

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – SEPTEMBER 11, 2023 AT 2:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 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/84293479909>

Or join by phone:

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

Webinar ID: 842 9347 9909

**PAGE
NUMBER**

CALLING TO ORDER

O'CANADA

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the September 11, 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:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

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:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

1. REPORTS

- Verbal Report from CBO, Property Standards Update
- Report CLK 2023-028 Animal Control By-law update

2. REVIEW OF CLOSED SESSION MINUTES

- July 24, 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 CBO, Property Standards Update

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-028 Animal Control By-law update;

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 July 24, 2023 Council Meeting.

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the September 11, 2023 Regular Meeting of Council at : p.m. for the purpose of holding a Public Meeting under the Planning Act:

- Warren Dickson, Minor Variance

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the September 11, 2023 Regular Meeting of Council at : .

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, August 28, 2023

001

Recommendation:

THAT the minutes of the Regular Meeting of Council held on August 28, 2023 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Wellington North Cultural Roundtable Committee, August 22, 2023 008

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable Committee meeting held on August 22, 2023.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North direct staff to prepare a report for the Cultural Roundtable regarding the provincial legislation and regulations regarding heritage designations.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North direct staff to assist the Cultural Roundtable with applying for heritage designations for the Lynes Blacksmith Shop, the Mount Forest Museum & Archives, the Mount Forest Library and the Arthur Seniors Centre.

- b. Mount Forest Aquatics Ad-Hoc Advisory Committee, August 22, 2023 011

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on August 22, 2023.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North support an upwards to 18-month Internal Fundraising approach;

AND FURTHER THAT the Mount Forest Aquatics Ad Hoc Advisory Committee recommend that council approve the following appointments:

- Councillor Sherry Burke as Fundraising Director
- Ray Tout Fundraising Officer Corporate Donor Relations
- Vern Job, Shelley Weber, and Al Leach as Co-Fundraising Officers Community Donor Relations
- Jessica McFarlane as Communications/Social Media Coordinator;

AND FURTHER THAT the Mount Forest Aquatics Ad Hoc Advisory Committee support a recommendation to recruit a fundraising coordinator position.

- c. County of Wellington Accessibility Advisory Committee, May 4, 2023 017

Recommendation:

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

2. ADMINISTRATION

- a. Report CLK 2023-027 Furmanek Drain Abandonment Follow-up 020

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-027 being a follow-up report on Furmanek Drain Abandonment.

- b. Report CLK 2023-029 being a report on February 21, 2023 minutes of Council 022

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information report CLK 2023-029 being a report on the February 21, 2023 minutes of Council.

3. PLANNING

- a. Planning Report prepared by Matthieu Daoust, Senior Planner, dated September 4th, 2023, regarding Marlana Homes Inc., Plan Town Pt Park Lot 2, Mount Forest, Part Lot Control Exemption Application 024

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Matthieu Daoust, Senior Planner, dated September 4th, 2023, regarding Marlana Homes Inc., Plan Town Pt Park Lot 2, Mount Forest, Part Lot Control Exemption Application.

- b. Report DC 2023-025, consent Application B63-23 Susan & Douglas Shaw 026

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-025 being a report on Consent Application (Severance) B63-23 known as Part Lot 30, Concession 5 in the former Township of West Garafraxa.

AND FURTHER THAT Council support this application, subject to the lot line being adjusted to meet the 30m minimum setback as per the Growth Plan, which would also meet the minimum 35 ha (86.5 ac) minimum lot size requirement of the County Official Plan.

AND FURTHER THAT should the Planning & Land Division Committee approve the consent as proposed on Application B63-23, the following matters are to be addressed as conditions of approval:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;

- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT driveway access can be provided to the severed lands to the satisfaction of the of the appropriate road authority;
- THAT daylight triangles as described in the Municipal Servicing Standards of corner lots that are adjacent roads be deeded to the Township;

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

- c. Planning Report, prepared by Curtis Marshall, Manager of Development Planning, dated September 5, 2023, regarding Request for Extension of Draft Approval, File 23T-13002, Deer Ridge Heights (formerly Avila Investments Limited), Mount Forest 032

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report, prepared by Curtis Marshall, Manager of Development Planning, dated September 5, 2023, regarding Request for Extension of Draft Approval, File 23T-13002, Deer Ridge Heights (formerly Avila Investments Limited), Mount Forest; and

WHEREAS the draft approval for the plan of subdivision is set to expire on October 3, 2023;

THEREFORE Council supports the three-year request for extension of draft approval for the plan of subdivision.

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2023-018 Wellington North Growth Management Update 037

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive EDO 2023-018 being an update on the Township of Wellington North Growth Management Plan;

AND FURTHER THAT the Council approve the Growth Management Action Plan & Terms of Reference as contained in this report;

AND FURTHER THAT the Council direct staff to commence the recruitment of individuals to sit on the Township of Wellington North Community Building/Growth Management Advisory Committee;

AND FURTHER THAT the Council supports the staff recommendation to prepare and distribute an RFP for professional consulting services to support the completion of the Township of Wellington North Growth Management Action Plan.

5. FINANCE

- a. Vendor Cheque Register Report, September 5, 2023 049

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated September 5, 2023.

- b. Report TR2023-008 being a report on the status of Capital Projects 051

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-008 being a report on the update of the status of the Township capital projects.

FURTHER THAT the Council direct staff to fund the sum of \$19,416.38 from the general reserve to accommodate the net changes in the capital budget as identified in the report.

- c. Operating Budget Update 056

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Operating Budget Update.

6. FIRE

- a. Wellington North Fire Service 2023 Half Year Report 060

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service 2023 Half Year Report.

7. OPERATIONS

- a. Report OPS 2023-030 Alcohol Policy Amendment 064

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-030 Alcohol Policy Amendment being a report on an amendment to the Municipal Alcohol Risk Management Policy Section 2.1 and 3.1.7 for the purpose of updating and increasing the service area at the MFSC;

AND FURTHER THAT the Council of the Township of Wellington North recommend approval of an amendment to the Municipal Alcohol Policy Section 2.1 and 3.1.7.

- b. Report OPS 2023-031 Pedestrian Crossing Infrastructure Review 067

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-031 being a report on intersection investigation for pedestrian crossing infrastructure;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law to amend By-law 130-2022 being a By-law to regulate traffic in the Township of Wellington North by adding the following:

DEFINITION

“Pedestrian crossover”, as defined in the Highway Traffic Act, means any portion of a roadway, designated by this by-law, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by regulations made under the Highway Traffic Act.

Schedule J – Pedestrian Crossover Locations

Mount Forest	
Main Street South	King Street East
Main Street North	Durham Street West
Queen Street East	Parkside Drive
Arthur	
Smith Street	Conestoga Street

The pedestrian crossover on Main Street South at King Street East, Main Street North at Durham Street West, Queen Street East at Parkside Drive and Smith Street at Conestoga Street will be designed and installed in accordance with Ontario Regulation 402/15, be consistent with a Level 2, Type B crossover in accordance with Ontario Traffic Manual Book 15.;

AND FURTHER THAT Council direct staff to submit the amended Regulate Traffic By-law to the Ministry of Transportation (MTO);

AND FURTHER THAT Council direct staff to bring pedestrian crossing infrastructure projects, once approved by MTO, forward as part of the current or future budget discussion;

AND FURTHER THAT Council direct staff to have further conversations with the Mount Forest BIA on a potential financial contribution to the pedestrian crossing infrastructure at Main Street South and King Street location.

- c. Report OPS 023-032 Non-Standard Pavement Marking Review

081

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-032 being a report on non-standard pavement markings.

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 September 11, 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):

- 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):

- 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 081-23 being a by-law to repeal By-law 013-2020 being a procedural by-law for governing the calling, place and proceedings of meetings of the Recreation Parks and Leisure Committee of Council for Wellington North

095

- b. By-law Number 082-2023 being a by-law to exempt lands from Part Plot Control Marlana Homes Inc. 096
- c. By-law Number 083-2023 being a by-law to amend By-law 130-2020 being a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 104-2021 098

Recommendation:

THAT By-law Number 081-2023, 082-2023 and 083-2023 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating Bee Keeping 100

CONFIRMING BY-LAW

101

Recommendation:

THAT By-law Number 084-2023 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 September 11, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of September 11, 2023 be adjourned at ___:___ p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Arthur Chamber of Commerce Directors Meeting (Arthur Chambers Office)	Wednesday, September 13, 2023	5:30 p.m.
Newcomer and Volunteer Event, Mount Forest	Thursday, September 14, 2023	11:00 a.m. – 2:00 p.m.
Mount Forest BIA Directors Meeting (Mount Forest & District Sport Complex)	Tuesday, September 19, 2023	8:00 a.m.
Ontario Volunteer Service Awards (425 Bingemans Centre Drive, Kitchener)	Tuesday, September 19, 2023	7:30 p.m.
Mount Forest Chamber of Commerce AGM and Business After Five, Pike Lake Golf Centre	Thursday, September 21, 2023	5:00 p.m. – 7:30 -p.m.
Regular Council Meeting	Monday, September 25, 2023	7:00 p.m.
Regular Council Meeting	TUESDAY, October 10, 2023	2:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – AUGUST 28, 2023 AT 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING
<https://www.youtube.com/watch?v=rAPNwVeJClo>**

Members Present:

**Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Penny Renken**

Staff Present:

**Chief Administrative Officer: Brooke Lambert
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Human Resources Manager: Amy Tollefson
Director of Finance: Jerry Idialu
Manager Community & Economic Development: Dale Small**

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2023-294

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the August 28, 2023 Regular Meeting of Council be accepted and passed with the deletion of the following.

ITEMS FOR CONSIDERATION**2. PLANNING**

a. Report DC 2023-025, Consent Application B63-23 Susan & Douglas Shaw
CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No disclosure of pecuniary interest.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, August 14, 2023

2. Public Meeting, August 14, 2023

RESOLUTION: 2023-295

Moved: Councillor

Seconded: Councillor

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on August 14, 2023 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings of Council.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

1b, 3b, 4a, 4b, 4c, 4d, 5a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2023-296

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT all items listed under Items For Consideration on the August 28, 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 Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Meeting #91 held on March 31, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated August 22, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington Health Care Alliance 2022 – 2023 Annual Report.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2023-297

Moved: Councillor Hern

Seconded: Councillor Renken

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 August 15, 2023

CARRIED

Council directed staff to provide a report at the September 11, 2023 Council meeting with an update on the status of 178 Main Street South property standards issues.

RESOLUTION: 2023-298

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-007 being a report on the proposed 2024 budget schedule;

AND FURTHER THAT council endorse the schedule proposed by staff as follows:

- September 6 - Budget templates circulated to Senior Management Team
- September 29 or earlier – Budget inputs provided to finance team for consolidation.
- October 16 or earlier - Budget Discussions between Senior Management Team Members and Director of Finance

- October 31 - Consolidated Budget Draft prepared for Senior Management review.
- November 20 - Staff presents proposed budget to Council.
- December 11 - Staff / Council presents revised budget to Public for Comment
- January 15, 2024 - Staff / Council presents revised budget based with Public Consultation (if required), and 2024 Budget By-law passed.

CARRIED

RESOLUTION: 2023-299

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023008 Recreation, Parks and Leisure Committee Updates;

AND FURTHER THAT Council of the Corporation of the Township of Wellington North assume the consideration of recreation related reports as part of the regular Council agendas;

AND FURTHER THAT Report CAO 2023-008 be forwarded to the Township of Southgate for information;

AND FURTHER THAT the following clause of Resolution 2022-389, passed at the December 5, 2022 meeting of Council be rescinded:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of the following members of Council to the Recreation, Parks & Leisure Committee:

- Councillor McCabe
- Councillor Renken

AND FURTHER THAT Council discontinue the Recreation, Parks and Leisure Standing Committee of Council and repeal By-law No. 013-20 being a procedure by-law for governing the calling, place and proceedings of meetings of the Recreation, Parks and Leisure Committee of Council for Wellington North

AND FURTHER THAT Council direct staff to work with staff at the Township of Southgate to develop standard operating procedures as they relate to the consideration of items pertaining to the Mount Forest and Area Sports Complex and/or of mutual recreational interest;

AND FURTHER THAT By-law 014-20, being an Agreement between the Corporation of the Township of Southgate and the Corporation of The Township of Wellington North be amended as appropriate based on the negotiated standard operating procedures.

CARRIED

RESOLUTION: 2023-300

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-009 regarding the CMHC Housing Accelerator Fund – Large Urban Stream.

AND FURTHER THAT Council endorse the initiatives outlined in this report:

- Arthur Water Supply and Water Tower
- Mount Forest Water Tower
- Arthur Wastewater Plant Upgrade
- Growth Management Strategy
- Mount Forest Fire Hall
- Mount Forest Aquatics Centre
- Arthur and Area Community Centre

AND FURTHER THAT Council direct the Mayor, Clerk and Treasure to sign any documents required if the application moves forward in the review process.

CARRIED

RESOLUTION: 2023-301

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-025 being a report on the adoption of the Corporate Seal;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law to approve the embossed and electronic seal.

CARRIED

RESOLUTION: 2023-302

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-026 Furmanek Drain Abandonment;

AND FURTHER THAT Council of the Corporation of the Township of Wellington North approve the request for abandonment of a portion of the Furmanek Drain from station 0+000 to 0+632 in Lot 21 Concession 1 in the Township of Wellington North;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law to abandon the drainage works.

CARRIED

Council directed staff to provide a follow up report at the September 11, 2023 Council meeting to provide information regarding the future maintenance on the closed portion of the drain and potential impacts on downstream owners.

RESOLUTION: 2023-303

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive The Saugeen Economy Newsletter, January – June 2023.

CARRIED

NOTICE OF MOTION

No notice of motion was tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- The next Cultural Roundtable meeting will be a joint meeting on September 6th with Minto and Hanover.

BY-LAWS

- a. By-law Number 076-2023 being a by-law to authorize the execution of the Winter Maintenance Agreement between Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) and The Corporation of the Township of Wellington North
- b. By-law Number 077-2023 being a by-law to authorize and Official Seal for The Corporation of the Township of Wellington North
- c. By-law Number 078-2023 being a by-law to repeal By-law 083-1999 being a by-law to appoint fence viewers
- d. By-law Number 079-2023 being a by-law to abandon a portion of the Furmanek Drain

RESOLUTION: 2023-304

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 076-2023, 077-2023, 078-2023, and 079-2023 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating Community Gardens

Community gardens provide all the benefits associated with better nutrition and thus better health. Being able to engage in the activity of gardening provides stress relief, exercise, rewarding work and time in the outdoors which also has health benefits. Financially, there is the potential of quality produce at a lower price and a chance to engage in group activity with others of similar mindset. Social interaction is another determinant of health, especially as we age.

Community gardens have been around for decades, particularly in urban settings. As small-town house properties decrease in size and more people live in multi-home dwellings, we are seeing more people who do not have access to a garden. Community gardens provide that access.

In Arthur, Musashi Industries created a Community Garden in Spring of 2019 as a way to provide employees and community members with an opportunity to garden. Musashi sets aside a couple of raised beds for produce that will go directly to the Food Bank. The garden is well used every year. Musashi staff provide the oversight and administration of the community garden in Arthur.

In Mount Forest the Family Health Team identified food security as a health factor in need for the community. A grant was obtained to aid in setting up a community garden in 2023, and the community responded with many donations including a large plot of land of approximately a third of an acre. Other businesses and individuals donated wood chips, soil, seeds, and seedlings. Volunteers stepped up to provide support in maintaining the garden through weeding and watchful eyes. Volunteer human resources are structured and managed by the Family Health Team. Community members must apply for a plot and all 60 plus garden shares were quickly taken up. Several plots are reserved to grow food for the two Food Banks in Wellington North (Mount Forest and Arthur).

Submitted by Doris Cassan, Wellington North Cultural Roundtable

CONFIRMING BY-LAW

RESOLUTION: 2023-305

Moved: Councillor Hern

Seconded: Councillor Renken

THAT By-law Number 080-2023 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 August 28, 2023 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2023-306

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Regular Council meeting of August 28, 2023 be adjourned at 7:54 p.m.

CARRIED

MAYOR

CLERK



August 18, 2023

To Whom it May Concern,

As chair of the Business Improvement Association, I, Andrew Coburn am writing on behalf of the board to file a property standards complaint against 178 Main St. S Mount Forest, ON. The subject property has been under demolition for several years with no progress made since 2020. The current state of the building is a liability for the general public/ neighboring properties and provides a very poor aesthetic for our downtown business core. The Business Improvement Association takes great pride within our geographic boundaries and want to ensure our members are represented accordingly. We are filing the complaint in hopes that proper steps are taken with land owner to rectify its current state to create a safer and more appealing downtown core to the benefit of not only our members but also the community.

I trust this will be handled in a timely manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Coburn".

Andrew Coburn, Chair



*Preserving, promoting, and developing
Wellington North's unique cultural
resources to build a vibrant community
and a prosperous economy.*

WELLINGTON NORTH CULTURAL ROUNDTABLE COMMITTEE MINUTES TUESDAY AUGUST 22ND, 2023 COUNCIL CHAMBERS KENILWORTH

Members Present:	Chair Bonny McDougall, Faye Craig, Councillor Penny Renken.	Cliff Boicey, Linda Hruska,	Doris Cassan, June Turner,
Members Absent:	Sue Doherty,	Tim McIntosh,	Gerald Townsend
Staff Present:	Tasha Grafos,	Avery Dowling,	Dale Small

REVIEW AND APPROVAL OF THE AGENDA & MINUTES FROM LAST MEETING

Meeting was called to order at 12:01pm by Chair Bonny. Moved by Faye and seconded by Doris that the agenda for the August 22nd meeting and minutes from June 15th be approved as circulated.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Two items from our last meeting were brought forward for discussion and the Cultural Roundtable passed two motions which will now go to Wellington North council for approval:

- Moved by Councillor Renken and seconded by Doris Cassan that council direct staff to prepare a report so we can better understand and dive into the provincial regulations around heritage. The intent of the Cultural Roundtable is to establish a by-law and heritage guidelines that, initially, will lead to heritage designations applied to the Lynes Blacksmith Shop, the Mount Forest Museum & Archives, the Mount Forest Library and Arthur Seniors Centre locations. **CARRIED**
- Moved by Doris Cassan and seconded by Linda Hruska that June Turner be recommended to council as a member of the Wellington North Cultural Roundtable and that the resignation of Jess Pfisterer be received with regret. **CARRIED**

Cultural Moments. The goal is to have a Cultural Moment at every council meeting and Chair Bonny encouraged the committee to put a schedule & list of topics together for future cultural moments. Since our last meeting cultural moments have been prepared as follows:

- July William Gorvett (Penny)
- August Arthur Cenotaph (Tim) & Community Gardens (Doris)
- Sept Bee Keeping (Penny), Carolyn Curtis Greig (Bonny)

Cultural Roundtable Joint Meeting with Minto & Hanover: The Town of Minto, Cultural Roundtable will host the event on September 6th from 6:00pm – 8:00pm at the Harriston Library. Dinner is provided and all committee members confirmed their attendance.

Wellington North Culture Days : Good discussion on culture day events including the Oct. 21st Artisan Showcase sponsored by the Cultural Roundtable. All members to encourage participation and to advise Dale of attendees so we can prepare promotional material. Sports Complex has been booked for the showcase. Avery provided a copy of the 2nd draft of the rack card to promote the many culture days events. Committee members to provide Avery with any edits, additions etc. by end of day August 23rd at which time the rack card will be sent for production. Copy follows:

2023 WELLINGTON NORTH CULTURE DAYS

SEPTEMBER - OCTOBER
Celebrating arts, culture, and community



ARTHUR FALL FAIR SEPTEMBER 8TH-10TH

Come join us for the 167th Arthur Fall Fair! This year's theme is 'Tractors and Tailgates' and it can be enjoyed in the variety of exhibits and activities planned for you.

ARTHUR & AREA COMMUNITY CENTRE
FOR MORE INFORMATION VISIT ARTHURFALLFAIR.COM



LIGHTHOUSE WELLNESS FESTIVAL SEPTEMBER 8TH-10TH

A celebration of wellness everyday with activities that Move the Body, Nourish the Soul, Express creativity, and Teach Something New!

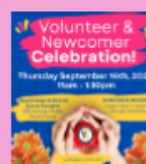
VARIOUS LOCATIONS ACROSS MINTO & WELLINGTON NORTH
FOR MORE INFORMATION VISIT MOUNTFORESTHT.COM/NOPE



ARTHUR CASH & CARRY FALL PIE FESTIVAL & MARKET SEPTEMBER 9TH | 9:00AM - 2:00PM

The Pie Festival & Market features local artisan vendors, gourmet food, fresh baked goods, honey, flowers, produce, & more! Check out Silver Fox Distillery, Spanky's BBQ, Family Entertainment & fall photo-op in our harvest decorated cabin

FREDRICK STREET WEST, ARTHUR
FOR MORE INFORMATION VISIT [FACEBOOK.COM/ARTHURCASHANDCARRY](https://www.facebook.com/arthurcashandcarry)



VOLUNTEER & NEWCOMER CELEBRATION SEPTEMBER 14TH | 11:00AM - 1:30PM

A public event to thank volunteers and welcome newcomers to the community. Please register at Eventbrite

MOUNT FOREST & DISTRICT SPORTS COMPLEX
850 PRINCESS STREET, MOUNT FOREST



LYNES BLACKSMITH SHOP SEPTEMBER 30TH | 9:00AM - 4:00PM

Learn about the history of a way of life, a family, a town and a county through this rural heritage experience!

9111 HIGHWAY 6, KENILWORTH



METZ PUMPKINFEST SEPTEMBER 30TH | 3:00PM - 9:00PM

Bring your pumpkin to Metz and enjoy activities, food, and music! Pumpkin and zucchini weigh-in, pumpkin catapult and family fun!

METZ UNITED CHURCH
8276 SIDEROAD 25, ARTHUR

For all Culture Days events in Ontario,
visit culture.days.ca



WELLINGTON NORTH FARMERS' MARKET SEPTEMBER 30TH | 8:30AM - 12:00PM

Support local vendors and enjoy the final market day of the season with special music and activities!

VICTORY COMMUNITY CENTRE
320 KING STREET EAST, MOUNT FOREST



ARTHUR PUBLIC LIBRARY

DATE/TIME

Come celebrate Wellington North Culture Days with a special make-and-take from the Arthur Library!

110 CHARLES STREET, ARTHUR



MOUNT FOREST PUBLIC LIBRARY OCTOBER 2ND-14TH

October 2nd-7th and 10th-14th the library will have special self-led, drop-in make-and-take Thanksgiving and autumn-themed crafts during branch hours.

October 7th 11:00am-12:00pm the library will be hosting an all-ages autumn-themed trivia! Please register.

118 MAIN STREET, MOUNT FOREST



ARTISAN SHOWCASE

OCTOBER 21ST | 9:30AM - 2:30PM

Showcasing the talent of Wellington North through various local artisans.

MOUNT FOREST & DISTRICT SPORTS COMPLEX
850 PRINCESS STREET, MOUNT FOREST

TOURS



ARTHUR BARN QUILT TRAIL SELF-GUIDED TOUR

Over 80 local barn quilts completed for Arthur's 150th Anniversary in 2022 with more being added! For a map, visit Facebook: @wcbgta
Wellington County Barn Quilt Trail Association



ARTHUR DOWNTOWN MURALS SELF-GUIDED TOUR

Wander and view our many murals! Pioneer Mural (South end of Arthur); Jones Baseline Mural (Charles & George Street); The North end murals celebrate the war effort. Also, be sure to visit the Arthur Centoaph.

For more information, please visit
simplyexplore.ca
or email dsmall@wellington-north.com



Wellington North Farmers Market : Avery did a presentation to the committee updating everyone on the Wellington North Farmers Market, including:

- Overview of vendors
- Market Box and Market Bucks program
- Social media stats

Avery's last day as our summer student is August 26th and the committee thanked her for her support this year.

ROUNDTABLE ANNOUNCEMENTS

- June updated on an upcoming October Show & Sale event planned at the Art Studio.
- Penny asked about a 2007 article that indicated a Heritage and Downtown Façade Committee was to be established.
- Cliff updated on the Lynes Blacksmith Shop and plans for the September 30th open house and fundraiser as part of Culture Days
- Faye mentioned plans are underway for the Arthur Chamber AGM on October 18th.
- Dale handed out promotion material to each committee member to help promote and invite residents to attend the following events:
 - Sept 14th Volunteer Celebration & Newcomer Welcome
 - New Horizons Project for Technology Training & Support for Seniors
- Bonny updated on the 100th anniversary of the Arthur Cenotaph.
- Tasha presented the committee with a proposal to partner on a 25th anniversary of amalgamation mural contest. After some discussion, a motion was made by Doris and seconded by Penny that the Cultural Roundtable support this project. The motion was carried, and Doris agreed that she would work with Tasha to further develop this proposal, guidelines, etc.

DATE OF NEXT MEETING & ADJOURNMENT

Next meeting will be the joint meeting with the Cultural Roundtables from Minto and Hanover, and we be held on September 6th @ 6:00pm at the Harriston Library. Moved by Faye that the Cultural Roundtable Committee meeting be adjourned at 1:40 PM

CARRIED

011

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
August 22, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Penny Renken, Councillor (arrived at 7:30pm)
Shelley Weber, Public Member
Jessica McFarlane, Public Member
Vern Job, Lions Member
Al Leach, Lions Member (arrived at 7:34pm)
Laurie Doney, Public Member
Ray Tout, Lions Member

Guests:

Regrets: Brooke Lambert, Chief Administrative Officer
Andy Lennox, Mayor

Staff Present: Dale Small, Manager, Community & Economic Development
Tasha Grafos, Community Recreation Coordinator
Jessica Turnbull, Administrative Assistant

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:00 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2023-022
Moved: Member Tout
Seconded: Member Doney

THAT the agenda for the August 22, 2023, Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed.
CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

Minutes of Previous Meeting

Received by council at the August 14, 2023, Meeting of Wellington North Council

RESOLUTION: MFA 2023-023
Moved: Member McFarlane
Seconded: Member Weber

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the July 25, 2023, committee meeting.
CARRIED

012

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
August 22, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

BUSINESS ARISING FROM THE MINUTES

Farmers Market Schedule

Chair Burke would like to come up with a plan to get the swag out more often. The swag inventory sits at 64 hats, 20 tumblers, 8 toddler t-shirts (currently charge \$30 for them - suggestion to reduce cost to blow them out), 7 adult shirts, 7 hoodies, 5 tanks and 7 totes.

Chair Burke mentioned the Newcomers and Volunteers event is coming up and would like to make a splash with a booth selling some of the swag inventory.

The committee agreed to add more inventory to have items to sell at all upcoming events and on Shopify over the next 18 months.

Member Tout asked if committee is missing a market by not having crew neck options. Chair Burke will get pricing.

The contact for Shop Wellington North is Stacey Stevenson at the Mount Forest Chamber.

Updated verbiage for Website

The CRC rewrote the wording for both the brochure and website. Chair Burke mentioned the last paragraph is not factual and suggested a rewrite.

Member Tout implied the page reads more municipal than eye catching to the public.

The MCED mentioned this type of task leads into the need for a social media and communications coordinator position. Chair Burke suggested including a paragraph about building on the success from the splash pad.

The FAQs were updated and now have its own page on the website.

One Page FAQ Handout- 2 Options

The CRC explained there are two versions of the one pager both have the same first page and information was taken from the website. The QR code will take you to the FAQ page of the website.

The committee asked that a "calling volunteers" section be added to the handout. They also asked the wording used for fun facts be looked at shortened up.

CRC was directed to move forward with the fun facts handout with the edits discussed.

Fundraising Strategy Proposal Update

The MCED provided the committee with a brief report. (attached to the minutes.) The committee discussed potential candidates to fill the positions in the proposal: Fundraising Officer Corporate Donor Relations, Fundraising Officer Community Donor Relations, and Communications/Social Media Coordinator.

After this discussion the committee recommended that Member Tout will fill the role of Fundraising Officer Corporate Donor Relations, Member Job, Member Weber, and Member

013

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
August 22, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

Leach will share the position of Fundraising Officer Community Relations, and Member McFarlane will become the Communications/Social Media Coordinator.

The MCED will take a report to Council on Sept 11th or 25th that will include the committee's recommendation for an internal fundraising approach that will be consistent with the approach outlined by the professional firms. The fundraising timeline will be 18 months.

Member Tout suggested Committee members be involved in the internal hiring of the fundraising coordinator, as the MCED has proposed. The MCED proposed it be the members of the steering committee involved in the hiring.

RESOLUTION: MFA 2023-024
Moved by McFarlane
Seconded by Weber

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee recommend that council support the upwards to 18-month Internal Fundraising approach as presented by staff;

AND FURTHER THAT the Mount Forest Aquatics Ad Hoc Advisory Committee recommend that council approve the following appointments:

- Councillor Sherry Burke as Fundraising Director
- Ray Tout Fundraising Officer Corporate Donor Relations
- Vern Job, Shelley Weber, and Al Leach as Co-Fundraising Officers Community Donor Relations
- Jessica McFarlane as Communications/Social Media Coordinator

AND FURTHER THAT the Mount Forest Aquatics Ad Hoc Advisory Committee support the staff recommendation to recruit a fundraising coordinator position.

CARRIED

The MCED provided the committee with copies of the draft Corporate Donations Program Brochure and the Friends Level Donation Brochure. Member Leach asked if on the brochure it could mention donations could be made over time.

The MCED mentioned there will be a corporate call program presentation to go along with this the brochure and they shouldn't include too much information on the brochure, so people look to reach out for more information.

Member Burke added that it would need approval from council for the donations made over time addition.

Fundraiser Update

Member Weber and Member McFarlane have met and made a plan for the Christmas house tour on November 25th.

Currently there are four houses, but they would like to add one more house and asked committee to assist in finding the final home.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
August 22, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

014

Currently there is one house in Holstein, two in Mount Forest, and one by the Bye subdivision.

The idea would be to have it run 10am-3pm during the day. Member McFarlane suggested it would be a good idea to have committee members at each of the homes to answer questions and possibly set up a display in the garage.

Chair Burke asked about the price of tickets, it was suggested the price on the tickets would be around \$25 but Member McFarlane will run prices past committee next meeting.

ITEMS FOR CONSIDERATION

Financial Update

The Account is at \$13, 337 with about \$300 to deposit from swag sales.

Member McFarlane asked about putting the account in a higher interest account. Staff will ask the Deputy Treasurer about the options available.

Donations

Account Information

RESOLUTION: MFA 2023-025

Moved: Member Job

Seconded: Member Tout

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the verbal financial update.

CARRIED

OTHER BUSINESS/ROUNDTABLE

NEXT MEETING

September 19th, 2023

ADJOURNMENT

RESOLUTION: MFA 2023-026

Moved: Member Doney

Seconded: Member Weber

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of August 22, 2023, be adjourned at 8:41 p.m.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
August 22, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

015



Fundraising Strategy Proposal Update Tuesday August 22nd, 2023

At our previous meeting the committee supported the recommendation to move forward with an Internal Fundraising approach. This approach is very consistent with the approach outlined by the professional firms and comes with a projected 18 month timeline as follows:

Pre campaign planning

3 MONTHS (JULY - SEPT 2023)

- Research external/professional fundraising approaches Done
- Investigate grant opportunities. Ongoing
- Draft donor recognition scales (draft 2 attached) Ongoing
- Study preparations, finalize detailed design and updated costs. Ongoing
- Commence recruitment/assignment/approval of key positions.
for Campaign Steering Committee
- o Fundraising Director
- o Fundraising Officer – Corporate Donor Relations August/Sept.
- o Fundraising Officer – Community Donor Relations
- o Fundraising Team Leader
- o Communications/Social Media Officer
- Wellington North council approval of Steering Committee and next steps Sept 11 or 25

Preparation Phase

3 MONTHS (OCT- DEC 2023)

- Complete recruitment and training of Campaign Steering Committee.
- Fundraising Officers complete recruitment of individuals to support Fundraising efforts
- Finalize job descriptions, roles, and responsibilities.
- Develop & finalize volunteers to support Corporate Donor Relations team, complete donor recognition program, identify list of donors to be approached, prepare case of support/call program, prepare budget, develop a canvassing guide and handbook.
- Finalize campaign plan & present to Wellington North council.

Campaign Implementation Phases

12 MONTHS (JAN – DEC 2024)

Silent Phase

(JAN – SEPT 2024)

- Targeted approach/Corporate Donor Program
- Soliciting Bronze, Silver, Gold, and Platinum level donations

Public Phase

(JULY – DEC 2024)

- Soliciting Supporter and Friend level donations
- Host fundraising events

016

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
August 22, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

CAMPAIGN STEERING COMMITTEE:

1. **Fundraising Director (Councillor Burke)** – Helps to provide insight, information, and assistance. Manages campaign and liaison with WN council, maintains ongoing donor relations,
2. **Fundraising Officer Corporate Donor Relations (Ray Tout)** Leads Corporate Donor Relations Program. Develop & finalize volunteers to support Corporate Donor Relations team, complete donor recognition program, identify list of donors to be approached, prepare case of support/call program, prepare budget, develop a canvassing guide and handbook, assist with training of volunteers. Finalize job descriptions and roles and responsibilities.
3. **Fundraising Officer Community Donor Relations (Co-Leads Job/Weber/Leach)** Leads Community Donor Relations Program. Develop & finalize volunteers to support Community Donor Relations team, complete donor recognition program, identify list of donors to be approached, prepare case of support/call program, prepare budget, develop a canvassing guide and handbook. Also responsible for planning and hosting fundraising and awareness events, (WN Farmers Market, Christmas Tours, Golf events, etc. Finalize job descriptions and roles and responsibilities.
4. **Fundraising Coordinator (To be hired by Township)** – Ensures fundraising workplan, events, communication and programs are running smoothly, coach, manage and motivate team members. Finalize job descriptions and roles and responsibilities and provide day-to-day support to Fundraising Director and Officers.
5. **Communications/Social Media Officer (Jessica McFarlane)** – Writing, submitting, and uploading all news announcements/press releases related to fundraising. Manages social media communications.



Corporation of the County of Wellington

Accessibility Advisory Committee

Minutes

May 4, 2023

Wellington County Museum and Archives

Nicholas Keith Room

Present:	Chair Matthew Bulmer Warden Andy Lennox Councillor James Seeley Robin Fletcher Bethany Parkinson Heather Small Irene Van Eenoo Lorri Wright
Regrets:	Giverny Charlebois Gerald Townsend
Staff:	Nicole Cardow, Deputy Clerk Imran Esmail, Information Management Coordinator Eleanor Ceceri, Information Management Summer Student Brendan Ridgeway, Manager of Human Resources – Employment Services Karren Wallace, Clerk, Township of Wellington North Lisa Madden, Communications and Committee Coordinator, Township of Puslinch Devlin Schellenberger, Legislative Coordinator, Township of Centre Wellington Quinn Foerter, Deputy Clerk, Coordinator Legislative and Human Resources, Town of Minto Tim Swartzentruber, Deputy Chief Building Official

1. Call to Order

At 1:30pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Introductions

The committee did a round table introduction of everyone present.

4. Confirmation of Minutes

1/2/23

Moved By: Robin Fletcher

Seconded By: Bethany Parkinson

That the Minutes from the February 2, 2023 Accessibility Advisory Committee meeting be approved.

Carried

5. Terms of Reference

Brendan Ridgeway, Manager of Human Resources - Employee Services outlined the updates to the Terms of Reference. Highlights of the updates include section 5.0 Duties, 6.0 Membership, 8.0 Reporting of Barriers, 10.1 Advisory Staff (new section)

6. Goals and Objectives

The Committee had a discussion on goals and objectives that the committee would like to focus on moving forward. The committee considered a survey to be sent electronically, to outline what is most important to its members, and the big picture over the next four years.

7. Accessibility Fund Incentive Programme

Brendan Ridgeway, Manager of Human Resources - Employment Services spoke to the committee regarding Accessibility Fund Incentive Programme. \$10,000 is available annually to County of Wellington Municipalities for upgrades to their facilities or parks to improve accessibility. Municipalities may apply to receive three years' worth of funds at a time. Municipalities eligible currently for funds are the Township of Guelph/Eramosa, Township of Centre Wellington, Town of Minto and Township of Wellington North.

8. Screen Reader Demo

Chair Matthew Bulmer gave a demonstration to the Committee to show how someone with blindness would open an email, access the County of Wellington website, or read a news item online. Chair Bulmer demonstrated the difference between a PDF document and a Text Document. Chair Bulmer noted that "Read Outloud" options on various news websites allow for a better experience and noted that alternative forms available for larger documents would be beneficial to the County of Wellington's website. It was additionally recommended that Excel Spreadsheets are much easier to read than a table for the blind accessing the County's website.

9. Adjournment

At 3:22 pm, the Chair adjourned the meeting until September 7, 2023 or at the call of the Chair.

Chair Matthew Bulmer
Accessibility Advisory Committee

**K. SMART ASSOCIATES LIMITED**

CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6Tel: 519-748-1199
Fax: 519-748-6100**REPORT NO.**

TO: Council

PREPARED BY: Thomas Jackson, Drainage Superintendent

DATE: September 11, 2023

SUBJECT: Follow-up Report on Furmanek Drain Abandonment

BACKGROUND:

On July 21, 2023, the Township received a landowner request for abandonment for the open ditch section of the Furmanek Drain. Under Section 84(1) of the Drainage Act, a landowner may request to abandon the whole or any part of the drainage works if they meet the criteria of owning not less than three-quarters of the area assessed for benefit.

On August 28, 2023, By-Law 079-2023 was given third and final reading. The open ditch portion of the Furmanek Drain, from Station 0+000 to 0+632, was officially abandoned of the status under the Drainage Act.

Being abandoned of drainage act status, this portion of the drain is considered private. The Township of Wellington North does not have any further responsibilities for maintenance. The portion of the drain that has been abandoned is now considered as private.

DISCUSSION:

Reason for Abandonment:

- Under Section 84 (1) of the Drainage Act a landowner can request an abandonment of a drain in part, or in whole where the landowner owns not less than three-quarters of the area assessed for benefit.

Impacts of Abandonment:

- The Furmanek Drain was originally designed to outlet into a private ditch in the Report dated July 30, 2010, by K. Smart Associates LTD. By reverting the ditch portion of the Furmanek Drain into a private ditch the outlet condition will remain the same.
- In the events of a land use change in the future, the drain will still function as intended. If future drainage issues arise a petition may be signed for the portion of ditch to be re-assumed under the Drainage Act.
- The Furmanek property is at the downstream limits of the Drain, there is no expected impact on the downstream landowners. The Furmanek Property is also the most adjacent upstream landowner to the private ditch, no impacts are expected.
- The Township sent notice to all the landowners in the watershed, notifying of the proposed abandonment, and received no objections.

Future Maintenance:

- The closed portion of the Drain will remain as the Townships responsibility for maintenance as per the 2010 Report.
- The landowner is now responsible for the maintenance of the ditch on their property at 100% their own cost.

Thomas Jackson

Prepared and Submitted by
Drainage Superintendent



Staff Report

To: Mayor and Members of Council Meeting of September 11, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2023-029 being a report on February 21, 2023 minutes of Council

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive for information report CLK 2023-029 being a report on the February 21, 2023 minutes of Council.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

At the February 6, 2023 Regular Council Meeting, Councillor Burke brought forward a Notice of Motion as follows:

THAT Council of the Corporation of the Township of Wellington North direct staff to undertake a cost benefit analysis on the current planning services provided to the Township by the County of Wellington compared to having an in-house planner on staff.

Pursuant to the procedure by-law, the Motion was brought to the February 21, 2023 meeting under Business Arising and appeared on the agenda as such.

The Zoom recording (1:06:36) shows the resolution was passed:

Moved: Burke

Seconded: Hern

THAT Council of the Corporation of the Township of Wellington North direct staff to undertake a cost benefit analysis on the current planning services provided to the Township by the County of Wellington compared to having an in-house planner on staff.

CARRIED

Direction to staff was provided to have this included in the scope of the Growth Management Strategy.

When the minutes were adopted, this resolution and direction were inadvertently omitted.

Staff will add this addendum and report to the February 21, 2023 minutes to become part of the permanent record.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report

ATTACHMENTS

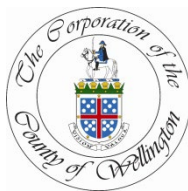
N/A

STRATEGIC PLAN 2019 - 2022

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

 N/A

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



**PLANNING REPORT
for the TOWNSHIP OF WELLINGTON NORTH**

Prepared by the County of Wellington Planning and Development Department

DATE: September 4th, 2023
TO: Darren Jones, Chief Building Official
 Township of Wellington North
FROM: Matthieu Daoust, Senior Planner
 County of Wellington
SUBJECT: **Owner: Marlana Homes Inc**
Property: Plan Town Pt Park Lot 2, Mount Forest
Part Lot Control Exemption Application

The purpose of this proposed part lot control exemption is to allow for the division and conveyance of a semi-detached dwelling on separate lots. The semi-detached dwelling is under construction.

A deposited reference plan (61R-22560) (attached as Schedule 1 to this report) has been submitted showing the divided semi-detached dwelling.

The subject lands are designated Residential in the Official Plan and are zoned Residential (R2) in the Wellington North Zoning By-law. The division of land is consistent with Provincial Policy and conforms with the applicable policies of the County Official Plan. The lots subject to this application are part of Registered Plan 61M-256, formerly Draft Plan of Subdivision 23T-17001 (Marlana Homes Inc).

The minimum lot frontage and lot area requirements are met for the units/lots in accordance with the Zoning By-law.

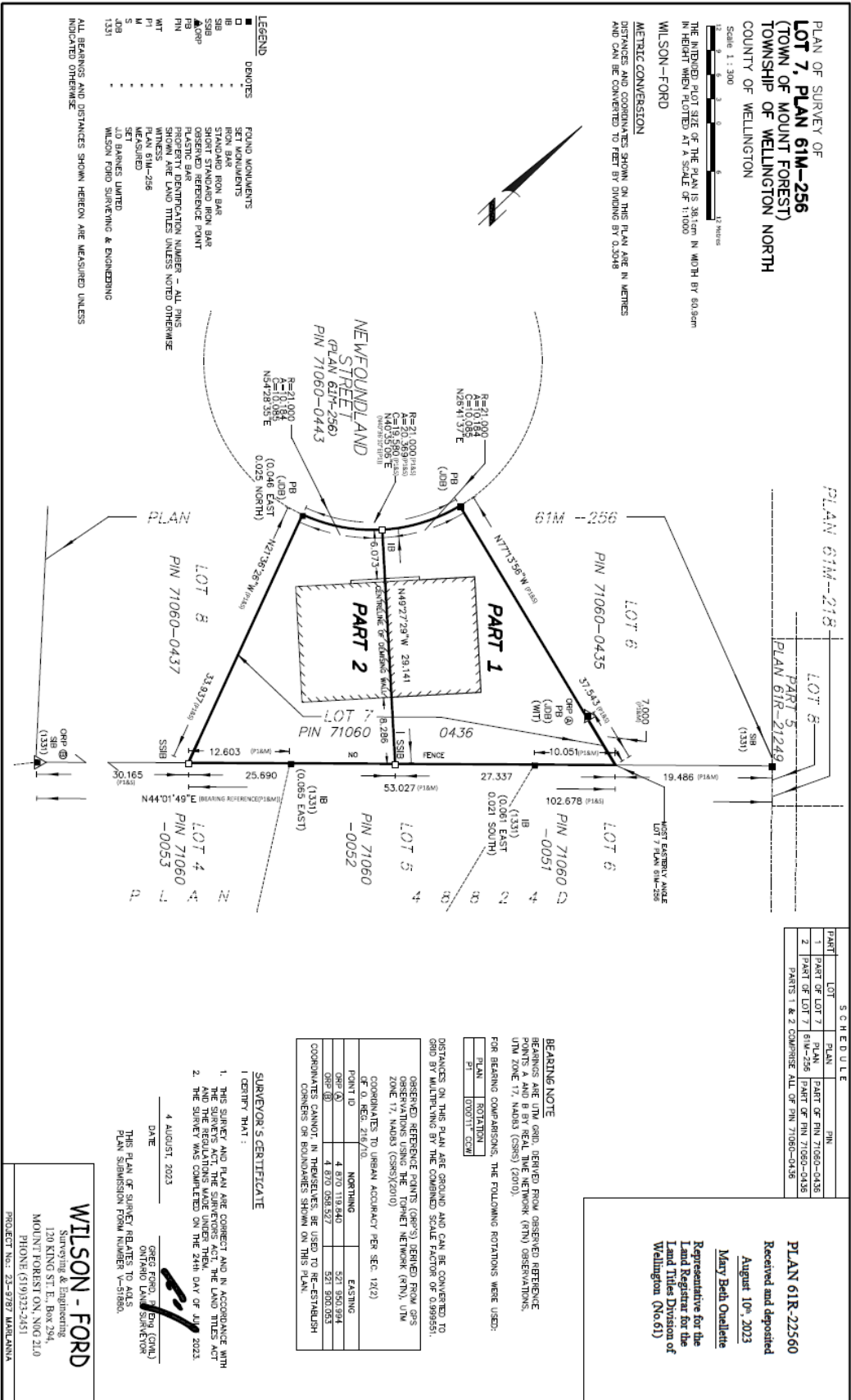
The full description of the parcel and corresponding by-law is listed on the agenda for Council's consideration. Once the By-law is approved by Council it will be forwarded to the County for final approval.

Respectfully submitted,
 County of Wellington Planning and Development Department

A handwritten signature in cursive script that reads "Matthieu Daoust".

Matthieu Daoust, MCIP RPP
 Senior Planner

Schedule 1: Deposited Reference Plan





Staff Report

To: Mayor and Members of Council Meeting of September 11, 2023
From: Tammy Pringle, Development Clerk
Subject: DC 2023-025, Consent Application B63-23 Susan & Douglas Shaw

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-025 being a report on Consent Application (Severance) B63-23 known as Part Lot 30, Concession 5 in the former Township of West Garafraxa.

AND FURTHER THAT Council support this application, subject to the lot line being adjusted to meet the 30m minimum setback as per the Growth Plan, which would also meet the minimum 35 ha (86.5 ac) minimum lot size requirement of the County Official Plan.

AND FURTHER THAT should the Planning & Land Division Committee approve the consent as proposed on Application B63-23, the following matters are to be addressed as conditions of approval:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** driveway access can be provided to the severed lands to the satisfaction of the of the appropriate road authority;
- **THAT** daylight triangles as described in the Municipal Servicing Standards of corner lots that are adjacent roads be deeded to the Township;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the south east quadrant of the Township and is geographically known as 7365 Wellington Road 16 in the former Township of West Garafraxa.

Proposed severance is 33.7 hectares with 604m frontage on Wellington Rd 109 and 284m frontage on Fifth Line, existing and proposed agricultural use.

Retained parcel is 40.8 hectares with 566m frontage, existing and proposed agricultural use with existing dwelling and accessory buildings.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fee and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 32545-23 prepared by Jeffrey Buisman at Van Harten Surveying Inc., dated August 3, 2023.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Planning Report, Matthieu Daoust, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

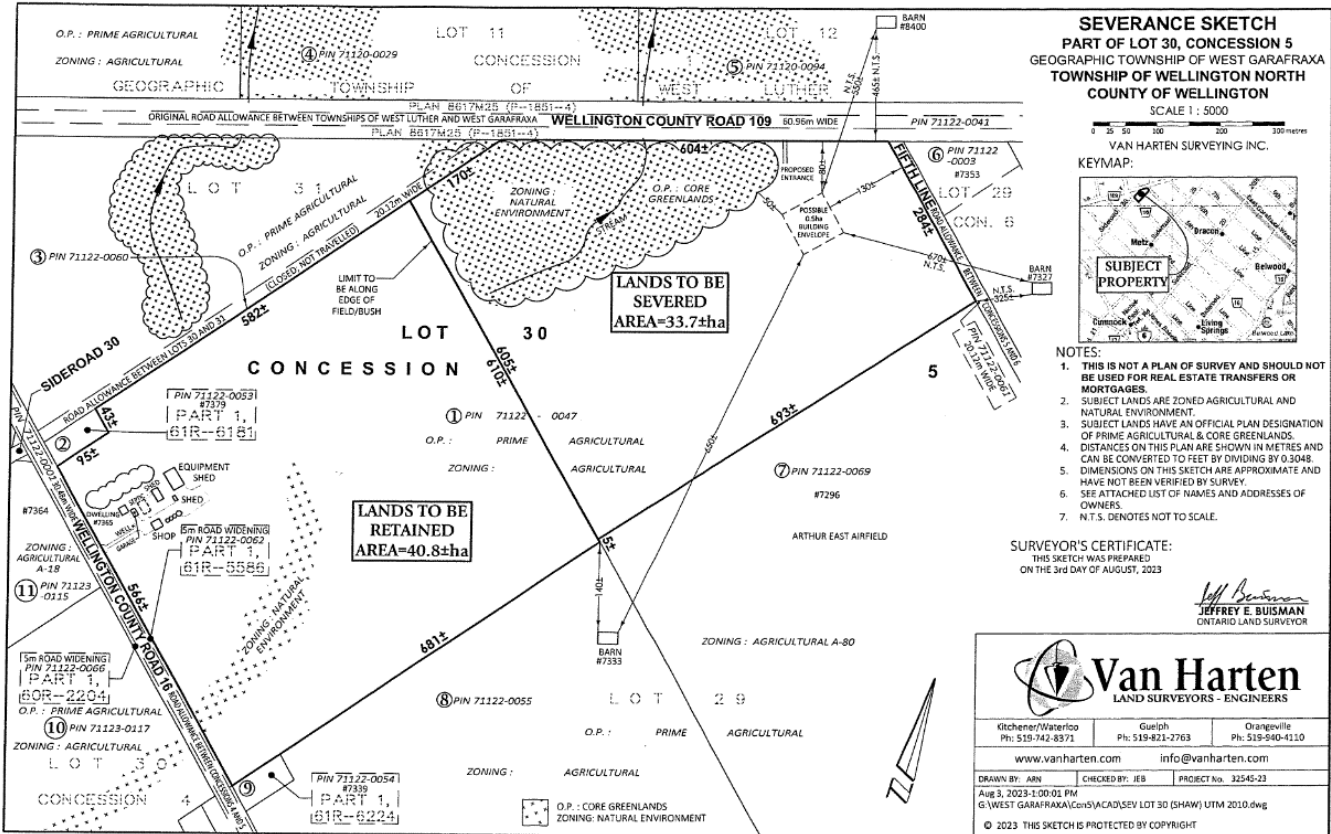
Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



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

Application	B63-23
Location	Lot 30, Concession 5 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Susan & Douglas Shaw

PLANNING OPINION: This application would sever a 33.7 ha (83.2 ac) vacant agricultural parcel in the Prime Agriculture Area. A 40.8 ha (100.8 ac) agricultural parcel will be retained for agricultural use with an existing dwelling, garage, shop and three sheds.

Planning Staff note the severed property contains a Core Greenland feature, namely a GRCA regulated wetland. The Growth Plan requires a minimum 30 m buffer from key hydrologic features, which is not maintained in this proposal.

The Official Plan policies require new agricultural lots to be 35 ha (86 ac) but do provide for consideration for smaller lots if it can be demonstrated that the farmer intends to conduct a viable agricultural pursuit on the smaller parcel. The committee should be satisfied that there is suitable evidence that the smaller parcel will be viable into the future.

Planning Staff note there is an opportunity to shift the proposed lot line beyond the 30 m minimum setback requirement of the Growth Plan. By doing so, both the severed and retained parcel would also meet the minimum 35 ha (86.5 ac) minimum lot size requirement of the County Official Plan.

If this application is approved, we would request that the following be made conditions of approval:

- a) That any concerns of the Conservation Authority can be adequately addressed; and
- b) That driveway access can be provided to the severed lands to the satisfaction of the of the appropriate road authority.

A PLACE TO GROW (2020): The proposed severed lot is located within a Key Hydrologic Feature, which is identified as a wetland. Section 4.2.4 requires the proposed severed parcel to maintain a minimum 30 m vegetation protection zone from this feature whereas the applicant is proposing to create a lot line within 8 m of the wetland. A condition that any concerns of the Conservation Authority be addressed has been proposed.

PROVINCIAL POLICY STATEMENT (PPS): New lots in the Prime Agricultural areas are discouraged and may only be permitted in the specific circumstances described in section 2.3.4.1 including for agricultural uses, 'provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations' (Section 2.3.4.1.a).

Section 3.1 of the PPS requires that development shall generally be directed to areas outside of hazardous lands. Comments from the Conservation Authority should be considered by the Committee.

Regarding Minimum Distance Separation, the MDS Guidelines recognize that where a larger lot is created without an existing dwelling, a suitable location must be identified for a 0.5 ha building envelope outside of the MDS I setback. Given the size of the severed parcel, planning staff are satisfied that there is sufficient space to site a 0.5 hectare building envelope.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as PRIME AGRICULTURAL, GREENLANDS and CORE GREENLANDS. The identified environmental features include a GRCA Wetlands and a Significant Wooded Area.

Section 10.3.2 of the Official Plan provides policy direction for agricultural lot creation in Prime Agricultural Areas. New Lots for agricultural uses will normally be a minimum of 35 hectares in size. Smaller lots may only be considered where there is clear evidence that the farmer intends to conduct an agricultural pursuit which can be successful on a smaller property.

The matters under Section 10.1.3 were also considered: a) "that any new lots will be consistent with official plan policies and zoning regulations", h) "that natural heritage features are not affected negatively", j) "that natural resources such as agricultural lands would not be affected adversely", k) that the size and shape of proposed lots is suitable, including frontage, area and proportion of frontage to depth", m) "that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations and p) "that provincial legislation and policies are met".

LOCAL ZONING BY-LAW: The subject property is zoned Agriculture (A) and Natural Environment (NE). Both severed and the retained lot meet minimum lot area and frontage requirements of the Zoning By-law.

WELL HEAD PROTECTION AREA: The subject property is not located within a WHPA.

SITE VISIT INFORMATION: The subject property was visited and photographed on September 15th, 2023. Notice Cards were posted, and the survey sketch appears to meet the application requirements.



Matthieu Daoust, RPP MCIP
Senior Planner
October 12th, 2023



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development
Department

DATE: September 5, 2023
TO: Darren Jones, Chief Building Official
 Township of Wellington North
FROM: Curtis Marshall, Manager of Development Planning
 County of Wellington
SUBJECT: **Request for Extension of Draft Approval**
File: 23T-13002
Deer Ridge Heights (Formerly Avila Investments Limited)
Mount Forest

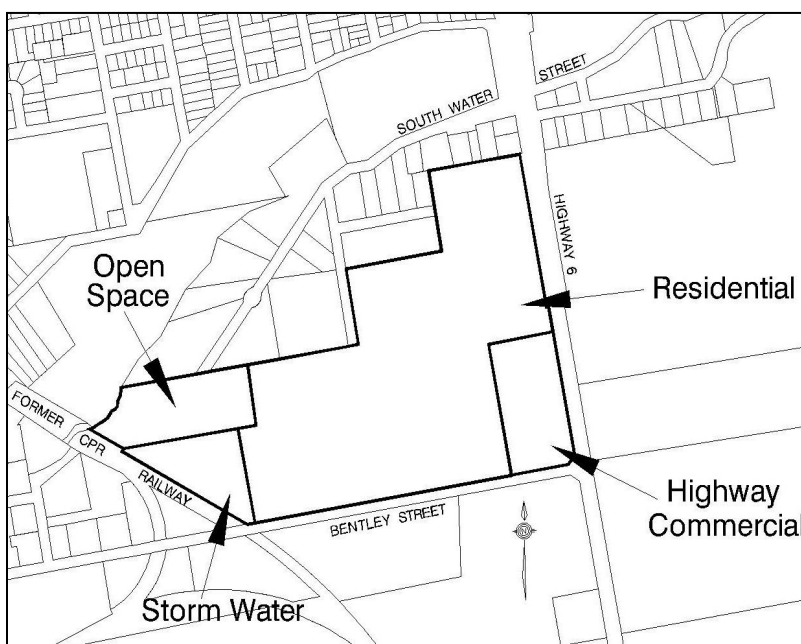
BACKGROUND

The Deer Ridge Heights subdivision (formerly known as Avila Investments Ltd.) was draft approved on October 2, 2018 by the County of Wellington. The Draft Approved plan includes:

- 231 single detached residential lots
- 30 semi-detached residential lots (60 units)
- 7 townhouse blocks (120 units)
- A 2.95 ha commercial block located at the main intersection of Hwy 6 and Bentley Street
- A park/open space area (Block 271)
- A storm water management area (Block 273)

A total of 411 residential units have been approved for the mixed use development.

The property is located in the south end of Mount Forest, on the west side of Wellington Road 6, and north side of Bentley Street (Figure 1). The property is approximately 31.1 hectares (76.8 acres) in size.



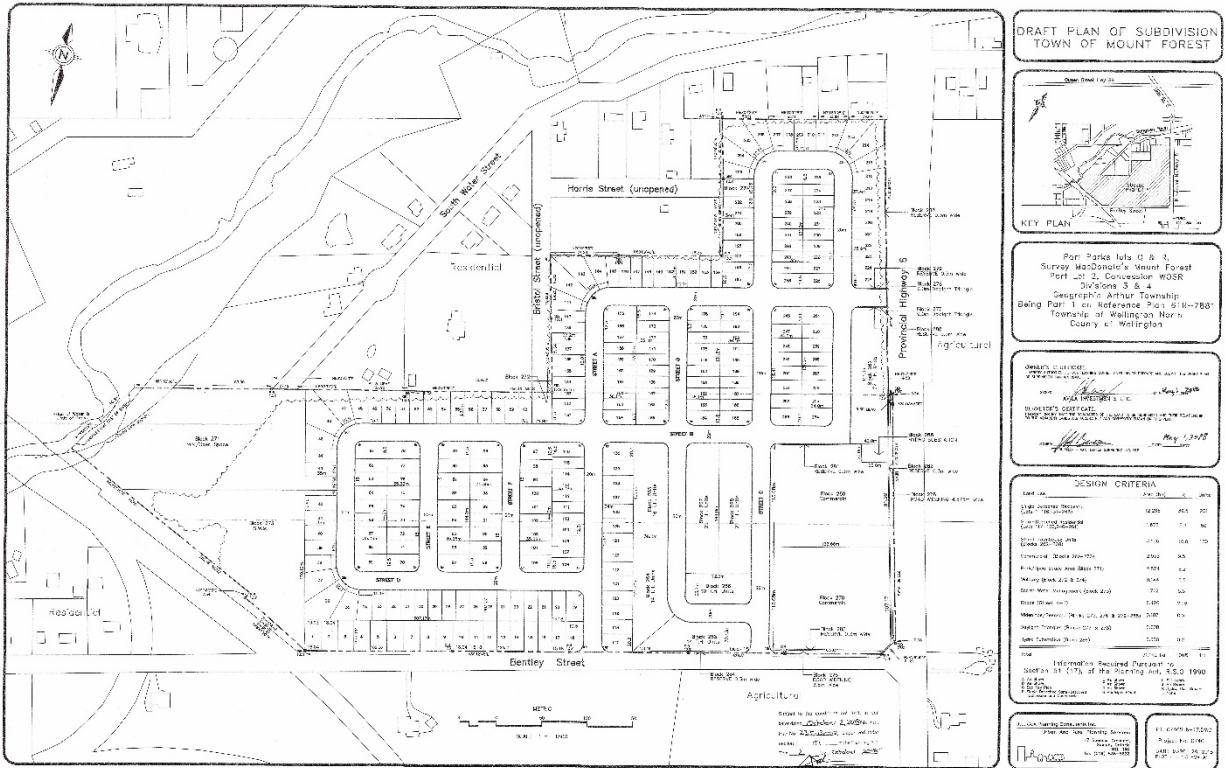


Figure 2: Draft Approved Plan of Subdivision

EXTENSION REQUEST

The draft approval for the plan of subdivision is set to expire on October 3, 2023. The owner/developer has submitted a letter requesting a three year extension of the draft approval lapsing date. Under the *Planning Act*, the County of Wellington may issue an extension to a draft approval for a plan of subdivision (subject to provisions of the Act). When considering an extension request, the County requires a recommendation from the local municipality (in which the draft plan of subdivision is situated) on the extension. A copy of the extension request is attached as **Schedule 1** to this report.

STATUS OF ENGINEERING REVIEW

Township Public Works Staff have advised that the engineering design review is nearing completion for the proposed development. A Subdivision Agreement has not yet been executed with the Township by the Developer. 75 units of sewage allocation was granted to the development in 2022. A sewage allocation request was not received from the developer this year (in 2023).

It is also noted that the developer will be required to enter into an agreement with the MTO to address any needed Highway 6 widening and improvements to facilitate access to the development. This Highway 6 construction work will need to be completed prior to occupancy of any of the dwellings in the subdivision.

A zoning by-law amendment was approved for the residential portion of the property in 2022. The proposed commercial blocks (269 & 270) will need to be rezoned to permit commercial uses prior to final approval of the subdivision.

RECOMENDATION

Planning Staff note that the developer will require additional time to fulfill the conditions of draft approval, enter into a subdivision agreement and obtain the approval of the MTO.

Planning Staff support the three year extension request. Should Council concur, a resolution of support should be forwarded to the County Planning Department.

Respectfully submitted,
County of Wellington Planning and Development Department



Curtis Marshall, MCIP RPP
Manager of Development Planning

SCHEDULE 1: EXTENSION REQUEST

DEER RIDGE HEIGHTS INC.
PO Box 249
5093 Fountain St. North, Breslau, Ont. N0B 1M0

Kitchener
Phone: (519) 648-2285
Fax: (519) 648-2280

May 2, 2023

County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9

Attention: Director of Planning

Dear Sir or Madam:

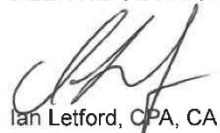
Re : File #23T-13002

We are writing to request a 3-year extension on draft plan No. 23T-13002. We purchased the property from Avila Investments Limited and it is taking longer than anticipated to complete the process for the submission for final approval. Enclosed is a cheque for \$1,300 for the extension fee with the County.

If you have any questions, please do not hesitate to contact me.

Yours truly,

DEER RIDGE HEIGHTS INC.


Ian Letford, CPA, CA
CFO



Staff Report

To: Mayor and Members of Council Meeting of September 11th, 2023

From: Dale Small Manager Community & Economic Development
Darren Jones Chief Building Official

Subject: Report EDO 2023-018 Wellington North Growth Management Update

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive EDO 2023-018 being an update on the Township of Wellington North Growth Management Plan,

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve the Growth Management Action Plan & Terms of Reference as contained in this report,

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct staff to commence the recruitment of individuals to sit on the Township of Wellington North Community Building/Growth Management Advisory Committee,

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North supports the staff recommendation to prepare and distribute an RFP for professional consulting services to support the completion of the Township of Wellington North Growth Management Action Plan.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2017-02 Jan. 9th, 2017; EDO 2017-10 March 27th, 2017; EDO 2017-14 June 5th, 2017;
EDO 2017-22 Oct. 10th, 2017; EDO 2018-02 January 8th, 2018; EDO 2018-04 Feb 26th, 2018
EDO 2021-019 July 12th, 2021

BACKGROUND

In 2017, Wellington North adopted its first Growth Management Strategy. This strategy outlined the existing provincial planning context for growth, identified preferred scenarios for development and defined capacity considerations. It involved extensive community consultation and provided steps for implementation at the municipal level. Since its adoption, the strategy has been a valuable tool as the municipality faced increased growth pressure, shortages in attainable housing as well as planning for key infrastructure to support the changing needs of the community. It was also a key input in the County of Wellington's own work to review and update the Official Plan (still underway).

In 2021 council received and approved a staff report recommending that Wellington North undertake a full Growth Management Strategy update within the next 3 - 5 years. As the context for growth continues to change, we believe the time is right to commence this update now with a 2024 completion. Refreshing the growth management work will also enable us to address additional considerations that will help the municipality navigate the next phase of development – specifically related to key actions over the next 10 - 15 years.

Internally the project will be co-led by the Chief Building Official and Manager Community & Economic Development. Similar to 2017 consulting expertise will be recruited and a Steering Committee consisting of Municipal and County staff will be established to work with the consulting team. Community engagement will be a key part of the program and will include the creation of a Community Building/Growth Management Advisory Committee along with a comprehensive community engagement plan.

The community engagement plan, at a minimum, will include the identification of key stakeholders in order to ensure expectations and core issues are identified at the beginning of the program. Stakeholder interviews will be completed early in the process in order to ensure open and transparent project involvement. Public meetings and open houses will also take place during the course of the Growth Management Action Plan in order to provide opportunities for all community members to participate in person or virtually and to ensure their voices are heard. Survey information from the Strategic Plan process will also be used extensively during the process and if required an additional on-line survey will be considered.

The Terms of Reference for this project have been drafted by the Senior Management Team and a copy is included in this report as Attachment A. The purpose of the Terms of Reference is to establish a set of guidelines that outline the scope and limitations that will inform the update of the Growth Management Action Plan (GMAP) for the Township of Wellington North. The Terms of Reference are the basis for making future decisions and refreshing our understanding of growth, density and infrastructure and the requirements, challenges, and considerations that the Township will need to address as the community evolves. This work will synthesize the technical work completed to date and map out the next steps and integrated planning considerations and actions for the short, medium, and long term (to approx. 2041).

The Growth Management Action Plan will build on the vision originally established in the first Growth Management Strategy “Wellington North is a place for everyone where a high quality of life is supported and defined by.”

Recommendation #1: Community Vision
<p>Wellington North is a place for everyone where a high quality of life is supported and defined by:</p> <ul style="list-style-type: none"> ❖ A sense of community with active volunteers, local leaders, government and service providers working together to support capacity building, engagement, participation and well-being; ❖ A range of housing, jobs and services that meet local needs, focused within Arthur and Mount Forest as complete communities and service centres; ❖ A strong and diverse economy that has grown within settlement areas and in agricultural, rural and related business sectors; ❖ Healthy natural, social and built environments that promote conservation of land and resources, community wellness, safety, inclusiveness and a range of recreation opportunities; ❖ Infrastructure, facilities and services that are cost-effective, optimally used, technologically advanced, environmentally responsible and resilient; ❖ Connected transportation routes and options that safely and efficiently move people and goods, offering choice and convenience for all; ❖ Small town atmosphere and rural landscape character with a rich cultural and built heritage that is recognized and celebrated.

Further, it will refine, expand, and provide further detail related to the implementation strategies that will be required to shape growth within the context of this vision.

CONCLUSION & FINANCIAL CONSIDERATIONS

Considerable progress has been made on many of the initiatives that were identified as part of the 2017 Community Growth Plan and it is encouraging to see the growth occurring as predicted. Some of this progress is as a result of staff work but a large part also points to the important leadership role that municipal government can play in identifying, advocating, communicating and in some situations putting the incentives in place, to encourage the private sector to step up and support the varied types of development that our community needs.

The forward thinking of Council to proceed with the Community Growth Plan in 2017 has set the stage for much of the framework staff and developers work with today. The Community Growth Plan has put Wellington North well ahead of the curve and we believe it has been instrumental in helping our community adjust to this reality. Not everyone is supportive of growth and change but council has done an excellent job in being ambassadors for this growth and for helping our community prepare and to display what a welcoming community we are.

Refreshing the growth management work now will also enable us to address additional considerations that will help the municipality navigate the next phase of development – specifically related to key actions over the next 10 - 15 years. External consulting expenses for this program is expected to be \$100,000 and is included in the Township of Wellington North Capital Budget.

ATTACHMENTS

Appendix A WN Growth Management Action Plan Terms of Reference

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 Darren Jones, Chief Building Official	<i>Dale Small</i> <i>Darren Jones</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



TOWNSHIP OF WELLINGTON NORTH: GROWTH MANAGEMENT ACTION PLAN TERMS OF REFERENCE

The Terms of Reference, approved by Wellington North Council on September 11th, 2023, will be utilized to help frame the scope and establish guidelines for the completion of a comprehensive Growth Management Action Plan.

1.0 Executive Summary:

In 2017, Wellington North adopted its first Growth Management Strategy. This strategy outlined the existing provincial planning context for growth, identified preferred scenarios for development and defined capacity considerations. It involved extensive community consultation and provided steps for implementation at the municipal level. Since its adoption, the strategy has been a valuable tool as the municipality faced increased growth pressure, shortages in attainable housing as well as planning for key infrastructure to support the changing needs of the community. It was also a key input in the County of Wellington's own work to review and update the Official Plan (still underway).

As the context for growth continues to change, there is an opportunity to refresh the growth management work and update it to address additional considerations that will help the municipality navigate the next phase of development – specifically related to key actions over the next 10-15 years.

This includes:

- Updated growth forecasts and timing based on recent trends.
- Growth location review
 - o Residential and ICI
 - o Employment Areas and requirements
- Impacts to Core Services (External Focused)
 - o Environmental Protection /Servicing requirements (Water, Wastewater, Stormwater)
 - o Transportation Needs (Roads, Sidewalks, Cycling, Parking, Operations)
 - o Community Development/ Recreation needs (Parks, Trails, Programming, other facilities)
 - o Property Development (Land Use Development/Economic Development)
 - o Public Safety (Fire/Building/By-law)
- Impacts to Core Services (Internal Focused):
 - o Governance and Civic Engagement (Council)
 - o Corporate Services (HR, Finance, Clerks, Facilities, IT)
- Other

And specific implementation resources/action plan (10-15 Years):

- Service Action Plan
- Capital Plan
- Policy/By-law updates
- Planning & Development Framework
- Administrative/Staffing Considerations
- Asset Management Requirements (As per applicable legislation 2025 requirements)
- Facility and Fleet review
- Financing and Funding Strategy

2.0 Terms of Reference:

The purpose of the Terms of Reference is to establish a set of guidelines that outline the scope and limitations that will inform the update of the Growth Management Action Plan (GMAP) for the Township of Wellington North.

The Terms of Reference are the basis for making future decisions and refreshing our understanding of growth, density and infrastructure and the requirements, challenges, and considerations that the Township will need to address as the community evolves.

This work will synthesize the technical work completed to date and map out the next steps and integrated planning considerations and actions for the short, medium, and long term (to approximately 2041).

3.0 Project Context:

The Township of Wellington North is formed of two Urban Centres, Arthur and Mount Forest and including the rural and hamlet areas has a population of approximately 14,000 persons.

Wellington North is the most northerly Township in Wellington County, located 30 minutes north of Guelph on Highway 6, and takes in both rural and urban settings. At the south end, at the intersections of Highway 6 & Wellington Road 109 and across the Conestogo River, the Village of Arthur welcomes you. Designated as “Canada’s Most Patriotic Village” this gateway to the Grand River watershed is a great place to live, shop and play. In the north, at the intersections of Highways 6 & 89 and across the Saugeen River the Town of Mount Forest with an altitude of 1,407 ft. Welcomes you with “High, Healthy & Happy” proudly displayed on the water tower as you enter town.

Further, in the last 5 years, the Township has seen a transformation in our built form – going from predominantly single detached homes to a true mix of housing, including multiple four-story apartment buildings, main street rental units, as well as townhome blocks, stacked townhouse, condominium, semi-detached & detached homes.

Number of Dwelling Units Constructed per Construction Type

Housing Type	2018	2019	2020	2021	2022
Single Detached	28	13	20	58	126
Semi-Detached	4	8	6	36	30
Townhouse	9	12	18	28	35
Apartment	0	5	10	48	36
Additional Dwelling Unit	7	1	0	12	10
Total Dwelling Units	48	39	54	182	237

In Wellington North, all of this has been supported by the following:

- Development Charge Incentives for purpose-built rentals and intensification within built areas
- Early adoption of policies related to Additional Residential Units (ARUs)
- Advocating on behalf of local employers looking to build worker accommodations.
- Actively partnering in Wellington County's "Make Wellington Home" and "Attainable Housing in Wellington" programs. <https://www.wellington.ca/en/business/ed-live-here.aspx>

The Growth Management Action Plan will build on the vision originally established in the first Growth Management Strategy ***"Wellington North is a place for everyone where a high quality of life is supported and defined by."***

Recommendation #1: Community Vision

Wellington North is a place for everyone where a high quality of life is supported and defined by:

- ❖ **A sense of community** with active volunteers, local leaders, government and service providers working together to support capacity building, engagement, participation and well-being;
- ❖ **A range of housing, jobs and services that meet local needs**, focused within Arthur and Mount Forest as **complete communities** and service centres;
- ❖ **A strong and diverse economy** that has grown within **settlement areas** and in **agricultural, rural** and related business sectors;
- ❖ **Healthy** natural, social and built **environments** that promote **conservation** of land and resources, community **wellness, safety, inclusiveness** and a range of **recreation** opportunities;
- ❖ **Infrastructure, facilities and services** that are **cost-effective**, optimally used, technologically advanced, **environmentally responsible** and resilient;
- ❖ **Connected transportation routes and options** that safely and efficiently move people and goods, offering **choice and convenience** for all;
- ❖ **Small town atmosphere** and **rural landscape character** with a rich cultural and built **heritage** that is recognized and celebrated.

Further, it will refine, expand, and provide further detail related to the implementation strategies that will be required to shape growth within the context of this vision.

The Growth Management Action Plan process will also consider the approved strategic priorities from the Township of Wellington North Strategic Plan 2022- 2026 and will include the goals established by Council at that time.

4.0 Governance:

4.1 Terms of Reference:

The Growth Management Action Plan will be a policy and comprehensive planning document used to establish the long-term service, development, and capital framework for Wellington North. It will be the starting point for moving forward with planning for growth that supports the economic prosperity in the Township and ensures available infrastructure to support growth while maintaining our unique community identity.

Internally the project will be co-led by the Chief Building Official and the Manager Community & Economic Development. The Terms of Reference for this project have been drafted by the Senior Management Team and reviewed and approved by Wellington North Council on September 11th, 2023.

4.2 Steering Committee

A Steering Committee consisting of Municipal and County staff will be established to work with the consulting team and the Steering Committee and will be comprised of the:

- Members from the Senior Management Team
- Representative from the County Planning Department

The intent of the Steering Committee is to provide leadership, technical review, and direction as well as input and information to feed into the GMAP.

4.3 Community Building/Growth Management Advisory Committee

The completion of the Growth Management Action Plan will be aided by the creation of a public focused community building advisory committee. The purpose of this advisory committee is to ensure that the perspectives, needs and expertise of the people of wellington north is included in both how the project is undertaken and implemented.

The Advisory Committee will consist of upwards to 15 representatives, including all council members, with a mix of both urban and rural perspectives. Representatives will represent one or more of the following areas:

Youth	Seniors	Accessibility
Business	Community	Infrastructure
Environment	Indigenous	Education
Recreation/Culture	At large	

4.4 Engagement & Consultation:

A detailed community engagement plan will be completed and will include the identification of key stakeholders in order to ensure expectations and core issues are identified at the beginning of the program. Stakeholder interviews will be completed early in the process in order to ensure open and transparent project involvement. Public meetings and Open Houses will also be scheduled during the course of the Growth Management Action Plan in order to provide opportunities for all community members to participate in person or virtually and to ensure their voices are heard.

5.0 Action Plan Development:

5.1 Background Report Issues and Analysis:

This phase of the study will involve background research and analysis of historical and evolving development growth, data collection, technical document review, system and infrastructure analysis, potential & real constraints, potential & real opportunities, costs & budgeting for infrastructure expansion and identification of stakeholders. See Attachment 1 for a list of relevant background studies. Working sessions will be held with the Steering Committee to launch this phase of the study and will be followed by consultation with the Advisory Committee Public Open Houses in order to ensure there is understanding of all opportunities and constraints.

5.1.2 Vision for the Future:

As part of this phase, the vision for growth developed in the initial growth management strategy will be revisited and reviewed. It will also be expanded to provide context to the priorities of the Action Plan as it relates to key considerations. For example – to achieve this vision what should the Township do over the short, medium, long term as it relates recreation? What would success look like? This will be conducted in a number of ways with the feedback being shared with the Advisory/ Steering Committee.

5.1.3 Refine Growth Scenario:

With the information compiled during the background analysis, a primary growth assumption will form the basis for the remainder of the Action Plan development. This will provide the anticipated scope, scale and timing of growth based on the most recent technical work done by the Province, County, and any current development trends. Comments received during the above consultation phase will help refine the considerations and constraints around accommodating growth and provide insight into the implementation related to future action items. Upon completion the analysis the Background Report will be circulated through the Steering Committee for comment before being brought back to Council and released to the Public.

5.1.4 External Service Impact Analysis:

Using the growth scenario development above, impacts to core services (external) will be reviewed. These services include:

- Environmental Protection/Service requirements (Water, Wastewater, Stormwater)
- Transportation Needs (Roads, Sidewalks, Active Transportation, Parking, Operations)
- Community Development/Recreation needs (Parks, Trails, Programming, other facilities)
- Property Development (Land Use Development/Economic Development)
- Public Safety (Fire/Building/By-law)

Key Questions for each service area:

Based on the most current growth projections/trends:

- What is the current service standard (level of service/pop)?
 - Use 2021 Service List
 - Applicable Legislation
- Based on the approved 2041 vision for growth, what will that standard look like in 2031 (medium) /2041 (long term)?
- Is there sufficient employment land to support the employment growth projections?
- Is there a plan and defined capital projects to meet the medium and long-term need?
- If yes:
 - Define projects.
 - Technical requirements
 - Schedule
 - Estimated Cost
 - Operational Impact
- If no:
 - Define proposed projects.
 - Community Justification
 - Preliminary Design
 - Schedule
 - Estimated Cost
 - Operational Impact
 - Next Steps
- What are the operational impacts over the medium and long-term? Number of FTEs?
- How will our communities attract the talent needed to meet the operational impacts?
- Are there opportunities to collaborate with others to meet the service delivery needs?
- Other?

5.1.5 Internal Service Impact Analysis:

Using the growth scenario development above, impacts to core services (internal) will be reviewed.

These services include:

- Governance and Civic Engagement (Council)
- Corporate Services (HR, Finance, Clerks, Facilities, IT)

Key Questions for each service area:

Based on the most current growth projections/trends:

- What is the current service standard (level of service/pop)?
 - o Use 2021 Service List
 - o Applicable Legislation
- Based on the approved 2041 vision for growth, what will that standard look like in 2031 (medium) /2041 (long term)?
- Is there a plan and defined capital projects to meet the medium and long-term need?
- If yes:
 - o Define projects.
 - o Technical requirements
 - o Schedule
 - o Estimated Cost
 - o Operational Impact
- If no:
 - o Define proposed projects.
 - o Community Justification
 - o Preliminary Design
 - o Schedule
 - o Estimated Cost
 - o Operational Impact
 - o Next Steps
- What are the operational impacts over the medium and long-term? Number of FTEs?
- Are there opportunities to collaborate with others to meet the service delivery needs?
- Other?

5.1.6 Implementation and Action Plan Development:

The final phase will define the specific implementation resources/action plan (10-15 Years). Components will include, but are not limited to:

- Service Action Plan
- Servicing Allocation
- Employment Land needs
- Capital Plan
- Policy/By-law updates
- Planning & Development Framework
- Administrative/Staffing Considerations
- Asset Management Requirements (As per applicable legislation 2025 requirements)
- Facility and Fleet review
- Financing and Funding Strategy

6.0 Project Timeline and Cost:

We anticipate that The Township of Wellington North Growth Management Action Plan will be completed in spring 2024 – with the final report and Council decision in June 2024. High level timeline is as follows:

Growth Management Action Plan Project Timeline

1) Wellington North Council approval of Terms of Reference & Staff Report	September 2023
2) Request for Quotation completed, posted on Wellington North website, and distributed to potential partners.	September 2023
3) Commence recruitment of Wellington North Growth Management Advisory Committee Members	September – October 2023
4) Final date for responses to RFQ	October 15 th
5) Review consulting proposals, interview potential partners and make final selection (Steering Committee)	October 15 th – Nov 15 th
6) Review Advisory Committee composition based on consulting proposal and finalize recruitment.	November 30 th , 2023
7) Establish Advisory Committee and finalize Consulting Services with report to Wellington North Council.	December 2023
8) Growth Management Action Plan Project Launch & Formal Public Communication	January 2024
9) First Background Report presented to Wellington North Council (5.1.1-5.1.3)	February 2024
10) Phase 5.1-4-5.1.6 Draft Development and Consultation	February - April 2024
11) Draft Report for Steering Committee Review	May 2024
12) Final Report and Strategy for Moving Forward approved by W.N. Council	June 2024

Attachment 1 – Technical Documents and Background

Strategic Plan 2019-2022
Strategic Plan 2022 - 2026
20 in 20 – Status (Specific Initiatives)
Service Review (KPMG, 2019) – Service List (2019)
IT Service Review (Blackline, 2021)
Recreation Master Plan (2018)
Municipal Cultural Plan (2022)
Township of Wellington North Community Growth Plan (2018)
Planned Capital Projects (10 Year Capital Forecast)
Asset Management Plan (2021)
Water and Wastewater Report from June 2021 (Report OPS 2021-012)
Water and Wastewater Master Plan (2011, 2012) and Technical Update (2020)
Township of Wellington North Mount Forest Sanitary and Water Servicing 2021 Technical Update
Township of Wellington North Arthur Sanitary and Water Servicing 2021 Technical Update
Development Charges Study (2021)
Community Satisfaction Survey (2023)
Community Improvement Plan (2023)
Organizational Chart (2023)
Fire Services Review (2023)
County of Wellington Official Plan/5 Year Review (2023)
County of Wellington Economic Development Action Plan 2023 - 2026
Road Needs Study (2023)
Bridge Inspection Report (2023)
Municipal Comprehensive Review Municipal Servicing Analysis (2022)

9/05/23

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
79585		9/05/23	\$5,000.00
79586		9/05/23	\$650.00
79587	Abell Pest Control Inc	9/05/23	\$78.69
79588	Advanced Drainage Systems	9/05/23	\$9,658.23
79589		9/05/23	\$99,227.53
79590	Arthur and District Chamber of	9/05/23	\$125.00
79591	Arthur ACE Hardware	9/05/23	\$100.48
79592	Auxiliary to Louise Marshall H	9/05/23	\$80.00
79593	Bi-Tech Contracting Inc.	9/05/23	\$13,704.64
79594	Brenda's Embroidery	9/05/23	\$379.05
79595		9/05/23	\$965.00
79596	Canadian Rink Services	9/05/23	\$3,785.50
79597	Canadian Tire #066	9/05/23	\$84.69
79598	Chicken Thicka Farm	9/05/23	\$70.00
79599	Cotton's Auto Care Centre	9/05/23	\$6.78
79600		9/05/23	\$122.00
79601		9/05/23	\$1,085.07
79602		9/05/23	\$245.00
79603	Hydro One Networks Inc.	9/05/23	\$2,730.76
79604	JD Mobile Repair Service	9/05/23	\$2,256.25
79605	Jim's Auto Service	9/05/23	\$697.89
79606	King's Court Apartments Inc.	9/05/23	\$3,335.46
79607		9/05/23	\$125.00
79608		9/05/23	\$565.00
79609	Manulife Financial	9/05/23	\$34,902.08
79610		9/05/23	\$60.00
79611		9/05/23	\$835.00
79612	Ministry of Finance	9/05/23	\$514.90
79613	Momentum Grain Farms Inc	9/05/23	\$2,648.99
79614		9/05/23	\$310.75
79615		9/05/23	\$120.00
79616	Peavey Mart	9/05/23	\$92.91
79617	Premier Equipment Ltd.	9/05/23	\$123.50
79618		9/05/23	\$185.00
79619		9/05/23	\$322.05
79620	Telizon Inc.	9/05/23	\$763.09
79621	TLC Properties	9/05/23	\$5,000.00
79622	Enbridge Gas Inc.	9/05/23	\$4,093.94
79623		9/05/23	\$810.00
79624		9/05/23	\$335.00
79625	Wellington Catholic Dist Sch B	9/05/23	\$33,426.00
79626	Wightman Telecom Ltd.	9/05/23	\$464.25

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005488	Agrisan SC Pharma	9/05/23	\$10,000.00
EFT0005489	A J Stone Company Ltd.	9/05/23	\$610.20
EFT0005490	ALS Canada Ltd.	9/05/23	\$185.32
EFT0005491	Assoc Mun Mgrs, Clerks & Treas	9/05/23	\$1,906.88
EFT0005492	Arthur Home Hardware Building	9/05/23	\$83.24
EFT0005493	Artic Clear 1993 Inc.	9/05/23	\$44.00
EFT0005494	Bailey Repair Services	9/05/23	\$3,533.24
EFT0005495	Brandt Security	9/05/23	\$307.93
EFT0005496	Broadline Equipment Rental Ltd	9/05/23	\$28.14
EFT0005497	Canada's Finest Coffee	9/05/23	\$91.50
EFT0005498	CARQUEST Arthur Inc.	9/05/23	\$196.44
EFT0005499	Cedar Signs	9/05/23	\$1,115.97
EFT0005500	CG Equipment	9/05/23	\$13,889.41
EFT0005501	Clark Bros Contracting	9/05/23	\$118.65
EFT0005502	Corporate Express Canada Inc.	9/05/23	\$118.78
EFT0005503	County of Wellington	9/05/23	\$398,410.42
EFT0005504	Decker's Tire Service	9/05/23	\$175.15
EFT0005505	Delta Elevator Co. Ltd.	9/05/23	\$966.11
EFT0005506	Duncan, Linton LLP, Lawyers	9/05/23	\$1,735.86
EFT0005507	Eric Cox Sanitation	9/05/23	\$3,713.41
EFT0005508	FOSTER SERVICES/822498 ONT INC	9/05/23	\$1,130.00
EFT0005509	Ideal Supply Inc.	9/05/23	\$46.32
EFT0005510	Industrial Alliance Insurance	9/05/23	\$172.71
EFT0005511	International Trade Specialist	9/05/23	\$188.04
EFT0005512	K Smart Associates Limited	9/05/23	\$4,121.60
EFT0005513	M & L Supply, Fire & Safety	9/05/23	\$1,254.59
EFT0005514	Maple Lane Farm Service Inc.	9/05/23	\$233.41
EFT0005515	Mike Lucas	9/05/23	\$4,096.26
EFT0005516	MRC Systems Inc	9/05/23	\$51,226.76
EFT0005517	Midwest Co-operative Services	9/05/23	\$14.22
EFT0005518	Ont Clean Water Agency	9/05/23	\$6,611.51
EFT0005519	PETRO-CANADA	9/05/23	\$3,270.48
EFT0005520	Print One	9/05/23	\$440.70
EFT0005521	Purolator Inc.	9/05/23	\$5.25
EFT0005522	ROBERTS FARM EQUIPMENT	9/05/23	\$4.80
EFT0005523		9/05/23	\$511.21
EFT0005524	Suncor Energy Inc.	9/05/23	\$12,080.35
EFT0005525	T&T Power Group	9/05/23	\$9,183.60
EFT0005526	Technical Standards & Safety A	9/05/23	\$498.33
EFT0005527	Triton Engineering Services	9/05/23	\$91,499.86
EFT0005528	Upper Grand Dist School Board	9/05/23	\$119,988.00
EFT0005529	Wellington Advertiser	9/05/23	\$282.50
EFT0005530	WJF Instrumentation (1990) Ltd	9/05/23	\$288.15
EFT0005531	W. Schwindt & Sons Bldg Const	9/05/23	\$2,867.94
EFT0005532	Young's Home Hardware Bldg Cen	9/05/23	\$1,072.06
Total Amount of Cheques:			\$978,404.78



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of September 11, 2023

From: Jerry Idialu, Director of Finance/Treasurer

Subject: Report TR2023-008 Capital Projects Status Update

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive report TR2023-008 being a report on the update of the status of the Township capital projects.

FURTHER THAT the Council direct staff to fund the sum of \$19,416.38 from the general reserve to accommodate the net changes in the capital budget as identified in the report.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

The purpose of this report is to provide an update on the capital budget. Regular reviews and updates to our capital budget ensure that the township remains responsive to the dynamic needs of our community, adjusts to unforeseen financial challenges or opportunities, and stays aligned with our long-term strategic goals.

Since the submission and passage of the 2023 annual budget, there have been developments and changes that warrant council's attention. This update aims to offer insights into these adjustments, ensuring council is fully informed and in a position to make well-informed decisions.

FINANCIAL CONSIDERATIONS

This report provides a detailed financial review stemming from shifts in our capital budget since our last update. After accounting for cancelled projects, increased expected costs for specific projects, and the reallocation of surplus amounts, there's a net change as outlined in the "reallocation request" column of the attached document. The cumulative financial impact of these adjustments amounts to \$19,416.38.

ATTACHMENTS

2023 Capital Budget Update.

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:	Jerry Idialu, Director of Finance/Treasurer	<i>Jerry Idialu</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

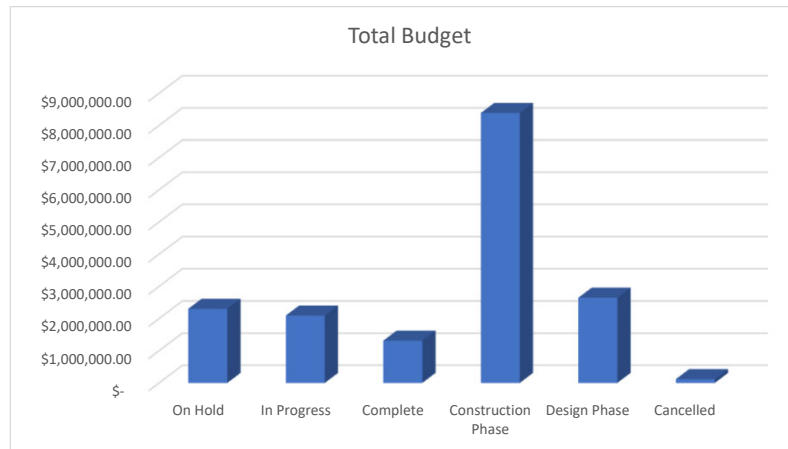
2023 Capital Projects Update
September 11, 2023
Carryforward Projects

Project	Department	Status	Budget	Actual	Reallocation Request	Comments
Asset Management System	Finance	On Hold	\$ 83,000.00	\$ -		Project is on hold due to the further exploration on AMP strategy
New Mount Forest Fire Station - Design Only	Fire	On Hold	\$ 50,000.00	\$ 4,051.00		Budgeted amount from 2023 can be reallocated/ carryforward is sufficient
Mount Forest Outdoor Pool and Aquatic Centre*	Recreation Service	Design Phase	\$ 525,000.00	\$ 63,109.00		Currently in Detailed Design and cost estimate update stage
Trail Master Plan Development	Recreation Service	Cancelled	\$ 60,000.00	\$ -	\$ (60,000.00)	On Hold until completion of the Growth Management Strategy Update
Structure 9 (Sideroad 3E) - Bridge	Roads	Design Phase	\$1,230,000.00	\$ 35,835.00		Scope of work change (culvert to bridge). Design in 2023 and tender/construct in 2024
Structure 40 - Line 6	Roads	Construction Phase	\$ 360,000.00	\$ 23,658.00		Contract is awarded - construction in 2023
Structure 2040 - Sideroad 13	Roads	Construction Phase	\$ 220,000.00	\$ 14,037.00		Contract is awarded - construction in 2023
Road Condition Assessment	Roads	In Progress	\$ 40,000.00	\$ -	\$ 20,000.00	Contract is awarded and to be completed by fall 2023
Develop Master Stormwater management Plan	Roads	Complete	\$ 30,000.00	\$ 33,447.00		-
Radio Unit replacements	Roads	In Progress	\$ 25,000.00	\$ -		-
Develop Sidewalk Master Plan	Roads	Cancelled	\$ 20,000.00	\$ -	\$ (20,000.00)	Included with Road Condition Assessment study
Domville Street Reconstruction (Conestoga to Preston/Andrew)*	Roads	Construction Phase	\$2,300,000.00	\$1,937,320.00		Contract is awarded - construction in 2022 and 2023
Clarke Street (Smith to Domville) - Design	Roads	Design Phase	\$ 75,000.00	\$ 5,117.00		Engineering has been assigned and in progress
Fergus Street N (Durham to Birmingham) - Design	Roads	Design Phase	\$ 75,000.00	\$ 12,307.00		Engineering has been assigned and in progress
Fergus Street N (Wellington to Birmingham) - Design	Roads	Design Phase	\$ 75,000.00	\$ 26,237.00		Engineering has been assigned and in progress
Mount Forest Drive/Sobey's (Engineering Only)	Roads	Complete	\$ 10,250.00	\$ -		Complete
Preston Street North (Smith to Domville) - Design	Roads	Complete	\$ 46,500.00	\$ 63,097.00		Developer contribution (50%) Payment to come
Wells Street Extension (Domville to Future St A)*	Roads	On Hold	\$ 895,220.00	\$ -		Development driven
Arthur Supply Environmental and Other Assessments	Water	In Progress	\$ 175,000.00	\$ 106,734.00		Triton Engineering is in the process of completing the Environmental Assessment
Mount Forest Water Tower	Water	Construction Phase	\$1,700,600.00	\$1,381,466.00		Rehabilitation of water tower complete, contactor will remain on site into September for some minor work and site restoration
OCWA Capital Projects (Arthur)	Wastewater	In Progress	\$ 84,000.00	\$ -		Wastewater capital projects include multiple tasks that OCWA is working on.
OCWA Capital Projects (Mount Forest)	Wastewater	In Progress	\$ 207,500.00	\$ 66,469.00		Wastewater capital projects include multiple tasks that OCWA is working on.
South Water Street - SPS	Wastewater	On Hold	\$ 15,517.00	\$ -		The South Water Street SPS is developer driven.
Total			\$8,302,587.00	\$3,772,884.00	\$ (60,000.00)	

2023 Capital Projects Update
September 11, 2023
2023 Budgeted Projects

Project	Department	Status	Budget	Actual	Reallocation Request	Comments
Growth Management Strategy Update	Administration	In Progress	\$ 50,000.00	\$ -	\$ 50,000.00	Will ask for 150,000 total to allow for increased scope of study
Strategic Planning	Administration	In Progress	\$ 25,000.00	\$ 13,585.00	\$ -	
Community Satisfaction Survey	Administration	Complete	\$ 15,000.00	\$ 15,071.00	\$ -	
Columbarium Mount Forest Cemetery	Cemetery	In Progress	\$ 49,849.00	\$ -	\$ 15,000.00	Expecting delivery, Additional \$15K needed for Concrete pad to be erected.
Record Management Software	Clerk	In Progress	\$ 50,000.00	\$ 56,386.00	\$ 45,000.00	Additional funds needed due to volume of records
Asset Management System	Finance	On Hold	\$ 174,781.00	\$ -	\$ (50,000.00)	Project is on hold due to the further exploration on AMP strategy
IT Network Design	Finance	In Progress	\$ 50,000.00	\$ 43,639.00	\$ 15,000.00	On track for completion at end of year
Multi-year Budget Software	Finance	Cancelled	\$ 37,822.00	\$ -	\$ (37,882.00)	Project is cancelled for this year due to the transition within Finance
SCBA Replacement	Fire	In Progress	\$ 400,000.00	\$ -	\$ -	
New Mount Forest Fire Station - Design Only	Fire	On Hold	\$ 50,000.00	\$ -	\$ (50,000.00)	Budgeted amount from 2023 can be reallocated/ carryforward is sufficient
Fire Service Review	Fire	In Progress	\$ 30,000.00	\$ -	\$ 5,000.00	Additional stakeholder consultation required
Arthur Station HVAC Replacement	Fire	Complete	\$ 14,500.00	\$ -	\$ -	
Truck Lighting System - Car 3	Fire	Complete	\$ 10,000.00	\$ 8,205.00	\$ -	
MF Sports Complex Improvements/Office Space	Operations	In Progress	\$ 75,000.00	\$ 49,287.00	\$ -	
Road Needs Study/Transportation Master Plan	Operations	On Hold	\$ 75,000.00	\$ -	\$ -	On Hold until completion of the Growth Management Strategy Update
Keyless Entry Control	Property	On Hold	\$ 12,000.00	\$ -	\$ -	Reviewing scope of project - will likely be postponed until 2024
Mount Forest Outdoor Pool and Aquatic Centre*	Recreation Service	Design Phase	\$ 350,000.00	\$ 36,410.00	\$ -	Currently in Detailed Design and cost estimate update stage
Arthur and Area Community Centre - Roof Replacement	Recreation Service	Construction Phase	\$ 1,000,000.00	\$ 3,008.00	\$ -	Contract is awarded - construction in 2023
Lawn Mower for Mount Forest	Recreation Service	Complete	\$ 60,000.00	\$ 53,227.00	\$ -	
Ball Diamond Groomer	Recreation Service	Complete	\$ 10,000.00	\$ 5,883.00	\$ -	
Structure 9 (Sideroad 3E) - Bridge	Roads	Design Phase	\$ -	\$ 7,281.00	\$ -	Scope of work change (culvert to bridge). Design in 2023 and tender/construct in 2024
Rural Resurfacing - Line 12 (County Road 14 to 16)	Roads	Construction Phase	\$ 550,000.00	\$ -	\$ -	Contract is awarded - construction in 2023
Rural Resurfacing - Sideroad 7E (Highway 6 to Concession 2)	Roads	Construction Phase	\$ 300,000.00	\$ -	\$ -	Contract is awarded - construction in 2023
Rural Resurfacing - Sideroad 5W (Landfill Entrance to Concession)	Roads	Construction Phase	\$ 120,000.00	\$ -	\$ -	Contract is awarded - construction in 2023
Urban Paving	Roads	Complete	\$ 300,000.00	\$ -	\$ -	Complete
Main Street N - Traffic Signals (Sobey's)	Roads	Construction Phase	\$ 525,000.00	\$ -	\$ -	Development driven - construction in 2023
Arthur OPC - Land	Roads	On Hold	\$ 500,000.00	\$ -	\$ -	
Equipment - Plow Truck (360)	Roads	In Progress	\$ 360,000.00	\$ -	\$ -	
Equipment - Backhoe (275)	Roads	Complete	\$ 275,000.00	\$ -	\$ -	Delivery end of July
Culvert Replacement - Sideroad 9 W	Roads	Complete	\$ 220,000.00	\$ 202,336.00	\$ -	
Sidewalk New - Wellington E, Foster St	Roads	Complete	\$ 128,000.00	\$ 78,748.00	\$ -	Complete
Sidewalk Replacement - Queen W, Conestoga N, Edward St	Roads	Complete	\$ 60,000.00	\$ -	\$ -	Complete
Rural Road Rebuild - Sideroad 13 (County Road 109 to Line 2)	Roads	Complete	\$ 60,000.00	\$ 4,427.00	\$ -	Contract is awarded - construction in 2023
Rural Road Rebuild - Sideroad 9W (Concession 7 to 9)	Roads	Complete	\$ 60,000.00	\$ 8,243.00	\$ -	Contract is awarded - construction in 2023
Cork Street Reconstruction (Princess to Waterloo)*	Roads	Construction Phase	\$ 862,000.00	\$ 52,812.00	\$ 87,298.38	Contract is awarded - construction in 2023
Adelaid Street (Conestoga to Clarke) - Design	Roads	Design Phase	\$ 100,000.00	\$ 6,743.00	\$ -	Engineering has been assigned and in progress

Fergus Street N (Durahm to Sligo) - Design	Roads	Design Phase	\$ 100,000.00	\$ 20,334.00	\$ -	Engineering has been assigned and in progress
Preston Street North Reconstruction*	Roads	Construction Phase	\$ 350,000.00	\$ 2,651.00	\$ -	Invoice not received yet
Smith Street Reconstruction (Connecting Link)*	Roads	Design Phase	\$ 117,400.00	\$ -	\$ -	Engineering has been assigned and in progress
Arthur Supply Environmental and Other Assessments	Water	In Progress	\$ 200,000.00	\$ 1,595.00	\$ -	Triton Engineering is in the process of completing the Environmental Assessment
Arthur Water Supply and Tower Land	Water	On Hold	\$ 300,000.00	\$ -	\$ -	Land can not be purchased for new well supply or water tower until the EA is completed. The EA will outline the preferred option to increase water supply and storage
Watermain Valve and Fire Hydrant Replacement	Water	On Hold	\$ 150,000.00	\$ -	\$ -	Could not be completed until water tower project complete
Water System Physical Security	Water	Construction Phase	\$ 100,000.00	\$ 2,309.00	\$ -	Door and lock upgrades complete, fencing scheduled for September
Water Valve Repair Tool	Water	Complete	\$ 15,000.00	\$ 14,012.00	\$ -	-
OCWA Capital Projects (Arthur)	Wastewater	In Progress	\$ 143,000.00	\$ 5,309.00	\$ -	Wastewater capital projects include multiple tasks that OCWA is working on.
OCWA Capital Projects (Mount Forest)	Wastewater	In Progress	\$ 130,000.00	\$ 20,187.00	\$ -	Wastewater capital projects include multiple tasks that OCWA is working on.
Total			\$ 8,564,352.00	\$ 711,688.00	\$ 79,416.38	
Grand Total			\$16,866,939.00	\$4,484,572.00	\$ 19,416.38	



Township of Wellington North
General Fund Financial Summary
Budget vs Year to Date – Ending August 31, 2023

	2023 Actuals YTD	2023 Budget Aug 31	Actual vs Budget YTD (over)/under	Variance %	2022 Actuals YTD	2023 vs 2022 YTD Variance
REVENUE						
Net Taxation (100%)	(6,322,655)	(6,316,364)	(6,291)	0.1%	(5,655,812)	(666,843)
Fees and Service Charges	(4,542,696)	(4,124,810)	(417,886)	10.1%	(4,184,831)	(357,866)
Grants and Subsidies	(1,202,176)	(1,049,200)	(152,976)	14.6%	(1,126,049)	(76,127)
Trsf from Reserves & Res Funds	(590,767)	(590,767)	-	0.0%	(495,298)	(95,469)
Other Income						
Penalties and Interest on Taxation	(100,844)	(83,333)	(17,511)	21.0%	(91,367)	(9,477)
Miscellaneous	(46,421)	(70,649)	24,228	-34.3%	(72,074)	25,653
Investment Income	(371,211)	(149,333)	(221,878)	148.6%	(114,757)	(256,454)
Rents, Concessions and Franchises	(422,140)	(387,937)	(34,203)	8.8%	(311,645)	(110,495)
Donations	(1,148)	(4,667)	3,519	-75.4%	(5,350)	4,202
	<u>(13,600,058)</u>	<u>(12,777,061)</u>	<u>(822,997)</u>	<u>6.4%</u>	<u>(12,057,183)</u>	<u>(1,542,876)</u>
EXPENSES						
Council	198,076	193,282	(4,794)	-2.5%	151,447	(46,629)
Administration	742,160	1,011,487	269,327	26.6%	588,045	(154,115)
Property	81,938	92,593	10,655	11.5%	77,018	(4,920)
Fire Services	544,247	656,429	112,181	17.1%	540,135	(4,112)
Policing & Crossing Guard Services	34,624	32,479	(2,145)	-6.6%	26,748	(7,876)
Conservation Authority	126,555	126,555	-	0.0%	107,069	(19,486)
Protective Inspections & Control	290,480	336,043	45,564	13.6%	273,417	(17,063)
Animal Control	24,265	25,373	1,108	4.4%	15,973	(8,292)
Property Standards	22,450	41,669	19,219	46.1%	18,007	(4,443)
Roadways	2,240,604	2,222,789	(17,815)	-0.8%	1,977,481	(263,123)
Street Lighting	81,508	102,800	21,292	20.7%	68,565	(12,943)
Cemetery	83,256	92,791	9,535	10.3%	66,869	(16,387)

	2023 Actuals YTD	2023 Budget Aug 31	Actual vs Budget YTD (over)/under	Variance %	2022 Actuals YTD	2023 vs 2022 YTD Variance
Recreation	1,306,300	1,539,165	232,865	15.1%	993,600	(312,701)
Planning	223,362	167,895	(55,467)	-33.0%	114,952	(108,410)
Economic Development	256,759	198,024	(58,735)	-29.7%	169,422	(87,337)
WNP Holding	-	-	-		-	-
Municipal Drains	32,661	53,667	21,006	39.1%	27,711	(4,950)
Rural Water	2,193	4,933	2,740	55.5%	3,938	1,745
Sanitary Sewers	1,601,042	1,544,123	(56,919)	-3.7%	1,249,098	(351,944)
Water Works	722,738	898,422	175,684	19.6%	662,546	(60,192)
Transfers to Reserves/Res Funds	1,170,473	1,170,473	-	0.0%	780,691	(389,781)
Transfers to capital fund	2,266,070	2,266,070	-	0.0%	1,988,135	(277,935)
	<u>12,051,762</u>	<u>12,777,061</u>	<u>725,300</u>	<u>5.7%</u>	<u>9,900,867</u>	<u>(2,150,894)</u>
(SURPLUS)/DEFICIT	<u><u>(1,548,297)</u></u>	<u><u>0</u></u>				

Township of Wellington North

General Fund Financial Summary

Budget vs Year to Date – Ending August 31, 2023

1. The budget update for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to the budget summary were to accrue revenue for water and sewer user fees to correspond with expenses incurred, taxation revenues (budget adjusted to actual), audit fees (2/3 of budget), insurance expenses (2/3 of budget), Fire charges to other Municipalities (2/3 of budget), Arthur Medical centre revenues (2/3 of budget), and inter-functional transfers (2/3 of budget). Additionally, transfers to reserves, reserve funds and capital have been normalized for year-to-date activity only.

REVENUES

2. Net Taxation: Stated YTD Actuals include three-quarter of budgeted revenues.
3. Fees and Service Charges: User fees and service charges include manual accrual adjustment for Sewer and Water revenue YTD due to the significance of the amount.
4. Miscellaneous: revenues are currently exceeding budget and prior year – these increase revenues are largely attributable to CBO PI&C - Admin & Non-Refundable Fees exceeding expectations.
5. Investment Income – This year's investment income has surpassed the budget, largely due to increased deposit interest. Staff recently renegotiated a renewal to a redeemable investment instrument with RBC, capitalizing on higher returns.
6. Rents, Concessions & Franchises: After last year's revenue challenges stemming from the lingering effects of COVID-19, this year is marking a robust turnaround. Revenues in this category are currently exceeding the budgeted expectations, and with no more COVID mandates, we anticipate sustained strong performance throughout the remainder of the year.

EXPENSES

7. Council: Expenses this year exceed the budget mainly due to higher computer/internet services and membership costs.
8. Administration: This year, actuals are below budget primarily due to vacancies throughout the year. While savings were realized in the earlier months, the disparity between budgeted and actual expenditures may narrow in the coming months.
9. Property: Actuals are currently under budget and higher than the prior year; however, expectation is that they will fall in line with budget as year progresses.
10. Fire Services: Actuals are currently under budget and up year-over-year; however, expectation is that they will fall in line with budget as year progresses. Current year variance widely distributed across budgeted expense profile. Year over year variance is largely driven by timing of actual wage & benefit expenditures.
11. Policing & Crossing Guard Services: Current year actuals are over budget mainly because of the timing of wages & benefits expenditure.

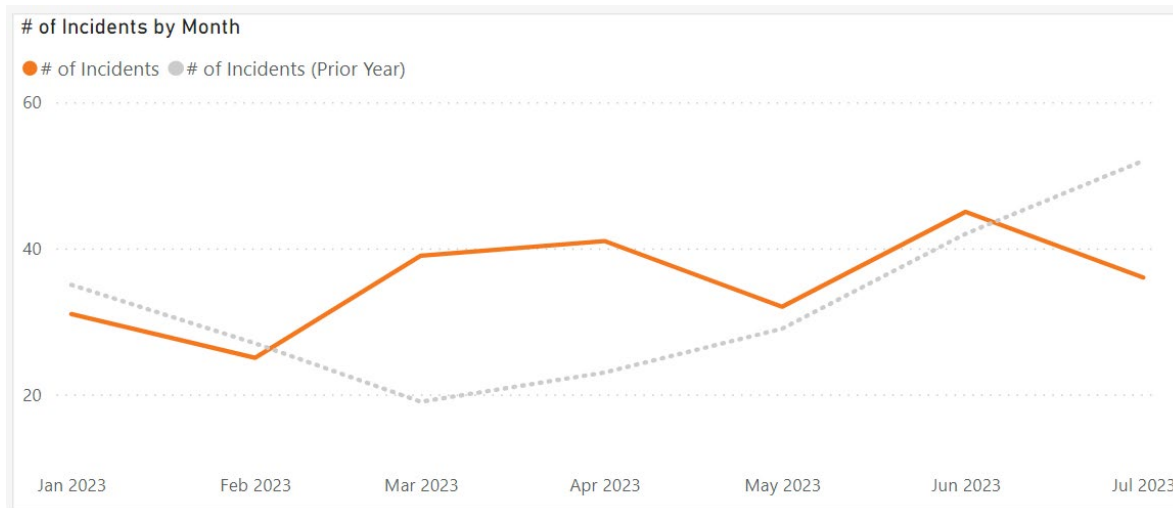
12. Protective Inspection & Control: Current year actuals are below the budget, primarily due to lower wages & benefits expenditure. While savings were realized in the earlier months, the disparity between budgeted and actual expenditures may narrow in the coming months.
13. Property Standards: Current year actuals currently trailing budget; however, are in line with prior year over a similar timeline. Current year variance largely attributable to wage and benefit expenditures trailing budget.
14. Roads: Actuals are exceeding budget and prior year – Current year variance widely distributed across expense profile. Notably, Wages & Benefits, Equipment repairs, gas and oil are trending above expected expenditures.
15. Street Lighting: Current year actuals trailing budget. Current year variance largely attributable to maintenance and hydro costs trailing expectations; however, it is anticipated that full year expenditures (hydro) will come in line with budget expectations.
16. Recreation: Current year expenditures are trailing budget and exceeding prior year by significant margins, the deviation from the previous year is attributed to the removal of COVID-19 measures
17. Planning: Current year actuals are exceeding budget and prior year. Current, and year over year variance largely driven by activity in this segment and corresponding county invoicing expenses.
18. Economic Development: Current year expenses trending over budget and prior year. In year, and prior year variances largely driven by timing of Community Development and CIP grant advances and increased wages & benefits.
19. Municipal Drains: Current year variance to budget is driven by timing of expense realization for municipal drain contributions and superintendent expenditures but is expected to come in line with full-year budget expectations as the year progresses.
20. Sanitary Sewers: Current year actuals over budget and prior year. Current year variance is largely attributable to increased OCWA expenses, equipment failure repair cost, hydro cost, and timing of debt servicing costs.
21. Water Works: Overall, expenditures are trailing the budget. In-year budget to actual variance is widely distributed across budgeted expense accounts.

2023 | Jan-Jul



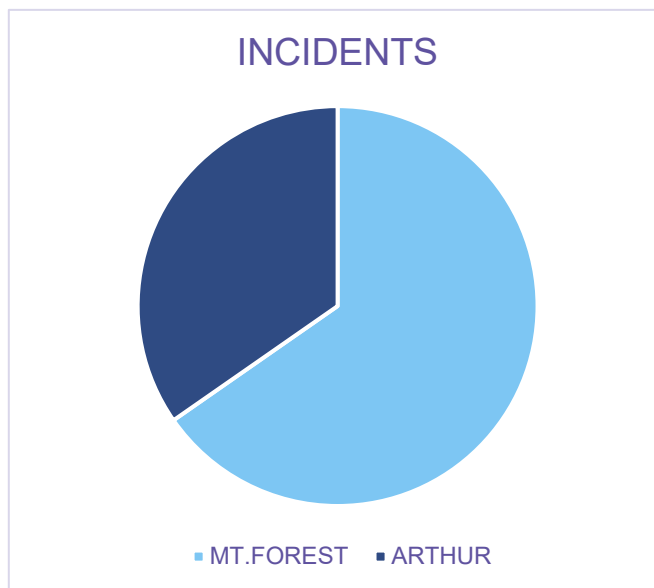
Wellington North Fire Service

INCIDENTS BY MONTH



INCIDENT TYPES & COUNTS

Incident Group	# of Incidents
Property fires/explosions	26
Pre fire conditions/no fire	4
Burning (controlled)	15
False fire calls	35
CO False calls	6
Public Hazard	7
Rescue	42
Medical/resuscitator call	79
Other Response	35
Total	249



WNFS at a 5% increase over prior year to date as of August 18, 2023

2023 = 264 , 2022 = 252

Training

Training has been rolling along, practices have been well attended on various topics. We have completed a couple of 2 station training sessions where both stations come together and train together. We have also had various members take some NFPA courses in different areas, including Instructor certification, fire prevention and pumper operations.

Coming up this Fall we will have a course on electrical safety for firefighters as well as recertification in CPR and first aid. We continue to work with the County Training Officer to bring more courses to the County and ensure we are ready for the deadlines for mandatory certifications.

Public Education

The spring brought many school tours for WNFS. We completed 2 days of tours in Mt.Forest and 2 days in Arthur. We also visited both of the summer day camps. WNFS is in the planning stages to bring many more public education initiatives in Fall / Winter with the return of our Deputy Chief from maternity leave.

Recruitment

WNFS is recruiting for both Mt.Forest and Arthur Stations. This recruitment campaign has involved paid online advertisements, yard signs and partnerships with realtors to target new residents in the Community. Recruitment closes October 2, 2023. As of August 8, 2023, we have 9 resumes for Mt.Forest and 8 resumes for Arthur. Our goal is to get to at least 25 firefighters in each station. If we get enough interest, we would love to push our roster to 30 firefighters to help to spread the workload. More to come on that in the future.

Equipment

We have been working hard at completing a complete inventory of all of our equipment and where we can achieve some savings. We are finding a lot of redundant equipment that we can spread around and not have to purchase new.

With the increase in calls we have seen a number of repairs needed on trucks and equipment. Marco has been busy getting everything fixed and back in working order while working through supply chain issues with parts.

Management Report

A huge thank you to the water department and our firefighters for working together to get through the water tower project. The communication between the 2 departments was appreciated and helped us get through the project with very few issues. Our firefighters worked through numerous structure fires and did not miss a beat. A big thank as well to all of our neighbouring fire departments for their assistance through the mutual aid plan during these incidents. We had at one time over 10 Tanker trucks at a recent incident!

We have been working our way through the consultants process and providing as much information as possible to them so they can complete the report. It is our understanding that the report will be coming out soon. We are looking forward to seeing the report and working our way through the recommendations.

The new Fire Hall concept in Mount Forest is still under discussion. We are working our way through getting a draft plan to start the process. We are looking forward to working with the firefighters and Council to understand this project and further discussions.

The management team has finally hit its stride being back to full strength. We are able to finally get some long standing projects accomplished and move some new things forward. We are working on setting our priorities for the rest of the year including completing our mandated community risk assessment. It has to be completed by July 2024, we anticipate having it completed in house by Spring of 2024.



WELLINGTON NORTH Staff Report
SEMPER PORRO

To: Mayor and Members of Council Meeting of September 11, 2023
From: Tom Bowden, Manager of Recreation Services
Subject: Report OPS 2023-030 Alcohol Policy Amendment

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2023-030 Alcohol Policy Amendment being a report on an amendment to the Municipal Alcohol Risk Management Policy Section 2.1 and 3.1.7 for the purpose of updating and increasing the service area at the MFSC;

AND FURTHER THAT the Council of the Township of Wellington North recommend approval of an amendment to the Municipal Alcohol Policy Section 2.1 and 3.1.7.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Alcohol Risk Management Policy, Effective Date October 21, 2014

Wellington North Showcase Report March 4, 2013, Amendment

Wedding Reception Report July 26, 2014, Amendment

Report RAC 2015-001 Amendment

Report RAC 2016-02 Amendment

Report RAC 2016-002 Amendment

Report RAC 2016-16 Amendment

Report RAC 2017-003 Amendment

Report RAC 2019-006 Amendment

Report OPS 2023-014 Amendment

Report OPS 2023-020 Amendment

BACKGROUND

Section 2.1

Every year several temporary amendments are made for this section of the alcohol policy to include the Foyer adjacent to the Community Hall at the Mount Forest Sports Complex, by adding the Foyer in conjunction with a Community Hall rental this will cut down on the time spent by Council and staff for minor amendments to this policy each year.

2.1. Facilities for Special Occasion Permits

Mount Forest & District Sports Complex

Community Hall

Foyer in conjunction with a Community Hall rental

Arena Floor

Lower Leisure Hall

Upper Leisure Hall

Plume Room

Meeting Room

Cork Street Park

Mount Forest Fire Hall

Community Room

Arthur Area Community Centre

Auditorium

Upstairs Community Hall

Arena Floor

Arthur Optimist Pavilion

Section 3.1.7

This is a change to the requirements of bartender/serves and monitors at alcohol events in our facilities, Section 3.1.7 will now say that all bartenders/serves and monitors are required to have Smart Serve certificates.

Old version

3.1.7 At the Renters expense; a Minimum of One bartender and one security must be formally trained (posses a Smart Serve card or an S.I.P. certificate). Smart Serve security and bartenders (through the permit holder) must provide the Township of Wellington North with Smart Serve certification number before event and must have Smart Serve identification card present at event at all times. The Permit Holder will meet with facility staff to review our policy prior to facility usage for functions licensed under the Alcohol and Gaming Commission of Ontario.

New Version

3.1.7 At the Renters expense; **all bartenders/servers and monitors/security** must be formally trained (posses a Smart Serve card or an S.I.P. certificate). Smart Serve security and bartenders (through the permit holder) must provide the Township of Wellington North with Smart Serve certification number before event and must have Smart Serve identification card present at event at all times. The Permit Holder will meet with facility staff to review our policy prior to facility usage for functions licensed under the Alcohol and Gaming Commission of Ontario.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

NA

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:** Tom Bowden, Manager, Recreation Services*Tom Bowden***Recommended By:** Brooke Lambert, Chief Administrative Officer*Brooke Lambert*



Staff Report

To: Mayor and Members of Council Meeting of September 11, 2023
From: Tammy Stevenson, Senior Project Manager
Subject: OPS 2023-031 Pedestrian Crossing Infrastructure Review

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2023-031 being a report on intersection investigation for pedestrian crossing infrastructure;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law to amend By-law 130-2022 being a By-law to regulate traffic in the Township of Wellington North by adding the following:

DEFINITION

“Pedestrian crossover”, as defined in the Highway Traffic Act, means any portion of a roadway, designated by this by-law, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by regulations made under the Highway Traffic Act.

Schedule J – Pedestrian Crossover Locations

Mount Forest	
Main Street South	King Street East
Main Street North	Durham Street West
Queen Street East	Parkside Drive
Arthur	
Smith Street	Conestoga Street

The pedestrian crossover on Main Street South at King Street East, Main Street North at Durham Street West, Queen Street East at Parkside Drive and Smith Street at Conestoga Street will be designed and installed in accordance with Ontario Regulation 402/15, be consistent with a Level 2, Type B crossover in accordance with Ontario Traffic Manual Book 15.;

AND FURTHER THAT Council direct staff to submit the amended Regulate Traffic By-law to the Ministry of Transportation (MTO);

AND FURTHER THAT Council direct staff to bring pedestrian crossing infrastructure projects, once approved by MTO, forward as part of the current or future budget discussion;

AND FURTHER THAT Council direct staff to have further conversations with the Mount Forest BIA on a potential financial contribution to the pedestrian crossing infrastructure at Main Street South and King Street location.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2023-002 being a report on intersections investigated pedestrian crossing infrastructure.

Report OPS 2019-024 being a report on the Township's audible pedestrian signals.

Report OPS 2019-026 being a report on the two intersections investigated pedestrian crossing infrastructure.

Report OPS 2023-002 being a report on intersections investigated pedestrian crossing infrastructure.

BACKGROUND

Pedestrian crossing at Main Street South and King Street location was requested and supported by the Mount Forest BIA.

Triton Engineering Services Limited (Triton) was hired to perform assessment of Main Street South and King Street intersection to review if Pedestrian Crossover (PXO) infrastructure is warranted and should be considered at Main Street South and King Street East.

Main Street South and King Street East

Triton reviewed this intersection and determined that the traffic volumes and types observed did not meet the warrants necessary to justify the installation of traffic or pedestrian signals, however PXO treatment (Level 2, Type B PXO) is warranted pedestrian crossing infrastructure contained within Ontario Traffic Manual Book 15. Triton summary letter has been attached as Attachment A.

A Level 2, Type B PXO will minimize pedestrian delay in crossing to waiting for the actuated flashing beacons and disruption to traffic will be limited to waiting for pedestrians to move through the crossing when the beacons are activated.

Council could therefore consider the installation of pedestrian crossing infrastructure recommended at Main Street South and King Street East, subject to MTO-approval. The installation of pedestrian crossing infrastructure at these locations would also bring the crossings to current Accessibility for Ontarians with Disabilities (AODA) standards.

If desired, staff suggest Council provide direction for staff to bring a pedestrian crossing infrastructure project forward as part of the current or a future budget discussion.

FINANCIAL CONSIDERATIONS

The estimated cost to design and install a Level 2, Type B, Pedestrian Crossover is ~\$250,000 plus applicable taxes at the Main/King location.

Once constructed, additional cost for annual inspection and placement of line pavement markings and general maintenance.

ATTACHMENTS

Attachment A – Triton Engineering Services Limited letter dated April 8, 2022
Review of the Intersection of King Street and Main Street

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>



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

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ORANGEVILLE • FERGUS • GRAVENHURST

April 8, 2022

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

ATTENTION: Mr. Matt Aston
Director of Operations

RE: TOWNSHIP OF WELLINGTON NORTH
REVIEW OF THE INTERSECTION OF
KING STREET AND MAIN STREET SOUTH
(HIGHWAY 6), MOUNT FOREST
OUR FILE: A5528-R03

Dear Mr. Aston:

INTRODUCTION

On behalf of the Township of Wellington North (Township), Triton Engineering Services Limited (Triton) has undertaken a review of the intersection of Main Street South (Highway 6) with King Street, in the former Town of Mount Forest, to determine whether additional traffic and pedestrian control would be warranted. It is our understanding that the concerns at this intersection relate to pedestrians crossing Main Street South. We are not aware of any traffic operation concerns at the intersection.

This report presents the results of our analysis, consistent with Ontario Traffic Manual (OTM) Book 12 – *Traffic Signals* and Book 15 – *Pedestrian Crossing Treatments*. The analysis takes into consideration observed traffic volumes, physical site conditions, proximity to other traffic control devices, and system connectivity and pedestrian desire lines. Further to providing a summary of the analysis, this report also presents design considerations and site modifications with respect to the Highway Traffic Act (HTA) and the Accessibility for Ontarians with Disabilities Act (AODA), and provides recommendations.

The OTM Book 15 - *Pedestrian Crossing Treatments* was published in June 2016 and provides warrant analysis and design criteria for the installation of Pedestrian Crossovers (PXOs). It provides a Decision Support Tool (DST) describing threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. It is noted that a study of traffic conditions and physical characteristics of the location, as well as consideration of requirements to continue pedestrian desire lines or provide system connectivity are important in providing a complete analysis. This also includes roadway configuration, sight lines, and proximity to other traffic control devices.

LOCATION DESCRIPTION

The intersection is located approximately 180 metres (m) north of the traffic signals at the intersection of Main Street South and Queen Street and approximately 190 m south of the traffic signals at the intersection of Main Street and Wellington Street. Main Street South is the through road and stop control is provided on King Street. King Street is a local road, with one through lane in each direction. Time limited (maximum 2 hours between 9 a.m. and 6 p.m.) parallel parking lanes are provided on both sides of King Street West and on the south side of King Street East. A lane for angle parking, which is also time limited, is provided on the north side of King Street East from Main Street to approximately 40 m east of Main Street. A Municipal Parking Lot is located on the east side of Main Street South, approximately 55 m north of King Street East, with access provided between buildings 166 and 174 Main Street South.

Main Street South (Ontario Provincial Highway 6) is a north-south Connecting Link arterial road with a posted speed limit of 50 km/hr. The road authority for the Connecting Link is the Township; however, the Ontario Ministry of Transportation (MTO) must review and approve all traffic control devices on the roadway prior to installation. Main Street South has one through lane in each direction. Parallel parking lanes are provided on the east and west sides of Main Street South to the north and south of the intersection with King Street, which can create sight distance restrictions for traffic stopped at the stop bars on King Street and for pedestrians crossing Main Street South.

Sidewalks are located on both sides of both roads. Sidewalk extensions/curb bulbs are provided on both sides of King Street East and King Street West and both have crosswalk lines marked across King Street. The crosswalk across Main Street is uncontrolled, where pedestrians must yield to traffic before crossing. All four corners of the intersection have sidewalk ramps for pedestrians; however, they do not meet current AODA standards.

The approaches to the intersection from King Street are flat and straight. The approaches from Main Street South are straight. The parking on Main Street has the potential to block sightlines between approaching vehicles and pedestrians wanting to cross either leg of Main Street.

Sight distance is limited for vehicles stopped at the stop bars on King Street by parallel parking lanes and buildings on the corners of the intersection. Vehicles stopped at the stop bars on the side street must move ahead to view oncoming traffic before proceeding through the intersection and can cause visual obstruction and sight distance issues for pedestrians crossing Main Street South. The width of Main Street South, representing the pedestrian crossing distance, measured from the edge of pavement on either side of the roadway at the existing curb drops on the north and south legs of the intersection, is 13.4 m.

Figure 1 presents the lay-out of existing conditions of the intersection.

TRAFFIC COUNTS

A traffic count (vehicle and pedestrian) was conducted by Triton on July 30, 2019, for a total observation period of 8 hours that are representative of the highest hours of traffic volumes experienced on an average day. The pedestrian count includes those crossing at and in the immediate vicinity of the intersection, and was split into those that crossed the road within 10 seconds of reaching the curb, and those that had to wait more than 10 seconds before crossing. This measure of pedestrian delay is used in the traffic signal warrant analysis. The pedestrian count was further split into assisted pedestrians and unassisted pedestrians. Assisted pedestrians include senior citizens, children under the age of 12, disabled pedestrians and other pedestrians requiring special consideration or assistance. Assisted pedestrians are accounted for by doubling their total.

The pedestrian movement counts (in terms of net equivalent adults) and vehicle traffic volumes for the intersection studied are summarized below in Tables 1 and 2, respectively. It should be noted that pedestrians crossing Main Street include those that crossed at a midblock location within one third of a block of King Street. The majority of midblock crossings were observed north of King Street.

Table 1: Summary of Observed Pedestrian Volume

Time Period	Pedestrians (Net Adjusted) Crossing Main Street South (Highway 6)				Pedestrians (Net Adjusted) Crossing the Side Street (King Street)			
	North Leg		South Leg		East Leg		West Leg	
	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s
7:30 a.m. to 8:30 a.m.	12	0	12	0	12	0	6	3
8:30 a.m. to 9:30 a.m.	28	0	14	0	25	2	15	3
11:00 a.m. to 12:00 p.m.	7	0	24	2	33	0	46	3
12:00 p.m. to 1:00 p.m.	13	0	22	0	43	0	48	0
1:00 p.m. to 2:00 p.m.	18	0	32	0	72	0	53	0
3:00 p.m. to 4:00 p.m.	15	0	11	0	43	0	44	0
4:00 p.m. to 5:00 p.m.	16	0	15	0	42	0	33	0
5:00 p.m. to 6:00 p.m.	26	0	23	0	23	0	36	0
Totals	135	0	153	2	293	2	281	9
Totals	135		155		295		290	
Total Crossing	290				585			

Table 2: Summary of Observed Traffic Volume

Time Period	Main Street South (Highway 6)						King Street (Side Street)					
	North leg entering			South Leg entering			East Leg Entering (King Street East)			West Leg Entering (King Street West)		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
7:30 a.m. to 8:30 a.m.	4	189	9	8	242	6	3	2	6	5	1	2
8:30 a.m. to 9:30 a.m.	9	201	12	22	277	5	2	4	11	8	5	2
11:00 a.m. to 12:00 p.m.	19	274	14	16	348	16	4	0	16	19	1	22
12:00 p.m. to 1:00 p.m.	39	320	18	16	347	7	1	2	17	21	6	20
1:00 p.m. to 2:00 p.m.	23	312	19	16	376	16	2	2	21	3	8	17
3:00 p.m. to 4:00 p.m.	23	337	24	29	318	10	1	3	18	8	5	21
4:00 p.m. to 5:00 p.m.	23	341	28	17	382	18	4	3	11	8	4	19
5:00 p.m. to 6:00 p.m.	22	287	22	23	365	7	2	6	12	11	6	17
Totals	162	2,261	146	147	2,655	85	19	22	112	83	36	120
Total Entering	2,569			2,887			153			239		
Leg Total	5,419			5,287			436			554		

ANALYSIS OF PEDESTRIAN CROSSING TREATMENT OPTIONS

The OTM Book 15 – *Pedestrian Crossing Treatments* provides a Decision Support Tool (DST) that describes threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. A complete analysis includes consultation of the DST, along with a study of traffic conditions and physical characteristics of the location being studied.

Traffic Signals

Consistent with the DST, the first step in the analysis is to determine whether traffic signals are warranted for pedestrians, using the Justification 6 of the OTM Book 12 – *Traffic Signals*.

Justification 6 – Pedestrian Volume and Delay

This calculation examines both pedestrian and traffic volumes for the highest eight hours of factored pedestrian movement. Justification 6 consists of Part A, which is based on volume (pedestrian and traffic) alone, and Part B which examines pedestrian delays. The latter analysis considers the volume of factored pedestrians that are delayed 10 seconds or more before crossing. In order for pedestrian signals to be warranted, both parts of the justification must be satisfied. Based on the traffic count conducted on July 30, 2019, both parts of Justification 6 were not met for this location.

Pedestrian Crossover

When pedestrian signals are not warranted, the next step using the DST is to evaluate whether a PXO is warranted. Regulations under the Highway Traffic Act (HTA) permit the use of three types of Level 2 PXOs, which include black on white pedestrian crossing signs, “ladder-type” pavement markings, and the use of a yield line known as “shark’s teeth markings”. Details on the warrants for, and installation of these crossings, are contained in the Ontario Traffic Manual Book 15 – *Pedestrian Crossing Treatments*. The minimum 8-hour volume requirements for a PXO are at least 100 equivalent adult pedestrians crossing during a corresponding vehicle volume of at least 750 vehicles. Both of these requirements are satisfied based on the traffic count conducted on July 30, 2019, which observed 290 pedestrians crossing Main Street South and a total vehicle volume of 5,419 for a period of 8 hours.

The next step of the DST evaluates whether there is a requirement for system connectivity or if the location is on a pedestrian desire line. As per the DST, it is noted that a PXO should not be applied within 200 m of another traffic control device (since PXOs can have the potential to disrupt traffic flow if installed within 200 m of other traffic signals), unless there is a requirement for system connectivity or to continue pedestrian desire lines. Given that the intersection of King Street and Main Street South is within the downtown core of Mount Forest and its location facilitates connectivity for pedestrians in terms of access to parking, then this location can be considered as being on a pedestrian desire line. It is expected that disruption to traffic flow caused by operation of a PXO would be minimal at this location given that the separation from adjacent traffic signals is very close to 200 m. It should also be noted that it is likely that pedestrians will continue to use this uncontrolled location to cross Main Street South; therefore, a PXO at this location is expected to improve driver awareness of pedestrians crossing and improve pedestrian safety. For these reasons, this location is a candidate site for a PXO.

Table 7: Pedestrian Crossover Selection Matrix in OTM Book 15 is used to determine which type of PXO should be selected. The number of pedestrians crossing Main Street South on the north leg or south leg of the intersection were nearly equal. Just over half (53 percent) of the total pedestrian traffic crossed Main Street South on the south leg, where the pedestrian crossing distance is 13.4 m. This crossing distance is representative of a four-lane roadway (based on an assumed lane width of between 3.0 m and 3.75 m [as per MTO Geometric Design Standards for Ontario Highways]). Consistent with Table 7 in OTM Book 15, the appropriate PXO treatment based on this pedestrian crossing distance, for a roadway having a posted speed limit of 50 km/hr with an observed 8-hour traffic volume of 5,419, is a Level 2, Type B.

Approval from MTO for the installation of a PXO on a Connecting Link is required. As part of the application for approval, MTO will review this warrant analysis report and provide approval of a Township By-Law regarding this location on a Connecting Link.

DISCUSSION

The OTM Book 15 provides the following guidance with respect to Pedestrian System Connectivity: *The provision of pedestrian system connectivity is important for proper pedestrian accommodation...Facilitating connectivity between crosswalks and sidewalks, and/or trail networks involves understanding and monitoring pedestrian desire lines, which evolve as a function of land use, the location of pedestrian generators and attractors, and proximity to existing crossing facilities. Providing proper connectivity between origins and destinations allow pedestrians for simple and convenient access to facilities with the shortest possible deviation.*

The intersection of Main Street South and King Street is in the Central Business District, with nearby pedestrian generators including banks and other businesses, and access to parking facilities. Sidewalks are present on all four corners. Even though this crossing location is within 200 m of two signalized intersections (180m and 190m respectively), a PXO can be considered based on pedestrian desire lines.

This site can be considered a candidate for the installation of a Level 2, Type B PXO, based on the observed 8-hour pedestrian and traffic volume, requirement to continue pedestrian desire lines, road width and speed limit. The south leg of the intersection would be the preferred location for installation of the PXO given that this is where the majority (53%) of pedestrians crossed Main Street South at the intersection and because the south side of the intersection provides more room than the north side for installation of the PXO poles and for snow removal equipment to maneuver around the poles. If the Township wishes to pursue this option, a request will be made to the MTO for review and approval.

The pedestrian crossing distance on either leg of Main Street South could be reduced by providing curb bump outs. These would provide better pedestrian visibility and shorten the crossing distance for pedestrians, and may act as an enhancement to traffic calming. Of particular concern is the visibility of pedestrians entering the crosswalk in relation to adjacent parked cars. In order to provide sufficient sight distance, some existing parking spaces may need to be removed. The provision of bump-outs reduces the crossing distance (and time) and improves pedestrian visibility. However, bump-outs can restrict right turn movements and slip-by movements around left turning vehicles, thereby affecting traffic operations. Even if the crosswalk distance is reduced by the construction of bump-outs, a Level 2, Type B PXO will remain the appropriate PXO treatment system for Main Street South.

RECOMMENDATIONS

The installation of traffic or pedestrian signals at this intersection is not justified. PXO treatment (Level 2, Type B PXO) is warranted and recommended, given that this location is on a pedestrian desire line and provides system connectivity. A Level 2 Type B PXO is appropriate based on the road width and observed 8-hour traffic volume. A PXO will minimize pedestrian delay in crossing to waiting for the actuated flashing beacons and disruption to traffic will be limited to waiting for pedestrians to move through the crossing when the beacons are activated.

An example of a Level 2 Type B PXO is attached in Attachment A. A copy of Table 11 from OTM Book 15, which presents the required, desirable, and optional components of Level 2, Type B PXOs is also included in Attachment A.

It should be noted that implementation of a PXO at this location will include the following steps:

- Identify any other modifications that may be required to enhance the safety and effectiveness of the crossing.
 - The Township could consider constructing curb bump outs with AODA ramps to improve accessibility at this intersection.
- Submit this warrant analysis report to MTO for approval.
 - Note: MTO review and acceptance of the proposed PXO can take up to three months and will also require Council passing a By-Law supporting the installation of a Level 2, Type B PXO on Main Street South at King Street.

We trust that this meets your current requirements, and we would be pleased to review our findings with you, as required.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

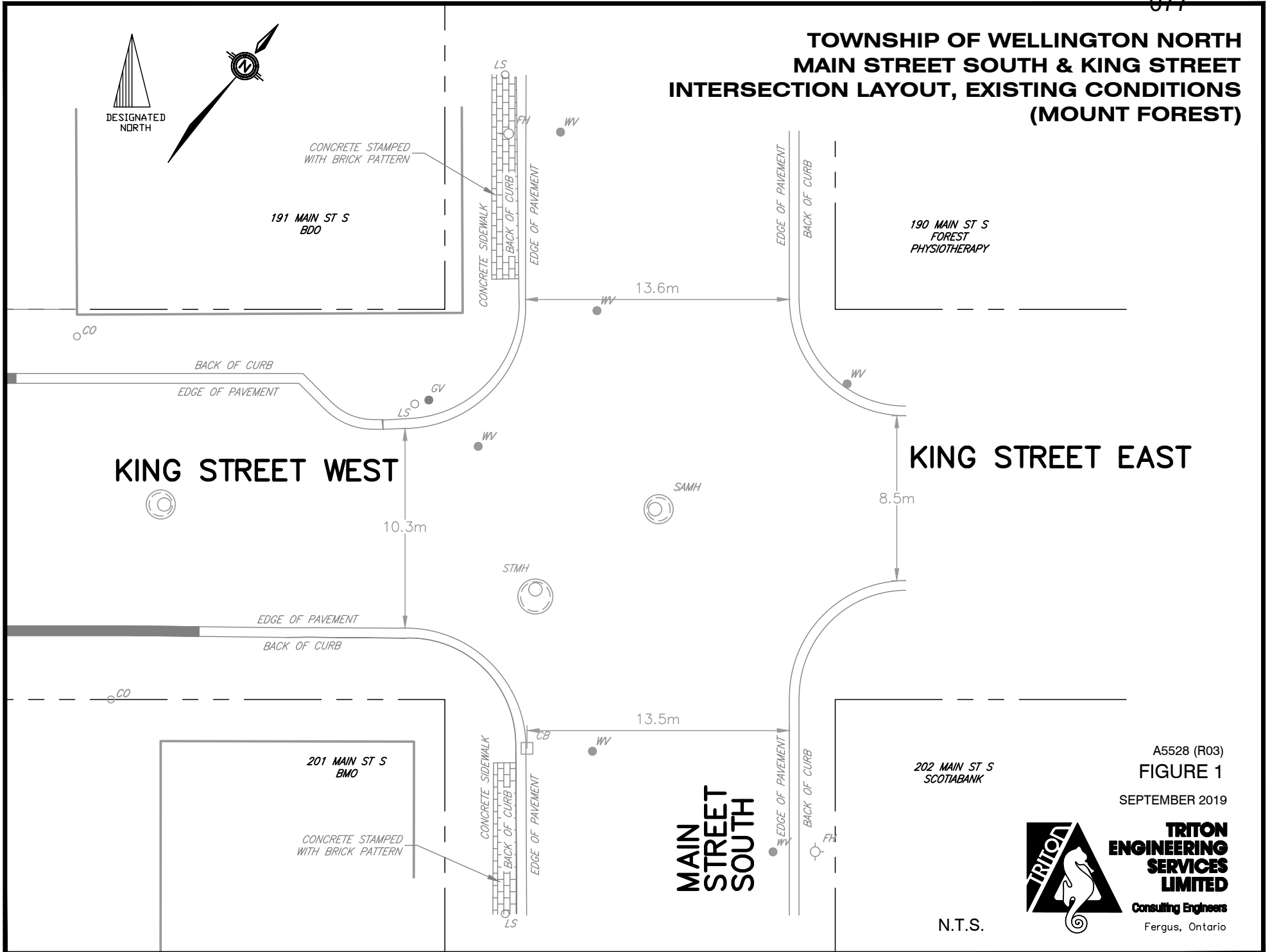


Taylor Kramp, P. Eng.



Lindsay Scott, P. Eng.

TOWNSHIP OF WELLINGTON NORTH MAIN STREET SOUTH & KING STREET INTERSECTION LAYOUT, EXISTING CONDITIONS (MOUNT FOREST)



A5528 (R03)

FIGURE 1

SEPTEMBER 2019

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Consulting Engineers

Fergus, Ontario



N.T.S.

ATTACHMENT A
EXAMPLE OF A LEVEL 2 TYPE B PXO TREATMENT

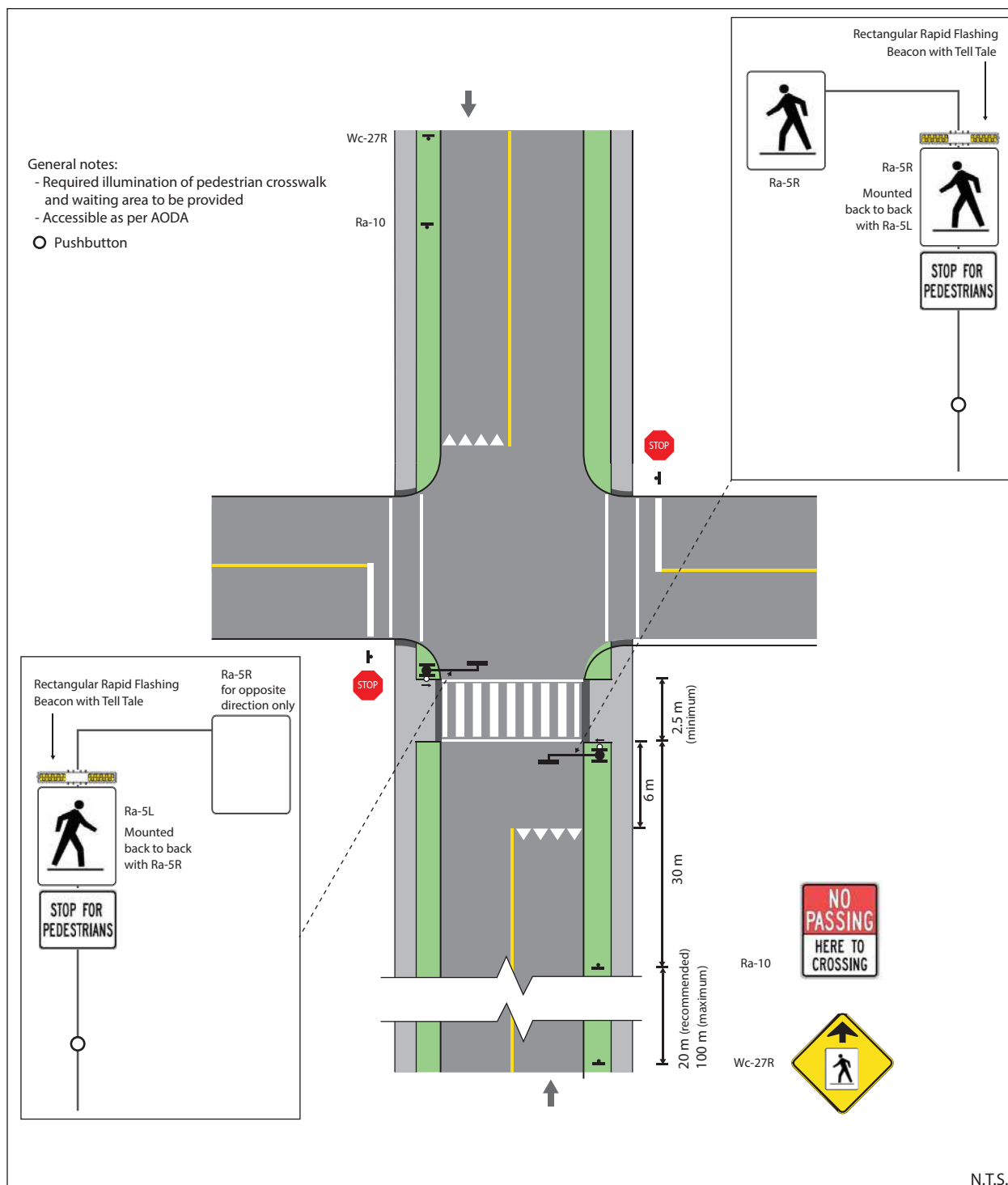


Figure 27: Pedestrian Crossover Level 2 Type B – Intersection (2-way)

Table 11: Components of Level 2 Type B Pedestrian Crossover

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L), together with their Stop for Pedestrians (Ra-4t) tabs, on both sides of the road mounted back to back (For one-way applications, Stop for Pedestrians tab is required only for the direction of travel) • One over-head mounted pedestrian crossover sign showing a symbol of a person crossing on a road to the right (Ra-5R), for each direction of travel • Ladder Crosswalk Markings • Yield to Pedestrians line markings at 6.0 m from crosswalk • Actuated Double-sided Rectangle Rapid Flashing Beacon with Tell Tale and Pedestrian Pushbutton for pedestrians mounted above each set of side-mounted pedestrian crossover signs installed at the pedestrian crossover • Advanced Pedestrian Crossover Ahead sign (Wc-27R/Wc-27L) at 50.0 m upstream of the crosswalk • Passing restrictions on single lane approaches • Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing • Lane change prohibition on multiple lane approaches using solid white lines (not applicable for exiting legs of roundabouts) • No Passing Here to Crossing sign (Ra-10) 30 m upstream of the crosswalk 	<ul style="list-style-type: none"> • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing 	<ul style="list-style-type: none"> • School Crossing Guard • Textured Crosswalk Markings • Raised Crosswalk • Pedestrian Pushbutton (Ra-11) sign • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers



Staff Report

To: Mayor and Members of Council Meeting of September 11, 2023
From: Tammy Stevenson, Senior Project Manager
Subject: OPS 2023-032 Non-Standard Pavement Marking Review

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information Report OPS 2023-032 being a report on non-standard pavement markings

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2023-031 being a report on intersections investigation pedestrian crossing infrastructure

Deputation – Request for Rainbow Crosswalks at the March 20, 2023, Council Meeting

Report OPS 2023-002 being a report on intersections investigated pedestrian crossing infrastructure

Report OPS 2019-024 being a report on the Township's audible pedestrian signals

Report OPS 2019-026 being a report on the two intersections investigated pedestrian crossing infrastructure

Report OPS 2023-002 being a report on intersections investigated pedestrian crossing infrastructure

BACKGROUND

At the March 20, 2023, Council Meeting, a deputation request was received for Rainbow Crosswalks. The deputation group suggested that the new crosswalks proposed in Arthur and Mount Forest be granted additional funding to include a rainbow colour palette at one location in each urban centre to indicate support and celebration of the 2SLGBTQIA+ community in Wellington North.

Staff have consulted with our consulting engineer regarding the placement of non-standard pavement markings and have received the following information:

- City of Cornwall Council Report found in Attachment A, which provides information on considerations, including legal implications, for implementing non-standard pavement

markings for crosswalks. To summarize, the City's insurance and legal counsel advised against the use of non-standard markings, at present, due to increased risk and liability. It was recommended that the use of non-standard markings be deferred until the results of the Transportation Association of Canada (TAC) Non-Standard Pavement Markings for Crosswalks Study has been completed and the updated Manual of Uniform Traffic Control Devices for Canada (MUTCDC) are available. It is expected that it will take some time before the MUTCDC will be updated which will include results of the TAC study and provide guidance for use of non-standard pavement marking colours and/or designs for crosswalks.

- TAC Non-Standard Pavement Markings for Crosswalks Study has been completed and can be reviewed at this link <http://library.tac-atc.ca/publications/CA7FMS8002023N55.pdf>

Staff is recommending that Council not proceed with installation of a permanent thermoplastic Rainbow Crosswalk within the Township's road network until the updated MUTCDC is available at which time a future report can be brought to Council. An alternative to non-standard pavement markings to support, celebrate and give recognition to various groups could be painted murals on walls or celebration flags hung on Main Street light standards or municipal buildings.

If Council wishes to proceed in advance of the updated MUTCDC, further Public consultation along with local BIA on potential locations will need to be completed. Consultation with 2SLGBTQ+ advocacy groups to select a design. Municipalities that currently have these crosswalks typically have them placed in a low volume and low speed locations. The proposed future pedestrian crossover with treatment Level 2, Type B PXO, locations are on high volume roads on Main Street North, Main Street South, Queen Street East and Smith Street and should not be considered as an appropriate location for non-standard pavement markings such as a rainbow crosswalk.

FINANCIAL CONSIDERATIONS

The estimated cost to install a non-standard pavement markings at each location is ~\$15,000 plus applicable taxes. Pavement markings will need to be installed yearly.

Once constructed, additional cost for annual placement of non-standard pavement markings ~\$15,000.

ATTACHMENTS

Attachment A – City of Cornwall Report Number 2021-60-Infrastructure and Municipal Works
Rainbow Crosswalks in Celebration of Pride Week

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>

The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2021-60-Infrastructure and Municipal Works
Prepared By: Michael Fawthrop, Division Manager
Meeting Date: June 28, 2021
Subject: Rainbow Crosswalks in Celebration of Pride Week

Purpose

To provide Council with further information regarding the request for Rainbow Crosswalks in Celebration of Pride Week in the community, as requested in a motion approved at the June 14, 2021, regular meeting.

Recommendation

- a. That Council receive Report 2021-60-Infrastructure and Municipal Works.

Background / Discussion

[Rainbow Crosswalk](#)

At the May 10, 2021, regular meeting, Council approved a motion which requested that “Administration prepare a report by Monday, June 14, 2021, that outlines the feasibility, cost, potential crosswalks or alternative locations and any other key details required to support Diversity Cornwall in celebrating Pride week by painting a rainbow crosswalk in a prominent location in our City”.

At the June 14, 2021, regular meeting, Council received Report 2021-57-Infrastructure and Municipal Works which is attached to this report. At the same meeting, Council endorsed the implementation of the Clock Tower Mural in



Celebration of Pride Week and directed Administration to prepare a follow-up report on the painting of a rainbow crosswalk for the meeting of June 28, 2021.

As indicated in the previous report, roadway line painting, which includes the painting of crosswalks, is provincially regulated and must follow the Ontario Traffic Manual (OTM). As such, the line painting of crosswalks in the City follows the design standards, details and specifications which are mandated in the OTM. The OTM includes exact specifications on the colour and reflectivity of the paint used for roadway line painting. The line painting at crosswalks provides a basic form of regulatory protection for the pedestrian crossing the road.

The Transportation Association of Canada (TAC) Pedestrian Crossing Control Guide acts as another guideline for local governments to follow in order to ensure that crosswalks are uniformly implemented across the country. Along with the OTM, the TAC Pedestrian Crossing Control Guide considers the posted speed limit, cross section of the roadway, distance to the nearest alternate crossing, number and types of pedestrians and vehicular volume as indicators for the type of crosswalks to be installed.

As indicated in the previous report, Rainbow Crosswalks or any other form of artistic crosswalks do not comply with the design standards, details and specifications for crosswalks as mandated in the OTM and TAC. If crosswalks were not painted in accordance with the OTM and/or TAC, the City could likely be held liable if an accident ever occurred.

Administration is aware that some municipalities across North America have implemented Rainbow Crosswalks in order to celebrate 2SLGBTQ+ awareness and rights. Although some municipalities are implementing Rainbow Crosswalks on either a temporary or permanent basis, these municipalities are doing so assuming the increased risk and liability associated with a non-compliant crosswalk.

Typically in other municipalities, these crosswalks have been implemented at lower volume and lower speed intersections likely due to the associated risk and liability. Should Council elect to issue direction to Administration to proceed with a Rainbow Crosswalk, it is recommended that an intersection be selected which is smaller in size, has modest traffic volumes and lower vehicle travelling speeds in order to mitigate some of the risk. Additionally, it is recommended that only one side of the intersection crosswalk be painted in order to reduce some of the risk and mitigate cost.



Transportation Association of Canada (TAC)

As indicated during the June 14, 2021, regular meeting, TAC is currently in the midst of completing a study on Non-Standard Pavement Markings for Crosswalks which will include a formal review of Rainbow Crosswalks and other forms of artistic crosswalk designs. The study was initiated by TAC as provincial and municipal authorities are frequently asked to implement non-standard crosswalk designs as part of a placemaking initiative, to improve aesthetics in an area or to show the support for a cause. Currently, any form of artistic crosswalks are not approved for use by TAC or MTO as no comprehensive studies have been completed on the impact of non-standard crosswalk markings on public safety in Canada and any other publicly available research/studies are very limited. The results of the study which will be conducted by TAC will be released as a formal report with findings eventually being incorporated into a future update of the Manual of Uniform Traffic Control Devices for Canada.

As indicated during the June 14, 2021, regular meeting, TAC is currently in the midst of completing a study on Non-Standard Pavement Markings for Crosswalks which will include a formal review of Rainbow Crosswalks and other forms of artistic crosswalk designs. The study was initiated by TAC as provincial and municipal authorities are frequently asked to implement non-standard crosswalk designs as part of a placemaking initiative, to improve aesthetics in an area or to show the support for a cause. Currently, any form of artistic crosswalks is not approved for use by TAC or MTO as no comprehensive research has been found or studies have been completed on the impact of non-standard crosswalk markings on public safety in Canada. The results of the study which will be conducted by TAC will be released as a formal report with findings eventually being incorporated into a future update of the Manual of Uniform Traffic Control Devices for Canada.

The project will research non-standard pavement marking for crosswalks in an effort to understand their impact on:

- Driver perception and recognition of crosswalks;
- Driver and pedestrian distraction;
- Slip and skid resistance; and
- Recognition by automated driving systems.



Additionally, the project tasks are summarized as follows:

- An extensive literature review;
- Primary research to collect data on recognition/conspicuity and driver/pedestrian distraction;
- Additional research regarding impacts on slip/skid resistance and recognition by automated driving systems;
- Simulation testing;
- Analysis of collected data; and
- Development of recommendations regarding non-standard pavement markings for crosswalks.

The final deliverable for the project will be a resource document which will include recommended practitioner guidance which will eventually be added to the Manual of Uniform Traffic Control Devices for Canada. Originally, the study was to be completed by 2021; however, TAC just recently confirmed that the schedule of the study has been impacted as a result of the pandemic and has been delayed to the Fall of 2022. Once the study has been completed, TAC will provide formal guidance on these types of installations which will likely include approved Rainbow Crosswalk designs and specifications should the results of the study indicate that approved Rainbow Crosswalk designs do not pose a risk/liability to motorists and pedestrians.

Should Council elect to proceed with instituting a Rainbow Crosswalk within the City's road network prior to the TAC study being completed, it is likely that the Rainbow Crosswalk design which is implemented would not be compliant with the guidance provided by TAC and/or MTO; therefore, it will still pose a significant risk/liability to the City. In this event, Administration would need to recommend that the previously installed Rainbow Crosswalk be removed and a TAC/MTO approved design be implemented. As included in the previous report to Council, the cost to install a permanent thermoplastic Rainbow Crosswalk within the City's road network is estimated to be \$10,000 to \$15,000 for one side of an intersection depending upon the size, location and design. Thermoplastic is very expensive to remove after it has been installed due to how well it bonds to the asphalt surface. If the City were to remove an existing thermoplastic crosswalk and implement an approved design, the overall project cost would likely be between \$30,000 to \$40,000.

As such, Administration is recommending that Council not proceed with installing a permanent thermoplastic Rainbow Crosswalk within the City's road network until the TAC study has been completed and formal guidance has been issued.



Once formal guidance is issued by TAC, Administration proposes to bring a report back to Council which would include the following:

- Summary of the results of the study issued by TAC;
- Summary of the guidelines, design standards, specifications, etc., included in the study;
- Discussion on potential locations, approved design selection, schedule and associated costs;
- Consultation with local 2SLGBTQ+ advocacy groups such as but not limited to Diversity Cornwall on potential prominent locations, selecting a TAC approved design, etc.;
- Consultation with BIA's on location, design, etc.; and
- Public consultation on location, design, etc.

Additionally, it is recommended that Council direct Administration to include a permanent thermoplastic Rainbow Crosswalk in the 2022 Capital Budget which is compliant with guidelines to be issued by TAC.

BFL Canada – Insurer

Please refer to the attached previous report on Placemaking which included a request for the artistic painting of crosswalks by volunteers within the City among other Placemaking initiatives. The attached report contained correspondence from the City's insurer, including commentary from the insurer's legal counsel. In summary, the City's insurer advised against implementing crosswalks which do not follow applicable standards due to the increased risk and liability for the municipality should an accident ever occur.

Following the June 14, 2021, regular meeting, Administration reengaged the City's insurer, BFL Canada, to provide updated commentary on the proposal for a Rainbow Crosswalk within the City's road network. Please refer to the attached letter from BFL Canada dated June 24, 2021. As indicated previously, BFL Canada continues to advise the City to not implement a Rainbow Crosswalk due to the risk and liability associated with a non-compliant crosswalk.

BLG – Legal

Following the June 14, 2021, regular meeting, Administration sought an additional legal opinion from the City's legal firm, BLG. At the time of writing this report, a memorandum to be provided by BLG in regards to implementing a proposed non-compliant crosswalk was still pending. It will be circulated directly



to Council in advance of the meeting. BLG is advising the City to not implement a Rainbow Crosswalk due to risk and liability associated with a non-compliant sidewalk. Furthermore, BLG is in agreement with the analysis and commentary on risk/liability which was included within both staff reports on the matter.

BLG is not aware of any applicable case law on the matter as it likely has not been before the court system as of yet since these crosswalks have only been installed in some municipalities in recent years.

Additionally, the legal opinion provided by BLG is consistent with the legal advice provided by the City's insurer as part of both the Placemaking Report and the Rainbow Crosswalk Report.

Joint and Several Liability

Joint and several liability is a common law principle holding that those who have contributed to cause a single inseparable loss are each liable to the injured person for the full amount of the damage suffered. In Ontario, the joint and several provisions of the Negligence Act, indicate: "Where damages have been caused or contributed to by the fault or neglect of two or more persons...and, where two or more persons are found at fault or negligent, they are jointly and severally liable to the person suffering the loss or damage." A defendant, who may be only 1% at fault, can be obligated to pay the plaintiff's entire judgment, particularly in cases where the other defendant(s) is unable to meet a court-ordered award. The joint and several liability legislation has placed disproportionate accountability onto municipal governments.

Since the proposed Rainbow Crosswalk is non-compliant with applicable standards and has not been tested as of yet, the City could be held liable if an accident were ever to occur at the proposed Rainbow Crosswalk even if the proposed crosswalk was not the main cause of the accident. The potential liability would also likely increase as Administration, the City's legal counsel and insurer have all advised against it.

Claims Process

In the case of injuries resulting from an incident on public property, upon receiving a claim, the City undergoes a diligent investigative process to determine cause, location, date, and potential liability. This includes an analysis of all relevant internal records along with conversations with the departments and individuals involved. For example, in the case of a slip and fall claim, records



gathered from relevant departments may include sidewalk maintenance records, sidewalk inspection records, pre and post incident weather records, winter control records (if applicable), and pictures of the location of loss. As a part of our fact-gathering process, we compare our internal records with relevant legislations and standards in place.

The best safeguard available to municipalities in defense of an injury claim are the legislations and standards set out by the provincial and federal governments, including the Minimum Maintenance Standards, the Municipal Act, and the Occupiers' Liability Act. These pieces of legislation codify the municipality's responsibilities and allow the municipality to refute liability if those responsibilities are fulfilled. Through this process, municipalities are able to use relevant legislations to show that they were not negligent. In the absence of legislation or if a municipality is not following current legislation, the municipality may be found to have breached its duty of care and may be held liable for damages resulting from this negligence.

Meeting with Diversity Cornwall

Administration met with Diversity Cornwall on June 22, 2021, to discuss the Rainbow Crosswalk proposal as well as the Clock Tower Mural. Following the meeting, Diversity Cornwall provided a letter summarizing their position on both projects. Please refer to the attached letter from Diversity Cornwall dated June 22, 2021. Diversity Cornwall expressed to the City that the board receives many requests for a Rainbow Crosswalk in the City similar to those found in other municipalities. Diversity Cornwall was understanding of Administration's position that these crosswalks are not compliant with applicable standards. As indicated in the attached letter, Diversity Cornwall supported the Justice Building as a potential location.

Additional Recommendations

Although some municipalities are implementing Rainbow Crosswalks on either a temporary or permanent basis, these municipalities are doing so assuming the increased risk and liability as they are not compliant with OTM or TAC guidelines. Even though some municipalities are installing these crosswalks, Administration is professionally obligated to advise that these crosswalks are not compliant with legislation and have not been safety tested by TAC or MTO as of yet. As such, Administration cannot recommend that these crosswalks be implemented due to the associated increased risk and liability to the municipality.



Municipalities who have proceeded with these crosswalks have either used approved line paint or thermoplastic. Typically, municipalities which have implemented these crosswalks on a temporary basis, usually for the duration of Pride Week/Month, have used approved line paint due to the lower cost and ability to remove. Line paint is generally only used on a temporary basis as it typically wears off quickly especially in new applications and would require successive paint coats. In order to help address the slipperiness of a large painted surface when wet, a non-slip additive can be used to improve traction. The use of line paint within the City's road network even with a non-slip additive would be discouraged as it is a non-approved crosswalk and it will wear off very quickly. The use of line paint with a non-slip additive would only be recommended as a temporary installation for a defined period of time. It should not be considered for use within the City's road network. Possible consideration could be to install a temporary rainbow crosswalk using a non-slip additive for a defined period of time such as Pride Week or Pride Month in an area with high visibility such as the Justice Building, Benson Centre, Civic Complex, etc. The City of Kingston has recently undertaken a similar initiative in front of City Hall where the paint will be installed for Pride Month to celebrate 2SLGBTQ+ awareness and rights and will be removed at the end of June. Please refer to further information regarding the City of Kingston project found at the following link: <https://globalnews.ca/news/4244802/rainbow-crosswalk-kingstons-pride/>. Further information can also be found on the City of Kingston website at the following link: <https://www.cityofkingston.ca/-/city-shows-its-support-for-lgbtq-community>. The estimated cost to install a temporary rainbow crosswalk on a City property would be estimated to be \$5,000 plus the cost to remove it. Line paint would not be recommended as a permanent solution as the maintenance costs associated with continually repainting an area would exceed the cost of installing thermoplastic as discussed below.

As indicated in the previous report, some municipalities which have implemented these crosswalks on a permanent basis have elected to use thermoplastic markings in lieu of line paint. As indicated above, line paint is discouraged due to the maintenance costs associated with continually having to repaint the area, the large surface becoming slippery when wet, poor durability, etc. Thermoplastic markings are essentially plastic markings which have been melted into the pavement surface with heat. The benefit of these markings is that it can last up to 5 years depending upon the application and it provides increased traction for pedestrians compared to line paint. The disadvantages of thermoplastic is the initial capital cost and the cost to remove it after it has been placed. As such, thermoplastics are typically installed when the application is intended to be



permanent. As previously indicated, the cost of the application to one crossing at an intersection could range from \$10,000 to \$15,000 depending upon the size of the intersection. It is difficult to provide an exact cost of the application as the cost is dependent upon the design of the Rainbow Crosswalk as various alternatives exist, the size of the crosswalk/intersection, the number of crossings to be painted, the traffic control required, etc. Although some municipalities have instituted these crosswalks using thermoplastic, Council should be reminded that these crosswalks still do not comply with legislation and would still expose the municipality to liability should any type of accident ever occur at the intersection.

As indicated above, if a crosswalk were to be installed within the City's road network prior to the completion of the TAC study, it is possible that the crosswalk may need to be removed and replaced at a significant cost at a later date. As such Administration is recommending that Council not proceed with installing a permanent Rainbow Crosswalk until the study has been completed and formal guidance has been issued.

Should Council issue direction to proceed with a permanent thermoplastic crosswalk this year, it likely could not be installed until the Fall as the City would need to prepare a proposed design, consult advocacy groups, issue and award a competitive request for quotation, etc. As previously indicated in the past report, the location of Pitt Street and Second Street which was previously discussed would be discouraged due to the traffic volumes, speeds, size of the intersection, etc. Additionally, the increased vehicle traffic, turning movements and speeds will also likely decrease the lifespan of the product and subject it to tire markings. If Council issued direction to install a rainbow crosswalk within the road network, the intersection of Pitt Street and First Street which was discussed at the recent meeting would likely be a good candidate as it is a stop controlled intersection with lower travelling speeds and lower volumes. If Council directed Administration to install a crosswalk within the City's road network once the TAC study was completed and guidance was issued, the location of Pitt Street and First Street would likely be recommended as the preferred location. Additionally, consideration could be given to installing the permanent thermoplastic crosswalk within the property of a City facility such as the Justice Building, Benson Centre, Civic Complex, etc. In the recent meeting with Administration and members of Diversity Cornwall, Diversity Cornwall indicated a preference for the Justice Building location due to its prominence, proximity to police services and public presence which may dissuade potential vandalism, etc.

Administration recommends that Council direct staff to prepare a report on the implementation of a Rainbow Crosswalk once guidelines and standards have



been issued by TAC following the completion of the study. Once formal guidance has been issued by TAC (expected in 2022), Administration will prepare a report to implement a Rainbow Crosswalk in a prominent location in the City in accordance with applicable guidelines. The report will include consultation with local 2SLGBTQ+ advocacy groups such as, but not limited to Diversity Cornwall as well as the BIA's, the general public, etc., on the potential locations, the selected design, etc. Administration also recommends that Council direct staff to include the implementation of a permanent thermoplastic Rainbow Crosswalk which is to be installed in a prominent and visible location in the 2022 Capital Budget submission which is to be compliant with TAC and/or MTO standards once the study is completed and guidelines have been issued.



Document Title:	Rainbow Crosswalk in Celebration of Pride Week - Follow-up - 2021-60-IMW.docx
Attachments:	- BFL Letter - Rainbow Crosswalk.pdf - Diversity Cornwall - Crosswalk.pdf - 2021-57-IMW - Rainbow Crosswalk in Celebration of Pride Week.pdf
Final Approval Date:	Jun 24, 2021

This report and all of its attachments were approved and signed as outlined below:

Michael Fawthrop - Jun 24, 2021 - 2:41 PM

Bill de Wit - Jun 24, 2021 - 3:03 PM

Mark A. Boileau - Jun 24, 2021 - 3:37 PM

Tracey Bailey - Jun 24, 2021 - 3:44 PM

Maureen Adams - Jun 24, 2021 - 4:26 PM

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

BY-LAW NUMBER 081-2023

**BEING A BY-LAW TO REPEAL BY-LAW 013-2020 BEING A
PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE
AND PROCEEDINGS OF MEETINGS OF THE RECREATION,
PARKS AND LEISURE COMMITTEE OF COUNCIL FOR
WELLINGTON NORTH**

AND WHEREAS it is deemed necessary to repeal by-law 013-2020 as amended
by By-law 014-2023

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

1. **THAT** By-law No. 013-2020 be repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11TH DAY OF SEPTEMBER, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 082-2023

**BEING A BY-LAW TO EXEMPT LANDS FROM PART LOT
CONTROL MARLANA HOMES INC.**

WHEREAS:

- A. Subsection 50(7) of the Planning Act, R.S.O. 1990, c.P.13 (the Act) provides that council may by by-law provide that Subsection (5) does not apply to such land within a Reference plan of subdivision as designated by the by-law.
- B. Subsection (7.1) provides that a by-law passed under Subsection (7) does not take effect until it has been approved by the approval authority for purposes of Sections 51 and 51.1 of the Act.
- C. The County of Wellington is the approval authority for the purposes of such sections.
- D. A by-law passed under Subsection (7) may provide that the by-law expires at the expiration of the time period specified in the by-law.

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

- 1. Subsection 50(5) of the Planning Act shall not apply to the following lands during the time that this by-law is in effect:

Property:
Lot 7, Part of Registered Plan 61M-256, formerly Draft Plan of Subdivision 23T-17001
- 2. This by-law shall become effective upon the endorsement by The Corporation of the County of Wellington of its said approval of the by-law.

3. This by-law shall expire upon the expiration of three years following the date of its passage by council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11TH DAY OF SEPTEMBER 2023**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 083-2023

**BEING A BY-LAW TO AMEND BY-LAW 130-2020 BEING A
BY-LAW TO REGULATE TRAFFIC IN THE TOWNSHIP OF
WELLINGTON NORTH AND TO REPEAL BY-LAW NO. 104-
21.**

WHEREAS Council deems it necessary to pass a by-law to amend regulate traffic in the Township of Wellington North.

THEREFORE the Council of the Corporation of the Township of Wellington North amends By-law 130-2022 as follows:

ADD

DEFINITIONS:

PEDESTRIAN CROSSOVER as defined in the Highway Traffic Act, means any portion of a roadway, designated by this by-law, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by regulations made under the Highway Traffic Act.

ADD

SCHEDULE “J” – PEDESTRIAN CROSSOVER LOCATION

Mount Forest	
Main Street South	King Street East
Main Street North	Durham Street West
Queen Street East	Parkside Drive
Arthur	
Smith Street	Conestoga Street

ADD

The pedestrian crossover on Main Street South at King Street East, Main Street North at Durham Street West, Queen Street East at Parkside Drive and Smith Street at Conestoga Street will be designed and installed in accordance with Ontario Regulation 402/15, be consistent with a Level 2, Type B crossover in accordance with Ontario Traffic Manual Book 15.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 11th DAY OF SEPTMBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



Preserving, promoting, and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.

CULTURAL MOMENT FOR SEPTEMBER 11TH CELEBRATES BEE KEEPING

Words are like bees – some create honey and others leave a sting (Author Unknown)



Bee keeping is an interesting hobby or business with many advantages for both. For the hobbyist, there is enjoyment in learning about and caring for the hives, and the benefit of having your flowers pollinated.

For those whose hobby has progressed into a business, there is the satisfaction of producing your own honey, and using the bees wax to make candles, and bees wax wraps. There are other products which are not as well-known but also marketable: pollen, and propolis which is a resin-like material made by bees from the buds of poplar and cone-

bearing trees. There is also royal jelly which is a milk-like substance produced by worker bees as nourishment for queen bees and their young. It is a popular ingredient in skin creams and helps to protect skin against the effects of ultraviolet radiation. Honey is used in traditional medicine for its antibacterial, antifungal, and anti-inflammatory properties.

To begin bee keeping the following supplies are required for the bees: hives, including frames, a water source, and a pollen source. For a bee to support itself from egg to adulthood, it needs to gather pollen and nectar from about 5 flowers. The following supplies are required for the bee keeper: bee suits, gloves, smokers, a hive tool and a bee brush.

A hive will typically contain 60,000 to 80,000 bees: workers, drones and a single queen. The workers gather nectar, guard the hive and honey, care for the queen and larvae, keep the hive clean, and produce honey. The drones are the male bees whose sole purpose is to mate with the queen. The queen bee produces chemical scents that help regulate the unity of the colony and lay lots of eggs.

The expression “busy as a bee” becomes a reality when you realize that it takes a bee 10,000,000 trips to collect enough nectar to make 1 pound of honey.



Resource: Ruth MacDonald

Submitted by Councillor Penny Renken, Wellington North Cultural Roundtable

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

BY-LAW NUMBER 084-2023

**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
SEPTEMBER 11, 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 August 28, 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 11TH DAY OF SEPTEMBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK