLI ECA:

- CLI ECA Number 113-S701 for the Municipal Stormwater Management Collection System on December 15, 2022
- CLI ECA Number 113-W601 for the Municipal Sewage Collection System on January 10, 2023.

The ECAs were accompanied by the following documents:

- Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval v.1.1 July 28, 2022; and
- Municipal Sewage and Stormwater Collection System Future Authorization Forms

The CLI ECAs documentation has been posted to the municipal website at the following link for Council’s review under Planning Links/Environmental Approvals:

<https://www.wellington-north.com/services/building-planning-development>

The new CLI ECAs transfer responsibility for the review and approval of new wastewater and stormwater collection infrastructure from the MECP to the Township and outline operation, maintenance, technical studies, record keeping, and reporting requirements for the Township’s existing wastewater and stormwater collection infrastructure.

This Report provides the background on the new CLI ECAs and the Township's plan to implement the new requirements.

Starting immediately, the Township can and has received applications for the CLI ECA review and approval for both sewage and stormwater systems for projects that meet the pre-authorization requirements under the CLI ECAs.

As the CLI ECAs do not expire, each CLI ECA contains several conditions with associated deadlines to complete and submit additional documentation to the MECP which ensures the description of the system is refreshed at regular intervals and that any terms and conditions with operations flexibility remain up to date. The new CLI ECAs will result in additional workload and compliance pressures on Township staff. These conditions pose budgetary and operational impacts due to the effort and cost of implementation. Items that can be done in-house will be, however additional support from engineering consultants will be required. A detailed list of requirements under the CLI ECAs as follows, and highlights of the new requirements include the Township is now required to:

CLI ECA 113-W601 Sewage Works – Schedule E: Operating Conditions Requirements:

Section 3.2 - Operations and Maintenance (O&M) Manual – due **October 16, 2023**, the Township must submit an O&M Manual including inspection programs, Emergency Response, Spill Reporting and Contingency Plans.

Section 3.3.3 - Signage – due **October 16, 2025**, the Owner shall establish signage to notify the public, at the nearest publicly accessible point(s) downstream of any Combined Sewage Overflow (CSO) outfall location that shall include, at minimum, the type of CSO, identification of potential hazards, limitations of water use, ECA number, Asset ID, and Owner contact information.

Section 3.4 - Monitoring – on or before **April 16, 2023** or within six (6) months of the date of publication of the Ministry's monitoring guidance, representative water samples must be taken at every Combined Sewage Overflow (CSO) point and sewage tank as listed in Tables B2-5. Additional testing may be triggered.

Section 4.6 - Annual Performance Report – An annual performance report is to be submitted to the MECP by **March 31st** of each year, which covers the period of January 1st to December 31st of the preceding calendar year and shall be made available to the public on the Township's website by **June 1st** of the reporting year.

Section 5.2 – Record Keeping – within twelve (12) months of any Alteration to the Authorized System being placed into service.

Section 7.2 - Source Water Protection – due **October 16, 2023**, the Township must prepare a "Significant Drinking Water Threat Assessment Report for Proposed Alterations: for the Authorized System, which must be updated annually.

Section 8.0 Additional Studies:

1. **Section 8.1 - Assessment of Wet Weather Flows Compared to Dry Weather Flows** – due **April 16, 2024**, evaluating available data from ten (10) year period starting January 1, 2012 and ending December 31, 2021.
2. **Section 8.2 – Assessment of Conformance to Procedure F-5-1 and F-5-5** – due **April 16, 2024**, prepared by a Licensed Engineering Practitioner.
3. **Section 8.2.2 – Pollution Prevention and Control Plan** – due **October 16, 2027**.
4. **Section 8.3 – Sewer Model** – A new/updated Sewer model must be completed by **January 10, 2026**.

CLI ECA 113-S701 – Stormwater Management Works – Schedule E: Operating Conditions Requirements:

Section 3.1.2 – Inspection – due **December 31, 2026**, on any Stormwater Management Facilities, pumping stations, and any outlets that discharge to a receiver.

Section 3.2 - Operations and Maintenance (O&M) Manual – due **October 16, 2023**, the Township must submit an O&M Manual including inspection programs, Emergency Response, Spill Reporting and Contingency Plans.

Section 3.3 - Signage – due **October 16, 2025**, the Owner shall establish signage to notify the public, at any Stormwater Management Facility identified in Schedule B that is a wet pond, dry pond, hybrid Facility, or engineered wetland that shall include the following minimum information; identification that the site contains a SWM facility, potential hazards and limitations of water use and the purpose of the Facility; ECA number, Asset ID; and Owner's contact information.

Section 3.4 - Monitoring Plan – on or before **June 16, 2024** or within twenty-four (24) months of the date of publication of the Ministry's monitoring guidance, the Owner shall develop and implement a monitoring plan for the Authorized system including peer-review by third-party Qualified Person.

Section 5.2 - Annual Performance Report – An annual performance report is to be submitted to the MECP by **April 31st** of each year, which covers the period of January 1st to December 31st of the preceding calendar year and shall be made available to the public on the Township's website by **June 1st** of the reporting year.

Section 6.2 – Record Keeping – within twelve (12) months of any Alteration to the Authorized System being placed into service.

Section 8.2 - Source Water Protection – due **October 16, 2023**, and any necessary updates at least once every twelve (12) months, the Township must prepare a "Significant Drinking Water Threat Assessment Report for Proposed Alterations: for the Authorized System, which must be updated annually.

Section 9.0 – Storm Sewer Catchment Asset Inventory – Due **June 16, 2025**, an inventory of the storm sewersheds.

Review

In addition to the above conditions, the new framework includes the delegation of approval authority that historically has been undertaken by the MECP Review and Approvals Branch. This downloading of review authority will require the Township to review and approve all Township and Developer-led wastewater and stormwater management infrastructure projects within specific parameters. The Township is expected to review the designs for conformance with the recently updated MECP compliance document “Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under an Environmental Compliance Approval”. The Design Criteria updated has included the addition of several considerations that the Township has not typically considered essential in the management of these infrastructure systems. The new Design Criteria poses two primary challenges for the Township:

1. **Staffing** – While some review and approval overlap the study already undertaken by staff and municipal consulting engineers, the additional review requirements will increase the workload and compliance pressures on the existing Township Staff, straining already lean resources. Furthermore, some new requirements are outside the in-house staff’s expertise. A solution to these issues will likely include some combination of additional staffing, education/training, and municipal consulting engineers. If the need arises for other supports, it will be added to the typical budgeting process for approval before any commitment to new expenses. Staff have proposed a fee schedule for Council’s consideration and approval to soften the impact of this additional burden on the taxpayer, with user-pay application fees for review/approval similar to those downloaded from the MECP and current rates at other municipalities as found in Appendix A.
2. **Capital Cost** – The additional Design Criteria including testing, monitoring, inspection, documentation, other capital assets (i.e., monitoring manholes), and potentially more expensive materials in certain circumstances (i.e., thicker-walled watertight pipe) will impact the Township’s capital project budget. It will also affect Developments, potentially raising the base costs of construction of infrastructure, housing and building projects; these higher costs may ultimately be passed onto the end customer.

FINANCIAL CONSIDERATIONS

Relating to the additional submissions that must be completed as part of the ECA conditions in 2023, Source Water Protection will be preparing the following deliverables that are due on October 16, 2023 on the Township’s behalf:

- Drinking Water Threat Assessment
- Assessment of Conformance to Procedures F-5-1 and F-5-5

Township staff will be seeking additional support from our consulting engineers for the remaining requirements outlined within this report and to assemble necessary data and documentation for the annual performance reports and maps.

Appendix A outlines a fee structure for various applications to ensure that development pays for itself and not an additional burden on the taxpayer.

ATTACHMENTS

Appendix A – Fees and Charges for Various Applications for CLI ECA

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

 Yes No N/A

Which priority does this report support?

 Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Tammy Stevenson, Senior Project Manager	<i>Tammy Stevenson</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

**Fees and Charges for Consolidated Linear Infrastructure
 Environmental Compliance Approval (CLI ECA) Applications**

Description	Fee
Storm Sewer (adding, changing, replacing or extending)	\$3,000.00
Quality Device, i.e. Oil/Grit Separator, each appurtenance	\$2,500.00
Stormwater Management Facility, each system	\$5,000.00
Low Impact Development	\$3,700.00
Sanitary (sewage) Sewer (adding, changing, replacing or extending)	\$3,000.00
Sanitary Sewage Pumping Station or Forcemain, each facility or forcemain	\$5,000.00
Sanitary appurtenance (examples: odour and corrosion control, etc.), each appurtenance	\$3,000.00
Review of CLI ECA Amendment Application for MECP submission, each system	\$1,000.00



Staff Report

To: Mayor and Members of Council Meeting of July 24, 2023

From: Tammy Stevenson, Senior Project Manager

Subject: OPS 2023-028 being a report on Jack's Way (Mount Forest) Stage 3 Preliminary Acceptance

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2023-028 being a report on Jack's Way (Mount Forest) Stage 3 Preliminary Acceptance;

AND FURTHER THAT Council receive the correspondence from Frank Vanderloo, BM Ross and Associates Limited, dated July 19, 2023, regarding Jack's Way (Mount Forest) Preliminary Acceptance Stage 3 Municipal Services;

AND FURTHER THAT Council grant 5053745 Ontario Inc., for its Jack's Way subdivision in the community of Mount Forest (Draft Plan 23T-18004), Preliminary Acceptance for Stage 3 Municipal Services works with the guarantee and maintenance period commencing on July 24, 2023;

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2023-024 Jack's Way Security Reduction

Resolution 2023-108 – Preliminary Acceptance of Stages 1 and 2

Report DC 2022-033 Jack's Way Subdivision Agreement

BACKGROUND

The Jack's Way Subdivision is located south of Durham Street East and west of London Road in Mount Forest. Construction of the works started in the fall of 2022 under a Subdivision Agreement dated August 29, 2022. By resolution of Council at the March 20, 2023, Council meeting Preliminary Acceptance was granted for Stages 1 and 2 infrastructure services for this development. By resolution of Council at the June 19, 2023, Council meeting security reduction was granted for Stage 1 and 2 works.

The Developer's engineer, Cobide Engineering, is requesting Preliminary Acceptance for Stage 3 works as part of this subdivision development as shown in Appendix A. Municipal consulting engineer, B.M. Ross and Associates Limited, has reviewed the supporting

documentation and works completed to date. BMROSS recommends to grant Preliminary Acceptance of Stage 3 works as shown in Appendix B.

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

Appendix A – Cobide Engineering Inc. letter dated July 19, 2023
Jacks Way Subdivision Preliminary Stage 3 Acceptance Township of Wellington North

Appendix B – B.M. Ross and Associates Limited letter dated July 19, 2023
Jack's Way Subdivision Draft Plan 23T-18004 Preliminary Acceptance for Stage 3

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Tammy Stevenson, Senior Project Manager	<i>Tammy Stevenson</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



July 18, 2023

BY EMAIL ONLY

Ms. Tammy Stevenson
Township of Wellington North
7490 Sideroad 7 W.,
P.O. Box 125
Kenilworth, ON N0G 2E0

Tel: 519- 848-3620
Fax: 519-848-1119
Email: tstevenson@wellington-north.com

**Subject: Jacks Way Subdivision
Preliminary Stage 3 Acceptance
Township of Wellington North**
O/Ref.: 01809

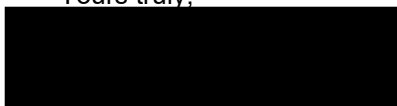
Dear Ms. Stevenson:

The purpose of this letter is to certify that the Jacks Way Subdivision Stage 3 works outlined in Section 4.1 of the Subdivision Agreement have been completed in general conformance with the Issued for Construction Drawings and the approved specifications as per the site inspection today with Ms. Tammy Stevenson, Township of Wellington North, Mr. Frank Vanderloo, BM Ross, Mr. Brad Wilson, Mount Forest Developments and myself in attendance.

Please confirm the dates of Preliminary Acceptance for Stage 3 for purposes of the Warranty Period.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 101.

Yours truly,



Travis Burnside, P.Eng.
Director

Encl.

cc: Mr. Brad Wilson, Mount Forest Developments Inc.

H:\Wilson\01809 - Wilson Townhouses - Mount Forest\Correspondence\Letters\Wellington North\Subdivision\2023-07-18 le Stevenson re Works Certification 01809.docx

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive
Mount Forest, ON, Canada N0G 2L0
p. (519) 323-2945
www.bmross.net

File No. 18285

July 19, 2023

BY EMAIL ONLY**Tammy Stevenson, C.E.T.****Senior Project Manager**

Township of Wellington North
7490 Sideroad 7 W, PO Box 125
Kenilworth, ON, N0G 2E0

**Re: Jack's Way Subdivision
Draft Plan 23T-18004
-- Preliminary Acceptance for Stage 3 --**

On August 29, 2022, 5053745 Ontario Inc. entered into a Subdivision Agreement with the Township for a 31-unit residential subdivision in Mount Forest. In accordance with terms of that Agreement, their Engineer (Cobide Engineering Inc.) is requesting Preliminary Acceptance for the constructed Stage 3 Works (utilities; street lighting). The purpose of this letter is to provide our recommendation pertaining to this request.

A site meeting was held on July 18, 2023, with representatives from the Developer, Cobide, Township, and BMROSS present to review and verify the Stage 3 Works have been installed. There may be some utility box adjustments that will be required in the future when final boulevard grading work is completed, or other deficiencies may arise and that would be corrected during the 2-year maintenance period.

We are in receipt of a July 14, 2023, ESA for the street lights, a July 18, 2023, email from Wellington North Power accepting the power distribution system installations and confirming the street lights have been energized, and a July 18, 2023, certification letter from the Developer's engineer, Cobide Engineering.

Based on the foregoing, it is our opinion the Township could grant Stage 3 Preliminary Acceptance.

If you have any questions, please contact us.

Z:\18285-Wellington_North-Review_Jacks_Way_Subdivision\Projects\Acceptances and Securities\18285-2023-07-19JacksWay-PrelAcceptance-Stage3-WN-Let.docx

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank Vanderloo, P. Eng.

c.c. Travis Burnside, Cobide
Brad Wilson, Developer



Staff Report

To: Mayor and Members of Council Meeting of July 24, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2023-021 Being a Report on Delegation of Authority Policy

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2023-021 being a report on the delegation of authority policy;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign By-law 065-2023 being a By-law to amend By-law 116-2021 being the Delegation of Authority By-law.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2021-035 being a report on the delegation of authority policy

By-law No. 116-21 being a Delegation of Authority by-law

Policy 003-22 Delegation of Authority Policy

By-law 107-19 Records Management delegation Clerk

CLK 2019-036 being a report on delegation of authority regarding records management Clerk

By-law 086-18 Ontario Wildlife Damage Program delegation Clerk

CLK 2018-047 being a report the Ontario Wildlife Damage Compensation Program delegation Clerk

By-law 051-16 Appoint officials under the Clean Water Act delegation CAO

By-law 027-15 Site Plan Control CAO delegated authority Section 4 & 5

March 18, 2015 County Wellington Planning Report Site Plan Control By-law

By-law 94-15 MFIPPA Head Mayor written delegated authority to Clerk

By-law 95-15 Ombudsman Act head Mayor written delegated authority to CAO

CLK 2015-067 being a report On Public Sector And MPP Accountability and Transparency Act, 2014 (BILL 8)

PW 2015-051 being a report on delegation of authority to grant temporary road closures construction and toll booth Director of Public Works

By-law 023-005 Filing Complaints with the Assessment Review Board (repealed)

Resolution 2015-441 and Policy 33.15

CLK 2015-051 being a report on Delegation of Authority Policy

BACKGROUND

Section 23.1 and 23.2 of the Municipal Act, 2001, as amended, permits a municipality to delegate certain powers and duties to a person or body.

Section 270(1) 6 of the Municipal Act, 2001 provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties.

Over time, some decision making authority has been delegated to municipal staff. Implementation of further delegated authorities would result in improved efficiency and a reduction in red tape without compromising Council's ultimate authority.

Additionally, some of the delegated authorities in the by-law are typically being done by staff, without a specific authorizing delegation.

The amendments to By-law 116-2021 are as follows:

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving the report or adopting the recommendation.

ATTACHMENTS

By-law 065-2023 being a By-law to amend 116-2021 being the delegated authority policy contained in the agenda.

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

Modernization and Efficiency

Municipal Infrastructure

Partnerships

Alignment and Integration

Prepared By:

Karren Wallace, Director of Legislative Services/Clerk

Karren Wallace

Recommended By:

Brooke Lambert, Chief Administrative Officer

Brooke Lambert



Staff Report

To: Mayor and Members of Council Meeting of July 24, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2023-022 being a report on a Trespass Policy

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2023-022 being a report on a Trespass Policy;

AND FURTHER THAT Council approves the Notice of Trespass Policy.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Senior staff are recommending a Notice of Trespass Policy be enacted as a result of more frequent incidents of inappropriate and at times criminal behaviour occurring in municipalities and parks.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving the report or adopting the recommendation. There may be financial implications should we require legal action to enforce the policy, but there is an amount in the annual budget for legal expenditures.

ATTACHMENTS

Schedule A Notice of Trespass Policy

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

Modernization and Efficiency

Partnerships


Prepared By: Karren Wallace, Director of Legislative Services/Clerk

Karren Wallace

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert

TRESPASS POLICY

	DEPARTMENT: CAO	POLICY NUMBER: 001-2023
	EFFECTIVE DATE: July 24, 2023	LEGISLATIVE AUTHORITY: Trespass to Property Act
	APPROVED BY: CAO	

TRESPASS POLICY

1. POLICY STATEMENT

- 1.1 The purpose of this policy is to provide a system of issuance of notices of trespass and to ensure that access to a municipal property is protected as per the Trespass to Property Act, R.S.O. 1990, T.21, and that all citizens have a right to the enjoyment and use of municipal property without interference, as well as a right to peaceful demonstration and expression of dissenting views.

2. DEFINITIONS

In this policy, unless otherwise stated:

- 2.1 Municipal premises include the buildings, and all adjacent municipal property which is attached to the building, including but not limited to playgrounds, parking lots and parks.
- 2.2 Trespassing carries the definition used in the Trespass to Property Act, 1990

Trespass an offence

2. (1) Every person who is not acting under a right or authority conferred by law and who,
- (a) without the express permission of the occupier, the proof of which rests on the defendant,
 - (i) enters on premises when entry is prohibited under this Act, or
 - (ii) engages in an activity on premises when the activity is prohibited under this Act; or
 - (b) does not leave the premises immediately after he or she is directed to do so by the occupier of the premises or a person authorized by the occupier,
- is guilty of an offence and on conviction is liable to a fine of not more than \$2,000. R.S.O. 1990, c T.21, s. 2(1).

- 2.3 The following persons will be empowered to act as “authorized persons” or occupiers at municipal premises for the purposes of enforcing the Trespass to Property Act, 1990, of the Province of Ontario; and when necessary to issue a notice of trespass subject to variation by the CAO:
- a) a person currently employed with The Corporation of the Township of Wellington North in a supervisory position.
 - b) an Officer of the Wellington County Police Service.

- 2.3 This policy shall apply to all Township properties.
- 2.4 All references to Chief Administrative Officer (CAO), Township Solicitor, Township Clerk and Human Resource Manager include their designates from time to time.

3. PROCEDURES

- 3.1 Notice to Trespassers
- 3.1.1 Entry onto municipal premises may be prohibited by providing notice. The notice may be given orally or in writing to any person whose conduct is disruptive to the conduct of Township business or activities or is threatening to the staff or other users of Township facilities. Specific notice that entry is prohibited is not required to keep persons out where the site is completely enclosed by a fence which has been specifically designed to keep persons off the property.
- 3.1.2 In order to prohibit general entry to municipal premises, it is necessary to have signs or markings; otherwise it is necessary to confront a trespasser and give oral notice.
- 3.2 Written Notice of Trespass in a Non-Emergency Situation
In a non-emergency situation and/or where a person has trespassed on municipal premises and the person's attendance in future is undesirable, in that it is threatening to other users, disruptive of others use of municipal property, or is conduct which impairs others' using municipal property, a notice of trespass letter may be mailed or delivered in person, in a form similar to the example in Form 1. Such a letter is not a requirement for laying a charge against such a person should he or she continue to trespass.
- 3.3 Notices of Trespass
All written Notices of Trespass to be issued by the Township shall, prior to issuance, be forwarded for review to the Township Solicitor or designate to determine whether the circumstances warrant the issuance of a written Notice to Trespass. The Township Solicitor or his designate shall, in appropriate circumstances issue the Notice to Trespass.
- 3.4 Representations
The subject of the Notice shall, if practical, be permitted to make representations to the CAO (either in writing or in person) prior to its issuance.
- 3.5 Records
The Notice of Trespass as issued by the Township Solicitor shall be filed with the CAO and the Human Resource Manager.
- 3.6 Dealing with a Trespasser
- 3.6.1 Preliminary Measures
- a) Get a good description of the person.
 - b) Note the time.
- 3.6.2 Preventing Confrontation – Engendering Maximum Co-operation

- a) Introduce yourself (name, position and authority to act).
- b) Be courteous, calm and assured.
- c) Ask the person to identify herself/himself (name and address).
- d) Do not touch the person.
- e) Give clear direction to the person and if appropriate, offer to assist in resolving the cause of whatever is creating a concern that the person may be asked to leave the premises.
- f) Try to keep the situation from escalating.
- g) The trespasser will usually comply, and no further action will be necessary. If not, inform the person that he or she is trespassing and is directed to leave the premises.

3.7 Laying a Charge

- 3.7.1 If the trespasser refuses to leave, or if the trespasser has caused property damage, you may call the police to lay a charge. Again request the trespasser's name and address (if these are not available from another source) in order that you may have the police lay a charge.
- 3.7.2 Advise your immediate supervisor of any action you have taken.
- 3.7.3 The authorized person shall verbally notify their department head of the details of the event as soon as possible and then by a completed Form 2. The department head shall file the Form 2 with the CAO and Human Resources Manager.

3.8 Arresting a Trespasser

CALL THE POLICE TO MAKE THE ARREST.

4. **LENGTH OF BAN**

- 4.1 A first Notice of Trespass will be for a period of up to ten days. Subsequent cases or incidents of more serious or threatening behaviour may incur periods of up to six months including an indefinite ban as approved by the CAO. Long term bans shall be the exception rather than the rule.
- 4.2 An unexpired Notice shall be subject to an automatic review by the authorized person issuing the notice after twelve months and every succeeding twelve months after.

5. **APPEALS**

- 5.1 Should a person served with a written Notice of Trespass take issue with that service, a written letter outlining the reason for appeal should be forwarded by that person to the CAO, who shall decide the appeal. In making the decision, the CAO may choose to seek legal advice from a source other than the Township Solicitor. The CAO may uphold the service of that Notice or direct its withdrawal and the decision of the CAO is final.

6. **FORMS**

Form 1: Template of Notice of Trespass Letter

Form 2: Template Staff/Witness Report



[FORM 1]

**COPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTICE UNDER THE TRESPASS TO PROPERTY ACT**

[Date]

[ADDRESS]

Dear:

Please consider this a Letter of Notice under the **Trespass to Property Act**.

This letter is to address those behaviours observed on [insert date], in which you did the following:

[describe]

The above actions are unacceptable and inappropriate.

YOU ARE HEREBY GIVEN NOTICE THAT YOU ARE NOT PERMITTED ENTRY TO THE TOWNSHIP OF WELLINGTON NORTH PROPERTIES (specify areas) WITHOUT EXPRESS PERMISSION, EITHER IN WRITTEN FORM OR BY TELEPHONE CONFIRMATION, BY A SITE MANAGER OR DESIGNATE. YOU ARE ALSO NOT PERMITTED TO LOITER ABOUT THE PROPERTY SURROUNDING THIS AREA WITHOUT PURPOSE.

THIS NOTICE MAY BE APPEALED BY LETTER TO THE CHIEF ADMINISTRATIVE OFFICER

If you require further assistance or clarity regarding this matter, please feel free to contact me by phone at 519-848-3620 ext. 4225, or by letter at the below address.

Sincerely,



[FORM 2]

Staff/Witness Report Notice of Trespass Policy

TO BE COMPLETED BY THE EMPLOYEE FILING THE REPORT				
NAME		PHONE/EX		
DEPARTMENT		EMAIL		
JOB TITLE		CELL		
DETAILS OF INCIDENT	Date:	Time:	Location:	
Explain the incident with as much detail as possible. Attach additional pages if necessary. If verbal notice of trespass was given, record the words used, when they were said and who was present.				
WITNESS(ES)	NAME:	NAME:		
	CONTACT:	CONTACT:		
WITNESS STATEMENT				
Was the OPP called			YES	NO
EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE		DATE	
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE		DATE	
COPIES	Department Head	Human Resources	Employee	CAO



Staff Report

To: Mayor and Members of Council Meeting of July 24, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2023-024 being a report on amendments to Canine By-law 004-2017 (2)

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2023-024 being a report on amendments to Canine By-law 004-2017 (2);

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the amending by-law.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2023-023 being a report on amendments to Canine By-law 004-2017

CLK 2018-023 being a report on canine licensing

CLK 2017-034 being a report on canine licensing

CLK 2016-082 being a report on provision of enumerator services for licensing canines;

CLK 2016-078 being a report on the canine control by-law

CLK 2016-065 being a report on canine licensing amnesty

By-Law 004-17 being a by-law to regulate and provide for the keeping, control and licensing of dogs

BACKGROUND

At the July 10, 2023 meeting the following resolution was deferred:

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2023-023 being a report on amendments to Canine By-law 004-2017

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the amending by-law.

In the original report, staff recommended reducing the number of dogs an owner may have per unit on agriculturally zoned property to five from the current ten. Council requested staff give consideration for Livestock Guardian Dogs (LGD) to be exempt from the five dog limit.

The by-law now includes a process where an owner may apply for an exemption to have more than five dogs if they are LGD and the following criteria is supplied and met;

Name, address, email, phone
 Proof of ownership/tenancy agreement
 Zoned Agriculture
 Minimum 25 acres of land
 Type of LDG
 Type of livestock
 More than 100 livestock per location
 Farm Business registration number
 Premises Identification Number (PID)
 Initial and annual inspection

At no time, however can anyone own more than ten dogs in total (including pets and LGD).

Additionally the dangerous dog and potentially dangerous dog designations have been removed from the canine control by-law and are now set out in its own by-law.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report or amending the By-law

ATTACHMENTS

By-law 055-2023 being a by-law to amend By-law 004-17 contained in this agenda.

By-law 063-2023 being a by-law to regulate dangerous and potentially dangerous dogs contained in this agenda.

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

Modernization and Efficiency Partnerships

Prepared By:	Karren Wallace, Director of Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Brooke Lambert	<i>Brooke Lambert</i>



Staff Report

To: Mayor and Members of Council Meeting of July 24, 2023
From: Brooke Lambert, Chief Administrative Officer
Subject: Report CAO 2023-007 Strategic Plan Update (Phase 2)

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CAO 2023-007;

AND FURTHER THAT Strategic Planning sessions open to the public be held as follows:

Thursday, July 27, 2023. 6:30 – 8 pm

Arthur & Area Community Centre
158 Domville St. Arthur

Monday, July 31, 2023. 6:30 – 8 pm

Mount Forest & District Sports Complex
850 Princess St, Mount Forest

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- April 3, 2023 Report CAO 2023-004 Strategic Plan Update (Phase1) and Community Satisfaction Survey Results
- February 6, 2023 Report CAO 2023-002 2022 Year in Review
- December 19, 2022 Report CAO 2022-009 Proposed Strategic Planning Process (2022-2026)
- August 12, 2019 Report CAO 2019-005 being an update report on Councils Strategic Priorities
- May 27, 2019 CAO 2019-003 being a report on Council Strategic Priorities: 2018-2022 and recommended actions outlined
- January 8, 2018 Report CAO 2018-002 being a report on the Strategic Plan 2018

BACKGROUND

In December 2022, Council approved the 2022-2026 Strategic Planning process, including the development of the first ever Community Satisfaction Survey.

In April 2023, Deloitte Consulting presented the results of a statistically significant phone survey (100 respondents) across the Township to gather insights on satisfaction levels for township services as well as understanding what some of the key community priorities are moving forward. This survey was complimented by an open on-line survey where members of the community were also able to provide feedback on the same questions. Both of the results of these surveys formed the foundation for the next steps in the strategic planning process (Phase 2).

Strategic Plan – Phase 2 Update

Phase 2 of the strategic planning process has been focused on bringing different stakeholders into the process and developing a strategic direction for the township.

To date it has included:

- Conducting a workshop with Council to understand community priorities and insights on what Council would like to achieve going forward (April 2023);
- Staff consultation, including surveys and interviews that address staff's perspective on key community issues, ability to deliver and continuously improve core services, and corporate values (April/May 2023);
- Steering Committee and Project Team workshops to make sense of the findings and feedback to date (May/June 2023);
- Developing the first draft of strategic planning framework, including priorities, objectives, and success statements (June 2023).

This draft framework (See Attachment 1) will form the basis of the next stage of stakeholder consultation, detailed below.

Upcoming Stakeholder Consultation

A draft strategic planning framework is now available for stakeholder review. This information will be posted on the Township's website and will be presented at two in-person Public Consultation Centres:

- 1) Thursday, July 27, 2023. 6:30 – 8 pm**
Arthur & Area Community Centre
158 Domville St. Arthur
 - 2) Monday, July 31, 2023. 6:30 – 8 pm**
Mount Forest & District Sports Complex
850 Princess St, Mount Forest
-

All members of the community are invited to attend.

Further, an “All Staff Meeting” will be held in July to review with staff, as well as one-on-one consultations with Council to receive their input.

Next Steps

Based the project workplan (See Attachment 2), the strategic planning process is expected to be completed in early Fall 2023. At this time, final recommendations will be brought to Council for decision.

FINANCIAL CONSIDERATIONS

In December 2022 \$40,000 was approved for the Strategic Planning process and has been identified in the 2023 Budget.

ATTACHMENTS

Attachment 1 – Draft Strategic Directions
Attachment 2 – TWN Strategic Plan, Workplan

STRATEGIC PLAN 2019 - 2022

Do the report’s recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By: Brooke Lambert, Chief Administrative Officer *Brooke Lambert*

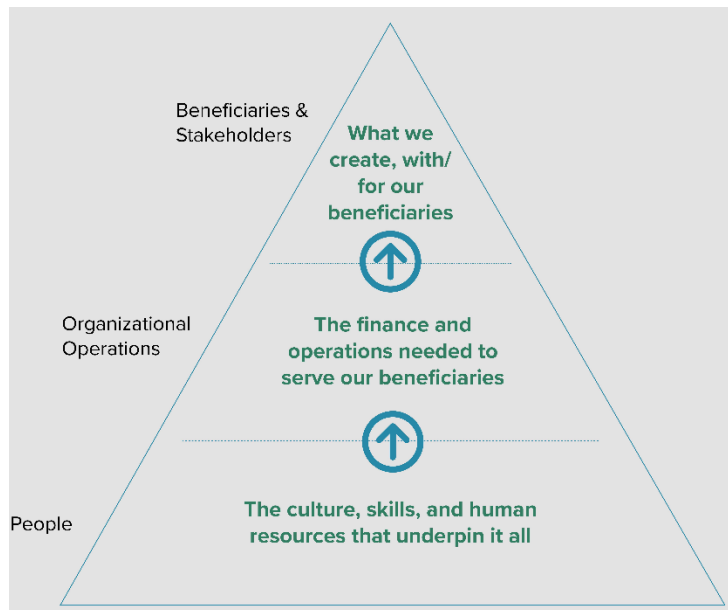
Recommended By: Brooke Lambert, Chief Administrative Officer *Brooke Lambert*

Township of Wellington North, Strategic Planning:

Emerging Strategic Priorities, Draft Summary to-date

June 14, 2023

The Planning Framework



The planning framework organizes strategic issues, using three main lenses:

- The impact that an organization will prioritize on behalf of its stakeholders for duration of the plan,
- The operations necessary to be prioritized to achieve the impact sought, and
- The characteristics of the team and people who underpin the plan.

The Emerging Strategic Priorities

- ▶ *For community (the impact we seek to create for our stakeholders)*
 - A growing, safe, inclusive, and sustainable community.
- ▶ *For the work (the operations necessary to create the impact we seek)*
 - Advancing TWN methods and platforms to engage and bring the community together.
 - Delivering quality community services and superior customer service, attuned to community need.
 - Shaping and supporting growth for the benefit of existing and future residents.
- ▶ *For our people (the staff, volunteers, culture, etc., that underpin it all)*
 - Increasing TWN staff engagement, retention, and capacity.

The Emerging Priorities, Success Statements, and Objectives

Ultimate Impact

→ A growing, safe, inclusive, and sustainable community.

Operational and Team Strategic Priorities

Strategic priority	Success statement	Objectives
Advancing TWN methods and platforms to engage and bring the community together.	TWN has increased community engagement and cohesion (e.g., through volunteerism, social media, partnerships).	→ Streamline communication platforms and use technology efficiently.
		→ Develop and engage in purposeful community partnerships.
		→ Celebrate the community (e.g., share success stories).
Delivering quality community services and superior customer service, attuned to community need.	TWN has carefully maintained, enhanced, and improved services in balance with community need and want.	→ Sustain, expand, and balance resources to keep up with growth and infrastructure needs.
		→ Define service levels and align their delivery to best match population growth and want.
		→ Continuously improve service to strive for the greatest effectiveness and efficiency.
		→ Create and grow partnerships.
Shaping and supporting growth for the benefit of existing and future residents.	TWN has carefully maintained and supported growth for a sustainable and inclusive community.	→ Update the Growth Management Strategy.
		→ Update and develop master plans and studies.
		→ Improve TWN's ability to adapt to change.
		→ Maximize a variety of housing types for all.
Increasing TWN staff engagement, retention, and capacity.	TWN is an employer of choice, with highly engaged and capable staff.	→ Ensure staff resources are directed toward community priorities.
		→ Improve team building and staff culture.
		→ Ensure competitive compensation.
		→ Identify and live our organizational values.

Attachment 2

TWN Strategic Plan – Workplan

Task Name

Project start-up (March 2023)

Review phase two project objectives with the core project team
 Adjust and confirm proposal workplan (i.e., key activities related to objectives)
 Review and clarify findings-to-date

Council direction workshop (April 2023)

Prepare council direction workshop
 Facilitate council direction workshop
 Summarize workshop feedback

Staff engagement (April 2023)

Develop staff survey questions to gather insights on findings to date and input/recommendations
 Create and upload staff survey
 Analyze and summarize survey feedback
 Develop a framework for staff-staff satellite visits to support a shared understanding
 Gather staff reflections on the framework
 Analyze and summarize staff reflections
 Prepare sensemaking workshop for staff project team
 Facilitate sensemaking workshop
 Summarize sensemaking workshop feedback

Steering committee sensemaking (May/June 2023)

Summarize all input-to-date into a strategic framework for review
 Prepare a strategy framing and scoping workshop (emerging strategic issues, strategic priorities)
 Facilitate strategy and scoping workshop, parts 1 and 2
 Summarize workshop feedback

Pressure-testing with stakeholders (June/July/August 2023)

Identify stakeholders for focus group engagement
 Ensure focus group promotion and registration
 Prepare focus groups 1-3 (on emerging strategic plan)
 Facilitate focus groups 1 to 3
 Summarize focus group 1-3 feedback
 Develop survey for feedback on emerging strategic plan
 Create and upload survey
 Analyze and summarize survey feedback

Final plan development support (August/September 2023)

Provide supports to staff to confirm strategic plan (e.g., writing, strategy management)



FOR RELEASE July 24th, 2023

The Township of Wellington North is pleased to invite all volunteers and newcomers to our community to join us on Thursday September 14th, for a volunteer celebration & newcomers welcome.

This celebration will be held between 11:00am - 2:00pm at the Mount Forest & District Sports Complex (850 Princess Street). The event will include displays from a variety of community organizations, Mayors welcome, presentations and cake cutting starting at 11:45am with a catered lunch at noon. If you have recently moved to the area this is an opportunity to learn more about your community, ask questions and receive a welcome bag full of useful information and goodies. You can also grab a recycling bin if you have not already done so!

This is a free event however **registration is required**, and can be completed at the following Eventbrite link up until September 4th : [2023 Volunteer and Newcomer Celebration Tickets, Thu, 14 Sep 2023 at 11:00 AM | Eventbrite](#) You can also contact Brianna at the Municipal Office at 519.848.3620 ext.4242.

This celebration will fall during Welcoming Week which is an annual opportunity that brings new and long-time residents together to build stronger ties. It affirms the importance of welcoming and inclusive places and spaces and gives partner organizations an opportunity to connect with Newcomers in the community. This year Welcoming Week takes place from September 8 to 17 and is being celebrated with a variety of events taking place across Guelph – Wellington.

Mayor Andrew Lennox: “Volunteers are the heart of Wellington North, and we look forward to recognizing and celebrating volunteerism in our community and also welcoming our newcomers and showing to you that Wellington North is a great place to live, work and raise a family. Please come out and join us on September 14th.

-30-

Karren Wallace
Director of Legislative Services/Clerk

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 055-2023

BEING A BY-LAW TO AMEND BY-LAW 004-17 BEING A BY-LAW TO REGULATE AND PROVIDE FOR THE KEEPING, CONTROL AND LICENSING OF DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary amend by-law 004-17 being a by-law regulating or prohibiting the keeping of dogs and the establishment of kennels and to provide for the leashing, muzzling, licensing and control of dogs and the licensing of kennels.

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

1. **THAT** the following Sections be replaced as follows:

DEFINITION

- 1.10 Hunting Dog - shall mean a Dog properly licensed through the Ministry of Natural Resources for the purpose of hunting coyotes, raccoons and water fowl while hunting pursuant to the Provincial regulations;
- 1.11 Livestock Guardian Dog (LGD)- shall mean a dog that is a dog type bred for the purpose of protecting livestock from predators.

6. LICENSING AND REGISTRATION OF DOGS

- 6.2 No person or persons shall own, harbour or keep more than five Dogs per dwelling units in areas zoned agricultural.

6.2.1 Notwithstanding Section 6.2, any owner of more than 5 dogs currently licensed in the municipality shall be grandfathered in for dogs that hold a valid registration for 2023 for as long as they maintain a license for that dog until the licensed dog passes or until 2035.

6.2.2 Notwithstanding section 6.2, any owner of a Livestock Guardian Dog (LGD) may request an exemption to own, harbour or keep the number of LGD's required to protect livestock.

6.2.2.i Any owner of a LGD requesting an exemption to own, harbour or keep the number of LGD's required to protect livestock shall

complete the application attached to By-law 004-2017 as Appendix "A".

6.2.2 ii Any owner of a LGD requesting an exemption to own harbour or keep the number of LGD's required to protect livestock must provide and meet the following criteria:

Name, address, email, phone	Type of livestock
Proof of ownership/tenancy agreement	More than 100 livestock per location
Zoned Agriculture	Farm Business registration number
Minimum 25 acres of land	Premises Identification Number (PID)
Type of LDG	Initial and annual inspection

6.5 The license shall be renewed annually on the anniversary of the date of issuance.

6.6 No person shall own, harbour or license more than ten dogs in total in an area zoned agricultural.

2. **THAT** the following Section be inserted:

6.12 No person shall own, harbour or license a dog in Wellington North unless the person resides on the property where the dog is housed.

3. **THAT** the following Sections be removed in their entirety:

- 1.6 Definition of Dangerous Dog
- 1.12 Definition of Mitigating Factor
- 1.13 Definition of Muzzle
- 1.17 Definition of Potentially Dangerous Dog
- 4. Designation Potentially Dangerous Dogs
- 5. Designation of Dangerous Dogs
- 10. Appeal
- 12. Imposition of requirements of sections 4 and 5

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF JULY, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



WELLINGTON NORTH
SEMPER PORRO

APPENDIX "A"
By-law No. 004-2017 as amended
Application for Exemption more than Five Livestock Guardian Dogs (LGD)

NAME:	Click or tap here to enter text.
ADDRESS:	Click or tap here to enter text.
EMAIL	Click or tap here to enter text.
PHONE	Click or tap here to enter text.

REQUIRED NUMBER OF LGD: Click or tap here to enter text.

LOCATION OF LGD: Click or tap here to enter text.

TYPE OF LGD: Click or tap here to enter text.

TYPE OF LIVESTOCK: Click or tap here to enter text.

SIZE OF HERD/FLOCK Click or tap here to enter text.

ZONING OF PROPERTY Click or tap here to enter text.

ACREAGE Click or tap here to enter text.

FARM BUSINESS REGISTRATION NUMBER Click or tap here to enter text.

PREMISES IDENTIFICATION NUMBER (PID) Click or tap here to enter text.

Inspection Complete Click or tap to enter a date.

Approved by Clerk or designate

Date Approved Click or tap to enter a date.

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

BY-LAW NUMBER 062-2023

BEING A BY-LAW TO AMEND BY-LAW 127-2022 BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY

WHEREAS *Municipal Act*, 2001 (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS *The Planning Act*, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

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

1. **THAT** the following Schedules to the fees and charges By-law Number 127-2022 for various municipal services be replaced in its entirety with the Schedules attached hereto

Schedule “A” - Administration
Schedule “C” - Cemeteries
Schedule “F” - Planning Department
Schedule “G” - Engineering and Transportation

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF JULY, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**SCHEDULE "A"
ADMINISTRATION**

DESCRIPTION	FEE
Marriage Licence	\$125.00
Marriage Ceremony (1 hr max)	\$350.00
Marriage Rehearsal (1 hr max)	\$75.00
Travel time for ceremonies outside 25km one way	\$25.00/hr & mileage
Certification of Documents	\$10.00 per document
Commissioning Documents	\$30.00 per document
Completion of Pension Forms (Township resident only*)	No Charge* \$30.00 per document – Non Residents
Fax Charges	\$1.00 per page local \$2.00 per page long distance
Flags	
Wellington North	\$100.00
Canadian Flag	\$50.00
Freedom of Information Requests (legislated fees)	\$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$12.55 per quarter hour
NSF Cheque Charge	\$30.00
Photocopies (8½ x 11)	Black and White \$0.25 per page Colour \$1.50 per page
Tax Certificate (required for purchase and sale of properties)	\$50.00
Tax Account Statement or Bill Reprint (required for personal income tax purposes)	\$20.00
Tax Sale Proceedings	\$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants & solicitors
Burial Permit	\$15.00
Fee for services provided by municipal employees per hr per employee	\$50.00
Tax Arrears Penalties & Interest	Refer to current Tax Rates By-law
Civic Addressing	
911 Sign	\$25.00
911 Post	\$20.00
Electric Vehicle Charging Station	Level 2: \$0.04/minute Level 3: \$0.25/minute
Reclamation election signs	\$20.00/sign
AGCO Agency Letter of Approval *not for profit, charities and service clubs	\$50.00 *
AGCO Municipal Information for liquor sales *not for profit, charities and service clubs	\$50.00 *
AGCO Municipally Significant Event *not for profit, charities and service clubs	\$50.00 *
Exemption from noise by-law letter	\$50.00
Tile Drainage Application Fee	\$250.00
Tile Drainage Inspection Fee	\$100.00

**SCHEDULE "C"
CEMETERIES**

DESCRIPTION	FEE
<u>SALES</u>	
Single Grave 3 ½ feet x 10 feet (plot \$900.00) (Care and Maintenance Fund included) (40% of selling price \$600.00)	\$1,500.00
Single niche to accommodate two urns (Niche \$1,275.00) Care and Maintenance Fund (\$225.00)	\$1,500.00
Scattering Garden (\$84.00) Care and Maintenance Fund (\$56.00)	\$140.00
<u>INTERMENT/INURNMENT</u>	
Adult	\$900.00
Child (Infant up to 5 years)	\$200.00
Child (5 to 12 years)	\$400.00
Cremated remains in standard plot	\$300.00
Double depth charge – extra	\$175.00
Inurnment in niche	\$200.00
Scattering garden	\$100.00
<u>Surcharges:</u>	
Saturday funerals until 12 noon & holidays - standard burial	\$365.00
Saturday funerals until 12 noon & holidays - cremated remains & scattering garden	\$240.00
Saturday funerals until 12 noon & holidays – niche	\$130.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
<u>DISINTERMENT</u>	
Disinterment	\$900.00
<u>VAULT STORAGE</u>	
<u>MONUMENT INSTALLATIONS</u>	
Staking fee	\$50.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	NIL
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	\$50.00
Upright Marker (under 4 ft.)	\$200.00
Upright Marker (over 4 ft.)	\$400.00
<u>ADMINISTRATION</u>	
Transfer of Interment Rights	\$50.00
Research per hour	\$50.00
<u>OTHER</u>	
Rental of any equipment	Rate charged

**SCHEDULE "F"
PLANNING**

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance		\$2,000.00
Zoning Amendment		\$9,000.00
Holding Zone Removal By-law		\$1,000.00
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement		\$1,000.00
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements		\$130.00
Part Lot Control		\$1,000.00
Clearances for Severance Conditions		\$130.00
Cash in Lieu of Parkland		\$4,000.00 per unit
Fee for services provided by Municipal employees		\$125.00 (per hour, per employee)
Copy of Zoning By-law		\$30.00
	ADMINISTRATION (non-refundable)	DEPOSIT (refundable)
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$10,000.00	\$15,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	\$6,000.00	\$5,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> Minor 	\$2,000.00	\$3,500.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> Complex 	\$3,000.00	\$6,000.00
Site Plan Control Amendments	\$300.00	\$700.00
Lot Grading/surface Works Security Deposit	\$100.00	\$1,900.00
Development Agreement	\$2,000.00	\$5,000.00
Pre-consult	\$500.00	Deposit required as listed above for corresponding application
Pre-servicing Application		\$7,000.00
Site Alteration Application		\$7,000.00

DEPOSITS

- Deposits less the disbursement fees and third party fees will be refunded.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors, township staff technical review, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.
- The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

SCHEDULE "G"
ENGINEERING AND TRANSPORTATION

DESCRIPTION	INSPECTION FEE	*DAMAGE DEPOSIT
Urban/Rural Damage	\$100	\$1,900.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. *Damage Deposit Fees shall be collected when a Building Permit is issued.		
a) Requires up to 12m culvert (up to and including 600mm) including inspection fee	\$100.00	\$2,400.00 **
b) Entrance up to 12m that does not require a culvert including inspection fee	\$100.00	\$1,700.00 **
** Note: Items a & b above within Schedule "G" can be increased in width by 3m increments to a maximum of 20m. Each additional 3m increment carries an associated additional cost of \$600.00.		
	FEE	
Cost of hidden driveway sign installed		\$100.00
Equipment Rental rate – at the discretion of the township. (available only to Township of Wellington North ratepayers)		\$150.00/hr
Labourer/Driver Rate		\$60/hr
Fee for services provided by municipal employees	\$125.00 (per hour, per employee)	
Watermain Form 1 Authorization		\$1,500.00
Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA):		
a) Storm Sewer (adding, changing, replacing or extending)		\$3,000.00
b) Quality Device, i.e. Oil/Grit Separator		\$2,500.00 (each appurtenance)
c) Stormwater Management Facility		\$5,000.00 (each system)
d) Low Impact Development		\$3,700.00
e) Sanitary (sewage) Sewer (adding, changing, replacing or extending)		\$3,000.00
f) Sanitary Sewage Pumping Station or Forcemain		\$5,000.00 (each facility or forcemain)
g) Sanitary appurtenance (examples: odour and corrosion control, etc.)		\$3,000.00 (each appurtenance)
h) Review of CLI ECA Amendment Application for MECP submission		\$1,000.00 (each system)

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 063-2023

BEING A BY-LAW TO REGULATE DANGEROUS DOGS AND POTENTIALLY DANGEROUS DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law relating to dangerous dogs and potentially dangerous dogs.

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

1. DEFINITIONS

- 1.1 **Animal Control Officer** - shall mean the person or persons appointed by the Council to enforce this By-law and includes the person appointed by the Municipality to control dogs and any servants or agents of such person, any peace officer having jurisdiction within the Municipality.
- 1.2 **Clerk** means the Clerk of The Corporation of the Township of Wellington North.
- 1.3 **Council** means the Council of The Corporation of the Township of Wellington North.
- 1.4 **Dangerous Dog** - shall mean:
 - 1.4.1 a Dog, that in the absence of any Mitigating Factor, has attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
 - 1.4.2 a Dog that, in the absence of any Mitigating Factor, has significantly injured a domestic animal, or
 - 1.4.3 a Dog previously designated as a Potentially Dangerous Dog that is kept or permitted to be kept by its Owner in violation of the requirements for such Dog.
- 1.5 **Mitigating Factor** - shall mean a circumstance which excuses aggressive behaviour of a Dog and, without limiting the generality of the foregoing, may include circumstances where:

- 1.5.1 the Dog was, at the time of the aggressive behaviour, acting in defense to an attack by a person or domestic animal;
- 1.5.2 the Dog was, at the time of the aggressive behaviour, acting in defense of its young or to a person or domestic animal trespassing on the property of its Owner; or
- 1.5.3 the Dog was, at the time of the aggressive behaviour, being teased, provoked, or tormented.
- 1.6 **Muzzle** - shall mean a humane fastening or covering device that is of adequate strength placed over a Dog's mouth to prevent it from biting and which has been or is approved by an Animal Control Officer.
- 1.7 **Owner** - shall mean any person, group of persons, partnership or corporation who or which possesses or harbours a dog; the words "own", "owns" or "owned", shall have a corresponding meaning, and shall include a person or persons who are temporarily the keeper of dogs; and where the Owner is a minor, shall include the person or persons having the custody of the minor;
- 1.8 **Potentially Dangerous Dog** -shall mean:
- 1.8.1 Dog that, in the absence of any Mitigating Factor, chases or approaches any person or domestic animal, anywhere other than on the property of the Owner, in a menacing fashion or apparent attitude of attack, including, but not limited to, behavior such as growling or snarling; or
- 1.8.2 Dog that has been impounded by the Animal Control Officer or for whom the Owner has been convicted on a total of three occasions within a twenty-four (24) month period for such Dog being At Large in the Municipality.
- 1.9 **Pound** - includes a veterinary facility or other place(s) designated by the Clerk of the Municipality;
- 1.10 **Pound Fee** includes any daily charge that may be collected by the operator of a Pound;
- 1.11 **Pound Keeper** - shall mean the person, or persons, or agency that act as keeper of the Pound;

1.12 **Township** - shall mean The Corporation of the Township of Wellington North

2. IMPOUNDMENT

2.1 Where a Dog is alleged to have bitten any person or domestic animal, such dog may be impounded and held by the Pound until proceedings under the:

2.1.1 *Dog Owners' Liability Act*, R.S.O. 1990, c. D. 16, as amended, have been followed, provided that no dog shall be so impounded or held for a period in excess of twenty-one (21) days unless otherwise ordered by a court of competent jurisdiction; or

2.1.2 under the provisions of this by-law.

2.2 The Owner of every Dog impounded, if known, whether or not the Dog is claimed by the Owner from the pound, shall be liable for the payment of the Pound Fee, the boarding fee, and any euthanasia and disposal fees applicable, and shall pay all fees on demand to the Township.

2.3 Where at the end of seventy-two (72) hours after being impounded, exclusive of Sundays and holidays and the day of impoundment, possession of the Dog has not been restored to the Owner, the operator of the Pound may dispose of the dog in accordance with the provisions of the *Animals for Research Act*, R.S.O. 1990, c. A. 22, as amended.

2.4 No Dog shall be returned to its Owner unless it has been licensed for the current year in accordance with the provisions of this by-law and the municipal fees and charges by-law and all impound and boarding fees are paid in full.

2.5 Where a Dog is seized and impounded, is injured or should be destroyed without delay for humane reasons, or for the safety of persons or animals, an Animal Control Officer may dispose of, or have the Dog disposed of as soon after seizure as deemed fit, in a humane manner without permitting any person to reclaim the Dog or animal or without offering it for sale and in that event no damages or compensation shall be recoverable on account of its disposition.

3. DESIGNATING POTENTIALLY DANGEROUS DOGS

Where an Animal Control Officer determines a Dog to be designated as a Potentially Dangerous Dog, the Animal Control Officer shall serve notice upon

the Owner of such Dog requiring the Owner, upon receipt of such notice, to comply with any or all of the following requirements and the owner shall comply with said requirements:

- 3.1 shall keep the Potentially Dangerous Dog, on the lands and premises of the Owner, confined:
 - 3.1.1 within the Owner's dwelling and under the effective control of an adult; or
 - 3.1.2 in an enclosed pen constructed with a secure top and sides and either a secure bottom effectively attached to the sides or sides embedded in the ground to a minimum depth of 30 centimeters or as otherwise approved by the Animal Control Officer. The pen shall provide humane shelter for the Potentially Dangerous Dog while preventing it from escaping there from and preventing the entry therein of unsupervised children;
- 3.2 keep the Potentially Dangerous Dog under the effective control of an adult person and under leash, such leash to be approved by the Animal Control Officer and not to exceed 1.8 meters in length, at all times when it is not confined in accordance with subsection 4.1.1;
- 3.3 securely attach a Muzzle to the Potentially Dangerous Dog at all times when it is not confined in accordance with subsection 4.1.1;
- 3.4 permit the Animal Control Officer to insert a microchip implantation in the Potentially Dangerous Dog for the purpose of identifying the Potentially Dangerous Dog;
- 3.5 provide the Animal Control Officer with the new address and telephone number of the Owner within two (2) working days of moving the Potentially Dangerous Dog;
- 3.6 provide the Animal Control Officer with the name, address and telephone number of the new Owner within two (2) working days of selling or giving away the Potentially Dangerous Dog;
- 3.7 advise the Animal Control Officer within two (2) working days of the death of the Potentially Dangerous Dog;
- 3.8 advise the Animal Control Officer forthwith if the Potentially Dangerous Dog is running At Large or has bitten or attacked any person or animal; and

- 3.9 purchase and display at the entrances to the Owner's dwelling a warning sign provided by the Animal Control Officer. The sign shall be posted in such a manner that it cannot be easily removed by passersby and shall be clearly visible to a person approaching the entrance.

4. DESIGNATING DANGEROUS DOGS

Where an Animal Control Officer determines a Dog to be designated as a Dangerous Dog, the Animal Control Officer shall serve notice upon the Owner of such Dog requiring the Owner, upon receipt of such notice, to comply with the following requirements and the Owner shall comply with the said requirements:

- 4.1 keep the Potentially Dangerous Dog on the lands and premises of the Owner, confined:
 - 4.1.1 within the Owner's dwelling and under the effective control of an adult; or
 - 4.1.2 in an enclosed pen constructed with a secure top and sides and either a secure bottom effectively attached to the sides or sides embedded in the ground to a minimum depth of 30 centimeters or as otherwise approved by the Animal Control Officer. The pen shall provide humane shelter for the Potentially Dangerous Dog while preventing it from escaping there from and preventing the entry therein of unsupervised children;
- 4.2 keep the Potentially Dangerous Dog under the effective control of an adult person and under leash, such leash to be approved by the Animal Control Officer and not to exceed 1.8 meters in length, at all times when it is not confined in accordance with subsection 5.1.1;
- 4.3 securely attach a Muzzle to the Potentially Dangerous Dog at all times when it is not confined in accordance with subsection 5.1.1;
- 4.4 permit the Animal Control Officer to insert a microchip implantation in the Potentially Dangerous Dog for the purpose of identifying the Potentially Dangerous Dog;
- 4.5 provide the Animal Control Officer with the new address and telephone number of the Owner within two (2) working days of moving the Potentially Dangerous Dog;

- 4.6 provide the Animal Control Officer with the name, address and telephone number of the new Owner within two (2) working days of selling or giving away the Potentially Dangerous Dog;
- 4.7 advise the Animal Control Officer within two (2) working days of the death of the Potentially Dangerous Dog;
- 4.8 advise the Animal Control Officer forthwith if the Potentially Dangerous Dog is running At Large or has bitten or attacked any person or animal; and
- 4.9 purchase and display at the entrances to the Owner's dwelling a warning sign provided by the Animal Control Officer. The sign shall be posted in such a manner that it cannot be easily removed by passersby and shall be clearly visible to a person approaching the entrance.
- 4.10 The Owner of a Dangerous Dog shall not keep or harbour the Dangerous Dog in a multiple dwelling or a lodging house, and, where the Owner's dwelling is a multiple dwelling or a lodging house, the Dangerous Dog may be kept or harboured at other premises for the purpose of subsection 5.1 and subject to all other provisions of this section 5.

5. APPEAL

- 5.1 Council hereby appoints the Clerk or designate to conduct hearings on its behalf as it relates to the designation of dangerous dogs.
- 5.2 Where the Owner of a Dog who receives a notice from an Animal Control Officer designating such Dog as a Potentially Dangerous Dog or a Dangerous Dog, requests in writing, delivered to the Clerk via email, regular mail, courier or in person, within five (5) working days of receipt of such notice, shall hold a hearing pursuant to the provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 within thirty (30) days of the Clerk's receipt of the written request for a hearing and the Clerk may:
 - 5.2.1 affirm or rescind the Animal Control Officer's designation of the Dog;
 - 5.2.2 substitute its own designation of the Dog as a Potentially Dangerous Dog or Dangerous Dog ; or
 - 5.2.3 substitute its own requirements of the Owner of a Potentially Dangerous Dog or Dangerous Dog pursuant to section 4 or 5.

6. INQUIRY

- 6.1 Animal Control Officers may either on his or her own initiative, or as a result of a complaint received by him or her from a resident of the Township, conduct an inquiry into whether a Dog should be designated as a Potentially Dangerous Dog or a Dangerous Dog, as the case may be.

7. IMPOSITION OF REQUIREMENTS OF SECTIONS 4 AND 5

- 7.1 Any of the requirements of sections 3 and 4, except for subsections 3.2 and 3.3 and 4.2 and 4.3, which may be imposed by notice on a Dog Owner by the Animal Control Officer pursuant to such sections, shall not be enforceable until:
- 7.1.1 the time for requesting an appeal has expired without an appeal being requested;
 - 7.1.2 an appeal has been requested and the request has been withdrawn or abandoned; or
 - 7.1.3 an appeal has been requested and the Clerk has issued its decision.

8. SERVING NOTICES

- 8.1 Any notices served by an Animal Control Officer or requests for hearings made by an Owner pursuant to this By-law, shall be provided by hand delivery or prepaid registered mail and, in the event of service by prepaid registered mail, shall be deemed received on the fifth (5th) day after the date of mailing.

9. FAILURE TO COMPLY AND COST RECOVERY

- 9.1 The Township, its agents and servants, and any Animal Control Officer shall not be liable for damages or compensation for any Dog injured or killed under the provisions of this By-law and no such damages or compensation shall be paid to any person.
- 9.2 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Township may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.

- 9.3 In accordance with section 446 of the *Municipal Act, 2001* the Municipality may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.
- 9.4 For the purpose of subsection 9.3, interest shall be calculated for the period commencing the day the Municipality incurs the costs and ending on the day the costs including the interest are paid in full.
- 9.5 The amount the Municipality's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

10. PENALTY PROVISIONS

- 10.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the *Municipal Act* and all contraventions of this by-law are designated as continuing offences.
- 10.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.
- 10.3 Notwithstanding section 10.2, every person who is convicted of an offence is liable to a set fine pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.
- 10.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, including any extension of time for payment ordered under that section, the Municipality may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.
- 10.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.
- 10.6 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may

be added to the tax roll for any property in the Municipality for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

11. SEVERABILITY

- 11.1 If any section, subsection, clause, paragraph or provision of this By-law is found by any Court of competent jurisdiction to be invalid or beyond the powers of the Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all other sections or parts of this By-law shall be deemed to be separate and independent there from and are enacted as such.

12. REPEAL SECTION

- 12.1 This by-law will come into force and effect upon the passing of this by-law by Council.
- 12.2 Notwithstanding section 12.1, the set fines referred in section 10.3 above will come into force and effect upon the final approval of the set fines schedule by the Chief Justice, or designate, of the Ontario Court of Justice pursuant to Part 1 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended. The set fines schedule, as approved, is attached hereto as Schedule "A" and forms part of this by-law.
- 12.3 Notwithstanding section 12.1, By-law number 004-2017, and its amending by-laws, are deemed to continue in force and effect with respect to any enforcement under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, as well as the set fine schedule as approved by the Chief Justice, until such time as the Chief Justice approves the set fine schedule as set out in section 10.2 above. Where the provisions of any By-law number 004-2017 and their amending by-law are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24th DAY OF JULY 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

Schedule A
The Corporation of the Township of Wellington North
PART I PROVINCIAL OFFENCES ACT
By-law Number 63-2023-17: A by-law to regulate dangerous dogs
and potentially dangerous dogs within the Township of Wellington North

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fines
1	Potentially dangerous dog not confined	Section 3.1	\$500.00
2	Potentially dangerous dog not under the effective control of an adult person and under leash approved by Animal Control Officer	Section 3.2	\$500.00
3	Not securely attaching a muzzle to potentially dangerous dog	Section 3.3	\$500.00
4	Not permitting Animal Control Officer to insert a microchip implantation in potentially dangerous dog	Section 3.4	\$400.00
5	Not providing Animal Control Officer with new address and telephone number of owner within two (2) working days of moving potentially dangerous dog	Section 3.5	\$100.00
6	Not providing Animal Control Officer with name, address and telephone number of new owner within two (2) working days of selling or giving away potentially dangerous dog	Section 3.6	\$100.00
7	Not advising Animal Control Officer within two (2) working days of death of potentially dangerous dog	Section 3.7	\$50.00
8	Not advising Animal Control Officer forthwith if potentially dangerous dog is running At Large or has bitten or attacked any person or animal	Section 3.8	\$100.00
9	Not displaying a warning sign	Section 3.9	\$200.00
10	Dangerous dog not confined	Section 4.1	\$500.00
11	Dangerous dog not under the effective control of an adult person and under leash approved by Animal Control Officer	Section 4.2	\$500.00
12	Not securely attaching a muzzle to dangerous dog	Section 4.3	\$500.00
13	Not permitting Animal Control Officer to insert a microchip implantation in dangerous dog	Section 4.4	\$400.00

14	Not providing Animal Control Officer with new address and telephone number of owner within two (2) working days of moving dangerous dog	Section 4.5	\$100.00
15	Not providing Animal Control Officer with name, address and telephone number of new owner within two (2) working days of selling or giving away dangerous dog	Section 4.6	\$100.00
16	Not advising Animal Control Officer within two (2) working days of death of dangerous dog	Section 4.7	\$50.00
17	Not advising Animal Control Officer forthwith if dangerous dog is running at large or has bitten or attacked any person or animal	Section 4.8	\$100.00
18	Not displaying a warning sign	Section 4.9	\$200.00
19	Harbouring dangerous dog in a multiple dwelling or a lodging house	Section 4.10	\$500.00

NOTE: The general penalty provision for the offences listed above is section 10 of Bylaw 063-2023, certified copied of which have been filed and s. 61 of the *Provincial Offences Act*, R.S.O. 1990, c.P.33

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

BY-LAW NUMBER 064-2023

**BEING A BY-LAW TO AUTHORIZE A COMMUNITY IMPROVEMENT
PLAN IN THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS the Corporation of the Township of Wellington North deems it necessary to implement a Community Improvement Plan for the benefit of the Community Improvement Project Area(s) and to repeal By-law 016-2019

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

1. **THAT** the Community Improvement Plan attached hereto as Schedule A and forming part of this By-law is approved.
2. **THAT** this by-law shall come into force and effect upon passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF JULY, 2023.**

ANDREW LENNOX, MAYOR

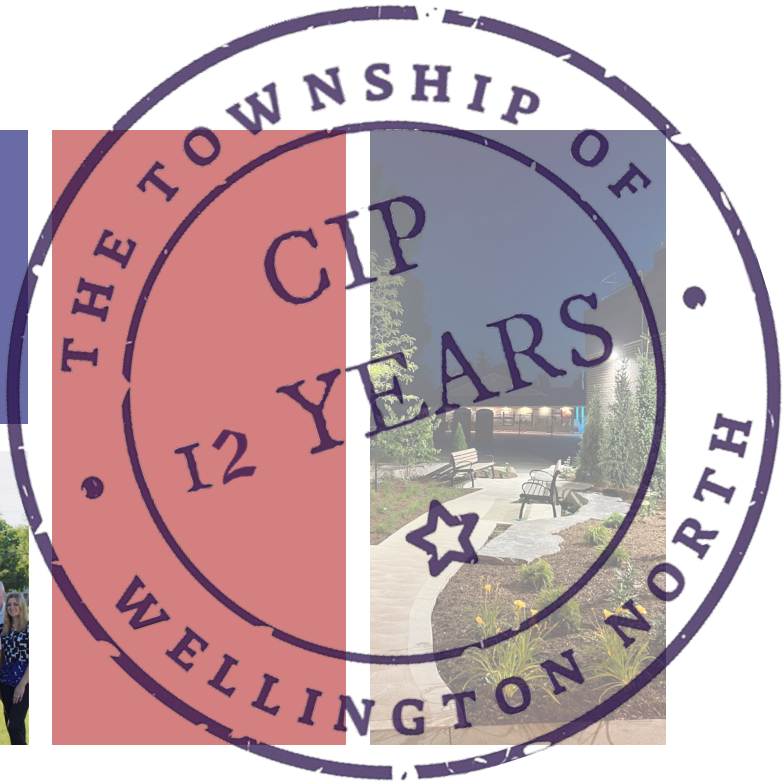
KARREN WALLACE, CLERK



WELLINGTON NORTH



Community Improvement Plan Update 2023



Final - 2023



**Participants in the
Township of Wellington North
Community Improvement Plan Update
2023**

Township of Wellington North Economic Development

Dale Small (Economic Development Officer)

Wellington North Community Members

Wellington North Cultural Roundtable

pl.ural

Sean Kelly, Stasia Stempski, Jiaqi Yi



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INTRODUCTION

The Community Improvement Plan provides a framework to encourage the rehabilitation of commercial, industrial and institutional buildings and their facades, improvement of commercial signage, and redevelopment of vacant and under utilized properties and buildings. This update builds on the initial Wellington North CIP (2011), and subsequent updates (2017, 2019) where expanded CIPAs were introduced as well as the inclusion of County programs. The 2023 update celebrates the 12th anniversary of the Wellington North CIP and introduces additional incentive programs for the township.

1.1 INTRODUCTION & SUCCESSES

The Township of Wellington North wishes to amend its 2019 Community Improvement Plan which was updated to include the Wellington County Invest Well program. The 2023 update celebrates the 12th anniversary of the Wellington North CIP and introduces additional incentive programs for the Township. Changes to this CIP have been supported by the Township's Economic Development Office, as well as stakeholder engagement sessions and recommendations from its strategic planning process. They have also been encouraged by the Township in regard to expanding the geographic scope of existing CIP by-laws to support potential disbursement of financial incentives outside settlement areas to the broader Township's boundary.

Over the last 12 years, the Township has implemented a robust CIP program for its communities and has actively collected business-related research and indicators of success. Since 2012, over 150 applications have been received by the Township towards access to its CIP financial support programs. The total dollar value of the overall improvements to date is conservatively estimated to exceed \$3.2 millions. Of this amount:

- \$442,100 has been provided through grants or loans from the CIP;
- Township support has leveraged over \$2.7m for Wellington North business owners and tenants.

The table on the following page, Figure 1.1, describes the support by year for Wellington North's CIP and speaks positively to the success and popularity of the program.

1.2 PURPOSE OF COMMUNITY IMPROVEMENT PLAN UPDATE 2023

An update to the ***Community Improvement Plan (CIP)*** continues the periodic enhancements to the framework for the Township's support and implementation of programs to encourage the maintenance and rehabilitation of commercial, institutional and industrial buildings and spaces, in the Community Improvement Project Areas of the Township. The CIP enhances the role of the Wellington North community as a commercial, administrative and cultural centre. The CIP continues to provide a framework to encourage and support the redevelopment of vacant, underutilized and/or inaccessible properties and buildings. Consistent with the initial CIP for the Township, the Community Improvement Plan process described below takes into account legislative requirements prescribed under sections 17 and 28 of the Planning Act.

Specifically, the purpose of the CIP update is to:

- a) Define an appropriate community improvement project area;
- b) Develop financial incentives to promote private sector investment and redevelopment;
- c) Plan physical improvements within the project area that are designed to lead and stimulate private sector investment and redevelopment.

Figure 1.1 Township CIP Support by Year

YEAR	NUMBER OF APPLICANTS	MUNICIPAL APPROVAL	AMOUNT ADVANCED	APPLICANT CONTRIBUTION	TOTAL \$ VALUE OF IMPROVEMENTS
2012 Totals	4 applicants	\$9,715	\$7,500	\$39,722	\$49,437
2013 Totals	4 applicants	\$11,400	\$10,778	\$18,910	\$30,310
2014 Totals	9 applicants	\$26,195	\$25,247	\$62,098	\$88,293
2015 Totals	7 applicants	\$26,050	\$26,050	\$57,960	\$84,010
2016 Totals	9 applicants	\$20,299	\$18,358	\$61,538	\$81,837
2017 Totals	12 applicants	\$52,757	\$50,257	\$197,305	\$250,062
2018 Totals	11 applicants	\$43,879	\$35,880	\$191,645	\$237,891
2019 Totals	29 applicants	\$88,137	\$65,189	\$534,597	\$622,734
2020 Totals	36 applicants	\$79,132	\$79,132	\$604,769	\$683,901
2021 Totals	17 applicants	\$60,798	\$50,798	\$889,795	\$950,593
2022 Totals	12 applicants	\$21,411	\$17,500	\$61,756	\$83,167
Totals	150 applicants	\$442,100 (13.8%)		\$2,720,095 (86.2%)	\$3,162,195

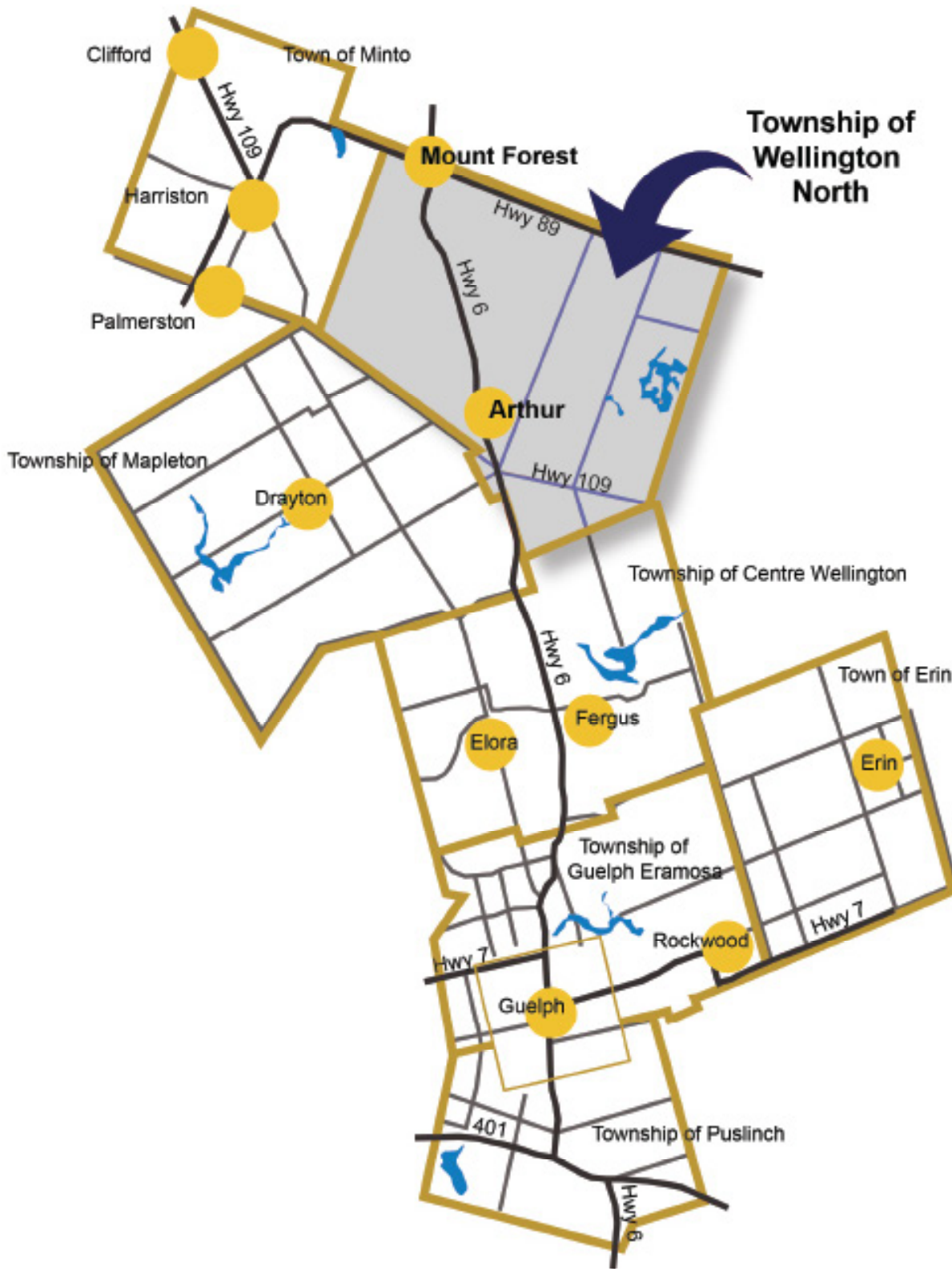
In addition, the CIP update continues to build on the synthesis of several other reports and initiatives, many captured in the original CIP, including:

- Wellington North Community Growth Plan (2018 & updated in 2022)
- Wellington North's Corporate Strategic Plan (2019-2022 & updated 2023-2026)
- Wellington County's Official Plan (2022)
- Wellington County Business Retention and Expansion (2020-2021)
- Waterloo Wellington Dufferin Local Labour Market Plan Update (2021-2022)
- Wellington County Economic Development Strategic Plan (2023-2026)
- Wellington North Community Improvement Plan Update (2019)

The CIP contained within this document has been prepared in accordance with the provisions of the Planning Act and the Municipal Act, 2001 (see section 1.5 Legislative Authority).

The CIP has also been prepared in accordance with, and is consistent with, policies under the 2005 Provincial Policy Statement (PPS) and the 2006 Places to Grow Plan for the Greater Golden Horseshoe (Growth Plan). This CIP recognizes the opportunities for intensification and redevelopment. Notably Section 1.1.3.1 of the PPS indicates that Settlement areas shall be the focus of growth and their vitality and generation shall be promoted. Wellington North's CIP process included a number of measures to enable public input into its preparation.

Figure 1.1 Municipalities in Wellington County





The initial CIP process included statutory public meetings in Mount Forest and Arthur, held in accordance with Section 17 of the Planning Act. R.S.O. 1990.

1.3 GOALS

The Community Improvement goals continue:

- a) To provide incentives for businesses to enhance their buildings presentation and function to the public;
- b) To stimulate pride in our urban downtowns, Wellington North hamlets and the agri-based enterprises found in Wellington North's rural areas;
- c) To contribute to the overall enhancement of our communities as a place for family friendly business;
- d) To encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings;
- e) To encourage incorporating sustainable improvements that reduce the impact of our built environment to the natural environment;
- f) To provide a commitment to the applicants with a program timeframe of up to 2028.

1.4 OBJECTIVES

The Community Improvement objectives continue as follows:

- a) To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;
- b) To provide an incentive for private investment through the use of municipally assisted programs, (eg. tax incentives, grants, loans) and funding sources;
- c) To improve the physical, functional and aesthetic amenities of buildings in downtown

Mount Forest, Arthur, hamlets and agricultural areas while stimulating private investment, revitalization, and sustainability.

1.5 LEGISLATIVE AUTHORITY

I. Ontario Planning Act

Section 28 of Ontario's Planning Act allows municipalities to prepare CIPs to establish a framework for supporting and implementing programs to encourage development and redevelopment, in accordance with Official Plan policies. Whether the reasons are physical, social, economic, or environmental, a community improvement approach is a flexible, comprehensive, co-ordinated and strategic framework for dealing with lands and buildings.

The CIP permits the Township of Wellington North to:

- i) acquire, hold, clear, grade or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);
- ii) construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan (Section 28(6)); and
- iv) make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a community improvement plan for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* and tax assistance provided under Section 365.1 of the *Municipal Act, 2001* in respect of the land and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. The incentive programs contained in Section 4.0 of this Plan contain safeguards to ensure that this legislative requirement is met.



II. Section 365.1 - Municipal Act, 2001

Section 365.1(2) and (3) of the *Municipal Act*, 2001 allows municipalities to pass a by-law providing tax assistance to an eligible property in the form of a deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and the development period of the property, both as defined in Section 365.1 (1) of the *Municipal Act*, 2001. Section 365.1 of the *Municipal Act*, 2001 operates within the framework of Section 28 of the Planning Act. A municipality with an approved community improvement plan in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes.

III. Wellington County Official Plan (2022)

The Official Plan contains policies relating to community improvement areas and the Council of the Township may designate the whole or any part of an area as a community improvement project area, based upon recommendations from the Economic Development Officer. When a By-Law has been passed, the Council may provide for the preparation of a plan suitable for adoption as a community improvement plan for the community improvement project area. Once the updated community improvement plan is in effect, for the purpose of carrying out a community improvement plan, the Township of Wellington North may make grants, loans to registered owners and tenants of lands and buildings within the community improvement project areas, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the community improvement plan.



BACKGROUND INFORMATION

The Township of Wellington North CIP has been established since 2011 and has been updated in 2014, 2017, and 2019. The CIP is a useful tool for community revitalization. Over a decade of success later, the Township of Wellington North has expressed a desire for new opportunities for its Community Improvement Plan.

2.1 BACKGROUND OF THE COMMUNITY IMPROVEMENT PLAN UPDATE

Over the years, the Township has been actively supporting revitalization efforts in commercial and industrial centres, main streets, hamlets and rural areas. As CIPs mature as a tool for incentivizing the promotion and upkeep of business and commercial communities, there is a trend to afford and promote programs to all areas of municipal jurisdictions, beyond those merely reserved for “downtown” environments. This perspective provides opportunities to provide incentives for businesses to enhance their buildings’ presentation and function to the public, contribute to the overall vitality of communities within Wellington North, and to support and “showcase” the many great features found within Wellington North including tourism destination infrastructure. Incentives will be offered to encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings and in some instances bring them up to a higher environmental standard, and stimulate pride in the Township’s downtown areas and rural hamlets, as well as agri-based enterprises and industries.

2.2 OPPORTUNITIES

2.2.1 Wellington North’s Corporate Strategic Plan (2019-2022, Currently Being Updated in 2023)

Wellington North’s Corporate Strategic Plan (2019-2022) articulates community expectations and presents the desired future vision of Wellington North in which the Town continues to drive the community towards prosperity, sustainable development and competitive positioning. Key strategic priorities related to the CIP were established in the development of the Strategic Plan. They include:

- a) Modernize Municipal infrastructure through:
 - the development of a Community Energy Plan that delivers a roadmap to leverage opportunities to conserve energy, reduce carbon footprint and direct our community to a sustainable supply of energy;
 - to champion the expansion of affordable high-speed broadband to rural and remote areas for residents to effectively experience various economic, educational and social advantages.
- b) Be an advocate for residents on the following topics:
 - diversity in housing options, which includes partnerships for attainable housing/transitional housing;
- c) Increased collaboration and partnerships with other organizations and municipalities to share resources, cost sharing and potential cost recovery fees wherever possible.

2.2.2 Wellington North Community Growth Plan (2018)

This Plan is intended to provide direction for policy development and decision-making regarding land development and growth-related investments and initiatives, to contribute



to planning for positive growth and change in Wellington North, by assisting the Township to:

- a) Initiate community preparedness and readiness for investment and development;
- b) Align land uses, infrastructure, transportation and community services;
- c) Facilitate consultation and consensus-building on the future vision of the Township;
- d) Provide an inventory and status of available lands and infrastructure capacities; and,
- e) Support County planning initiatives with local information and direction to assist in meeting Provincial conformity requirements under the Planning Act, and the direction provided in the Growth Plan for the Greater Golden Horseshoe.

While the Plan is comprehensive in nature, its purpose is to outline recommendations for the direction and management of potential future urban growth, which will occur primarily in the urban areas of Arthur and Mount Forest. The recommendations related the CIP include:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To protect prime agricultural land and rural resources for farming and rural economic development.
- To plan for and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.

- To prioritize appropriate, context-sensitive intensification within the urban areas and optimize the efficient use of existing infrastructure and services.
- To promote inclusive development through integrated land use, infrastructure and transportation planning and community design.
- To fund and recover growth-related capital costs for infrastructure, transportation, facilities and services via Development Charges.
- To incentivize and reduce costs for priority development, including: downtown revitalization, special needs housing, on-farm businesses, education/training facilities, and local transit services.
- To plan for and invest in infrastructure, facilities and services that are cost-effective, environmentally responsible, resilient to climate change and sustainable over the long term.

2.2.3 Business Retention and Expansion

Business Retention and Expansion (BR+E) is a community-based economic development programme that focuses on supporting existing businesses. It helps communities understand the local business needs and respond - so that businesses stay, grow and become more competitive in the community.

In Wellington North BR+E has been a priority of the Economic Development Office for many years. The first formal initiative dates back to 2005 when a review was completed of the manufacturing sector. Since then, BR+E has continued to be a major area of focus with some of the more formal programs identified below:

- 2010-2011 Manufacturing and Construction sector BR+E review
- 2011-2012 Retail, Main Street and Home-Based sectors
- 2014-2015 Countywide BR+E Review of the Manufacturing, Health Care, Creative and Agriculture Sectors
- 2017-2018 Retail & Downtown Sectors
- 2018-2019 Mayors Roundtable - Manufacturing Sector (six large employers)
- 2020-2021 Countywide BR+E Business Recovery Survey

2.2.4 General Research: Rural CIP Programs

A comparison of CIPs in other rural municipalities demonstrates similarities with general rural municipal goals and to Wellington North's own CIP's successes. Rural communities are commonly challenged by stagnant downtowns and the loss of local services. Local initiatives to improve the community tend to be narrowly directed at main street revitalization. Thus a trend in rural municipalities and smaller communities is to use incentive tools that are aimed at promoting the local retail economy. For instance, façade improvement grants are a commonly used financial incentive program, as are signage and building improvement programs. These tools are commonly used because of their effectiveness in small communities. In rural municipalities, it is rare to see more than one CIP tool successfully implemented. Even within the prime goal of promoting the local retail economy more work needs to be done by municipalities to attract applicants to

the full array of incentive programs in any one CIP. Experience shows that many CIPs in rural Ontario have identified a significant challenge with implementing a CIP. This may be because the MMAH CIP Handbook actually lacks detailed information on implementing a CIP. Similar to Wellington North, many rural municipalities rely on an economic development manager or officer to champion the financial incentive programs and manage the application, approval and administration processes. In the larger urban context, where we can presume a larger operating budget and a greater degree of available resources, multiple CIPs can be implemented in a single municipality. These CIPs can complement each other by targeting different objectives. For instance, the Downtown and Community Renewal (DCR) CIP in the City of Hamilton focuses on redevelopment of downtown commercial districts and surrounding mixed use neighbourhood while the Environmental Remediation and Site Enhancement (ERASE) CIP is designed to encourage brownfield redevelopment. Again in larger centres, CIPs have traditionally been driven.

2.3 COMMUNITY IMPROVEMENT PROJECT AREAS (CIPA)

According to Section 28(1) of the Planning Act, a “community improvement project area” or ‘CIPA’ is defined as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”.

Project areas range from specific properties, to streets, neighbourhoods, entire communities, and/ or the full township, while program coverage can span a wide spectrum of township goals and objectives. Of particular interest, this CIP update now includes all geographic extents of the Township (Figure 2.1). The Township shall designate the expanded CIP project area by By-law. The programs authorized in this CIP may be carried out within the CIP project area.

Figure 2.1 Township of Wellington North CIPA



BACKGROUND INFORMATION

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3 COMMUNITY IMPROVEMENT PLAN UPDATE

In response to the influences of commercial development and the potential for community connections along the main street corridors, in its hamlets and for commercial activities found in its rural areas, the Township of Wellington North has embarked upon updating its CIP to revitalize and re-shape the Township's commercial enterprise supporting economic, social and healthy community initiatives.

3.1 FINANCIAL INCENTIVE PROGRAMS

The following five (5) incentive programs encourage investment into privately owned lands and buildings. They are focused towards the Township's capacities and typical to many communities similar to Wellington North. These include:

1. Facade Improvement Loan and Grant Program
2. Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program
3. Public Art Grant
4. Building Conversion and Improvement Grant
5. Green Energy Grant

As part of its annual budget council will determine the maximum allocation to be made available to these programs under this Community Improvement Plan for the current year.

Review & Recommendation Responsibilities

For each program the **Economic Development Officer (EDO)**, is responsible for reviewing the communities' applications with the **Community Improvement Plan Review Panel (CIPRP)** and for forwarding its recommendations to the Township of Wellington North's Council. The EDO is also charged with reviewing the parameters and overall results of the program and to make an annual report to Council. Applicants will be afforded an opportunity to appeal recommendations and decisions made by Council.

Promotion

The Township may promote each and every program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

General Rules

The provision of any loan and/or grant as described in Section 4.0 shall be administered on a first come, first served basis to the limit of the available funding. Amendment or discontinuation of the Plan's programs must be done in accordance with the *Planning Act* and may require pre-consultation of the Minister of Municipal Affairs. Amendments requiring such actions include:

1. Change or expand the geographic area to which financial or land programs outlines in a CIP apply;
2. Change the eligibility criteria;
3. Add new municipal assistance program(s) involving grants, loans, tax assistance or land; and/or,
4. Increase financial incentive being offered within a municipal CIP program, regardless of its significance.



The Township may discontinue programs if goals are not being met without an amendment to the CIP.

It is the sum of all grants and/or loans and tax assistance that may not exceed the cost of rehabilitating the lands and buildings, per subsection 28(7.1) of the Planning Act.

3.1.1 Facade Improvement Loan and Grant Program

The Façade Improvement Loan and Grant Program is intended to encourage façade improvements in the **Community Improvement Areas** as shown in **Figures 2.1** through the provision of financial assistance to eligible owners. This has been a very successful program for the Township.

3.1.1.1 What Can Be Done

- a. Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas;
- b. Restoration of façade masonry, brickwork or wood and metal cladding;
- c. Replacement or repair of cornices, eaves, parapets and other architectural features;
- d. Replacement or repair of windows;
- e. Entrance-way modifications including provisions to improve accessibility for the physically challenged;
- f. Redesign of the store front;
- g. Removal of inappropriate signage and installation of appropriate new or refurbished signage;
- h. Restoration of original façade appearance;
- i. Replacement or repair of canopies and awnings;

- j. Installation or repair of exterior lighting;
- k. Perpendicular signage; and,
- l. Such other similar improvements to the building exterior as may be approved by the CIPRP, EDO and Township's Chief Building Official (as needed).

Note: all applications fees associated with any of the programs contained in the CIP should be considered under the Application Fees and Development Charge Grant program. Application fees shall be paid by the applicant at time of submission, and will be reimbursed by the Township as part of the program. Fees will only be reimbursed once the project has been approved and work has been completed to the satisfaction of the Township in accordance with this plan.

3.1.1.2 Who is Eligible

- Registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the loan and grant;
- Applicants are permitted to apply for both the Loan and Grant Programs simultaneously;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial or institutional properties are eligible for Façade Improvement Loan and Grant funding;
- Township contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.1.3 General Terms of the Program

The applicant may choose to apply for either the Grant or Loan Program, or both simultaneously.

- To qualify for an interest free loan the total costs of the improvements must exceed \$7,500 in which case the applicant is eligible for interest free loan of \$2,500. The interest free loan is repayable, non-interest bearing loan with a maximum amortization of five (5) years commencing immediately upon issuance of completion notice of the approved project.
- The loan will be secured through a lien placed against the title of the property.
- Loan payments will be deferred for 6 months after the advancement of the funds. Full payment may be made at any time with no penalty. The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.

- Demolition permits may not be issued for the building unless the loan has been paid in full.
- Program grants of up to \$2,500 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$2,500.
- Perpendicular signage grants of up to \$1,500 are available. The Township will cover 75% of eligible costs up to a maximum grant of \$1,500.
- Before a Township cheque is issued for either the grant or loan, the applicant must submit proof of payment for approved eligible completed work.

Any work completed and/or initiated prior to the approval of the CIP by the Township is not eligible. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant. Successful applicants will enter into an agreement with the Township which will outline the specific terms of the loan/grant program.

3.1.1.4 Applying is Easy

For Applicants - What To Do

- Complete a program application form and submit to the Economic Development Officer;
- Provide a minimum of two quotes with each application and a recommendation will be made to the Economic Development Officer within sixty (60) days;
- The applicant is responsible for obtaining all building permits and any other required permits for the work to be done (this may require drawings to be prepared by appropriate architectural/engineering professionals);
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the improvement;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel (CIPRP) shall manage the process;
- Prior to approving a facade loan and/or grant, Township staff may need to inspect the building to review the condition of the facade and the proposed improvement;

Once Approved

- As the availability of loan and grant amount for each year may be limited – loans and grants will be awarded on a first-come, first-served basis;

- If approved, a Financial Assistance Agreement will be drafted between the successful applicant and Township;
- When the work is completed, a statement with supporting invoices shall be submitted to the Township upon which the work will be inspected by the Township and if approved, a “completion notice” will be issued upon which the financial assistance will be initiated;
- Funding approval will lapse if completion is not issued within eight months of the date of execution of the Financial Assistance Agreement. The Economic Development Officer may grant an extension of up to four (4) months following receipt of a written response by the owner setting out the reasons for the extension and providing a new date of completion.

3.1.2 Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program

This program is meant to stimulate and promote the rehabilitation of existing buildings and the redevelopment of vacant or under-developed sites in the community improvement project areas.

3.1.2.1 Who is Eligible

- Applicants for a TIERR Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial or institutional properties are eligible for TIERR Grant funding;
- Township contributions will be issued only after the project is completed and approved;

3.1.2.2 General Terms for the TIERR Grant Program

The program would provide a grant to owners who undertake improvements or redevelopment that would result in an increased property assessment. The increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

- This grant program offers a tax grant of 100% of the increase in municipal realty taxes

for a period of three (3) consecutive years. After the third year and in subsequent years, the municipal portion of the realty taxes must be paid in full, and no further grant will be paid;

- The amount of the tax increment equivalent grant is equal to the difference between the municipal portion of the property tax prior to remediation, rehabilitation and/or redevelopment and the municipal portion of property taxes after the remediation, rehabilitation and/or redevelopment project;
- The duration will be a maximum of three consecutive years from the date to be specified in a site-specific by-law governing the implementation of this program for any given property;
- The registered owner of the property must file an intent to participate in this program within the prescribed period of the Plan;
- The program does not apply retroactively;
- A “filing of intent” cannot be accepted for any property which has already been completed and reassessed;
- The total amount of the grant shall not exceed the eligible costs specified in this Plan.

3.1.2.3 Applying is Easy

For Applicants - What To Do

- The property owner submits a Letter of Intent indicating the owner’s intent in participating in the TIERR Grant Program;
- In order for a project to qualify, the proposed project must be in compliance with the Township’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable guidelines established by the Township;

Township Support

- The Economic Development Officer, with assistance from the Township’s Treasurer and support staff, as well as recommendation from the CIPRP, shall manage the process;
- The CIPRP reviews the proposed project on its merits and will approve, or otherwise, the assistance in principle;
- The Township will produce a Financial Assistance Agreement documenting anticipated assistance, including assistance from other programs as may be relevant, and obligations on the part of both the owner and the Township.

Once Approved

- This commitment agreement represents a site specific funding agreement which will be implemented once the property is reassessed;
- On completion of the project, if the Notice of Reassessment shows an increased assessment, and if the construction complies with all applicable program guidelines established by the Township (including verification of eligible costs),

- the owner and the Township will implement the site specific funding agreement;
- The site specific funding agreement will stipulate the pre-improved and post-improved assessed value, applicable municipal tax rate of that year, the amount of the grant in that year;
- The method to be used to calculate the grant in the subsequent four years using municipal tax rates to be determined in each of those years, and the anticipated delivery dates of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Financial Agreement have been paid in full;
- Once an application is approved for a Township TIERR Grant, the EDO will also support and assist the applicant with an application for a Wellington County Tax Increment Equivalent Grant (TIEG).

Required Documentation

1. A Letter of Intent for this program will contain the following:
 - the name, address and phone number of the owner,
 - the municipal address of the subject property,
 - the legal description of the subject property,
 - the assessment roll number of the subject property,
 - the property owner's signature
 - detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken.

Such renderings will show, where applicable:

 - building materials to be used;
 - interior and / or exterior colour (for walls, brick, stone, etc);
 - signage detailing;
 - exterior and / or interior lighting;
 - architectural detailing;
 - door and window style and detailing, awnings; and,
 - details relating to exterior and / or interior renovations or remodeling.

2. The *Financial Assistance Agreement* for this program will state the following:
 - The rehabilitation or redevelopment of the building or land must result in an increased assessment of the property;
 - Building permit must have a minimum construction value of \$5000 in order for project to qualify;
 - The pre-improved assessed value of the property will be the value of the property on the date of application for the building or demolition permit;
 - The total amount of the grant shall not exceed the eligible costs specified in this Plan;
 - Issuance of a demolition permit for a property which has participated in the TIERR Grant Program is at the discretion of the Township for the five-year period following the project's completion;
 - If the property is demolished, in whole or in part, before the expiration of the grant

period, the grants shall stop and all previously received grant payments will be repayable to the Township;

- The program will be available to owners of properties, or their assignees. The agreement to provide assistance will only be with the registered owner of the property. The Financial Assistance Agreement between the Township and the owner shall provide for the grant to be paid to an assignee of the owner, as required;
- Participants of the TIERR Grant Program are eligible to apply to any other financial program applicable to the Community Improvement Project Area;
- The subject property shall not be in a position of tax arrears;
- Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, the grant will be withheld;
- Improvements made to any buildings or lands will be in accordance with a Building Permit, the Ontario Building Code, all applicable Zoning requirements, and any applicable design guidelines, as established by the Township;
- An owner can participate in the TIERR Grant Program more than once;
- The Financial Assistance Agreement is transferable. Should a subject property be sold before the grant period lapses, the grant will continue for the prescribed time-frame, provided that notice from the owner is given to the Township, indicating the details of the transfer of title.
- The Financial Assistance Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests;
- Construction must be completed within two years after the date of issuance of the building permit. Extensions may be accepted by the Economic Development Officer at his sole discretion;
- The date of commencement of tax-based grant assistance will be specified in a municipal by-law which sets out the basis for application of this program to a specific property. (The date of commencement is at the discretion of the Township, but will not commence prior to reassessment of the property as a result of partial or full redevelopment as relevant in the circumstances);
- The TIERR Grant Program is not retroactive. Any construction commenced before a Financial Assistance Agreement is issued by the Township is ineligible for the program. However, those construction projects for which a building permit will be issued in 2011 and for which approval for use and occupancy has not been issued by the Chief Building Official will be eligible, provided that a Financial Assistance Agreement is issued by the Township prior to the earlier of: approval for use and occupancy, or issuance of a Notice of Reassessment by MPAC respecting assessment changes resulting from the construction, and provided that all other criteria of this Program are met;
- There is no guarantee that a specific improvement will increase property assessment. Consequently, there are no eligible improvement projects that will guarantee a grant from the TIERR Grant Program. The grant depends upon the extent of the construction, and the approach and results of the Municipal Property Assessment Corporation reassessment;

- All conditions of this program shall be met for the grant to be received. Final decisions on applications and allocation of funds have been delegated to the Township. The applicant, however, is afforded an opportunity to appeal the decision of the Township to Council through the appropriate committee;
- The total of the grants and loans made in respect of particular lands and buildings, and the tax assistance defined in Section 365.1 of the Municipal Act, 2001, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings.

3.1.3 Public Art Grant

The intent of the Public Art Grant Program is to encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc. It is a one-time grant for the cost of the art-related work located within approved areas of community improvement project areas.

3.1.3.1 Who is Eligible

- Applicants for the Public Art Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person (assignee) to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial and institutional properties and/or adjacent public lands are eligible for Public approved for Public Art Grant funding;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.3.2 General Terms of Public Art Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year.

The maximum grant amount that an applicant can receive for a public art project is limited to \$2,500. The Township will pay up to 100% of the eligible costs up to the maximum of \$2,500.

Eligible costs associated with the public art projects include:

- application fees;
- preparation of building/area to receive art installation;
- service/ product fabrication of art work; and,
- installation charges of proposed art work.

Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Grants are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a Township cheque is issued for either the grant, the applicant must submit proof of payment or approved eligible completed work.

3.1.3.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the Public Art Grant's application form including: the name, address and phone number of the owner; the municipal address of the subject property; the legal description of the subject property; the assessment roll number of the subject property; detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the public art work to be undertaken.
- A minimum of two quotes are required with each application;
- The applicant is responsible for obtaining all required permits for the work to be done;
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the art work;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel shall manage the process.

Once Approved

- If approved, work must be completed within six (6) months from the date of approval of the application unless extended by the Economic Development Officer.

3.1.4 Building Conversion and Improvement Grant

The intent of the Building Conversion and Improvement Grant is:

- to assist with improvements to existing buildings, to meet the current Building Code, and to provide for safe and usable eligible uses;
- to reduce the cost of improvements by offering a grant for any required

planning application fees (e.g. minor variance), building permit fees or development charges;

- to assist with the removal of barriers and increase accessibility for people with disabilities in Wellington North and to support improvements to private property in order to meet the Ontario's accessibility laws and standards;
- to assist in the conversion of existing unused or underused space into new eligible uses, existing eligible uses and support an increase in non-residential assessments.

3.1.4.1 Who is Eligible

- Applicants for the Building Conversion and Improvement Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Building Conversion and Improvement Grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.4.2 General Terms of Building Conversion and Improvement Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. Program grants of up to \$5,000 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$5,000. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges within the Community Improvement Plan Area.

3.1.4.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

3.1.5 Green Energy Grant

The intent of the Green Energy Grant is:

- to encourage property owners to improve energy efficiency of existing commercial, industrial, or institutional buildings;
- to facilitate the installation of small scale renewable energy systems, where applicable;
- to promote active and sustainable transportation infrastructure such as bike racks, bike repair stations, EV charging stations, etc.

This grant will help support the viability of these buildings, which may have older, inefficient energy systems. This grant will also support the County's overall climate change and sustainability objectives.

3.1.5.1 Who is Eligible

- Applicants for the Green Energy Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Green Energy Grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.5.2 General Terms of Green Energy Grant

As part of its annual budget council will determine the maximum allocation to be

made available to this program under this Community Improvement Plan for the current year. Program grants of up to \$5,000 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$5,000.

Eligible costs associated with the Green Energy projects include but are not limited to:

- hiring a Certified Energy Auditor to conduct an Energy Audit of the building in question, to determine if eligible for retrofitting;
- hiring a qualified professional to conduct a renewable energy project feasibility/viability study;
- interior or exterior renovations that result in increases in energy efficiency, (e.g. insulation);
- addition of a green roof to an existing building; installation of appropriate on-site, small-scale renewable energy projects, if the project has been deemed feasible/viable by a qualified professional, and if the project is not anticipated to require major Planning Act approval; examples may include:
 - wind facilities with a name plate capacity less than or equal to 3kW or ground-mounted solar installations less than or equal to 10kW, placed accessory to a building, in accordance with the accessory structure provisions of the comprehensive Zoning By-law;
 - rooftop and wall mounted solar; and,
 - other small-scale projects as approved by the Township
- installation of Energy STAR certified heating/cooling/ventilation products and features, including:
 - central air conditioners
 - heat pumps
 - gas furnaces and gas boilers
 - ventilation fans
 - windows and doors, but not including home appliances and small appliances such as refrigerators, clothes washers/dryer, ceiling fans, etc.
- installation of energy-efficient lighting, including replacement of incandescent lighting with high-efficiency LED lighting, as well as, installation of lighting controls such as automatic timers or motion sensors;
- replacement of existing hot water systems with recognized energy efficient systems;
- fees of a professional architect or engineer for the design or services related to the above-noted eligible projects;
- any combination of the above; and,
- such other similar green energy as may be approved by the Township;
- installation of bike racks and/or bike repair stations to promote active transportation;
- installation of EV charging stations to promote sustainable transportation.

Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Grants are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a Township cheque is issued for either the grant, the applicant must submit proof of payment or approved eligible completed work.

3.1.5.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

3.2 COMMUNITY IMPROVEMENT PLAN BUDGET

3.2.1 Funding Sources

The grant and loan programs described in Section 4.0 of this Plan are funded by the Township of Wellington North with current and/or potential funding from OMAFRA's Rural Economic Development (RED) program, Ministry of Tourism and Culture, Healthy Communities initiatives, Wellington County BR+E Implementation fund, or similar. These programs assist with the costs of projects that use the power of partnership to create change. Generally, the goal of these programs is to breathe new life into rural communities, make more opportunities to develop skills, and improve access to healthful lifestyles.

For grants approved under the TIERR program, funding will come from taxation/waiver of tax dollars.

The programs are funded by municipal budget allocations, reviewed annually on an as-required basis and may be subject to fund replenishment through repayment of the loan portion of the loan and grant program(s).

3.3 IMPLEMENTATION

3.3.1 Authority

This Community Improvement Plan will be implemented through the provisions of Section 28 of the Planning Act, Section 365.1 of the Municipal Act 2001 and Section 9.21 of the Wellington County Official Plan as outlined in Section 1.5 of this document.

Council of the Township of Wellington North passed By-Law 62-11 on August 29th, 2011, being a By-Law to designate the Community Improvement Plan Area respecting the redevelopment, revitalization, prosperity and beautification of its Arthur and Mount Forest communities.

Council of the Township of Wellington North passed By-Law No. 72-14 September 8th, 2014, being a By-Law to amend the 2011 CIP to add the Kenilworth CIPA.

Council of the Township of Wellington North passed By-Law No. 059-17 August 14th, 2017, which extended CIPA boundaries to include the entire Township as well as the addition of three new incentive programs.

Council of the Township of Wellington North passed By-Law No. 016-19, February 27th, 2019, which incorporated the Wellington County Invest Well program into our Municipal Community Improvement Program.

Further, the Council of the Township of Wellington North will pass By-Law No. _____. In July 2023 to adopt this Community Improvement Program.

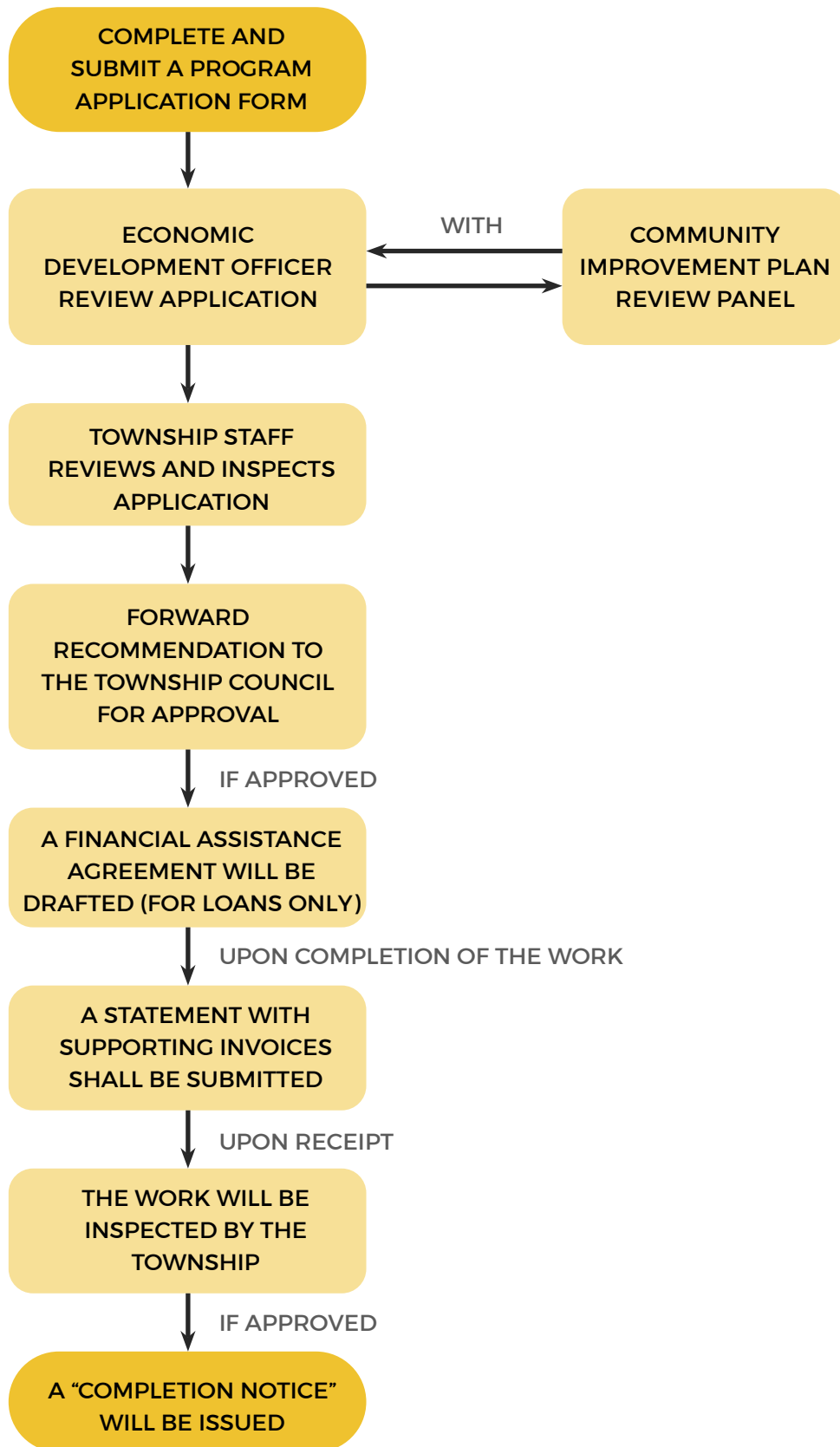
3.3.2 Delegation

The overall implementation of the grant and loan programs, including liaison with the Ministry of Municipal Affairs and Housing, shall be the responsibility of Economic Development Officer for the Township of Wellington North.

3.3.3 Administration

The grant and/or loan programs will be administered on a first come, first served basis to the limit of the available funding in accordance with any administrative rules governing this and other grant or loan programs. The Township's Community Improvement Plan will be reviewed by the Economic Development Officer every six (6) months to one (1) year.

Figure 3.1 CIP Program Application Process Flow Chart



3.3.4 Financial Incentive Programs Application Form



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

Financial Incentive Programs Application Form

The following seven incentive programs have been approved by council to encourage investment into privately owned lands and buildings. They are focused towards the key priorities as identified in our Strategic Plan and supported through our Community Growth Plan and Community Improvement Plan.

For specific terms and conditions and to determine eligibility requirements please review the incentive programs terms and conditions found in the Community Improvement Plan located on the Township of Wellington North web-site. For current limits and to obtain any clarification please contact Dale Small Economic Development Officer at dsmall@wellington-north.com.

FINANCIAL INCENTIVE PROGRAM			
PROGRAM INFORMATION (check one. If applying for more than one incentive program please complete an application for each program) AMOUNT OF FUNDING REQUESTED \$ _____ TOTAL COST OF IMPROVEMENTS \$ _____	<input type="checkbox"/> Façade Improvement Loan and Grant Program		
	<input type="checkbox"/> Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program		
	<input type="checkbox"/> Public Art Grant		
	<input type="checkbox"/> Building Conversion and Improvement Grant		
	<input type="checkbox"/> Green Energy Grant		
PROPERTY INFORMATION			
Municipal Address	Street No.	Unit No.	
Tax Roll Number:	Street Name:		
	Town & Postal Code:		
OWNER AND APPLICANT INFORMATION			
Property Owner Information (check one)		<input type="checkbox"/> Person(s)	<input type="checkbox"/> Company
Registered Land Owner	Surname:	First name:	
Name	(if Company)	Company Officer	
Address	Street No.	Street Name:	Unit No.
Municipality:	Province:	Postal Code:	
Telephone No. ()	Fax: ()	Email:	
Applicant Information (if different than Owner):			
Application Contact	Surname:	First name:	
Name	(if Company)	Company Officer	
Address	Street No.	Street Name	Unit No.
Municipality:	Province:	Postal Code:	
Telephone No. ()	Fax ()	Email:	

I hereby make this Incentive Program application declaring all the information contained is true and correct, and acknowledge the Township of Wellington North will process the application based on the information provided.	
Signature:	Title:
Printed Name of Signatory:	Date:

The personal information on this form is collected under the legal authority of the Planning Act, Section 2. The personal information will be used for determining your eligibility for a grant/loan. If you have any questions about the collection, please contact the Clerk-Administrator at 519-848-3620 ext. 32.

Supplementary Form (For Façade Improvement Grant & Loan Program Only)

FAÇADE PROJECT DESIGN CHECKLIST (IF APPLICABLE)				
Façade projects should respond to the following 'best practices' to help with its efforts to create a relevant and quality improvement for both the building and the street. Please complete the following checklist to determine the degree in meeting 'best practices' for the proposed façade improvements.				
Criteria / Description	Yes	No	N/A	Comments
1. Responding to Core Context				
Does the façade design enhance its surrounding and adjacent buildings?				
2. Building Envelopes in the CIPA				
Does the façade work/align with existing façades and reinforce the clarity of the public network and the cohesion of building groups?				
3. Beneficial Building / Street Relationships				
Does the building façade and street establish a supportive relationship, in which indoor and outdoor spaces animate and are connected to each other?				
Does the façade define the building as a distinct space with a strong sense of identity and place?				
4. Response to Climate				
Does the façade design respond to the climate of area, considering all seasons?				
5. Identifiable Building Entrances				
Does the façade project help to make the buildings entrance more identifiable?				
6. Long Life / Loose Fit				
Is the façade treatment capable of being adapted to new/future building uses?				
7. Safety Within CIPA				
Does the façade design provide personal safety and impart a sense of comfort to all users?				
8. Community Expression				
Does the façade design express a sense of permanence and durability?				
Does the façade promote traditional roots and express historical continuity?				
9. Appropriate Scale				
Does the scale of the proposed façade relate to the scale and size of the building?				
10. Exterior Materials for Façades				
Does the proposed façade materials reinforce the cohesion of related groups of buildings?				
Are proposed exterior building materials durable and of high aesthetic quality?				
11. Technical Performance				
Does the proposed façade determine a balance capital cost, operating costs and maintenance costs?				
12. Accessibility				
Does the façade design provide equal means of access to all users regardless of ability?				

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4

INTERPRETATION

4.1 COMMUNITY IMPROVEMENT PLAN FOUNDATION

All sections and figures of this document shall form the CIP for the Township of Wellington North.

4.2 COMMUNITY IMPROVEMENT PLAN AMENDMENTS

Changes to the Community Improvement Project Areas or addition or increase in grant or loan programs, shall require an amendment to this plan. The deletion of a program does not require an amendment to the CIP. This plan has been prepared in accordance with and shall be deemed to conform to the Wellington County Official Plan.

4.3 COMMUNITY IMPROVEMENT PLAN TITLE

This plan shall be referred as the ***Community Improvement Plan Update for the Township of Wellington North***. At such time as other CIP's are prepared for this or other areas, this title may be modified for clarification purposes without requiring amendment to this plan.

4.4 DEFINITIONS

“Commercial” means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

“Community Improvement Plan” means a plan for the community improvement of a community improvement project area.

“Community Improvement Project Area” means a municipality or an area within municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Façade, signage, and brownfield improvements are limited to the Community Improvement Project Area.

“Improvement” means a reconstruction, rehabilitation, enhancement of the façade or signage, addition, or other improvement of a structure.

“Qualified Person” is an individual who meets the qualifications prescribed in Ontario Regulation 153/04 as amended from the Planning Act.

“Redevelopment” means either the demolition of existing buildings unfit for occupancy and their replacement with new buildings, or the restoration of buildings or properties.

“Rehabilitation” means any efforts that result in the productive reuse of lands and/or buildings within the Community Improvement Project Area.

“Official Plan” means a comprehensive long range plan for land use which guides growth and land use change in a municipality.

“Proponent” means the owner or their heirs, successors or assignees of a property located in the Community Improvement Project Area. This definition is not applicable in the Brownfield Property Tax Assistance Section.

“Tax Increment” refers to the increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.



INVEST WELL: COUNTY PARTICIPATION IN FINANCIAL INCENTIVES

5.1 ABOUT THE INVEST WELL PROGRAMME

The Wellington County Invest Well Programme is a strategic planning and economic development tool that directly supports the County's longer-term planning and economic development priorities. Invest Well was developed by the County in early 2018 and sets out goals, criteria, and an implementation framework for the County's participation in the financial incentive programs of the Township of Wellington North and this CIP.

The following sections of the Township of Wellington North CIP describe how and when Wellington County will participate in financial incentive programmes offered by the Township of Wellington North CIP, based on an evaluation of individual applications by the Township of Wellington North and Wellington County. The following Sections are included in the Township of Wellington North CIP in accordance with Section 28 of the Planning Act and Section 4.1 of the Invest Well Programme.

The Invest Well Programme was endorsed by the County on June 28, 2018. The full document is available on the County's website <https://www.wellington.ca/en/business/EDCommImprovPlan.aspx> and should be reviewed for full details on County participation in the Township of Wellington North CIP. The full document will also be used by the member municipalities to integrate County participation within the Townships incentive programs. A by-law was approved by Wellington North council incorporating the Invest Well Program into the Wellington North CIP on February 27th, 2019.

5.2 GOALS

The County has identified the following three goals for the Invest Well Programme, which will guide the County's financial participation in the Township of Wellington North CIP:

GOAL #1: INVEST WELL:

To prioritize the investment of County resources into community improvement projects that directly support a set of long-term, County-wide planning and economic development priorities.

GOAL #2: INVEST READY:

To strategically position privately-owned properties with high development/redevelopment potential in order to attract further investment from investors and the private sector.

GOAL #3: INVEST MORE:

To recognize community improvement projects that are approved for incentives through a member municipality CIP and to provide further support through County resources.

5.3 CRITERIA FOR INVESTMENT

As further explained in the County's full document, Invest Well is a criteria-based



community improvement programme. This means that to be eligible for funding from the County through the incentive programs in the Township of Wellington North CIP, proposed community improvement projects must meet a certain number of the County's 'criteria for investment'.

The criteria for investment are introduced below and organized according to a list of County economic development and planning priorities. They are provided in no particular order.

PRIORITY #1: TO USE LAND STRATEGICALLY

- 1.1 The proposed project involves the redevelopment of vacant/underutilized lands.
- 1.2 The proposed project will achieve a construction value threshold established by County Council
- 1.3 The proposed project will result in employment opportunities created or retained in target sectors.

PRIORITY #2: TO PROVIDE RENTAL HOUSING

- 2.1 A new mixed-use building is proposed, with commercial uses at grade and upper floor rental apartment housing units.
- 2.2 The proposed project will result in the upgrade of existing rental units.
- 2.3 The proposed project is an example of residential intensification in a downtown area.

PRIORITY #3: TO IMPROVE BUILDINGS AND INFRASTRUCTURE

- 3.1 The proposed project involves the adaptive reuse of vacant or underutilized buildings.
- 3.2 The proposed project incorporates sustainable building and/or green infrastructure features.
- 3.3 The proposed project will result in improvements/upgrades to utilities/servicing.

PRIORITY #4: DIVERSIFY THE ECONOMY

- 4.1 The proposed project results in new on-farm diversified or agriculture-related uses.

4.2 The proposal will result in the creation of a new business in a target sector or value-chain/cluster.

4.3 The proposal involves new retail, restaurant, or other critical businesses in the downtown area.

PRIORITY #5: TO PROMOTE TOURISM

5.1 The proposed project provides for an increase in short-term accommodation options.

5.2 The proposed project involves the beautification/restoration/enhancement of key landmarks/ tourism assets.

5.3 The use is a current or proposed participant in the County's tourism promotion activities (i.e., Top Wellington Destinations, Taste Real).

To determine the extent to which an applicant meets the above 'criteria for Investment', an evaluation matrix has been prepared and is provided in the County's full document. The evaluation matrix may also be available from the Township of Wellington North. It will be used by the Township of Wellington North and County of Wellington in order to determine eligibility for County funding. Applications will be pre-screened by the Township of Wellington North and if a minimum required score is awarded, the application will be endorsed to the County and processed by County staff to confirm eligibility for incentives.

5.4 COUNTY FUNDING/INCENTIVE PROGRAMS

"Invest Well: County Participation in financial incentives" is a funding relationship between the County and the Township of Wellington North to support the implementation of the Township of Wellington North's CIP. The Invest Well programme sets out a framework for providing County funding in accordance with the goals identified in Section 6.2 and the 'criteria for investment' in Section 6.3. The Invest Well Framework is made up of two incentive programmes (Invest Ready and Invest More), as shown below.

The following is a description of financial incentive programmes that have been created by the County of Wellington via Invest Well to guide the County's participation in the Township of Wellington North CIP.

5.4.1 INVEST READY INCENTIVES PACKAGE

5.4.1.1 Purpose

The Invest Ready Incentive Package is in direct support of Invest Well Goal #2. It is intended to help prepare properties that have a high potential for development/ redevelopment by making them development-ready and therefore more attractive to investors and site selectors in various sectors. The Invest Ready Incentive Package will help fund:

- a. The completion of background studies regarding site-specific issues and constraints, such as servicing and utilities, transportation access, and environmental records; and
- b. Future development/redevelopment and eligible costs for major redevelopment projects.

In addition, successful applicants of the Invest Ready Incentive Package may receive marketing and investment attraction support from the County.

5.4.1.2 Who Benefits?

Through the Invest Ready Incentive Package, the following benefits are anticipated:

- a. The County, its member municipalities, and the public will benefit from an increase in the number of development-ready properties in Wellington County, and the future redevelopment of these sites;
- b. Landowners will benefit from the financial and non- financial support from Wellington County; and
- c. Potential investors will benefit from the availability of information related to a site condition or a proposed development, which will facilitate site selection decisions.

5.4.1.3 Who is Eligible?

In addition to the General Eligibility Criteria in Section 4.2 of this Plan and Section 4.0 of the County's full Invest Well document, to be eligible for the Invest Ready Incentive Package, the following requirements must be met:

- a. The subject property must achieve a minimum score (as identified by the County and reviewed on an annual basis), when evaluated against the County's 'criteria for investment', above; and
- b. The subject property must be sponsored and endorsed by the Township of Wellington North.

5.4.1.4 Program Details and Value

Where a property/applicant satisfies all applicable eligibility requirements, financial incentives may be available in three phases, as shown in the figure below, and described in this section.

PHASE ONE: Pre-Development Design/Study Grant:

- i. The County may contribute financially to the 'Design and Study Grant' offered through Section 4.1.1 of this CIP.
- ii. The grant will provide funding to cover eligible costs required to complete due diligence, planning, technical, and/or design studies that will investigate potential site-specific development constraints and/or provide new background information regarding a potential development and redevelopment project.
- iii. Eligible costs will include those outlined in Section 4.2 of this CIP.
- iv. If eligible and approved, a grant from the County will be provided for 100% of the total value of eligible costs, to a maximum of \$20,000 per project and/or property.
- v. This is not a matching grant and a grant made by the Township of Wellington North in the same amount is not required in order for the County to provide funding.

PHASE TWO: Tax Increment Equivalent Grant (TIEG):

The County may contribute financially to the Tax Increment Equivalent Grant offered through Section 4.2.2 of this CIP.

- i. The grant will provide funding to cover construction, demolition, on-site infrastructure, and other associated costs as a result of a redevelopment, adaptive reuse, building rehabilitation, or retrofit works.
- ii. Eligible costs will include those outlined in Section 4.2.2 of this CIP.
- iii. In addition, the following will be considered eligible costs for County funding only:
 - County tipping fees;
 - County planning application and building permit fees;
 - Any costs for design and study work not covered in PHASE ONE; and
 - Additional community improvement costs, as determined by the County.
- iv. The grant will be calculated based on the County portion of a property tax increment that is incurred as a result of a major community improvement project. Following the payment of County property taxes (annually or at the end of the five-year term), a grant will be provided to the landowner which is equal to the County portion of an increase in property taxation.
- v. The actual grant value will be calculated as follows:
 - In year one, the grant is equal to 100% of the County portion of the tax increment;
 - In year two, the grant is equal to 80% of the County portion of the tax increment;
 - In year three, the grant is equal to 60% of the County portion of the tax increment;
 - In year four, the grant is equal to 40% of the County portion of the tax increment; and
 - In year five, the grant is equal to 20% of the County portion of the tax increment.

PHASE THREE: Marketing /Investment Attraction Support:

For a discussion of this County-led initiative, refer to Section 3.2.1 of the full Invest Well document.

5.4.1.5 Payment

- a. Grant payments will be made upon successful completion of the project. All completed projects must comply with the approved project description as provided in the grant application form and submitted to the Township of Wellington North
- b. Grant payments from the County will be provided to the Township of Wellington North. Grants to the successful applicant will be issued and administered by the Township of Wellington North.

5.4.2 INVEST MORE GRANT PROGRAM**5.4.2.1 Purpose**

The Invest More Grant is in direct support of Goal 3 of Invest Well. It is intended to help

support a broad range of improvements to existing buildings/ properties and contribute to the overall beautification and revitalization of built-up areas. The Invest More Grant will help fund:

- a. Costs required to complete due diligence, planning, technical, and/or design studies that will investigate potential site-specific development constraints and/or provide new background information regarding a potential development and redevelopment project;
- b. Physical, structural, and aesthetic improvements to existing commercial, industrial, mixed-use, and office buildings/ properties and contribute to the overall beautification, revitalization, energy efficiency, function, and safety of built-up areas; and
- c. Other significant changes to a building, property, or business that result in the productive use of land and/or buildings to accommodate new job growth.

5.4.2.2 Who Benefits?

- a. Through the Invest More Grant, the following benefits are anticipated:
- b. The County, its member municipalities, and the public will benefit from the overall improvement and revitalization land and buildings; and
- c. Landowners/investors/businesses will benefit from additional financial and non-financial support from County of Wellington.

5.4.2.3 Who is Eligible?

In addition to the General Eligibility Criteria in Section 4.2.1 of this Plan and Section 4.0 of the County's full Invest Well document, to be eligible for the Invest More Grant, the following requirements must be met:

- a. The subject property must achieve a minimum score (as identified by the County and reviewed on an annual basis), when evaluated against the County's 'criteria for investment', above; and
- b. The subject property must be sponsored and endorsed by the Township of Wellington North.

5.4.2.4 Program Details and Value

Where a property/applicant satisfies all applicable eligibility requirements, the Invest More Grant may be available, subject to the following:

- a. The County may contribute financially to successful applicants of any grant programme offered in Section 4.2.1 of this CIP, with the exception of the TIEG (Section 4.2.2) as noted above.
- b. The grant will provide funding to cover eligible costs required for a broad range of physical, structural, and aesthetic improvements to existing commercial, industrial, mixed-use, and office buildings/properties, as determined by the County.
- c. Eligible costs will include those outlined in the eligible incentive programmes discussed in Section 5.4 of this CIP.
- d. In addition, for the Invest More grant, the following will be included as eligible costs:

- Roof-top patios, outdoor dining spaces/areas;
 - Privately Owned Publicly Accessible Spaces;
 - Bed and Breakfasts, and other short-term accommodations; and
 - Additional community improvement costs, as determined by the County.
- e. If eligible and approved, a grant from the County will be provided for 50% of the total value of eligible costs, to a maximum of \$10,000 per project and/or property.
- f. This is not a matching grant and a grant made by the Township of Wellington North in the same amount is not required in order for the County to provide funding; however, the applicant must be approved for at least one eligible program in the Township of Wellington North CIP (except for the TIEG).

5.4.2.5 Payment

- a. Grant payments will be made upon successful completion of the project. All completed projects must comply with the approved project description as provided in the grant application form and submitted to the Township of Wellington North
- b. Grant payments from the County will be provided to the Township of Wellington North. Grants to the successful applicant will be issued and administered by the Township of Wellington North.
- c. The Invest More Grant will be paid in a lump sum as a reimbursement of costs incurred.

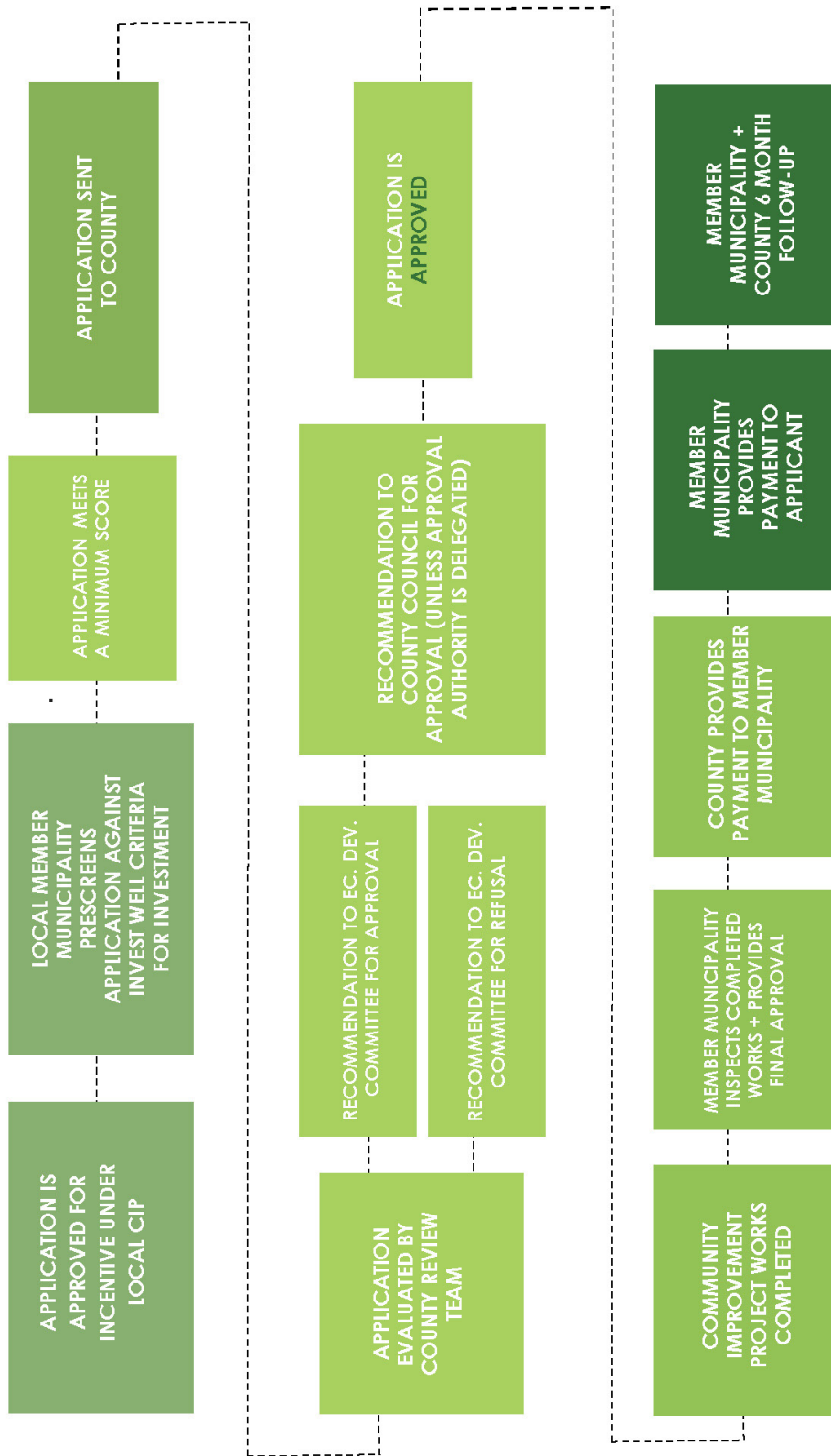
5.4.3 Application and Approvals Process

Applicants to the Township of Wellington North CIP will automatically be considered for County funding through the Invest Well Programmes, provided the applicant has participated in a pre-consultation meeting with Township of Wellington North Staff to discuss the proposal details, and to review the application against the eligibility requirements of the Township of Wellington North and Wellington County incentive programmes.

The following flow chart summarizes the process by which applications will be reviewed, evaluated, and approved for Invest Well incentives.

For additional information about the Invest Well Programme, applicants should consult with the Township of Wellington North Economic Development Officer.

5.5 INVEST WELL APPLICATION PROCESS FLOW CHART





**COMMUNITY FUTURES
INVEST WELL LOAN**

6.1 INTRODUCTION

It is often the case that a property owner wishes to improve his/her building but does not have the cash flow to cover the required matching funds of a Community Improvement Plan. This can result in lack of uptake of the programme and a property which remains in a poor state. To remedy this and further enhance the County Invest Well Programme (CIP), the two local Community Futures organizations have committed to providing additional business funding and support.

The two Community Futures (CFs) organizations in Wellington County are Wellington Waterloo Community Futures Development Corporation and Saugeen Economic Development Corporation. They are non-profit organizations mandated to support businesses by providing loans, business coaching and training workshops to encourage entrepreneurship and stimulate economic activity in rural communities. As part of a network of 268 organizations across Canada, they also provide community planning and economic development support. The Community Futures CIP contribution is an innovative and practical funding partnership as it can act as the catalyst to encourage business owners to invest in their property improvements. The County CIP encourages this kind of coordination and enables the Community Futures to contribute loans to supplement a project outside of the contribution by the municipalities. Businesses that were previously unaware of the Community Futures fleet of services may then, through the CIP, be stimulated to receive business advice or education.

6.2 THE PROCESS - SAUGEEN ECONOMIC DEVELOPMENT CORPORATION (SEDC)

For those businesses located in Wellington North and Minto and having received formal written approval by the Township to participate in the local CIP, the specific programme offered by the Saugeen Economic Development Corporation is as follows:

A Business Improvement Loan Fund to provide 50% of the matching funds required for a commercial and/or industrial revitalization project. The Fund would assist with:

- Small business equipment purchases/upgrades
- Leasehold and façade improvements
- IT needs including: Computers/Software/Websites/POS Systems

Terms:

- Proof of Municipal CIP approval
- Unsecured Business Loans up to \$20,000
- 5% Interest Rate
- Simple Application Process
- Flexible Repayment Terms
- Personal Guarantee Required

A further loan of 50% matching funds are available for residential improvements related to affordable housing and for infrastructure improvements up to \$20,000 at an interest rate of 5%. The funding would be based on based on municipal approval and require a personal guarantee. Requests over \$20,000 must be approved by SEDC and secured.

For further information, please visit www.sbdca.ca

6.3 THE PROCESS – WELLINGTON WATERLOO COMMUNITY FUTURES (WWCF)

For those businesses located in Mapleton, Centre Wellington, Erin, Guelph Eramosa and Puslinch and having already received formal written approval by the Township to participate in a local CIP, the specific programme offered by the Wellington Waterloo Community Futures Development Corporation (WWCFDC) is as follows:

A business development fund to assist commercial and/or industrial projects related to the County's Invest Well priority three: improve buildings and infrastructure. If approved to receive grant funds from a member municipal CIP, the applicant will automatically be approved to receive funding to put towards upfront and/or matching costs related to the approved grant. The funds will be loaned at a 3% rate on a 5-year term.

Terms:

- Proof of Municipal CIP approval
- Unsecured Business Loans up to \$20,000
- 3% Interest Rate
- Simple Application Process
- Flexible Repayment Terms
- Personal Guarantee Required

Requests over \$20,000 must be approved by WWCFDC and secured. For further information, please visit www.wwcf.ca.

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

BY-LAW NUMBER 065-2023

**BEING A BY-LAW TO AMEND BY-LAW 116-2021 BEING A BY-LAW TO
ADOPT A DELEGATION OF AUTHORITY POLICY**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law to adopt the Delegation of Authority Policy.

NOW THEREFORE the Council of the Township of Wellington North hereby enacts following:

1. THAT Schedule A contained in By-law 116-2021 of the delegation of authority policy be replaced with Schedule A attached hereto.
2. AND THAT this By-law shall come into effect on its passage

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 24TH
DAY OF JULY, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



DELEGATION OF AUTHORITY POLICY

DEPARTMENT	CLERK	POLICY NUMBER	003-22
EFFECTIVE DATE	January 1, 2022	LEGISLATIVE AUTHORITY	Municipal Act
EFFECTIVE BY-LAWS	By-law 23-05 (Filing Complaints with the Ontario Assessment Review Board) By-law 75-15 (Temporary Road closure & toll booth delegation) By-laws 94-15 and 95-15 (MFIPPA head and delegation) By-law 027-15 (Site Plan Control delegation) By-law 051-16 (Appoint officials under the Clean Water Act delegation) By-law 086-18 (Ontario Wildlife Damage Program delegation) By-law 107-19 (Records Management delegation) By-law 046-21 (Building Permits By-law) By-law 5001-05		
APPROVED BY:	By-law 116-21 Amended by By-law 065-2023	PREVIOUS VERSIONS	Policy 33.15 Resolution 2015-441 (approve the policy)

POLICY STATEMENT

The Council of the Township of Wellington North, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act.

PURPOSE

Section 23.1 and 23.2 of the Act, as amended, permits a municipality to delegation certain powers and duties to a person or body.

The Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Section 270 (1) 6. This policy applies to all committees of Council, departments and staff.

POLICY REQUIREMENTS

1. All delegations of Council powers, duties or functions shall be effected by by-law.
2. Unless a power, duty, or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. A delegation of a power, duty or function under any by-law to any member of staff includes a delegation to a person who is appointed by the Chief Administrative Officer or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.
4. Subject to Section 3, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Act.
6. Council has authorized those specific legislative matters listed in Schedule "A" to be delegated to the individual designated, subject to the terms set out therein.
7. Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Act.
8. Council has authorized the delegation of specific administrative matters to those individuals listed in Schedule "A" subject to the terms set out therein.
9. In exercising any delegated power, the delegate shall ensure the following:
 - Any expenditure related to the matter shall have been provided for in the current year's budget (or be authorized by the Purchasing and Procurement Policy);
 - The scope of the delegated authority shall not be exceeded by the delegate;
 - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy;
 - All policies regarding insurance and risk management shall be complied with; and
 - Delegates shall ensure the consistent and equitable application of Council policies and guidelines.
10. In accordance with the Act, the following powers and duties cannot be delegated:
 - The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
 - The power to pass a by-law under Parts VIII, IX and X.
 - The power to incorporate corporations in accordance with section 203.
 - The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
 - The power to pass a zoning by-law under the *Planning Act*.
 - The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
 - The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
 - The power to adopt or amend the budget of the municipality.
 - Any other power or duty that may be prescribed.

#	Delegation	Delegate(s)	Conditions/Restrictions
1	Approve execution of agreements for acquisition and disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions provided value of consideration does not exceed \$100,000.	CAO or designate	Terms and conditions of such agreements and related documents must be acceptable to Township Solicitor.
2	Pay Equity Adjustments, Grid Movement Approvals.	CAO HR Manager	Consultation with HR Manager and Appropriate Department Director.
3	Approve, review and modify all job employee job descriptions and related pay scale and further, appoint, employ, promote, demote, suspend, discipline and dismiss all employees.	CAO HR Manager	Consultation with HR Manager and Appropriate Department Director
4	Authority to delegate authority when positions identified in the By-law are changed or no longer exists.	CAO or designate	
5	Act as the Head of the Public Sector Body of the township for the purposes of the Ombudsman Act	CAO or designate	By-law 095-15
6	Authority to appoint a Drinking Water Source Protection Risk Management Inspector and Risk Management Official	CAO or designate	By-law 051-16
7	Authority may exercise the Township Council's powers or authority under Section 41 (2) of the Planning Act to approve plans and drawings, to impose conditions and to require and enter into Site Plan Agreements	CAO or designate	By-law 027-15
8	Restricted Acts after nomination day including (a) the appointment or removal from office of any officer of the municipality; (b) the hiring or dismissal of any employee of the municipality; (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and (d) making any expenditures or incurring any other liability which exceeds \$50,000.	CAO or designate	
9	Authority to administer the Records management by-law and make modification to the Retention Schedule from time to time as may be required	Clerk	By-law 107-19
10	Authority to act as the Head of the Institution under the Municipal Freedom of Information and Protection of Privacy Act.	Clerk	By-law 094-15
11	Authority to make payments as approved by the Ontario Ministry of Agriculture Food and Rural Affairs under the Ontario Wildlife Damage Compensation Program to claimants.	Clerk	By-law 086-10
12	Signing Authority for Agreements Under By-law, resolution and/or Pursuant to Tender Awards.	CAO Treasurer Senior Project Manager Clerk	
13	Designate an event as event of municipal significance for purposes of prescribing it as a special event occasion where an application has been made.	Clerk	

14	Issuance of "Letters of No Objection" for temporary liquor licence extensions.	Clerk	
15	Liquor Licence Municipal Clearance (Wet/Dry Status)	Clerk	
16	Freedom of Information and MFIPPA Co-ordinator; All powers and duties under said Act	Clerk	
17	Municipal Licensing	Clerk	
18	Acknowledgement and Direction forms for electronic registration for the purposes of the Land Registration Reform Act, RSO 1990, c L.4 Authority to sign 'Acknowledgement and Direction' forms in the form deemed acceptable by the Township's solicitor from time to time.	CAO Clerk	
19	Provide direction relative to allocation of Disposition of Land Proceeds Where Council have not specified use of funds	Treasurer	
20	Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Treasurer	Consultation with Township Solicitor for Agreement
21	Authority to approve agreements entered into pursuant to the Township of Wellington North Development Charge By-law	Treasurer	Consultation with Chief Building Official
22	Authority to approve agreements entered into pursuant to the Township of Wellington North for deferred payment of development charges as set out in the Development Charge Interest Rate Policy	Treasurer	Consultation with Chief Building Official
23	Oversight of Procurement of Goods and Services	All Management members identified within the Purchasing and Procurement policy	Authority to approve invoices and sign contracts/agreements as authorized by the approval levels under current procurement policies and within the annual budget
24	Authority to execute the administrative actions necessary to implement the Development Charge interest rate pursuant to the policy.	Treasurer	Consultation with Chief Building Official
25	Authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data licence agreements, subject to annual review and budget approval.	Treasurer	Consultation with IT provider
26	Authority to enter into OEM Client/Supplier agreements for IT professional services or technical support, as required, subject to project requirements, budget availability	Treasurer	Consultation with IT provider Agreements acceptable to Township Solicitor
27	Amendments to Site Plan Agreements	CBO	
28	Approve minor amendments to Subdivision Agreements (non-financial; conditions) model home agreements	CBO	Schedules only
29	Authority for Development Agreements for temporary Second Dwelling Units	CBO	Agreements acceptable to Township Solicitor
30	Authority to enter into Limiting Distance Agreements	CBO	Agreement acceptable to Township Solicitor
31	Authority to enter into Conditional Building Permit Agreements.	CBO	Agreement acceptable to Township Solicitor
32	Authority to enter into Encroachment Agreements	CBO	Agreement acceptable to Township Solicitor

33	Enter into Fire Service Agreements for provision of fire protection services to lands located outside Wellington North or receive services from a fire department located outside Wellington North.	CAO Fire Chief	Agreement acceptable to Township Solicitor. Report to Council
34	Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but not limited to CBRNE, Hazmat, confined space, high angle rescue.	CAO Fire Chief	Agreement acceptable to Township Solicitor. Report to Council.
35	Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation.	CAO Fire Chief	
36	Authorization to close municipal parks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community.	CAO Recreation Services Manager Or their designate	
37	May temporarily close any highway or portion of a highway: a) For construction, repair or improvement of the highway or portion of the highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of the highway. b) Social, recreational, community, athletic or cinematographic purpose or combination thereof c) For any request under emergency services. For construction purposes when public safety may be impacted.	CAO Manager of Transportation Services or their designate	Section b) for period no longer than 72 hours Policy 33.15 In consultation with Applicable External Agencies
38	Approve deviation from the Municipal Servicing Standards	CAO Municipal Engineer Senior Project Manager or designate	Resolution 2017-203
39	Designate construction zones where municipal permit involves construction or repair of a highway or works near a highway, including authority to designate a lower rate of speed for vehicles traveling in construction zones.	CAO Manager of Transportation Services or designate	
40	Designated Sewer Officer	CAO Manager, Environmental and Development Services	By-Law 005-20
41	Approval for the erection or installation of any new traffic control signal system or traffic control signal used in conjunction with a traffic control signal system that has been authorized	CAO Manager of Transportation Services	By-Law 104-21
42	Temporary Reduction or Lifting of load Limits on Highways, including designation of alternate routes where applicable.	CAO Manager of Transportation Services	By-Law 104-21 In consultation with Fire Chief
43	Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	CAO Manager of Transportation Services	
44	Authority to act as Owner in dealing with Ministry of Environment, Conservation and Parks	CAO Manager, Environmental and Development Services Senior Project Manager	
45	Authority to approve encroachment over easements with private property owners.	CAO or designate	In consultation with Township Solicitor.
46	Authority to approve placement of temporary toll booths associated with charity fundraising events	CAO or designate	Policy 33.15

47	Discretion on the commencement and termination of burials each season	Clerk Cemetery Superintendent	By-Law 077-17
48	Execution of day-to-day Agreements and documents related to usual operations of the Department.	Department Head Senior Management Team	
49	Authority to update the Facility reopening plans from time to time as based on guidance from the Province and Public Health	CAO Recreation Services Manager or designate	
50	Executing contracts / agreements / leases	All Management members identified within the Purchasing and Procurement policy	Authority to sign contracts/agreements as authorized by the approval levels under current procurement policies and within the annual budget
51	Execute applications for federal or provincial funding or subsidy programs for operating costs or capital projects as well as subsequent submissions that may be required for the receipt of funds	Department Heads Senior Management Team	Authority to sign subject to budget/project approval
52	Apply for permit applications through agencies and governmental authorities	Department Heads or designate Senior Management Team	Authority to apply for regulatory permissions, subject to budget approval. Included is the completion of applications for approvals and the provision of data required to achieve and maintain legislative requirements.
53	Grant authority to approve minor fee and charges rebates	Department Head or designate Senior Management Team	Authority to authorize rebate up to \$50.00
54	Authorization to close municipal bridge structures at the recommendation of municipal engineers due to structural deterioration and safety concerns.	CAO Manager of Transportation Services Senior Project Manager	
55	Approve noise exemptions under By-law 5001-05	Clerk	Authority to grant exemptions under By-law 5001-05
56	Execute documentation regarding land acquisitions and sales	CAO Clerk	Authority to sign all required documents

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

BY-LAW NUMBER 066-2023

**BEING A BY-LAW TO APPOINT A DIRECTOR OF
FINANCE/TREASURER FOR THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH AND REPEAL 062-2022**

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law to appoint a Treasurer and to repeal By-law No. 062-2022 being a By-law to appoint Farhad Hossain as Director of Finance/Treasurer.

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

1. That Jerry Idialu is hereby appointed as Treasurer of The Corporation of the Township of Wellington North, responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:
 - (a) collecting money payable to the municipality and issuing receipts for those payments, and
 - (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
 - (c) paying all debts of the municipality and other expenditures authorized by the municipality, and
 - (d) maintaining accurate records and account of the financial affairs of the municipality, and
 - (e) providing the Council with such information with respect to the financial affairs of the municipality as it requires or request, and

- (f) ensuring investments of the municipality are made in compliance with the regulations made under the Municipal Act, 2001 Section 418, and
 - (g) perform such duties as set out on Schedule “A” attached hereto which forms part of this by-law (Township of Wellington North –Treasurer – Finance Department).
2. That By-law No. 062-2022 appointing Farhad Hossain Director of Finance/Treasurer be hereby repealed.
 3. This appointment shall be effective on its passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24th DAY OF JULY 2023

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 067-2023

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON JULY
24, 2023**

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 July 24, 2023 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 24TH DAY OF JULY, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK