

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – OCTOBER 10, 2023 AT 2:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:00 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/87191445571>

Or join by phone:

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

Webinar ID: 871 9144 5571

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the October 10, 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

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

1. REPORTS

- Report EDO 2023-022 Senior of the Year and Ontario Volunteer Award Nominations for 2024
- Report CAO 2023-013 Wellington North Fire Services Management Update

2. REVIEW OF CLOSED SESSION MINUTES

- September 25, 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 Report EDO 2023-022 Senior of the Year and Ontario Volunteer Award Nominations for 2024;

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 CAO 2023-013 Wellington North Fire Services Management 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 September 25, 2023 Council Meeting.

O'CANADA

COUNTY COUNCIL UPDATE

Andrew Lennox, Mayor

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the September 25, 2023 Regular Meeting of Council at : p.m. for the purpose of holding a Public Meeting under the Planning Act:

- Holtz Grain Limited, Zoning By-law Amendment
- 5053745 Ontario Inc, Zoning By-law Amendment and Official Plan Amendment

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the October 25, 2023 Regular Meeting of Council at : p.m.

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 090-2023 being a by-law to amend By-law 66-01, 001
being a Zoning By-law for the Township of Wellington North.
(Concession 5, Lot 22 and Part Lot 23 with civic address of 7552
Sideroad 9 W)

Recommendation:

THAT By-law Number 090-23 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Concession 5, Lot 22 and Part Lot 23 with civic address of 7552 Sideroad 9 W)

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, September 25, 2023 005

Recommendation:

THAT the minutes of the Regular Meeting of Council held on September 25, 2023 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Mount Forest Aquatics Ad-Hoc Advisory Committee, August 22, 2023 012

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.

- b. Saugeen Valley Conservation Authority, Board of Directors Meeting, July 20, 2023 018

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Board of Directors Meeting held on July 20, 2023.

- c. Maitland Valley Conservation Authority,
 - Membership Meeting #7-2023, June 21, 2023 025
 - Membership Meeting #8-2023, July 19, 2023 029

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority, Membership Meeting #7-2023 held on June 21, 2023 and Membership Meeting #8-2023 held on July 19, 2023.

2. ADMINISTRATION

- a. Report CAO 2023-011 Conservation Authorities Act – Memorandum of Understanding/Agreements Implementation and Update 031

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-011 regarding the implementation of the various

Memorandum of Understandings and Cost Apportioning Agreements required as part of the Conservation Authorities Act, between the Township and with the:

- Grand River Conservation Authority (GRCA)
- Maitland Valley Conservation Authority (MVCA)
- Saugeen Valley Conservation Authority (SVCA)

AND THAT Council approves entering into said Memorandums of Understanding/Agreements as outlined herein;

AND FURTHER THAT Council directs staff to bring By-laws authorizing the MOUs/Agreements to a future meeting of Council;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-laws.

- b. Report CAO 2023-012 Wellington North Fire Services Review

087

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO2023-012 regarding the Wellington North Fire Services Review.

AND THAT Council endorses the continuation and further development of the Fire Services Partnership with the Town of Minto, with an emphasis on collaboration, efficient and cost-effective delivery of services, and mutual benefit to the community.

AND FURTHER THAT Council direct staff to work with the Town of Minto to revise the current agreement to reflect a more formalized “Shared Fire Services Management” partnership approach and that this agreement be brought back to Council for approval.

AND FURTHER THAT Council directs staff to review the Fire Services Budget and make recommendations during the 2024 Budget process related to staffing and the additional resources required to support the partnership.

AND FURTHER THAT Council directs staff to develop a three-year work plan that will address the following priorities.

- Fire Services Master Plan
- Community Risk Assessment
- Facility Review/Mount Forest Fire Station Design

AND FURTHER THAT Council directs staff to work with the Shared Fire Service Management Team to strengthen and align Township policies and procedures, specifically with respect to Human Resources.

AND FURTHER THAT Council directs staff to ensure ongoing communication with all stakeholders about the partnership, and that within

the Wellington North Fire Services there is a renewed focus on internal unity, respect, co-operation.

- c. Report CLK 2023-032 Consideration of Final Engineer’s Report for George Kirkness (Asbridge) Drain 106

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-032 being a report to consider the final engineer’s report for the proposed drainage works for George Kirkness (Asbridge) Drain;

AND FURTHER THAT Council hereby approves the final Engineer’s report dated August 30, 2023, prepared by K. Smart Associates Limited file No. 22-198;

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

AND FURTHER THAT the Mayor and Clerk are authorized to sign the provisional by-law to adopt the final engineers report;

AND FURTHER THAT Council set the date for the Court of Revision as November 6, 2023 at 2:00 p.m. to hear any appeals filed in this matter.

AND FURTHER THAT Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision

Councillor _____

Councillor _____ and

Councillor _____

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.

3. OPERATIONS

- a. Report OPS 2023-033 Arthur Wastewater Treatment Plant Expansion Phase 2 109

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-033 being a report on Arthur Wastewater Treatment Plant Expansion Phase 2;

AND FURTHER THAT Council approve, in principle, the work plan as presented within this report;

AND FURTHER THAT Council direct staff to authorize the consulting engineer to send request for the extension of the existing Arthur Wastewater Treatment Plant ECA to the MECP.

AND FURTHER THAT Council direct staff to authorize the consulting engineer to complete the detailed design and tender package for the Arthur

Wastewater Treatment Plant Expansion Phase 2 as outlined within this report and set a budget for this project at \$148,721.56 inclusive of applicable taxes;

AND FURTHER THAT Council approve and direct staff to utilize the Sanitary Sewer Reserve Funds to fund the detailed design of the Arthur Wastewater Treatment Plant Expansion Phase 2 in the amount of \$148,721.56 inclusive of applicable taxes;

AND FURTHER THAT Council direct staff bring the Arthur Wastewater Treatment Plant Expansion Phase 2 forward as part of the 2024 budget discussion;

AND FURTHER THAT Council direct staff to suspend the Village of Arthur from the Sewage Allocation Policy and no further sewage allocations be granted in Arthur to developments as per policy at this time until the Phase 2 expansion has been tendered and awarded;

AND FURTHER THAT Council direct staff to bring forward a future report in Spring 2024 with recommendations for Sewage Allocation in Arthur for in-fill lots that will be issued by the Building Department.

AND FURTHER THAT Council authorize the Senior Project Manager or their designate to sign any necessary agreements with the consulting engineer to execute this project;

- b. Report OPS 2023-035 being a report on Cachet Developments (Arthur) Security Reduction Request 118

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-035 being a report on Cachet Developments (Arthur) Security Reduction Request;

AND FURTHER THAT Council receive the correspondence from Dustin Lyttle, Triton Engineering Services Limited, dated October 3, 2023, regarding Cachet Developments (Arthur) Phases 1 & 2 and Preston Street Reconstruction Letter of Credit Adjustments – October 2023;

AND FURTHER THAT Council grant Cachet Developments (Arthur) for its Preston Street subdivision in the community of Arthur (Draft Plant 23T-20202) and Preston Street Reconstruction a reduction in securities to the retained amount of \$3,675,000.00, subject to the submission of a Statutory Declaration re: Payment of Accounts by the Developer to the Township CBO.

- c. Report OPS 2023-034 being a report on the proposed Mount Forest Outdoor Pool and Aquatics Centre detailed design update 138

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-034 being a report on the proposed Mount Forest Outdoor Pool and Aquatics Centre detail design update;

AND FURTHER THAT Council approve, in principle, the updated work plan as presented within this report.

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2023-019 Mount Forest Aquatics Centre Fundraising Plan 193

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023 – 019 on the Fundraising Plan for the Mount Forest Aquatics Centre,

AND THAT council supports the following recommendations from the Mount Forest Aquatics Ad Hoc Advisory Committee:

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

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

- Councillor Sherry Burke as Fundraising Director
- Ray Tout as 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.

5. ADMINISTRATION

- a. Report CLK 2023-035 Ranking Housing Affordability Task Force recommendations 202

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-035 Ranking Housing Affordability Task Force recommendations.

AND THAT Council approve the following as their top five:

- 44: 36) Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.
- 45: 37) Align property taxes for purpose-built rental with those of condos and low-rise homes.

- 47: 39) Eliminate or reduce tax disincentives to housing growth.
- 52: 44) Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.
- 18. 14) Require that public consultations provide digital participation options.

AND FURTHER THAT Staff be directed to submit the rankings to the Ministry of Municipal Affairs together with the comments that prime agricultural land needs to be protected from development and supports need to be in place to support building 1.5 million homes by 2031 including social services and supports, policing, education, and healthcare.

- b. Report CLK 2023-034 Animal Control Officer Activity 213

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-034 Animal Control Officer activity.

6. PLANNING

- a. Report DC 2023-027 Forest View Estates, Draft Plan of Subdivision 23T-18007, Part Park Lot 4, N/S Domville Street, Crown Survey, Part 1 Plan 61R22025; Township of Wellington North 217

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-027 being a report on Forest View Estates Amending Subdivision Agreement;

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

7. FINANCE

- a. Vendor Cheque Register Report, October 2, 2023 221

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 2, 2023.

8. COUNCIL

- a. Helen Edwards, Seniors' Centre for Excellence Seniors' Health Services Coordinator, correspondence dated August 28, 2023 requesting a proclamation for Canada's Fall Prevention Month 223

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence date August 28, 2023 from Helen Edwards, Seniors' Centre for Excellence Seniors' Health Services Coordinator, requesting a proclamation for Canada's Fall Prevention Month.

Recommendation:

WHEREAS, older adults in Canada have been and continue to be valued and important life-long contributors to the advancement of Canadian society;

WHEREAS, older adults are at risk of fatal fall-related injuries as well as non-fatal fall-related injuries that frequently result in disability, chronic pain, loss of independence, and reduced quality of life;

WHEREAS, falls are the leading cause of injury-related deaths and hospitalizations and cost the healthcare system \$9.1 billion (direct costs), resulting in 1.5M emergency department visits, 133,017 hospitalizations, 38,848 disabilities, and 5,249 deaths;

WHEREAS, Fall Prevention Month is an annual call to action campaign that encourages Canadian organizations and individuals to come together to deploy fall prevention efforts each November for a coordinated and larger impact. Everyone has a role to play in creating change to prevent falls and fall-related injuries;

THEREFORE, We, Mayor Lennox and Council members of the Township of Wellington North do hereby proclaim November as Fall Prevention Month.

- b. Guelph Wellington Crime Stoppers, Fall 2023 CSGW Newsletter 226

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Guelph Wellington Crime Stoppers Fall 2023 CSGW Newsletter.

- c. Royal Canadian Legion, Branch #134 Mount Forest, correspondence dated September 25, 2023 request for permission to distribute poppies and hold a Remembrance Day service and parade. 227

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated September 25, 2023 from The Royal Canadian Legion, Br. #134 Mount Forest request for permission to distribute poppies and hold a Remembrance Day service and parade;

AND FURTHER THAT the Council of the Township of Wellington North grant permission to the Royal Canadian Legions, Arthur and Mount Forest, for the distribution of poppies within the Township of Wellington North and to hold a Remembrance Day service and parade.

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 October 10, 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 089-2023 being a Provisional Drain By-law to provide for the construction of the George Kirkness (Asbridge) Drainage Works. 228

Recommendation:

THAT By-law Number 089-2023 being a Provisional Drain By-law to provide for the construction of the George Kirkness (Asbridge) Drainage Works be read a First and Second time and provisionally enacted.

- b. By-law 091-2023 being a by-law to amend By-law 084-2023 being a by-law to authorize a Subdivision Agreement (940749 Ontario Limited, Forest View Estates, Coffey) 230

Recommendation:

THAT By-law Number 091-2023 being a by-law to amend By-law 084-2023 being a by-law to authorize a Subdivision Agreement be read a First, Second and Third time and enacted. (940749 Ontario Limited, Forest View Estates, Coffey)

CONFIRMING BY-LAW

234

Recommendation:

THAT By-law Number 092-23 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 October 10, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of October 10, 2023 be adjourned at __: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS

Arthur Chamber of Commerce, Directors Meeting	Wednesday, October 11, 2023	5:30 p.m.
Arthur BIA Directors Meeting	Wednesday, October 11, 2023	7:00 p.m.
Mount Forest Standpipe Celebration	Friday, October 13, 2023	11:30 a.m. – 12:30 p.m.
Arthur Chamber of Commerce AGM & Service Excellence Awards and Dinner, Arthur Legion	Wednesday, October 18, 2023	6:00 p.m.
Mount Forest Chamber of Commerce Service Excellence Awards and Dinner, Mount Forest Legion Networking and cocktails 5:00 p.m.	Wednesday, October 25, 2023	6:00 p.m.
Regular Council Meeting	Monday, October 23, 2023	7:00 p.m.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 090-2023

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

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

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

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on lands legally described as Concession 5 Part Lot 22 and Part Lot 23 with civic address of 7552 Sideroad 9 W as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Agricultural (A) to Agricultural Exception (A-2)**
 - **Agricultural (A) to Agricultural Exception (A-122)**

33.122 CON 5, LOT 22 PT LOT 23	A-122	Notwithstanding, any other section of this By-law to the contrary, the existing 660 m ² (7,104 ft ²) drive shed on the subject property is permitted subject to the following conditions: <ol style="list-style-type: none"> a) Enlargement of any accessory structure is not permitted; and b) Additional accessory structures are not permitted including a hobby barn.
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2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

3. THAT this By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 10TH DAY OF OCTOBER, 2023.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 090-2023

Schedule "A"



This is Schedule "A" to By-law 090-2023

Passed this 10th day of October 2023

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 090-2023

THE LOCATION OF THE SUBJECT LANDS

The subject property is legally described as Concession 5, Lot 22 and Part Lot 23 with civic address of 7552 Sideroad 9 W. The lands subject to the amendment is 81.31 ha (200.9 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to restrict future residential development on the retained agricultural parcel and recognize an existing accessory structure on the severed parcel. This rezoning is a condition of severance application B31/23, that is granted provisional approval by the Wellington County Land Division Committee in June 2023. The consent will sever a 0.81 ha (2.0 ac) with an existing dwelling and a drive shed from the retained 80.5 ha (198.9 ac) vacant agricultural parcel under the surplus farm dwelling policies.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – SEPTEMBER 25, 2023 AT 7:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 6:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

Members Present:	Mayor:	Andrew Lennox
	Councillors:	Lisa Hern
		Steve McCabe
		Penny Renken
Member Absent:	Councillor:	Sherry Burke
Staff Present:		
	Chief Administrative Officer:	Brooke Lambert
	Director of Legislative Services/Clerk:	Karren Wallace
	Deputy Clerk:	Catherine Conrad
	Human Resources Manager:	Amy Tollefson
Manager Community & Economic Development:		Dale Small
	Manager of Recreation Services:	Tom Bowden
	Senior Project Manager:	Tammy Stevenson
	Senior Planner:	Matthieu Daoust

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2023-333

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Agenda for the September 25, 2023 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest disclosed.

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;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

RESOLUTION: 2023-334

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:31 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;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

CARRIED

1. REPORTS

- Verbal Report regarding H. Bye Aggregate Pit Agreement
- Report EDO 2023-020 Senior of the Year and Ontario Volunteer Award Nominations for 2024
- Report EDO 2023-021 Economic Development Office Update

2. REVIEW OF CLOSED SESSION MINUTES

- September 11, 2023

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2023-335

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 7:30 p.m.

CARRIED

RESOLUTION: 2023-336

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive the verbal report regarding H. Bye Aggregate Pit Agreement;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-337

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North defer Report EDO 2023-020 Senior of the Year and Ontario Volunteer Award Nominations for 2024.

CARRIED

Staff were directed to bring the report to the October 10, 2023 closed meeting of Council

RESOLUTION: 2023-338

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023-021 Economic Development Office Update

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-339

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the September 11, 2023 Council Meeting.

CARRIED

COUNTY COUNCIL UPDATE

Andrew Lennox, Mayor

- Deferred to October 10, 2023 Council Meeting.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2023-340

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the September 25, 2023 Regular Meeting of Council at 7:33 p.m. for the purpose of holding a Public Meeting under the Planning Act:

- Eugene Sidlar, Minor Variance

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2023-341

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the September 25, 2023 Regular Meeting of Council at 7:43 p.m.

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, September 11, 2023

RESOLUTION: 2023-342

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the minutes of the Regular Meeting of Council held on September 11, 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

3a, 3b, 3c, 4b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2023-343

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT all items listed under Items For Consideration on the September 25, 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 Planning Report prepared by a. Jessica Rahim, Senior Planner, County of Wellington, dated September 20, 2023, regarding Cachet Developments Inc., Parts 1-87, Blocks 134-143, Registered Plan 61M-248, Township of Wellington North (Arthur), Part Lot Control Exemption Application.

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

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated September 20, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the Maitland Conservation, August 2023 Update Report.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2023-344

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-010 Wellington North Power Inc. (WNP) Loan Application Approval;

AND FURTHER THAT Council of the Corporation of the Township of Wellington North, as the primary shareholder, grants approval to Wellington North Power Inc. (WNP) to borrow up to

\$1,100,000 from Infrastructure Ontario to finance

- Smart Meter Replacement / Reverification Capital Project (proposed budget \$350,000.00)
- New Large Developments (proposed budget \$550,000.00)
- Restoring a healthier Current Ratio (proposed budget \$200,000.00)

CARRIED

RESOLUTION: 2023-345

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-030 being a report on Township of Wellington North 25th Anniversary.

AND THAT staff be directed to work with the Cultural Roundtable to plan appropriate recognition activities to celebrate the 25th anniversary and bring their recommendations to Council by early 2024.

CARRIED

RESOLUTION: 2023-346

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-033 Canine Control Contract;

AND THAT the Mayor and Clerk be authorized to sign the by-law to amend By-law 030-2016 being a By-law for the provision of canine control services.

CARRIED

Council directed staff to bring a report regarding the numbers of times canine control is utilized.

RESOLUTION: 2023-347

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated September 15, 2023, from The Hon. Paul Calandra, Minister of Municipal Affairs and Housing regarding Responding to the Housing Affordability Task Force Recommendations.

CARRIED

Council directed staff to bring a report to the October 10th Council Meeting regarding ranking of top five Task Force recommendations.

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- The Mount Forest Community Garden held a dinner last week. It was nice to people enjoying the garden and see the excitement about the plants.

Councillor Hern (Ward 3):

- The Arthur Chamber of Commerce Annual General Meeting and Mount Forest Chamber of Commerce Annual General Meeting and Awards of Excellence are being held on the same date, October 18th. The Mount Forest Chamber had to

reschedule which resulted in their meeting being on the same date as the Arthur Chamber of Commerce AGM.

Councillor McCabe (Ward 4):

- The Saugeen Valley Conservation Authority had a meeting on September 21st regarding updating their strategic plan. They are working on the 2024 budget. Agreements have been sent to member municipalities for category 3 programs that allow further conservation restoration, development, and management of natural resources. Category 1 and 2 programs are mandated by the Province.
- Thank you to CAO Brooke Lambert, Councillor Hern and Councillor Renken for their participation in the IPM parade last week.

BY-LAWS

- a. By-law Number 086-2023 being a by-law to amend By-law 030-16 authorize the execution of an agreement between R. & R. Pet Paradise (Rick Rauwerda) and The Corporation of the Township of Wellington North
- b. By-law Number 087-2023 being a by-law to exempt lands from Part Lot Control (Cachet Developments Inc.)

RESOLUTION: 2023-348

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 086-2023 and 087-2023 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating Carolyn (Curtis) Greig

With over 30 years experience, Carolyn (Curtis) Greig is a long-time educator with her main focus in helping special needs high school students develop their language and literacy skills. This in turn, led to her involvement in the board of education's literacy committee and the founding of the reading tutor program in area high schools. She grew up in Arthur and became a teacher where she taught in British Columbia, Yukon, and Ontario.

The books she has written focus on some basic "growing up" fundamentals that we wish all our children to be conscious of, sharing, manners, friendship, loyalty, acceptance, prayer, and bullying. They focus on first, listening to the stories and then advancing to reading parts of the stories which are written in capital letters and later reading themselves.

From her love of dogs, the main character in the books is a dachshund named Jerry who has other dog friends that can parallel to a child's real life with their friends and in the book "School Days", a book about bullying teaches that, in spite of our differences; we all have unique talents and special abilities. The book, "The Rescue" takes place in the Elora Gorge and her 2nd book "The Birthday Party" emphasizes the Golden Rule: treat people the way you would like to be treated.

Carolyn lives in Arthur with her husband Henry and her current dachshund. We thank her contribution as an author and for enriching our community.

Submitted by Bonny McDougall, Wellington North Cultural Roundtable

CONFIRMING BY-LAW

RESOLUTION: 2023-349

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 088-23 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 25, 2023 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2023-350

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Regular Council meeting of September 25, 2023 be adjourned at 8:05 p.m.

CARRIED

MAYOR

CLERK

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.

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

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.

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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

014

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
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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.

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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

017

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.



Saugeen Valley Conservation Authority

Minutes – Board of Directors

Date: Thursday July 20, 2023, 1:00 p.m.

Location: Administration Office, Formosa, ON

Chair: Barbara Dobreen

Members present: Paul Allen, Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson, Steve McCabe, Greg McLean, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

Staff present: Erik Downing, Nicole Gibson, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards, Brandi Walter

Chair Barbara Dobreen called the meeting to order at 1:03 p.m.

1. Land Acknowledgement

The Land Acknowledgement was read by Bud Halpin:

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.

2. Adoption of Agenda

Motion #G23-62

Moved by Bill Stewart

Seconded by Paul Allen

THAT the agenda for the Saugeen Valley Conservation Authority meeting, July 20, 2023, be adopted as circulated.

Carried

3. Closed Session – to discuss matters related to identifiable individuals.

Motion #G23-63

Moved by Greg McLean

Seconded by Moiken Penner

THAT the Authority move into Closed Session, In Camera to discuss matters related to personal matters about identifiable individual(s); and further

THAT Laura Molson and Janice Hagan remain in the meeting.

Carried

Motion #G23-66

Moved by Moiken Penner

Seconded by Dave Myette

THAT the Authority adjourn from Closed Session, In-Camera, and rise and report.

Carried

Chair Dobreen reported that only the items pertaining to personal matters about identifiable individuals were discussed in the Closed Session and that staff were given direction. The following motion carried in open session:

Motion #G23-67

Moved by Bill Stewart

Seconded by Sue Paterson

That Erik Downing be appointed Acting General Manager/Secretary-Treasurer effective July 12, 2023; and that staff proceed as directed in the Closed Session; and further

THAT the Executive Committee be the liaison with management to provide direction to interim staff as required.

Carried

4. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

5. Adoption of Authority meeting minutes – May 18, 2023

Motion #G23-68

Moved by Greg McLean

Seconded by Larry Allison

THAT the minutes of the Saugeen Valley Conservation Authority meeting, May 18, 2023, be adopted as presented.

Carried

6. Reports for information

6.1 2023 Workplan update

There was no discussion.

6.2 Finance Report

There was no discussion.

6.3 Program Report

There was no discussion.

6.4 Approved Committee minutes

- 6.4.1 Executive Committee – April 6, 2023
- 6.4.2 Executive Committee – May 4, 2023
- 6.4.3 Water Resources Committee – May 4, 2023
- 6.4.4 Water Resources Committee – June 5, 2023

There was no discussion.

6.5 News Articles for Members’ information

There was no discussion.

6.6 Correspondence

There was no discussion.

Steve McCabe joined the meeting at 1:36 p.m.

7. Matters arising from the minutes

7.1 SVCA Category 3 Programs and Services

The deadline for negotiation and finalization of agreements for Category 3 Programs and Services is January 1, 2024, and some SVCA watershed municipalities have yet to respond to requests for discussion. Due to the complexity and challenges of the agreements, staff recommend that an extension to the deadline be submitted to the Ministry of Natural Resources and Forestry. It was noted that the non-mandatory programs and services will not increase the municipal general levy but rather funds will be collected via the cost apportioning agreements.

Motion #G23-69

Moved by Bill Stewart

Seconded by Peter Whitten

THAT Saugeen Conservation Valley Conservation Authority Board of Directors direct staff to commence negotiations with its watershed municipal councils pertaining to the Category 3 Cost Apportioning Agreements; and

THAT the Board of Directors grant staff the authority to request an extension from the Ministry of Natural Resources and Forestry to the January 1, 2024, deadline; and further

THAT the Board of Directors directs staff to bring back a Stewardship Business Case to the October 19th, 2023 meeting, along with an estimated budget.

Carried

7.2 Federal Hazard Identification and Mapping Program (FHIMP) – Budget allocation

Staff are seeking approval to amend the approved FHIMP budget for the three flood hazard mapping projects already awarded as opportunities to include additional modelling and more

in-depth analysis of flood spill areas has been recognized. After discussion the following resolution carried:

Motion #G23-70

Moved by Bill Stewart

Seconded by Paul Allen

THAT the FHIMP Durham Creek flood hazard mapping project budget be approved up to \$50,000 plus HST; and further

THAT the FHIMP Town of Saugeen Shores flood hazard mapping project budget be approved up to \$80,000 plus HST.

Carried

8. New Business

8.1 Water Resources – Proposed Staffing Plan

Staff have identified a significant need for staffing resources in the three main programs of the Water Resources department, including a Field Assistant (full time, summer student), a Water and Erosion Infrastructure Technician (modification of existing contract position) and a Water Field Services Coordinator (full-time, three-year contract). It was noted that if these positions are not approved, then funding will be needed to outsource the activities.

Motion #G23-71

Moved by Peter Whitten

Seconded by Moiken Penner

THAT the proposed Water Resources staffing plan be endorsed and incorporated into the 2024 SVCA budget.

Carried

8.2 NWMO – Year Three Scope of Work negotiation

SVCA is completing the Year Two scope of work for NWMO and recommend a continuance of the program for Year 3, as a more in-depth understanding of water quality benefits the conservation authority and expanding our knowledge of nutrient runoff and sediment quality in the Teeswater sub watershed. The program is completely funded by NWMO and accordingly there are no costs to the Authority.

Motion #G23-72

Moved by Larry Allison

Seconded by Paul Allen

WHEREAS Saugeen Valley Conservation Authority entered into a Service Level Agreement to complete years one and two of the NWMO’s Environmental Media Baseline Monitoring (EMBP) Program (water quality and hydrology components);

BE IT RESOLVED THAT SVCA staff are directed to enter into a renewed scope of work for NWMO EMBP Year 3, January to December 2024; and further

THAT staff are authorized to hire the necessary staff to carry out the work, as specified in the renewed scope of work, provided that no costs are borne by the Authority.

Carried

8.3 Permits issued for endorsement

Permits issued by SVCA staff are endorsed by the Board of Directors. There was no discussion on the staff report.

Motion #G23-73

Moved by Bill Stewart

Seconded by Jennifer Prenger

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (23-084 - 23-179, save 23-158, 23-150), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

Carried

Tom Hutchinson joined the meeting at 2:25 p.m.

8.4 Section 28 Permit Application: Proposed Southampton Seniors Care Facility

Brandi Walter presented Staff Report #8.4. SVCA had issued a permit for the renovation and expansion of the Southampton Seniors Care Facility in March 2018. The permit expired in 2020 without any construction taking place during that time and resubmission of the application was necessary. The amount of work is anticipated to go beyond the 24-month time, and a 60-month permit is requested. Staff are satisfied that the conditions for floodproofing will be met and that there will be no impact on flood elevations on adjacent properties, therefore recommend that the permit be approved with conditions. After discussion the following motion carried:

Motion #G23-74

Moved by Paul Allen

Seconded by Bud Halpin

THAT the SVCA Board of Directors approve permit application number 23-126 for reconstruction of the Southampton Seniors Care Centre, including construction of a new building, and to carry out associated excavation, filling, and grading in the one-zone regulatory floodplain; and

THAT the SVCA Board of Directors approve permit application 23-126 with conditions noted on Schedule 2 of the attached draft permit; and

FURTHER THAT the Board of Directors approve permit application number 23-126 for a validity period of 60 months.

Carried

8.5 Agricultural Advisory Committee – Member appointment

Motion #G23-75

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT Adam Dales be appointed to the Saugeen Valley Conservation Authority Agricultural Advisory Committee for the 2023 calendar year.

Carried

8.6 Terms of Reference Approval – Agricultural Advisory Committee

Motion #G23-76

Moved by Bud Halpin

Seconded by Bill Stewart

THAT the proposed Terms of Reference for the Agricultural Advisory Committee be endorsed.

Carried

9. Closed Session – to discuss matters related to litigation or potential litigation affecting the Authority, advice that is subject to solicitor-client privilege, and personal matters about an identifiable individual.

Motion #G23-77

Moved by Greg McLean

Seconded by Bill Stewart

THAT the Authority move to Closed Session In Camera to discuss matters related to litigation or potential litigation affecting or may affect the Authority, including a proposed or pending acquisition or disposition of land by the Authority and to discuss personal matters regarding identifiable individual(s); and further

THAT Laura Molson, Erik Downing, Elise MacLeod, Madeline McFadden, and Janice Hagan remain in the meeting as required.

Carried

Motion #G23-82

Moved by Sue Paterson

Seconded by Bill Stewart

THAT the Board of Directors adjourn from Closed Session, In Camera, and rise and report.

Carried

Chair Dobreen reported that only the items pertaining to the reasons for the Closed Session were discussed. Report 5.1 – Varney Pond update was removed from the Closed session for discussion in the open session.

Elise MacLeod presented an update on the closure of the Varney Pond and noted that staff are waiting for a response from both the Ministry of Transportation (MTO) and the Department of

Fisheries and Oceans (DFO) to comment on operational procedures. SVCA has received a DRAFT assessment from D.M. Wills after an inspection of the water and erosion infrastructure which identified potential safety concerns. Key recommendations include undertaking a Public Safety Risk Assessment and refraining from filling the pond until appropriate permissions have been granted from relevant agencies, including DFO, MNRF, MECP.

Motion #G23-83

Moved by Jennifer Prenger

Seconded by Moiken Penner

THAT the Varney Pond Update –Infrastructure Inspection report be received for information;
and

THAT the agenda be amended to reflect Report 5.1 being removed from the Closed Session.

Carried

10. Adjournment

There being no further business, the meeting adjourned at 3:51 p.m. on the motion of Greg McLean and Moiken Penner.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary



Membership Minutes

Membership Meeting #7-2023

June 21, 2023

Members Present: Alison Lobb, Andrew Fournier, Ed McGugan,
Alvin McLellan, Matt Duncan, Anita van Hittersum,
Sharen Zinn, Megan Gibson, Myles Murdock,
Evan Hickey

Members Absent: Ed Podniewicz,

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Jayne Thompson, Communications-IT-GIS Coordinator

Others Present: Collette Isacc and Dave Stinson, Incite Planning

1. Call to Order

Chair Duncan welcomed everyone and called the meeting to order at 7:00p.m. and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #6-2023 held on May 17, 2023 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #53-23

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT the minutes from the General Membership Meeting #6-2023 held on May 17, 2023 be approved.
(carried)

4. Information Session: First Nations/Meti Engagement: Collette Isacc & Dave Stinson, Incite Planning

Collette Isacc and Dave Stinson of Incite Planning made a presentation to the members on First Nations/Meti Engagement.

5. Presentation: 2023 Work Plan Highlights January-June: Jayne Thompson, CommunicationsGIS-IT Coordinator

Jayne Thompson made a presentation to the members on the 2023 work plan highlights from January to June of this year.

6. Business Requiring Decision and or Direction:

- a) 2023 Work Plan Highlights, Proposed Newsletter, Council Presentations: Report #34-2023

Phil Beard presented Report #34-2023 to the members and the following motion was made:

Motion FA #54-23

Moved by: Evan Hickey

Seconded by: Alison Lobb

THAT the newsletter and council presentations be developed based upon the feedback received from the members.

(carried)

- b) Healthy Watersheds, Healthy People, Healthy Wildlife Approach: Report #35-2023

Report #35-23 was presented and the following motion was made:

Motion FA #55-23

Moved by: Sharen Zinn

Seconded by: Myles Murdock

THAT staff continue to develop the one health approach as outlined in report #35-2023.
(carried)

- c) Awarding of Contract to Decommission Buildings - Wawanosh Valley Conservation Area:
Report #36-2023

Report #36-23 was presented and the following motion was made:

Motion FA #56-23

Moved by: Alison Lobb

Seconded by: Myles Murdock

THAT the Members approve the tender price of \$ 11,440.00 (plus HST) submitted by C&R Barn Removal and Salvage Company for demolition services as specified in RFP MC#23-03-CA at Wawanosh Valley Conservation Area.
(carried)

- d) Joint Health and Safety Committee Recommendation: Report #37-2023

Report #37-23 was presented and the following motion was made:

Motion FA #57-23

Moved by: Sharen Zinn

Seconded by: Megan Gibson

That Section 2.3 of MVCA's Occupational Health and Safety Manual be amended as outlined in Report 37-2023.
(carried)

7. Chair and Members Report:

None

8. Consent Agenda:

The following item was circulated to the Members for their information.

- a) Revenue-Expenditure Reports for April: Report #38-2023
- b) Budget Update Report: January 1-May 31, 2023: Report #39-2023
- c) Carbon Footprint Initiative May 24th Meeting: Report #40-2023

Megan declared a pecuniary interest with respect to report #38-23, cheque #24598.

The following motion was made:

Motion FA #58-23**Moved by: Anita van Hittersum****Seconded by: Alvin McLellan**

THAT Report #38-23 to Report #40-23 along with their respective recommended motions as outlined in the Consent Agenda be approved.
(carried)

9. Correspondence: Lake Health Begins Inland: Story in June issue of Rural Voice

The correspondence was presented to the members for their information

10. Adjournment: Next meeting: June21, 2023, at 7:00 pm.**Motion FA #59-23****Moved by: Megan Gibson****Seconded by: Ed McGugan**

THAT the Members Meeting be adjourned at 8:37 pm.




Matt Duncan
Chair

Phil Beard
General Manager / Secretary-Treasure



Membership Minutes

Membership Meeting #8-2023

July 19, 2023

Members Present: Andrew Fournier, Ed McGugan, Alvin McLellan, Matt Duncan, Anita van Hittersum, Sharen Zinn, Megan Gibson, Myles Murdock, Ed Podniewicz

Members Absent: Alison Lobb, Evan Hickey

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Sarah Gunnewiek, Water Resources Engineer

Others Present: Cory Bilyea, Midwestern Newspapers Ltd.

1. Call to Order

Chair Duncan welcomed everyone and called the meeting to order at 7:00 p.m. and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Closed Session: Property Matter

The following staff were included in the closed session, Phil Beard, GM-ST; Stewart Lockie, Conservation Areas Coordinator; Sarah Gunnewiek, Water Resources Engineer.

Motion FA #60-23**Moved by: Myles Murdock****Seconded by: Anita van Hittersum**

THAT the members move into closed session to discuss a property matter.
(carried)

Motion FA #61-23**Moved by: Megan Gibson****Seconded by: Sharen Zinn**

THAT the members move out of closed session.
(carried)

4. Adjournment: Next meeting: August 16, 2023, at 7:00 pm.**Motion FA #62-23****Moved by: Ed McGugan****Seconded by: Anita van Hittersum**

THAT the Members Meeting be adjourned at 7:25pm.



Matt Duncan
Chair



Phil Beard
General Manager / Secretary-Treasurer



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023

From: Brooke Lambert, Chief Administrative Officer

Subject: Report CAO 2023-011 Conservation Authorities Act – Memorandum of Understanding/Agreements Implementation and Update

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report CAO 2023-011 regarding the implementation of the various Memorandum of Understandings and Cost Apportioning Agreements required as part of the Conservation Authorities Act, between the Township and with the:

- Grand River Conservation Authority (GRCA)
- Maitland Valley Conservation Authority (MVCA)
- Saugeen Valley Conservation Authority (SVCA)

AND THAT Council approves entering into said Memorandums of Understanding/Agreements as outlined herein;

AND FURTHER THAT Council directs staff to bring By-laws authorizing the MOUs/Agreements to a future meeting of Council;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-laws.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

BACKGROUND

In December 2020, the Province made changes to the Conservation Authorities Act, which require Conservation Authorities (CAs) to focus on and deliver their core mandates of protecting people and property from flooding and other natural hazards and conserving natural resources.

Under O. Regulation 687/21 CAs must:

By December 31, 2021 provide a transition plan to municipalities that outline the steps and timelines that CAs must follow to prepare and inventory of existing programs and services and how they intend to work with municipalities to establish agreements to fund any non-mandatory programs and services that are locally important where they are levy supported.

By February 28, 2022 provide an inventory of existing programs and services to municipalities to identify program costs and which programs may require a funding agreement. All programming and services are categorized as part of the regulation.

By January 1, 2024 ensure all required funding agreements are in place with member municipalities.

Update

The Township of Wellington North receives services and programming from the Grand River Conservation Authority (GRCA), the Maitland Valley Conservation Authority (MVCA), and the Saugeen Valley Conservation Authority (SVCA). Please see Attachment A for the boundaries.

Transition plans and an inventory of programs and services have been received from all the three CAs operating within the Township of Wellington North. The next step is entering into funding agreements independently with each CA.

Under O.Reg 687/21, to continue a Category 2 or 3 non-mandatory program or service beyond January 1st, 2024, a CA must enter into a cost apportioning and/or agreement for any Category 2 or 3 program or service that is not funded through self-generated revenue by the Authority. Category 1 programs and services are deemed mandatory by the regulation, do not require an MOU or cost-apportioning agreement and are covered through municipal levy and/or provincial funding.

Category 1 - Mandatory programs and services Conservation Authorities provide that centre around natural hazard protection and the management of CA owned lands, include:

- Preparedness and natural hazards (flood and erosion risk)
- Monitoring (data acquisition for river levels, snowpack, precipitation, flood forecasting)
- Flood and erosion control infrastructure
- Response (warnings, emergency management)
- Review of specific proposals under other legislation
- Management & development of authority lands (lands, infrastructure, water control structures, forest management)
- Drinking Water Source Protection Authority duties and requirements
- Land acquisition (donations, leasing, agreements)
- All administration related to the delivery of these programs/services (governance, communications, fleet management and maintenance, program implementation, technical support, financial management)

Category 2- Non-mandatory delivered on behalf of the municipalities can include:

- Sub-watershed services (studies, review, monitoring, inspection, maintenance, best practices)
 - Conservation services (partnerships related to private land stewardship actions and tree planning, education)
 - Water quality programs (wastewater optimization, technical support and support of EAs, master plans, surface water quality monitoring and modelling)
 - Watershed sciences (watershed and landscape scale science, cross- disciplinary watershed planning, resource management, government relations).
-

-
- Watershed stewardship programs (delivery of rural water quality programs)

Category 3 - Non-mandatory services offered by the Conservation Authority that future the conservation, restoration, development, and management of natural resources:

- User fee services (such as rentals, parks, campgrounds)
- Watershed stewardship extension, forestry and monitoring
- Restoration of natural areas
- Soil and water conservation
- Watershed stewardship programs (delivery of rural water quality programs)
- Watershed health monitoring and reporting

Analysis

Staff have received the draft MOUs/agreements and have consulted with the Conservation Authorities, other local municipalities, and Wellington Source Water Protection staff. Clarification on the various schedules have been received, and while each MOU/agreement is somewhat different in terms of the approach taken, staff are comfortable that the general objectives of the agreements to provide clarity around services and associated costs, have been achieved. Please see attachments 1 – 3 re. the Draft MOUs/agreements.

Staff feel that a continued partnership with each of the Conservation Authorities represents a responsible approach to environmental resource management and protection. No one agency is capable of this on its own and the Township benefits from the contributions that each of the Conservation Authorities provide through their various programs and services.

The following are some highlights from each agreement.

Grand River Conservation Authority:

- 5 year MOU commencing on the date the agreement is made (Attachment B)
- Covers Category 2 services and programs
- No Category 3 services requiring municipal contribution (those provided are either self sustaining or will be transitioned to self sustaining)
- Members will be charged a levy for Category 2 services as part of the regular budget process
- Category 2 services of particular importance to Wellington North include support for wastewater optimization, watershed sciences and planning and services as they relate to the County of Wellington's Rural Water Quality Programme

Maitland Valley Conservation Authority:

- 4 year MOU and Cost Apportioning Agreement commencing on the date of the signature by the last of the parties (Attachment C)
 - Covers all of MVCA's services and programs (Category 1 – 3)
 - Members will be charged a levy for Category 2 services as part of regular budget process and will continue to support services for the duration of the agreement
-

- Category 3 services benefiting Wellington North Township include, watershed stewardship services for landowners, restoration of natural areas, soil and water concertation and delivery of rural water quality programs

Saugeen Valley Conservation Authority:

- 5-year MOU regarding the inspection and maintenance of the Mount Forest Dam, Category 2, (Attachment D)
- 5-year Cost Apportioning Agreement commencing on the effective date (Attachment E)
- Covers the Category 3 services provided by the SVCA
- Members will be assigned their portion of the cost of the Category 3 services and programs using the Modified Current Value Assessment (MVCA) apportionment calculation method
- The Category 3 Program and Service offered to the Township of Wellington North is SVCA's Water Quality Program, which entails comprehensive surface water, and benthic sampling throughout the watershed. This includes a specific site for both surface water and benthics, located in the Township on the South Saugeen River, along with the associated communication initiatives related to the program

Next Steps

If Council approves these agreements, staff will prepare the associated by-laws and provide each CA with a resolution of council specifically approving each cost apportioning agreement. O.Reg.687/21, s.8 (5).

FINANCIAL CONSIDERATIONS

There will be no change to the budget process for any of the Conservation Authorities. Proposed levies will continue to be provided to the Township in advance of the annual budget process.

ATTACHMENTS

Attachment A - CA Boundary Map
 Attachment B - GRCA MOU
 Attachment C - Maitland MOU
 Attachment D - SVCA MOU
 Attachment E - SVCA Cost-Apportionment Agreement

STRATEGIC PLAN 2019 - 2022

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

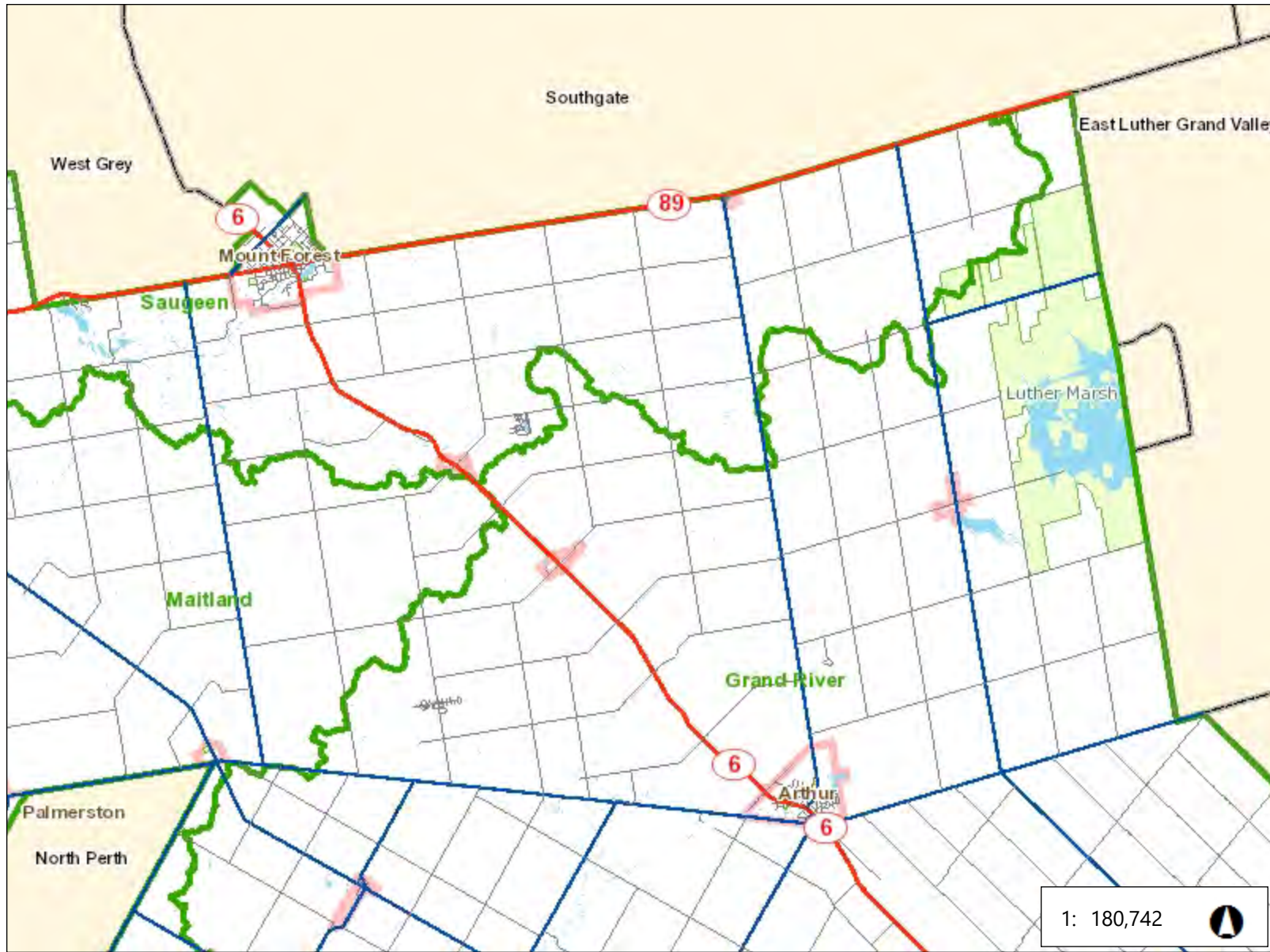
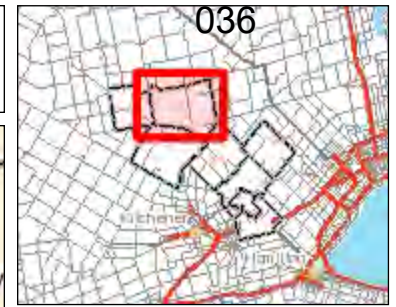
Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

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



Legend

- Roads - Small Scale
 - Local Road
 - County Road
 - Highway
- Conservation Authority Boundary
- Waterbodies
- Parks
- Urban Centres and Hamlets
- Ontario - Municipalities

1: 180,742



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

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Notes

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING made the _____ day of, 20 .

B E T W E E N:

TOWNSHIP OF WELLINGTON NORTH

("the Municipality")

OF THE FIRST PART

- and -

GRAND RIVER CONSERVATION AUTHORITY

("the GRCA")

OF THE SECOND PART

WHEREAS the GRCA is a conservation authority established under the Conservation Authorities Act R.S.O 1990, c.C27 ("Act") and is governed by its members appointed by participating municipalities in accordance with the Act;

AND WHEREAS a participating municipality is located wholly or in part within the area under the jurisdiction of the GRCA as shown in Schedule "A";

AND WHEREAS the Act permits the GRCA to provide non-mandatory programs and services under a memorandum of understanding or such other agreement as may be entered into with the Municipality;

AND WHEREAS a Municipality is requesting the GRCA to deliver programs and services within the GRCA's areas of expertise and jurisdiction as identified in Schedule "B";

AND WHEREAS the Municipality is authorized to enter into this Memorandum of Understanding with the GRCA for the delivery of programs and services;

AND WHEREAS the Municipality and the GRCA wish to enter into this Memorandum of Understanding to document the terms and conditions for the programs and services to be performed by the GRCA on behalf of the Municipality;

AND WHEREAS it is mutually desirable to further specify the details of programs or services if applicable, such details shall be set out in one or more separate Letter Agreements to be signed by authorized staff of each Party, from time to time, in the form as attached hereto as Schedule "C";

NOW THEREFORE the Parties hereto agree and covenant with one another as follows:

PART I – INTERPRETATION

Definitions

1. For the purposes of this Memorandum of Understanding including the preceding recitals:
 - a) "**Letter Agreement**" means a separate agreement made pursuant to this Memorandum of Understanding to be entered into by the GRCA and the Municipality in relation to certain Programs and Services setting out further details and specific requirements, including roles and responsibilities, workplans, payment amounts and terms, and timelines for deliverables;
 - b) "**Programs and Services**" means work to be provided by the GRCA on behalf of the Municipality,

and “**Program**” and “**Service**” has a corresponding meaning;

c) “**Responsible Municipal Official**” means the Municipality’s Senior Manager or Manager responsible for a particular Program and Service and includes his or her designate or successor;

2. (1) In this Memorandum of Understanding:

a) grammatical variations of any terms defined herein have similar meanings to such defined terms;

b) words in the singular include the plural and vice-versa; and every use of the words “including” or “includes” in this Memorandum of Understanding is to be construed as including, “without limitations”: or includes “without limitations”

c) the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Memorandum of Understanding or be used to explain or clarify the sections, clauses or paragraphs below which they appear.

3. The attached Schedules form part of this Memorandum of Understanding.

4. In the event of any inconsistency between any of the provisions of the main terms and conditions of this Memorandum of Understanding and any Letter Agreement or Schedules, the inconsistency will be resolved by reference to the following descending order of priority: (i) Memorandum of Understanding; (ii) the Schedule(s) to this Memorandum of Understanding; and (iii) unless otherwise expressly agreed upon in a Letter of Agreement, the applicable Letter of Agreement

PART II – GENERAL TERMS

Entire Agreement

5. This Memorandum of Understanding, including any Letter Agreements made pursuant hereto from time to time, embodies and constitutes the sole and entire agreement between the Parties, with respect to the subject matter dealt with herein and supersedes all prior agreements, understandings, and arrangements, negotiations, representations and proposals, written and oral, relating to matters dealt with herein, excepting any and all prior agreements between the parties for the provision of certain Programs and Services to the extent that such agreements do not conflict with the terms or scope of this Memorandum of Understanding.

Scope and Use

6. (1) The parties hereto agree that all Programs and Services identified in Schedule “B” are to be delivered by the GRCA to the Municipality pursuant to and in accordance with this Memorandum of Understanding and any and all Letter Agreements.

(2) Notwithstanding the foregoing, the Municipality acknowledges and agrees that all Programs and Services identified in Schedule “B” shall also be included in a Watershed-based Resource Management Strategy that the GRCA is required to develop and implement under the *Conservation Authorities Act*.

Term of Agreement

7. (1) The term of this Memorandum of Understanding shall be for a period of five (5) years commencing on the date the agreement is made (“**Initial Term**”), unless terminated earlier pursuant to the terms and conditions of this Memorandum of Understanding.

(2) Unless this Memorandum of Understanding has been terminated early in accordance with the terms or conditions of this Memorandum of Understanding, the Memorandum of Understanding shall be automatically renewed for a further five (5) year terms (“**Extension Term**”), on the same terms and

conditions contained herein.

(3) Notwithstanding the foregoing, in the event that one or more Letter Agreements is ongoing at the time of termination or expiration, then the rights, obligations, liabilities and remedies of the Parties with respect to such Letter Agreement shall continue to be governed by the terms and conditions of this Memorandum of Understanding until the date of expiration of the Letter Agreement.

Review of Memorandum of Understanding at Regular Intervals

8. (1) This Memorandum of Understanding and Letter Agreement shall be reviewed by the Parties on an annual basis.

(2) It shall be the GRCA's responsibility to initiate the annual review with the Municipality.

Memorandum of Understanding Available to the Public

9. This Memorandum of Understanding shall be published on the GRCA's website as required under *Ontario Regulation 400/22*.

Communications Protocol

10. As applicable, the Parties shall establish a communications protocol in respect of the Programs and Services governed by this Memorandum of Understanding.

Service Delivery Standards

11. Each Letter Agreement will set out service delivery standards that the GRCA is required to meet.

Municipality Responsibility to Consult on Budget Changes

12. The Municipality shall consult with the GRCA 180 days, or as soon as reasonably possible, in advance of a proposed change to approved budgets related to this Memorandum of Understanding.

GRCA to Notify Municipality on Terminations

13. The GRCA shall notify the Municipality within 30 days, or as soon as reasonably possible, in the event of the expiry or earlier termination of this same Memorandum of Understanding with any other municipality or municipalities.

Records

14. (1) The GRCA shall prepare and maintain, in accordance with accepted accounting practices, proper and accurate books, records, and documents respecting Programs and Services provided under this Memorandum of Understanding and any Letter Agreement.

(2) The GRCA shall make such books, records, and documents available for inspection by the Municipality at all reasonable times.

Fees and Payment

15. (1) The amount of total annual fees effective January 1, 2024, is as set out in the Letter Agreement.

(2) An increase will be applied to the total fees effective January 1 each calendar year and will be the same percentage as the GRCA's overall combined Category 1 and General operating expenses and capital costs increase, net of any applicable funding reductions.

(3) The fees apportioned to the Municipality will be calculated annually using the Modified Current Value Assessment (MCVA) apportionment method, which shall be based on the ratio that the Municipality's MCVA bears to the total MCVA for all municipalities which have also entered into Letters of Understanding for programs and services listed in Schedule "B". MCVA information is provided to the GRCA annually by the provincial ministry that administers the Conservation Authorities Act. The amount of the fees apportioned to the Municipality shall be provided annually at least 30 days before the General Membership meeting at which the apportionment is approved in accordance with *O.Reg.402/22 Budget and Apportionment*.

(4) In addition to the foregoing cost structure for Programs and Services provided in the Letter Agreement, the GRCA may charge a user fee to third parties in the delivery of any Programs and Services listed, as appropriate and upon prior notification to the Municipality.

(5) The GRCA will seek additional funding opportunities, where feasible and applicable, to reduce the total annual fees for Programs and Services, which may reduce the amount apportioned to participating municipalities.

Insurance

16. (1) The GRCA shall obtain, maintain, and provide to the Municipality, Certificates of Insurance of the following insurance policies issued by an insurance company licensed to write in the Province of Ontario, and shall ensure that the following insurance policies are maintained and kept in force at all times during the term of this Memorandum of Understanding, unless otherwise set out in the Letter Agreement:

(a) Commercial General Liability Insurance as follows:

(i) is in the amount of not less than Five Million Dollars (\$5,000,000.00) per occurrence;

(ii) adds the Municipality, its boards, agencies, commissions, and subsidiary operations, as applicable, as additional insured(s) but only with respect to liability arising out of the operations of the GRCA in the provision of Programs and Services under this Memorandum of Understanding;

(iii) has provisions for cross-liability and severability of interests, blanket form contractual liability, owners' and contractors' protective liability, broad form property damage, products and completed operations, non-owned automobile liability, and any other provision relevant as detailed in the Letter Agreement or this Memorandum of Understanding.

(2) All policies of insurance required to be provided pursuant to this section shall contain or be subject to the following terms and conditions:

(a) each Certificate shall contain a provision requiring the insurers to notify the Municipality in writing at least thirty (30) days before any cancellation of the insurance required under this clause;

(b) the parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the GRCA;

(c) before the expiry of the policies of insurance, original signed certificates evidencing renewal will be provided to the Municipality upon request.

Notice

17. Any notice in respect of this Memorandum of Understanding or any Letter Agreement shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such party as follows:

(1) in the case of the Municipality, to:

Township of Wellington North
7490 Side Road 7W, Box 125
Kenilworth ON N0G 2E0

Attention:
Email:

(2) in the case of the GRCA, to:

Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge ON N1R 5W6

Attention: Samantha Lawson, Chief Administrative Officer
Email. slawson@grandriver.ca

or to such other addresses as the parties may from time to time notify in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered if the notice is delivered personally or by prepaid registered mail or email; or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

Force Majeure

18. Neither party shall be in default with respect to the performance or nonperformance of the terms of the Letter Agreement or this Memorandum of Understanding resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such party and not caused by the act or omission of such party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Municipality of its obligation to pay fees and costs when due.

Governing Law

19. This Memorandum of Understanding and any Letter Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein, and shall be treated in all respects as an Ontario contract.

Approvals in Writing

20. Any approval or consent required of the Municipality under a Letter Agreement may be given by the Responsible Municipal Official or any person specifically authorized by them in writing to do so.

No Agency

21. Nothing herein contained shall make, or be construed to make the Municipality or the GRCA a partner of one another nor shall this Memorandum of Understanding or a Letter Agreement be construed to create a partnership, joint venture, principal-agent relationship or employment relationship in any way or for any purpose whatsoever between the Municipality or the GRCA or between the Municipality, the GRCA and a third party. Nothing in this Memorandum of Understanding or any Letter Agreement is to be construed as authorizing one of the GRCA or the Municipality to contract for or to incur any obligation on

behalf of the other of them or to act as agent for the other of them. Any reference herein this section to Municipality shall include its boards, agencies, commissions, and subsidiary operations.

Invalidity of any Provision

22. If any provision of this Memorandum of Understanding, or any Letter Agreement is invalid, unenforceable or unlawful, such provision shall be deemed to be deleted from this Memorandum of Understanding and all other provisions of this Memorandum of Understanding shall remain in full force and effect and shall be binding in all respects between the parties hereto.

Dispute Resolution

23. In the event of any dispute that arises in respect of the implementation of this Memorandum of Understanding or any Letter Agreement, the Parties will endeavour to resolve the matter through negotiation without the use of formal mediation or adjudication.

Further Assurances

24. The Parties agree to execute and deliver to each other such further written documents and assurances from time to time as may be reasonably necessary to give full effect to the provisions of this Memorandum of Understanding.

Amendments

25. This Memorandum of Understanding cannot be altered, amended, changed, modified, or abandoned, in whole or in part, except by written agreement executed by the parties, and no subsequent oral agreement shall have any validity whatsoever.

Early Termination

26. This Memorandum of Understanding shall terminate automatically upon either party providing the other party with prior written notice of their intention to terminate this Memorandum of Understanding given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of any calendar year during the Initial Term or Extension Term. Upon such written notice of intention to terminate this Memorandum of Understanding being given in any calendar year during the Initial Term or Extension Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all parties in writing, shall be the "Termination Date". In the event this Memorandum of Understanding is terminated, any operating expenses and costs incurred by the GRCA for providing services to the Municipality shall be paid by the Municipality up to and including the Termination Date.

Enurement

27. This Memorandum of Understanding shall enure to the benefit and be binding upon the parties hereto and their successors and assigns permitted hereunder.

Execution

28. This Memorandum of Understanding may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the parties, and all such counterparts together shall constitute one agreement and shall be a valid and binding agreement among the parties hereto as of the date first above written.

29. **IN WITNESS WHEREOF** the Municipality and the GRCA have signed this Memorandum of Understanding.

MUNICIPALITY:

Name
Position

Name
Position

I / We have authority to bind the Municipality.

GRAND RIVER CONSERVATION AUTHORITY

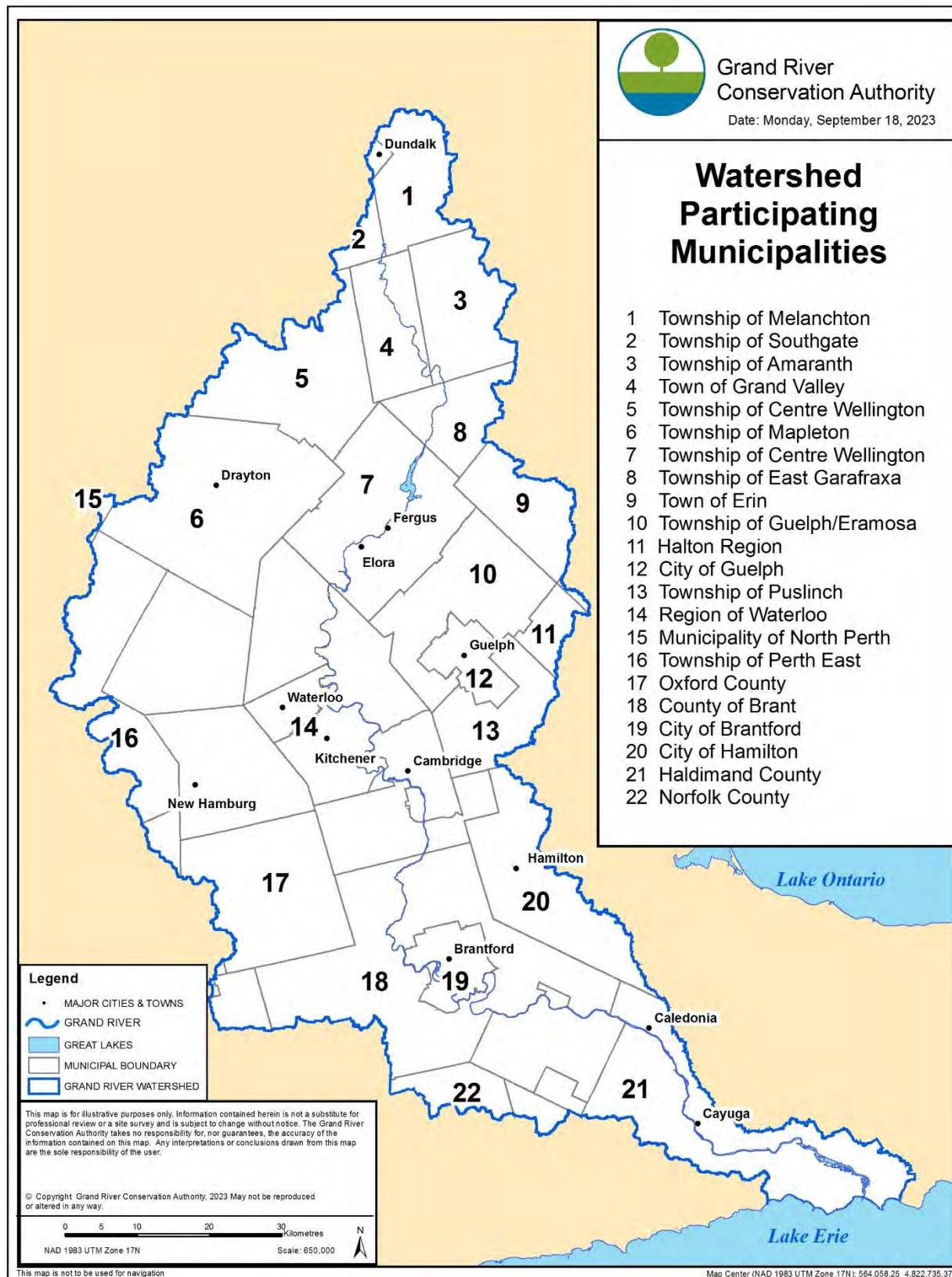
Samantha Lawson
Chief Administrative Officer

I have authority to bind the GRCA.

LIST OF SCHEDULES

Schedule "A": Map of GRCA jurisdiction
Schedule "B": Program and Service Areas
Schedule "C"- Letter Agreement(s)

Schedule "A": Map of GRCA jurisdiction



Schedule “B”: GRCA Programs and Services

The following provides a high-level summary for each of the Category 2 Programs and Services. Category 2 Program and Services are defined as non-mandatory programs and services under the *Conservation Authorities Act* that are provided at the request of the participating municipalities within the jurisdiction and expertise of the GRCA.

1. Sub-watershed Services

- Identify and recommend where subwatershed or watershed studies are needed
- Review and provide input to subwatershed studies or other regional-scale technical studies
- Undertake subwatershed monitoring to support municipal studies, including surface water and groundwater quality, equipment set-up and maintenance, fish and other aquatic community surveys
- Networking with conservation and environmental management agencies and organizations, and advocating on a watershed basis

2. Conservation Services

- Deliver municipal and partnership cost-share programs to support private land stewardship action
- Facilitate private land, municipal and community partner tree planting
- Coordinate education and outreach activities to promote actions to improve water quality and watershed health

3. Water Quality Programs

- Wastewater optimization
 - Support optimization of wastewater treatment plant operations through:
 - Knowledge sharing workshops
 - Hands-on training
 - Technical advice
 - Delivering a recognition program
 - Provide technical support for municipal assimilative capacity studies, EAs, master plans for water and wastewater services
 - Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie
- Surface water quality monitoring, modelling, analysis and reporting
 - Operate and maintain continuous water quality stations
 - Maintain a water quality database
 - Develop and maintain a water quality model
 - Report on water quality and river health
 - Analyze and report on groundwater quality

4. Watershed Sciences & Collaborative Planning

- Watershed and landscape scale science and reporting:
 - Surface water and groundwater quality
 - Water use and supply
 - Natural heritage (terrestrial & aquatic), hydrologic functions
- Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning
- Foster cross-municipal resource management
 - Grand River Water Management Plan
 - Water Managers Working Group
- Liaise with provincial, federal agencies, NGOs

Schedule "C" Letter Agreements

LETTER AGREEMENT



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

September 29, 2023

Township of Wellington North
7490 Side Road 7W, Box 125
Kenilworth ON N0G 2E0

BY EMAIL: Municipal Clerk, CAO/General Manager
kwallace@wellington-north.com; blambert@wellington-north.com

RE: PROGRAMS AND SERVICES UNDER THE MEMORANDUM OF UNDERSTANDING DATED
THE _____ DAY OF _____, 2023

WHEREAS the Municipality and the GRCA entered into a memorandum of understanding on the ____ day of _____, 2023 (the "**Memorandum of Understanding**"), in regard to the provision of non-mandatory Programs and Services by the GRCA to the Municipality within the GRCA jurisdiction described in such Memorandum of Understanding;

AND WHEREAS the Memorandum of Understanding contemplates that a separate "Letter Agreement" or Letter Agreements are to be entered into by the Municipality and the GRCA under the Memorandum of Understanding in relation to certain Programs and Services as defined in the Memorandum of Understanding, setting out further details and specific requirements thereof;

NOW THEREFORE this letter sets out further details and specific requirements of certain Programs and Services to be provided under the Memorandum of Understanding by the GRCA to the Municipality, and shall be determined to be a "Letter Agreement" under the Memorandum of Understanding.

Programs and Services Terms and Provisions:

1.0 Term

The term of this Letter Agreement shall be for a period commencing on January 1, 2024, and terminating on the last day of the calendar year in which the Memorandum of Understanding expires or is otherwise terminated, unless otherwise agreed upon in writing by the GRCA and the Municipality.

2.0 Communication

2.1 The GRCA shall assign the Chief Administrative Officer as the primary contact for this agreement and they will have overall responsibility for the administration of the Memorandum of Understanding and Letter Agreement.

2.2 The GRCA shall assign the Manager of Water Resources as the contact for programs and services under this Agreement related to Conservation Services, Water Quality, and Watershed Sciences and Collaborating Planning, and the Manager of Engineering and Planning Services as the contact for programs and services under this Agreement related to Sub-watershed Services. The Managers shall be responsible for all day-to-day contacts; reporting, deliverables, and metrics; and to respond to any requests or inquiries about the GRCA's delivery of the programs and services under this Agreement.

3.0 Payment Amount and Terms

3.1 The fee apportioned to, and to be paid by the Municipality to the GRCA, for the calendar year 2024, in Canadian funds, is the sum of \$4,489.00. This amount is conditional on all participating municipalities in the GRCA watershed entering into a Memorandum of Understanding with the GRCA for the delivery of non-mandatory programs and services.

3.2 The fee to be apportioned to and paid by the Municipality for future calendar years may be increased in accordance with the Fees and Payment section of the Memorandum of Understanding. Such increase shall be subject to approval by the General Membership of the GRCA, and the apportionment shall be determined in part on the continued participation in future calendar years of municipalities in the GRCA watershed under a Memorandum of Understanding with the GRCA for the delivery of such non-mandatory programs and services..

3.3 An annual notice to pay shall be sent to the Municipalities following the GRCA's budget approval, and payment for the annual fees shall be made in three equal installments, due March 31, June 30, and September 30 of each calendar year.

3.4 The Category 2 Programs and Services Cost schedule based on the draft 2024 budget is as follows:

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$364,000	\$(130,000)	\$234,000	Municipal Funding
Conservation Services	\$1,348,000	\$(800,000)	\$548,000	Municipal Funding
Water Quality	\$157,000	\$(10,000)	\$147,000	Summer Student Grants
Water Quality - Wastewater Optimization Program	\$210,500	\$(130,000)	\$80,500	Provincial Grant
Water Quality - Groundwater Resources	\$8,500	\$-	\$8,500	
Watershed Sciences & Collaborative Planning*				
TOTAL	\$ 2,088,000	\$ (1,070,000)	\$ 1,018,000	

* Costs related to this activity integrated in the above listed programs and services.

4.0 Reporting, Deliverables, and Metrics

4.1 A schedule of metrics and deliverables for the programs and services is attached as Appendix 1 to this Letter Agreement. Beginning in 2025, where applicable, by March 15 of each year of this agreement, the GRCA shall contact the Municipality to set a meeting to conduct the annual review of the Memorandum of Understanding, this Letter Agreement, and to provide an annual report to the Municipality outlining the metrics for the previous calendar year. Where the metrics are available upon request, the GRCA will respond to the request for metrics within 30 days of the request.

General Provisions:

5.0 The provisions of the Memorandum of Understanding from Sections 14 (Records) to and including 23 (Dispute Resolution), as well as those set out in Schedule "B" thereto, shall apply, *mutatis mutandis*, to this Letter Agreement, and this Letter Agreement shall be read together with such provisions of the Memorandum of Understanding.

6.0 Any capitalized word or term not otherwise defined herein shall have the meaning given thereto in the Memorandum of Understanding.

7.0 This Letter Agreement cannot be altered, amended, changed, modified, or abandoned, in whole or in part, except by written agreement executed by the parties, and no subsequent oral agreement shall have any validity whatsoever.

8.0 This Letter Agreement and the Memorandum of Understanding, together with any other Letter Agreements made pursuant to the Memorandum of Agreement from time to time, together embody and constitute the sole and entire agreement between the parties, with respect to the subject matter dealt with herein and supersedes all prior agreements, understandings, and arrangements, negotiations, representations and proposals, written and oral, relating to matters dealt with herein, excepting any and all prior agreements between the parties for the provision of certain Programs and Services to the extent that such agreements do not conflict with the terms or scope of this Memorandum of Understanding

9.0 This Letter Agreement shall enure to the benefit and be binding upon the parties hereto and their successors and assigns permitted hereunder.

10.0 This Letter Agreement may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the parties, and all such counterparts together shall constitute one agreement and shall be a valid and binding agreement among the parties hereto as of the date first above written.

GRAND RIVER CONSERVATION AUTHORITY

Per: _____
Samantha Lawson
Chief Administrative Officer

I have authority to bind the corporation.

IN WITNESS WHEREOF the Municipality consents and agrees to the foregoing.

AGREED AND ACKNOWLEDGED THIS ____ DAY OF _____, 20 ____.

[NAME AND ADDRESS OF MUNICIPALITY]

Per: _____
Name:

Position:

Per: _____
Name:

Position:

I/We have authority to bind the corporation.

APPENDIX 1 – Category 2 Programs and Services Deliverables and Metrics

Programs and Services Description	Deliverables	Metrics
Sub-watershed Services – Deliver a subwatershed planning program and provide technical support for municipal stream monitoring and (sub)watershed planning*	Identify and recommend (sub)watershed or other regional-scale technical study priorities	Provide a table of recommendations annually
	Upon request and in watershed priority sequences, provide technical advice on terms of reference, scoping, methods for (sub)watershed studies.	Identify studies where support has been provided within the watershed annually
	Seek additional partner funding to undertake subwatershed/regional studies	Identify the number of applications, specifics, success and financial information annually.
	Review and provide input to watershed, regional and local scale subwatershed studies. <ul style="list-style-type: none"> • Participate on steering committees, working groups • Scope of technical review in compliance with O.Reg 596/22 - Prescribed Acts 	Number of requests and reviews undertaken
	Provide technical support and advice on municipal stream monitoring.	Number of plans reviewed and location within watershed.
	Serve as digital custodian for previously completed subwatershed studies (listed on GRCA website) Respond to requests for digital copies of previously completed subwatershed studies from consultants and the public.	Upon request
* Undertake subwatershed monitoring for watershed and regional scale subwatershed studies where services are cost-shared between the municipalities and the GRCA under separate agreements. May undertake monitoring for local scale subwatershed studies where 100% funding provided by municipality under separate agreement.		
Conservation Services - Deliver municipal and partnership cost-share programs to support private land stewardship action to improve and protect water quality and watershed health	Provide information and resources to landowners related to stewardship action including agricultural best practices, private water well maintenance, tree planting and naturalization projects.	Number of program participants, number of landowner inquiries
	Engage watershed residents in stewardship action through promotion of cost-share opportunities	Number of residents engaged through program promotion

Programs and Services Description	Deliverables	Metrics
	Conduct site visits to assist landowners with planning stewardship projects and submitting applications to GRCA delivered cost-share programs	Number of site visits
	Administer and deliver municipally funded rural water quality programs (RWQP) as requested by watershed municipalities	Projects completed (number, type) Project investment by funding source Total grant, kg Phosphorus retained - reported by program and by municipality
	<p>Seek additional partner funding to enhance cost share programs GRCA offers to watershed landowners (ie. offering funds in municipalities without a RWQP or enhancing cost-share funding opportunities in areas where municipal RWQPs exist).</p> <p>Examples of non-municipal grant funds delivered in 2023 to support private land stewardship in all watershed municipalities:</p> <ul style="list-style-type: none"> • Habitat Stewardship Program for Aquatic SAR • ECCC Nature Smart Climate Solutions • OMAFRA profit mapping • Forests Ontario 50 Million Tree Program 	Projects completed (number, type) project investment by funding source, total grant, kg Phosphorus retained.
Conservation Services – Facilitate private land, municipal and community partner tree planting	Conduct field surveys and site assessments to develop tree planting plans for rural landowners and community groups (for projects that meet minimum property and project size requirements)	Number of landowners engaged, number of planting plans developed, number of projects completed, number of trees planted, planting area, km of windbreak, km of riparian buffer
	Provide technical assistance to tree planting clients to ensure successful completion of projects.	Number of landowners, projects and trees planted by landowners (plant your own projects) with Forestry Specialist support
	Support rural landowners to develop suitable applications to cost share programs	Summary of project investment by funding source

Programs and Services Description	Deliverables	Metrics
	Secure tree stock and manage contracted planting services for landowners	Number of trees, projects, grant and investment in projects planted through GRCA planting program
	Serve as technical resource to landowners and community tree planting organizations	Number of community partner organizations supported; hours contributed
	Support community partner and municipality hosted outreach events as capacity permits	Number of community partners, number of residents engaged/event participants, number of events, number of trees planted, total area planted, volunteer hours contributed
Conservation Services – Coordinate education and outreach activities to promote actions to improve water quality and watershed health	Engage watershed residents through development and delivery of outreach events (tours, workshops, webinars) and participation in partner, community, and municipal events and meetings; as capacity and opportunities exist	Number of partners, events, event participants.
	Develop promotional materials (print, website, social media) to promote stewardship action and recruit participants to GRCA Conservation Services Programs.	
Water Quality – Deliver the Watershed-wide Wastewater Optimization Program (WWOP) to support municipal wastewater management and improve and protect water quality and watershed health <ul style="list-style-type: none"> • Support optimization of wastewater treatment plant (WWTP) operations through: knowledge sharing workshops, hands-on training, technical advice, and a recognition program • Provide technical support for municipal assimilative capacity studies and master plans for water and wastewater services 	Collect data from municipalities, analyze, and produce an annual report on WWTP performance across the watershed.	# of municipalities participating in annual reporting Annual report posted online
	Host annual workshop for information sharing and networking among municipal wastewater practitioners	# of participants Workshop summary
	Provide technical support and training workshops for operators, supervisors, and managers to implement optimization techniques at individual WWTPs	# of training, technical support events # of participants
	Deliver annual recognition program to acknowledge WWTPs that participate in WWOP activities and produce a very high-quality effluent	Awards presented
	Support municipal assimilative capacity studies and master plans for water and wastewater	Studies are carried out by each municipality, as needed and GRCA staff

Programs and Services Description	Deliverables	Metrics
<ul style="list-style-type: none"> Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie 	<ul style="list-style-type: none"> Upon request, facilitate initial scoping, act as liaison with MECP, provide technical/methodological advice, provide stream data, provide watershed context, participation in steering committees (but not provide comments on EAs) 	participate at the request of the municipality
<p>Water Quality – Surface water quality monitoring, modelling, analysis, and reporting</p> <ul style="list-style-type: none"> Operate and maintain continuous water quality stations Maintain a water quality database Develop and maintain a water quality model Report on water quality and river health 	Operate and maintain 9 continuous water quality monitoring stations	Continued operation of 9 stations
	Maintain a water quality database for continuous water quality data and grab sample data from GRCA, municipal and provincial water quality sampling programs within the watershed	Continued maintenance of the database
	Develop and maintain the Grand River Simulation Model (GRSM) for use in municipal assimilative capacity studies or for broader watershed planning purposes	GRSM is available for any municipal studies, upon request and GRCA staff will provide support for model application in assimilative capacity studies
	Analyze and report on surface water quality	Reports on water quality are produced cyclically or as needed (e.g., reports to Board, watershed report cards, technical updates to Water Management Plan)
<p>Water Quality – Groundwater analysis and reporting</p>	Analyze and report on groundwater quality	Reports on water quality are produced cyclically or as needed (e.g., reports to Board, watershed report cards, technical updates to Water Management Plan)
<p>Watershed Sciences and Collaborative Planning - Undertake watershed, regional, and landscape scale science and reporting:</p> <ul style="list-style-type: none"> Inter-disciplinary analysis and reporting on watershed health (surface water, groundwater, forests, wetlands) 	Analysis and reporting on watershed conditions	Periodic reporting via Watershed Report Cards (e.g., 2023), Water Management Plan (e.g., State of Water Resources, 2020), technical reports, and reports to Authority board

Programs and Services Description	Deliverables	Metrics
<ul style="list-style-type: none"> • Collaborative work on the hydrologic functions of natural features • Other watershed-scale science (e.g., fisheries) 	Engagement of municipal, provincial, federal, non-governmental, academic and other stakeholders	As below for Water Managers Working Group and via other committees and meetings
<p>Watershed Sciences and Collaborative Planning - Facilitating cross-municipal and inter-agency water resource management:</p> <ul style="list-style-type: none"> • Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning • Liaise with First Nations, municipal, and provincial and federal agencies 	Advance implementation of the collaborative, voluntary Grand River Watershed Water Management Plan. The Plan's objectives are to: <ul style="list-style-type: none"> • Ensure sustainable water supplies for communities, economies and ecosystems • Improve water quality to improve river health and reduce the river's impact on Lake Erie • Reduce flood damage potential • Build resilience to deal with climate change 	Implementation tracking/reporting (scope TBD)
	Update the Water Management Plan and Integrated Action Plan as needed	Scope/timing TBD
	Chair the Water Managers Working Group with representation from watershed municipalities, First Nations, and provincial and federal agencies	Terms of Reference 2-4 meetings/workshops per year
	Provide input to municipal watershed planning – local, regional, and watershed conditions and issues identification	Upon request

Inventory of Services & Programs

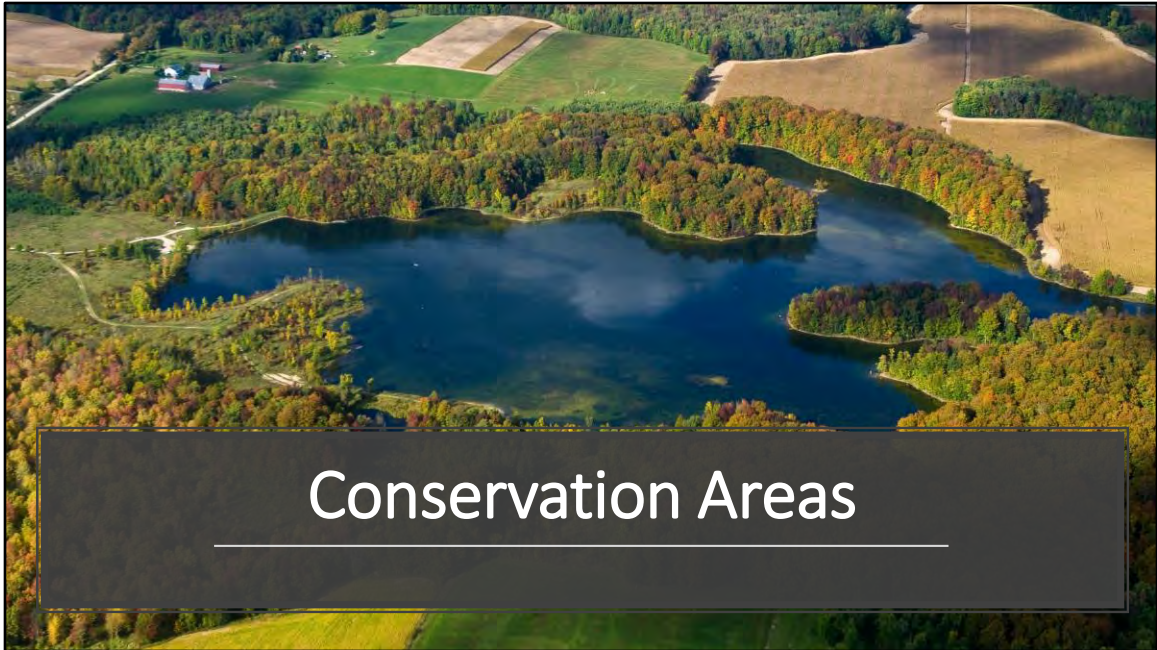


- MECP requires all conservation authorities to send an outline of the services and programs that they will be providing now and as of January 1, 2024
- MVCA sent a copy of MVCA's inventory to all our member municipalities on February 25th for their review and comment.
- As of January 1, 2024, Conservation authorities will only be able to levy municipalities for Provincially mandated services unless they have an agreement with their municipalities regarding additional services.



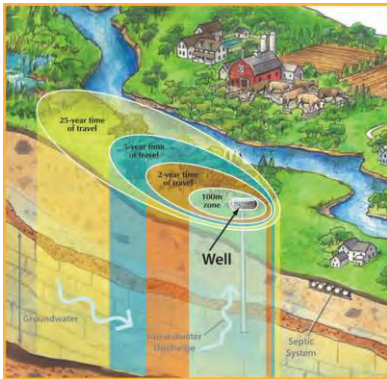
Natural Hazards: Flooding, Erosion, Drought

- MECP requires all conservation authorities to deliver the following services:
- Natural Hazards: programs and services to deal with Flooding, Erosion and drought
- In order to be in compliance with the regulation conservation authorities are required to prepare the following by December 31, 2024:
 - Operations and Asset Management Plans for all flood and erosion control structures that we help to manage and maintain (Listowel Conduit and Goderich Bluffs and McGuffin Gully Erosion Control Structure)
 - Ice Management Plans for any areas where ice jamming is an issue (Goderich and Port Albert)



Conservation Areas

MVCA owns and manages 28 conservation areas. We are required to develop a land inventory and a land management strategy for our conservation areas by December 31, 2024



Drinking Water Source Protection Surface and Groundwater Monitoring

DWSP is funded 100% by MECP at the present time.

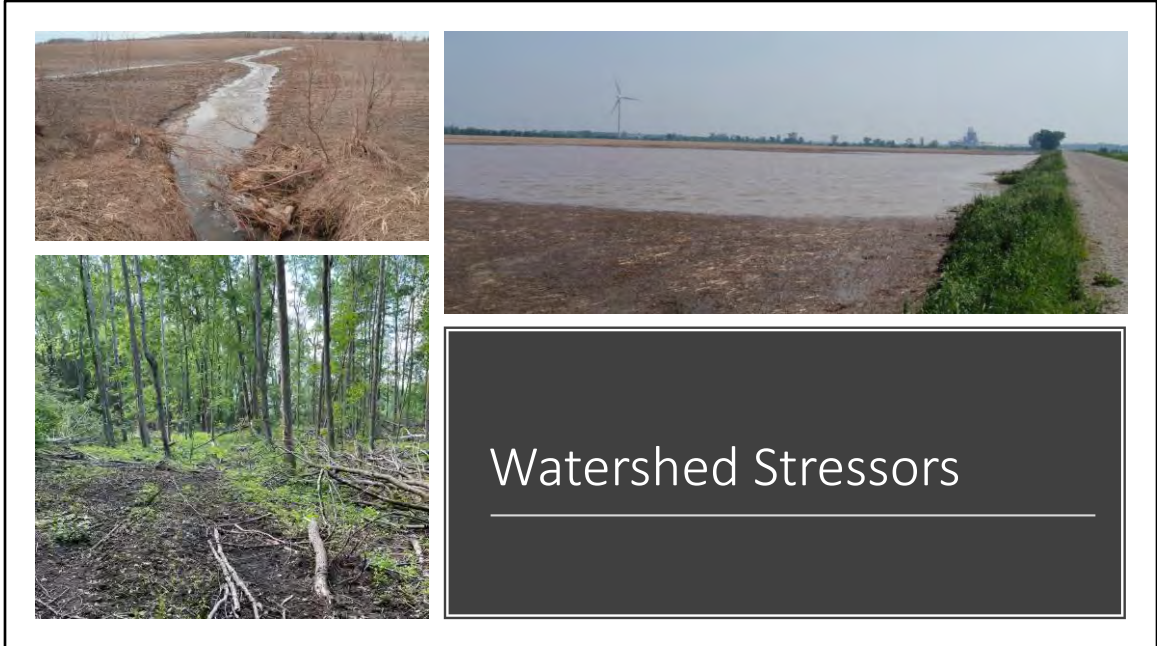
MECP and Conservation Authorities have a long standing partnership for monitoring surface and groundwater across the Province. MECP covers the cost of analyzing water quality and conservation authorities collect the samples in each watershed. Conservation authorities are also required to develop a watershed management strategy by December 31, 2024.



Conservation Authorities can provide services and programs that are important within their respective watersheds and charge a levy if the municipalities in the watershed are willing to support them.

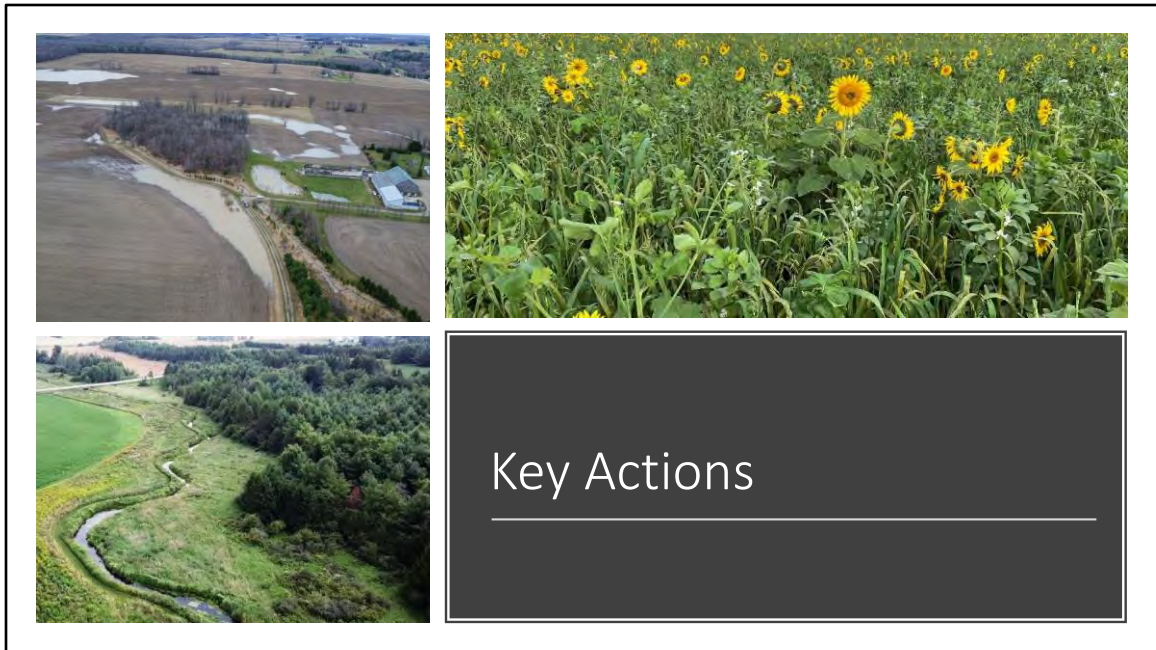
We're very fortunate in our area to have such valuable natural resources.

- We have some of the best quality farmland in Ontario.
- The Maitland river is one of the best small mouth bass fishing rivers in Southern Ontario.
- The Lake Huron shoreline has some of the best beaches in Ontario for tourism
- And our woodlots are highly valued for their hardwoods by the forest industry



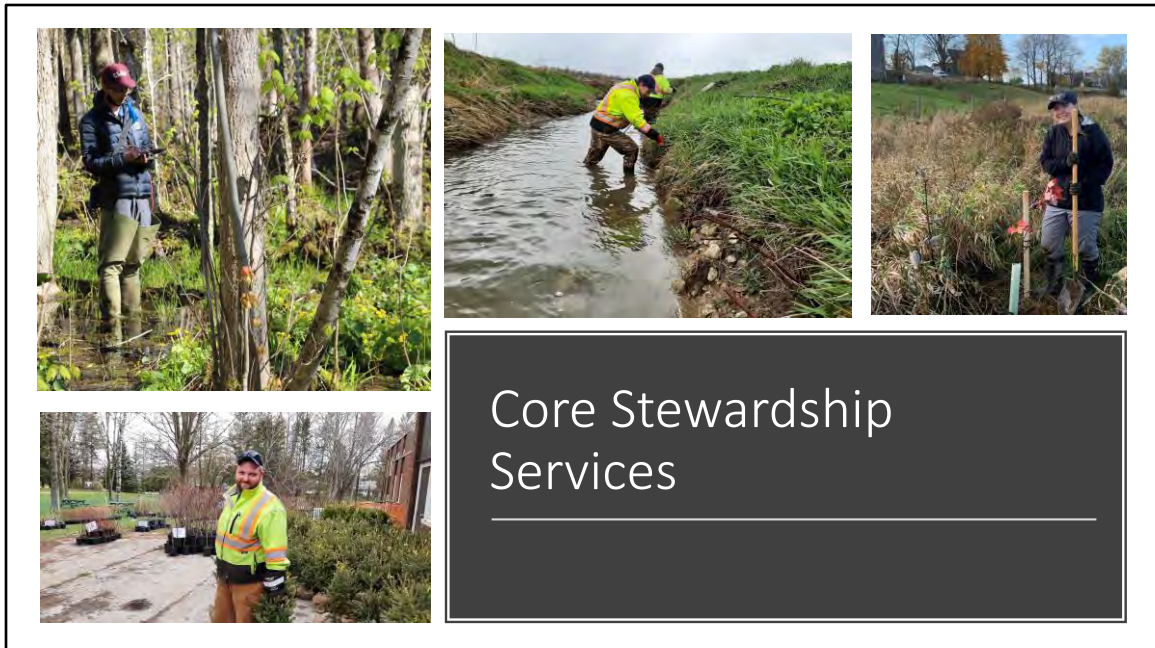
These resources, our forests, rivers and soil are under increased pressure from a number of stressors. Climate change, invasive species, development, extreme weather events. So it's not just one issue, there are multiple pressures

This means that it's more important than ever to work with landowners to help them implement appropriate stewardship practices.



At MVCA we promote three key practices.

- To protect are forests and rivers, we need to restore natural areas on the landscape include floodplains, river valleys, riparian areas, forests and wetlands.
- To protect our soils we need to adopt conservation practices such as cover crops,
- and manage storm water and reduce erosion, we need to develop rural stormwater management systems to slow water down, spread it out and soak it in.



Our stewardship service is there to support landowners and help them address these challenges on their properties.

- We are there as technical resource to support residents,
- and we help them apply to funding opportunities.

For restoration, we will meet with the landowner to plan their project, help them apply for various funding programs and coordinate their planting with a contractor.

Bottom line, We're there to help people through the process.

Another key aspect of stewardship is our Watershed Health monitoring.

We monitor to understanding the current state of our watershed, identify emerging issues and provide recommendations based on this local data. For us to be effective on the ground support, we need good data and science to guide us. That is why monitoring is such an important piece of the services as well. "You can't manage what you don't measure."



The levy support for stewardship service provides MVCA with a base amount of stable funding. Without the levy, we simply would not be able to deliver stewardship programs, including programs like HCWP and Wellington Rural Water Quality Program.

The baseline funding allows us to leverage other funding sources to do work in the watershed.

Stable funding helps us keep experience, qualified staff that landowners can trust. And that helps us maintain good long-term relationships with landowners, community groups and funding partners.

The importance of these long-term relationships can't be overstated.

MVCA's stewardship staff also support other services areas such as conservation areas and flood safety.



Our only Category 2 Service is the Huron Clean Water Project, that we deliver for the County of Huron. Staff assist landowners and community groups with applications, present projects to a review committee, inspect completed projects, and issue payment. The County of Huron provides funding to MVCA for the delivery of the Clean Water Program.

The Huron Clean Water Project is delivered by a team of stewardship and admin staff at MVCA. Staff with different areas of expertise, from erosion control, to restoration. A stable stewardship team is key to being able to deliver this program.



Falls Reserve and Wawanosh Campgrounds

MVCA operates two campgrounds in two conservation areas, the Falls Reserve and at Wawanosh Valley.

Both campgrounds must fund their operations and infrastructure with the revenue raised through user fees. There is no levy funding used to support these two campgrounds.

Next Steps

Review and Approval of
MOU



a) MVCA is asking each member municipality if they would be willing to enter into a MOU that will allow MVCA to continue to provide all of the services outlined in our inventory for the next four years.

b) MVCA would like to have the MOU in place with all of it's member municipalities by June 30th of this year.

The draft MOU is attached to the letter to the Mayor and Council dated May 5, 2022.

Category 2 Programs and Services Agreement

(hereafter, "Agreement")

THIS AGREEMENT is made on the _____ day of _____, 2023 (the "Effective Date").

BETWEEN:

TOWNSHIP OF WELLINGTON NORTH

(hereinafter, "Participating Municipality")

AND:

SAUGEEN VALLEY CONSERVATION AUTHORITY

(hereinafter, "SVCA")

WHEREAS SVCA is a conservation authority established under the *Conservation Authorities Act* (the "Act") and is governed by its participating municipalities in accordance with the Act,

AND WHEREAS the Participating Municipality is located wholly or partly within the area under the jurisdiction of SVCA,

AND WHEREAS under the Act, Category 2 programs and services may be provided with municipal funding subject to a memorandum of understanding ("MOU") or such other agreement in respect of the programs and services,

AND WHEREAS the Participating Municipality wishes to avail themselves of the Category 2 programs and services attached hereto as Schedule 'B',

AND WHEREAS the Council of the Participating Municipality has authorized the Participating Municipality to enter into this Agreement with SVCA for the delivery of a Category 2 program or service,

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. This Agreement shall commence on January 1st, 2024 and shall continue for five (5) years to and including December 31st, 2028 (the “Term”), unless either party provides written notice of termination to the other party at least ninety (90) days prior to the expiry of the Term.
2. All schedules attached shall form part of this Agreement and be binding upon the parties herein.
3. SVCA agrees to provide Category 2 programs and services for the structure identified in Schedule ‘A’ of this Agreement.
4. SVCA will not add to or delete from the list of activities identified in Schedule ‘B’ funded through this Agreement. Any change requires an amendment to this Agreement in writing with the Participating Municipality. In accordance with Schedule ‘B’, capital projects will not be offered by SVCA unless approved by the SVCA Board of Directors.
5. The Participating Municipality agrees to the costs as identified in Schedule ‘C’ to the Agreement. Time and material costs will be billed to the Participating Municipality at the end of each calendar year during the Term, following the prescribed budgetary process in accordance with the requirements of the applicable regulations under the Act. Payment by the Participating Municipality is to be made within 60 days of the invoice date.
6. Costs identified in Schedule ‘C’ are subject to reasonable work and/or cost revision, all of which is subject to reasonable notice to the Participating Municipality. The Participating Municipality has the right to refuse revisions. Should the Participating Municipality refuse to agree to reasonable work and/or cost revisions, they would cease to be part of this Agreement.
7. SVCA and the Participating Municipality will agree to facilitate open and timely communication at all levels.
8. Unless otherwise provided for within the Act, if a dispute arises between the parties, including in respect of the content or interpretation of this Agreement, which has not been resolved within sixty (60) days, such dispute may be submitted to a third party mediator, the choice of mediator to be agreed upon by the parties, and failing agreement to choose a mediator within an additional sixty (60) days, the mediator to be appointed

by a judge of the Superior Court, for resolution via non-binding mediation conducted pursuant to the National Mediation Rules of the ADR.

9. Neither party shall be in default with respect to the performance or non-performance of the terms of the Agreement resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Participating Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such party and not caused by the act or omission of such party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision does not relieve the Participating Municipality of its obligation to pay fees and costs when due.
10. If any provision of this Agreement is invalid, unenforceable, or unlawful, such provision shall be deemed to be deleted from this Agreement and all other provisions of this Agreement shall remain in full force and effect and shall be binding in all respects between the parties hereto.
11. The resolution of the SVCA Board of Directors to execute this Agreement shall be included as Schedule 'D' to this Agreement.
12. The resolution of Council from the Participating Municipality to execute this Agreement shall be included as Schedule 'E' to this Agreement.
13. This Agreement shall be binding upon the parties after duly executed resolutions from both the SVCA Board of Directors and the council of the Participating Municipality approving this Agreement have been passed.
14. This Agreement shall be binding upon the successors and assigns of the parties hereto.
15. This Agreement may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all such counterparts, when taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the Effective Date.

SAUGEEN VALLEY CONSERVATION AUTHORITY

Per: _____

Name: Erik Downing

Title: General Manager/Secretary-Treasurer (Acting)

Per: _____

Name: Barbara Dobreen

Title: Chair, SVCA Board of Directors

I/we have the Authority to bind the Corporation.

TOWNSHIP OF WELLINGTON NORTH

Per: _____

Name:

Title:

Per: _____

Name:

Title:

I/we have the Authority to bind the Corporation.

Schedule 'A' – Mount Forest Dam, Township of Wellington North

Site Summary and Location Map

Site Location and Access:

The Mount Forest Dam is located at the southern limits of the geographic Town of Mount Forest, Ontario, just upstream of Highway 6 (Main Street South) on the South Saugeen River. The dam was accessed via a trail that follows the toe of the downstream left earth embankment and then passes under the Highway 6 bridge, leading to the low flow control structure.

Municipality: Township of Wellington North, geographic Town of Mount Forest

Roll No.: NA – Within road allowance of Highway 6

Legal Description: NA

Description:

The Mount Forest Dam is comprised of an earth embankment dam, with a concrete weir structure and low flow gate/pipe. The concrete structure sits between the roadway embankments of Highway 6 (Main Street South). The embankments are significantly higher than needed for the dam structure as they were constructed to facilitate the bridge crossing of the river valley.

The concrete spillway initially gives the appearance of a concrete gravity dam; however, 1983 rehabilitation work suggests that the original dam was likely constructed of rock-filled timber cribs faced with wooden planks. As the wood planks deteriorated, they were faced with concrete. The concrete was first re-faced in 1966 dating the construction of the dam prior to the 1960's. It is believed that the Mount Forest Dam was originally created as a log structure to supply water for a mill. To our knowledge, the structure was not engineered for a dam in its conception. Repairs in 1966 and 1983 have greatly improved the stability of the dam by enlarging the mass and footprint, as well as sealing it from the top spillway apron to the upstream channel bottom.

There is sheetpiling on the north upstream slope that is used as a retaining wall for the road approach to the bridge. The south upstream bank is armoured with cable-tied concrete. The downstream slope consists of the spillway slopes of the bridge, the lower concrete apron, and a plunge pool covered in cable-tied concrete.

Historically, there were two operational features at the Mount Forest Dam, the low flow gate and flashboards along the crest of the overflow weir. The flashboards were installed between May and November to raise the reservoir level by 0.4 m. This operation came to an end in 1998

when the function of the upstream reservoir changed from recreational to wetland conservation. The dam has been operated without the flashboards since that time.

The low flow gate was operated annually during the removal of the flashboards until 1998. The gate is operated manually with a turn handle or wheel. Currently, the Mount Forest Dam acts as a fixed weir and does not require regular operation. SVCA staff operate the low flow gate once per year to ensure that it remains operational and to clear sediment and debris from the low flow pipe.

2022 External Engineering Inspection:

Public Safety Summary

The public safety measures that have been installed at the site include:

- Railings around a portion of the low flow gate structure.

Based on the site investigation, D.M. Wills identified the following potential public safety issues:

- The railings do not meet the Ontario Building Code requirements.
- The railings do not completely surround the low flow control structure on the left side of the dam and there are no railings on the right side of the dam.
- There is no public safety signage present at the site.
- There is no public safety boom / buoy line present at the site.

Operator Safety Summary

The existing railing generally meets the requirements for a guard rail under O.Reg. 851; however, the railings do not completely surround the low flow control structure on the left side of the dam.

O.Reg. 851 requires a fall arrest system where a worker is exposed to the hazard of falling and the surface to which they might fall is more than 3 m below the position where they are situated. Based on the drawings provided, the potential fall height is approximately 5.3 m; therefore, a fall arrest system for dam operators is required if the grate on the low flow gate structure is opened.

Potential operator safety issues include:

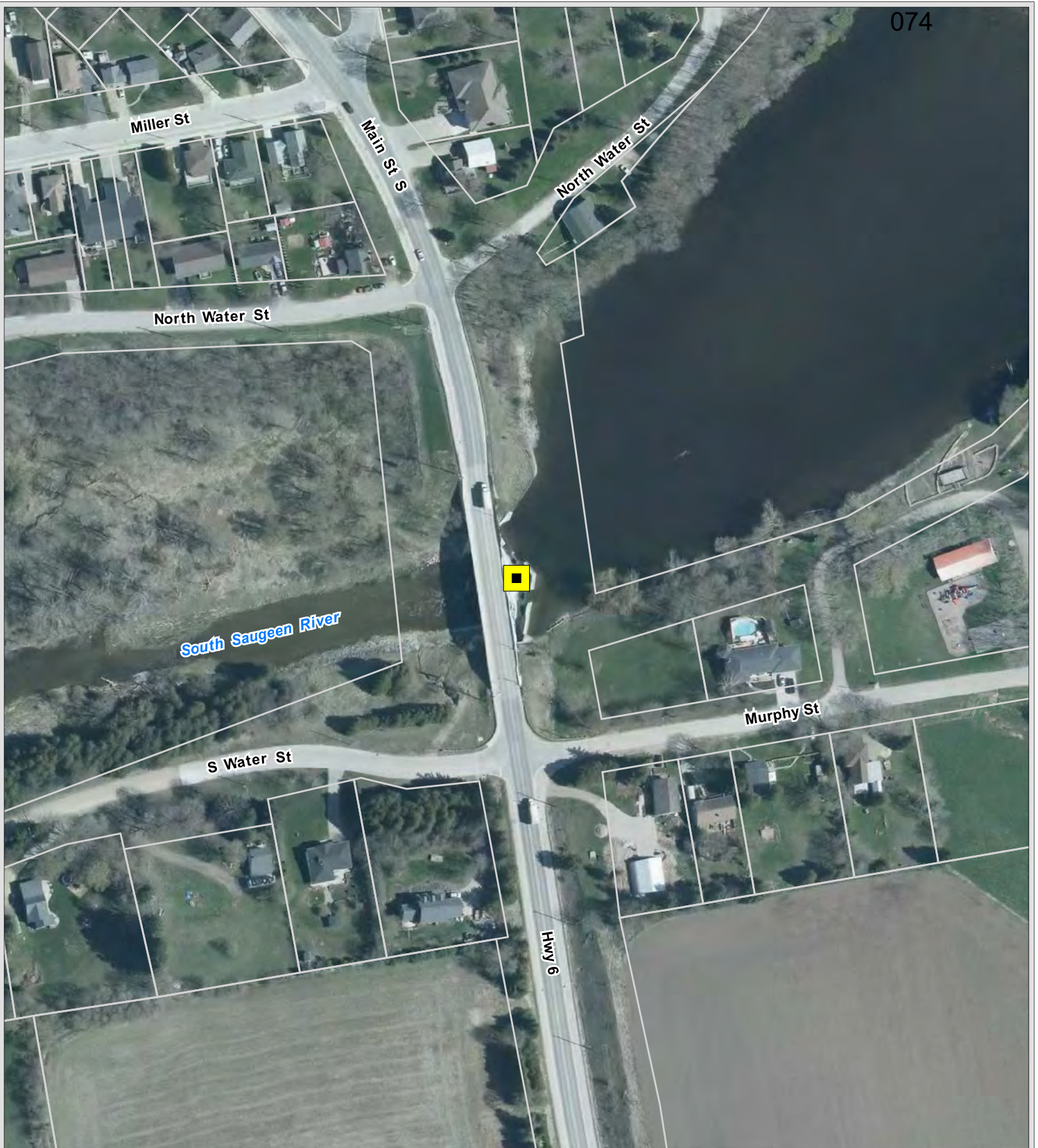
- Working around water may require the use of a life jacket or PFD.
- There is no fall arrest system installed on low flow control structure.
- The railings do not completely surround the low flow control structure.

Condition Summary

In general, the dam was observed to be in good condition with localized areas of concrete deterioration (cracking, efflorescence, and scaling) throughout the weir structure and evidence of graffiti present throughout the site. Erosion was noted on the downstream slope and in the channel downstream of the dam as described below. The low flow gate valve stem was broken during the dam inspections; however, it was repaired shortly after.

Recommendations

The attached excerpt from the 2022 D.M. Wills Inspection Report outlines all current recommendations for the Mount Forest Dam.



The included mapping has been compiled from various sources and is for information purposes only. Saugeen Valley Conservation Authority (SVCA) is not responsible for, and cannot guarantee, the accuracy of all the information contained within the map.

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This mapping contains products of the South Western Ontario Orthophotography Project 2020 (SWOOP2020). These images were taken in 2020 at 16cm resolution by Mapcon Mapping Ltd. They are the property of Saugeen Valley Conservation Authority ©2023.



UTM Zone 17N, NAD 83
 0 50 m
 1:2000

Legend

-  Dam
-  Parcel Fabric

Township of Wellington North
Mount Forest Dam



Table 2 – Dam Inspection Recommendations

Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
Dam Safety Management				
1. Prepare an updated Dam Safety Assessment/Review for the Mount Forest Dam prior to, or as part of, any major decisions regarding the management and maintenance of the Mount Forest Dam. The Dam Safety Assessment/Review should be completed in accordance with the Lakes and Rivers Improvement Act Technical Bulletins and Best Management Practices (MNR, 2011).	There is limited Dam Safety information available for the Mount Forest Dam. A Dam Safety Assessment Report (B.M. Ross, 2006) was provided and reviewed; however, the report only provides a cursory review of the Hazard Potential Classification (i.e. no dam break or hydraulic analyses) and does not provide any information regarding the Inflow Design Flood, the hydraulic capacity/freeboard, or the stability of the concrete gravity/earth embankment sections. Additionally, the work was completed using the Draft Ontario Dam Safety Guidelines (MNR, 1999) and these guidelines were replaced by the Lakes and Rivers Improvement Act Technical Bulletins and Best Management Practices (MNR, 2011). The SVCA may benefit from having updated Dam Safety information available when making decisions related to the future management and maintenance of the Mount Forest Dam.	Medium	\$75,000	The estimated cost assumes that the SVCA would retain the services of a qualified consulting engineering firm to complete a full Dam Safety Review. The SVCA may want to consider completing Hazard Potential Classification studies for all of their dams before full Dam Safety Reviews so that the full Dam Safety Reviews can be prioritized for the High hazard structures. The cost of completing the Hazard Potential Classification study would be approximately \$30,000 for this structure. The scope of work would include a hydrology study, the development of a hydraulic model, a dam breach assessment, and an incremental loss assessment. The price per structure could be reduced if several Hazard Potential Classification studies are completed by the same consultant at the same time.
2. Establish a regular frequency for engineering inspections (i.e., annually or bi-annually) as well as routine inspections by staff (i.e., monthly).	The records of past engineering inspections included reports completed by B.M. Ross in 1982 and 2006. There were no records of past routine inspections, other than photos taken in 2015, 2017, 2018, 2019 and 2021. The SVCA would benefit from establishing a regular frequency of engineering inspections (i.e. annually or bi-annually) as well as routine inspections by staff (i.e. monthly).	Immediate	\$2,500	The estimated cost shown is for the completion of an annual or bi-annual inspection by a qualified consulting engineering firm and assumes that the SVCA would have a number of flood and erosion control structures inspected as part of the same contract. The cost for a standalone dam inspection would be estimated as \$10,000. It is assumed that the routine inspections would be completed by SVCA staff as part of their regular duties.
3. Monitor the rotation of the sheet pile retaining wall on the upstream left side of the dam.	The sheet pile retaining wall on the upstream left side of the dam appears as though it may be rotating outwards. It is possible that it was installed this way or that there are excessive earth pressures behind the wall. Monitoring will help to determine if this is an issue that needs to be addressed further.	Ongoing	\$0	It is assumed that this would be completed as part of the routine inspections completed by SVCA staff as part of their regular duties.

Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
4. Monitor the seepage around the low flow pipe on the downstream side of the control structure.	There is seepage around the low flow pipe on the downstream side of the control structure. While minor at this time, it should be monitored and addressed if the problem worsens.	Ongoing	\$0	It is assumed that this would be completed as part of the routine inspections completed by SVCA staff as part of their regular duties.
Public Safety				
5. Complete a Public Safety Risk Assessment and prepare a Public Safety Plan for the Mount Forest Dam and implement appropriate public safety measures (i.e. railings, fencing, signage, public safety boom/buoys). This work should be completed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011) and the Guidelines for Public Safety Around Dams (CDA, 2011).	There is no Public Safety Risk Assessment for public Safety Plan for the Mount Forest Dam and it is evident that there is a significant public presence at the site (i.e. graffiti).	High	\$15,000	The cost estimate assumes that the SVCA would retain the services of a qualified consulting engineering firm to complete this work; however, this could be completed by SVCA staff if they have the appropriate knowledge and experience. The appropriate public safety measures and their costs would be identified as part of the Public Safety Risk Assessment.
Operator Safety				
6. Investigate opportunities to improve operator safety at the dam, including the provision of a fall arrest system and the installation of an appropriate railing system on the low flow control structure.	There are inadequate railings to protect operator safety. The railings do not completely surround the low flow control structure on the left side of the dam and there are no railings on the right side of the dam. When the grate on the low flow gate structure is opened, the fall height for workers is approximately 5.3 m; therefore, a fall arrest system should be provided.	High	\$15,000	
Minor Maintenance				
7. Notify the road authority of the erosion around the storm sewer/culvert on the downstream right embankment so that they can undertake appropriate repairs.	There is a section of the downstream right embankment that is severely eroded, along the path of a storm sewer pipe/culvert. While this erosion should be repaired, it is anticipated that this work would not be within the responsibility of the SVCA.	Low	\$0	It is assumed that the coordination with the road authority would be completed by SVCA staff as part of their regular duties and it is anticipated that there would not be cost to the SVCA to repair this erosion as the work would be completed at the expense of the road authority.
8. Monitor the condition of the repaired low flow gate stem and undertake further repairs or replacement as required to ensure the desired functionality.	The low flow gate stem broke while being operated during the dam inspection and was repaired shortly thereafter. Future repair or replacement works may be required in order to ensure reliable operation.	Ongoing	\$0	It is assumed that this would be completed as part of the routine inspections completed by SVCA staff as part of their regular duties.

Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
Major Maintenance				
9. Monitor the erosion downstream of the dam and undertake further investigations and repairs as necessary to ensure the stability of the dam, bridge, and watercourse.	Downstream of the apron, the cable concrete mat has been displaced as a result of high flow velocities and piles of the matting are visible in the channel downstream. The extent of the deterioration of the cable concrete matting could not be determined due to high levels of turbidity. It is likely that a scour pool has developed downstream of the apron. It is anticipated that this area will continue to erode if additional erosion protection is not provided.	Ongoing	\$0	It is assumed that this would be completed as part of the routine inspections completed by SVCA staff as part of their regular duties. The cost to repair the downstream erosion protection could be in the \$75,000 to \$100,000 range, depending on the preferred solution.

Schedule 'B' – Mount Forest Dam, Township of Wellington North

Category 2 Programs and Services

Maintenance Activities:

The maintenance activities listed below would be performed in the absence of a public safety plan and other recommended studies as prescribed by the most recent external engineer inspection report.

- Installation and maintenance of signage
- Minor concrete repairs, as needed
- Debris removal impeding flow of water over dam
- Vegetation control
- Repairs to existing fencing and railing; no new fencing or railing improvements to be completed
- Annual exercising and flushing of the low flow gate
- Access and repairs within the bypass chamber associated with the low flow gate will not be considered until a certified operator fall arrest system is in place
- Associated permitting (SVCA and/or other environmental agencies) associated with the above noted maintenance activities
- End of year summary of maintenance and inspection activities

The above maintenance activities are contingent on SVCA staff having full, unobstructed access to the site and permissions from all affected landowners.

Inspection:

- Quarterly inspections and subsequent inspection report by SVCA staff
- Inspections to include monitoring rotation of sheet pile retaining wall, monitoring seepage around emergency bypass pipe and downstream erosion
- Coordination of annual inspection by a qualified external engineer

Capital Project(s):

A motion by the SVCA Board of Directors must be passed for SVCA staff to carry out capital projects on the Mount Forest Dam. SVCA staff request notification should the Township of Wellington North undertake capital projects during the term of a Category 2 agreement.

The following items were identified in the D.M. Wills 2022 Inspection Report and are considered capital projects for the purposes of this agreement:

- Complete a dam safety assessment/review, in accordance with the Lakes and Rivers Improvement Act
- Complete a public safety risk assessment and prepare a public safety plan.
- Implement public safety measures based on public safety plan (i.e., railings, fencing, safety boom/buoys)
- Improvement to operator safety measures (i.e., railings and fall arrest system)
- Repair or replacement of the low flow gate system, when needed
- Downstream erosion protection measures and further investigation related to displacement of the concrete cable mat
- Repair to the scour pool downstream of the concrete apron

Schedule 'C' – Mount Forest Dam, Township of Wellington North

Category 2 Cost

Item	Description	Duration	Budget (5 year)
Signage	Design and installation	Once	\$4,000.00
Concrete repairs	Minor repairs	As needed, over 5 years	\$6,000.00
Debris removal	As needed	Over 5 year term	\$5,000.00
Vegetation control	As needed	Annual	\$5,000.00
Fencing repairs	As needed	Over 5 year term	n/a
Flushing	Internal	Annual	\$2,500.00
Maintenance summary	Internal	Annual	\$5,000.00
Inspections	Internal, with reporting	Bi-annual	\$15,000.00
Engineer inspection	External	Annual	\$15,000.00
5 YEAR TOTAL			\$57,500.00

Notes:

- The above cost estimates are based on the 2022 condition assessment undertaken by D.M. Wills Associates. Additional repair and/or maintenance work may be required within the five-year budget period.
- These estimates should be considered +/- 10% of actual costs.
- All costs will be billed annually on a time and materials basis.
- SVCA staff will seek written approval from the Township of Wellington North should external engineering costs be greater than 20% of the estimated cost.
- All maintenance and inspection costs shall be in accordance with SVCA's Purchasing Policy.
- Scheduling of maintenance and inspection activities is at the discretion of SVCA staff.
- Capital projects are not included in the cost estimates above and will not be undertaken by SVCA staff without SVCA Board of Directors approval.

Cost Apportioning Agreement

(hereafter, "Agreement")

THIS AGREEMENT is made on the _____ day of _____, 2023 (the "**Effective Date**").

BETWEEN:

THE TOWN/MUNICIPALITY/TOWNSHIP OF ...

(hereinafter, "Participating Municipality")

AND:

SAUGEEN VALLEY CONSERVATION AUTHORITY

(hereinafter, "SVCA")

WHEREAS SVCA is a conservation authority established under the *Conservation Authorities Act* (the "Act") and is governed by its participating municipalities in accordance with the Act,

AND WHEREAS the Participating Municipality is a lower-tier municipality, located wholly or partly within the area under the jurisdiction of SVCA,

AND WHEREAS under the Act, Category 3 programs and services deemed advisable by the SVCA Board of Directors may be provided with municipal funding subject to a memorandum of understanding ("MOU") or such other agreement in respect of the programs and services,

AND WHEREAS SVCA is prepared to provide certain non-mandatory Category 3 programs and services to and/or on behalf of and/or within the boundaries of the Participating Municipality,

AND WHEREAS pursuant to Sections 25 and 27 of the Act, conservation authorities are authorized to apportion costs to municipalities for delivery of mandatory programs and services and general operating expenses,

AND WHEREAS pursuant to Section 25 and 27 of the Act and Ontario Regulation 687/21, conservation authorities and municipalities may enter into an Agreement to allow for the apportionment of costs to municipalities for programs and services provided, other than mandatory programs and services,

AND WHEREAS the Participating Municipality wishes to avail themselves of the non-mandatory Category 3 programs and services attached hereto as **Schedule 'A'**,

AND WHEREAS the Council of the Participating Municipality has authorized the Participating Municipality to enter into this Agreement with SVCA for the delivery of Category 3 programs and services,

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. This Agreement shall commence on the Effective Date and shall continue for five (5) years (the **"Initial Term"**). Thereafter, this Agreement shall continue for additional five-year periods (each a **"Renewal Term"**) unless either party provides written notice of termination to the other party at least ninety (90) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
2. This Agreement shall be reviewed by the parties at least six (6) months prior to the expiry of the Initial Term and each Renewal Term.
3. SVCA agrees to provide the Category 3 programs and services outlined in **Schedule 'A'** to this Agreement.
4. Notwithstanding the foregoing, the Participating Municipality acknowledges and agrees that all Category 3 programs and services identified in Schedule 'A' shall also be included in a Watershed-Based Resource Management Strategy that the SVCA is required to develop and implement under the Act.
5. SVCA will not add to or delete from the list of Category 3 programs and services funded through municipal apportionment without first consulting with all participating municipalities. Any such change would require an amendment to this Agreement agreed to in writing by all participating municipalities.
6. The costs associated with the Category 3 programs and services subject to this Agreement shall be reviewed by the participating municipalities on an annual basis as part of the SVCA budget and apportionment process.

7. When preparing its annual budget, SVCA shall follow the prescribed budgetary process in accordance with the requirements of the applicable regulations under the Act, including preparation of a draft budget, consultations with participating municipalities, rules for voting to approve the apportionment, and preparation of the final budget.
8. SVCA's final approved budget shall be appended annually as **Schedule 'B'** to the Agreement.
9. SVCA and the Participating Municipality shall identify and agree upon the cost of relevant Category 3 programs and services in the annual budget, and shall comply with the prescribed methods of apportionment, including the Modified Current Value Assessment (MCVA) apportionment method (the ratio that the Participating Municipality's modified current value assessment bears to SVCA's modified current value assessment) and/or the benefit-based apportionment method (the benefit that each Participating Municipality obtains from the program or service to which the operating expense or capital cost is related), or where permitted in accordance with the applicable regulations, by agreement.
10. Where Category 3 programs and services are included in the budget process and apportionment, SVCA shall apportion the operating expenses and capital costs, as presented in the annual budget, to the Participating Municipality. The Participating Municipality's share of the total apportionment shall be appended annually as **Schedule 'C'** to this Agreement.
11. The Participating Municipality agrees to be apportioned costs as identified in **Schedule 'C'** to the Agreement.
12. Through this Agreement, the parties agree that the SVCA may, where applicable, charge a fee (user fee) for a Category 3 program or service provided under this Agreement by the SVCA. Any such fees collected for the programs and services identified in Schedule 'A' shall be used to offset the municipal apportionment costs associated with providing the Category 3 program and/or service for which the fee is collected.
13. Where Category 3 programs and services funded, in whole or in part, by the Participating Municipality involve user fees, such user fees shall only be imposed in accordance with SVCA's Fee Policy and Fee Schedules adopted in accordance with the provisions of the Act, or otherwise in accordance with provisions set out in an agreement between SVCA and the Participating Municipality.
14. SVCA and the Participating Municipality will strive to facilitate open and timely communication at all levels.

15. Unless otherwise provided for within the Act, if a dispute arises between the parties, including in respect of the content or interpretation of this Agreement, and which has not been resolved within sixty (60) days, such dispute may be submitted to a third party mediator, the choice of mediator to be agreed upon by the parties, and failing agreement to choose a mediator within an additional sixty (60) days, the mediator to be appointed by a judge of the Superior Court, for resolution via non-binding mediation conducted pursuant to the National Mediation Rules of the ADR.
16. Neither party shall be in default with respect to the performance or non-performance of the terms of the Agreement resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Participating Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such party and not caused by the act or omission of such party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Participating Municipality of its obligation to pay fees and costs when due.
17. If any provision of this Agreement is invalid, unenforceable, or unlawful, such provision shall be deemed to be deleted from this Agreement and all other provisions of this Agreement shall remain in full force and effect and shall be binding in all respects between the parties hereto.
18. The Participating Municipality and SVCA will continue to work together to identify opportunities for further collaboration to the benefit of both parties and ensure efficiency, transparency, and accountability in the use of public sector resources.
19. The resolution of the SVCA Board of Directors to execute this Agreement shall be included as **Schedule 'D'** to this Agreement.
20. The resolution of Council from the Participating Municipality to execute this Agreement shall be included as **Schedule 'E'** to this Agreement.
21. This Agreement shall be made available to the public in accordance with the Act and any applicable regulations.
22. This Agreement may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all such counterparts, when taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the Effective Date.

SAUGEEN VALLEY CONSERVATION AUTHORITY

Per: _____

Name: Jennifer Stephens

Title: General Manager/Secretary-Treasurer

Per: _____

Name: Barbara Dobreen

Title: Chair, SVCA Board of Directors

THE TOWN/MUNICIPALITY/TOWNSHIP OF ...

Per: _____

Name:

Title:

Per: _____

Name:

Title:

Schedule 'A' – Category 3 Programs and Services Requiring Apportionment

Service Area 1 – Water Quality Program

SVCA diligently conducts stream water quality monitoring at 14 locations within the watershed through the Provincial Water Quality Monitoring Network. Given the extensive expanse of the watershed and the constrained number of sampling locations under the Provincial Water Quality Monitoring Network, there were information voids. To ameliorate these deficits, SVCA instituted an in-house monitoring program in 2012, augmenting the network with an additional 15 monitoring sites distributed throughout the watershed. In concert, these programs yield the fundamental data indispensable for understanding the water quality status across the watershed.

Furthermore, SVCA has instituted a biomonitoring network encompassing twenty (20) water quality monitoring sites. Biomonitoring entails the utilization of organisms to evaluate environmental conditions, specifically water quality in this context. By monitoring benthic organisms, those that reside at the bottom of rivers and streams and possess specific tolerance thresholds for water quality conditions, SVCA can validate water chemistry findings through the biological data amassed at various locations throughout the watershed, thereby depicting a comprehensive characterization of water quality conditions.

Watershed Report Cards are developed every five (5) years using guidelines from Conservation Ontario. The Watershed Report Card is an excellent tool for conservation authorities to inform watershed residents about the health of their watershed in an easy-to-understand format. These Watershed Report Cards are a Category 3 Program using information collected directly from the two water quality monitoring programs described above.

The annual operating funds allocated for sustaining these water quality programs amount to \$119,050 for the year 2023. A business case, substantiating the perpetuation of these water quality programs, accompanies this Agreement.

Service Area 2 – Public Awareness and Communications for Non-Mandatory Programs and Services

SVCA's Communications, Community Outreach, and Public Awareness programming serve as instrumental tools in disseminating awareness pertaining to SVCA's array of programs and services. A considerable portion of this programming is financed in its entirety through the municipal levy, as it is primarily oriented towards mandatory programs and services (Category 1). However, an allocation of time and resources will be dedicated to buttress the non-mandatory components of the water quality monitoring program. For the year 2023, the operating funding budgeted for sustaining public awareness and communications specific to water quality monitoring programming stands at \$7,100.



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023
From: Brooke Lambert, Chief Administrative Officer
Subject: Report CAO 2023-012 Wellington North Fire Services Review

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report CAO 2023-012 regarding the Wellington North Fire Services Review.

AND THAT Council endorses the continuation and further development of the Fire Services Partnership with the Town of Minto, with an emphasis on collaboration, efficient and cost-effective delivery of services, and mutual benefit to the community.

AND FURTHER THAT Council direct staff to work with the Town of Minto to revise the current agreement to reflect a more formalized “Shared Fire Services Management” partnership approach and that this agreement be brought back to Council for approval.

AND FURTHER THAT Council directs staff to review the Fire Services Budget and make recommendations during the 2024 Budget process related to staffing and the additional resources required to support the partnership.

AND FURTHER THAT Council directs staff to develop a three-year work plan that will address the following priorities.

- Fire Services Master Plan
- Community Risk Assessment
- Facility Review/Mount Forest Fire Station Design

AND FURTHER THAT Council directs staff to work with the Shared Fire Service Management Team to strengthen and align Township policies and procedures, specifically with respect to Human Resources.

AND FURTHER THAT Council directs staff to ensure ongoing communication with all stakeholders about the partnership, and that within the Wellington North Fire Services there is a renewed focus on internal unity, respect, co-operation.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

DCF 2021-004 Fire Service Modernization

CAO 2023-003 Municipal Modernization & Efficiency Project(s) Update

BACKGROUND

As part of the 2023 Municipal Modernization & Efficiency Projects approved by Council on February 6, 2023 a Wellington North Fire Services Review was initiated. This review was intended to check in on the progress and status of the Shared Fire Chief partnership agreement, implemented on May 19, 2020.

ESSSi Fire Services was retained to complete the review which included a comprehensive survey of the Fire Services, stakeholders, and administration. It also included focus groups, interviews, and follow-up discussions. Please see Attachment A for the full report.

Overall, the review found that Shared Fire-Chief Agreement has been working well from an external stakeholder and community perspective. This finding is corroborated by Community Satisfaction Survey conducted by Wellington North in the Spring of 2023 which indicated 87% of the community was “Very Satisfied” with our Fire Services. Furthermore, given the extremely challenging circumstances faced by the fire services throughout 2023, with both the decommissioning of the Mount Forest Standpipe and several large fire events requiring assistance from other local fire services – the performance of the Wellington North Fire Service has been exemplary.

That said, the implementation of the partnership has not been without its challenges. These were largely due to the impacts of the COVID 19 Pandemic and difficulties with internal communications, staffing vacancies and the strain on existing resources due to increasing call volumes.

Analysis

Based on the extensive review conducted and the supporting data, qualitative feedback and additional conversations, staff have several takeaways for Council's consideration.

1. **Positive results.** The partnership is still in its early stages but is working well from an administrative and community perspective. It is suggested that Council endorse continuing with this approach and further update the partnership to reflect a shared management team – vs. simply a shared Fire Chief. This would formalize the team approach and allow for further refinement of the governance model and any terms of the agreement with Minto.

 2. **Human Resources.** This applies to both the existing members and recruitment of new members as well as the overall support and resources that the Township should consider providing. To be successful, the partnership needs to go beyond being viewed as simply a cost-saving measure – but rather a critical investment in ensuring sustainable fire service delivery in Wellington North for the years to come. Volunteer
-

based services are coming under increasing pressure while at the same time being expected to achieve training and other regulatory requirements in place for full-time services. For smaller municipalities, this reality is simply unsustainable and required creative and practical approaches that allow us to respond appropriately while leveraging our resources. A shared management team allows for this – as different skill sets are able to be combined for the benefit of the partners, rather than expecting each partner to do it all, on its own. In addition, by strengthening the connection between the Township administration and the Fire Services, relevant policies, and procedures – as well as required training can be delivered and enforced. This is a key responsibility that the Township must address – especially as it comes to the creation of a positive, safe, and productive work environment.

3. **Continuous Improvement.** The Management Review provided several examples of improvements that have been accomplished since the inception of the partnership. There is an opportunity to build on that momentum and continue to improve the Wellington North Fire services as it pertains to; technology; operations; training and certification; fire prevention & public education, logistics and fleet management. In total, the review noted 9 “opportunities”. It is recommended that exploration of these opportunities form the focus of future continuous improvement activities in the next 12 months.
4. **Communications (Internal and External).** One of the primary challenges faced by this partnership was the timing of its initiation as well as the communication related to the need and steps surrounding implementation. The COVID 19 Pandemic only intensified these challenges by limiting some of the more traditional methods of in person opportunities that the fire services would typically use to communicate changes and information. As a result, it is suggested that the renewal of this partnership provides an ideal opportunity to strengthen the communications related to the purpose and details of the shared management approach both within the Fire Services as well as with community stakeholders.
5. **Aligning Priorities and Work Plans.** Beyond operations there are still several higher-level management deliverables that need to be accomplished in the next 1 – 3 years. Some of the main initiatives include a Fire Services Master Plan, Community Risk Assessment and Facility Review (including the MF Fire Station Design). It is recommended that the Management team review these needs as well as any others that should be addressed over the next several years and prepare a comprehensive workplan that will detail the scope and timing of these initiatives.

Next Steps

If Council approves these recommendations, it will represent an opportunity to re-affirm, refresh and re-focus the Shared Fires Services Management partnership initiated in 2020.

This review has been a helpful exercised to understand the status and early results of the partnership while providing practical recommendations for moving forward. As the Township continues to grow, creating a sustainable and effective WN Fire Services is an important part of this evolution.

FINANCIAL CONSIDERATIONS

The capital funding for this project was identified in the 2023 Budget Process and was also included as part of the Municipal Modernization and Efficiency initiatives that received funding from the Provincial Government.

ATTACHMENTS

Attachment A – Township of Wellington North Fire Department Management Review (September 24, 2023).

STRATEGIC PLAN 2019 - 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



Township of Wellington North

Fire Department Management Review

September 24, 2023

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Overview

Emergency Services Strategy and Solutions Inc. (ESSSi) was engaged to perform a Fire Service Review (FSR) for the Township of Wellington North to assess the current state of their fire department after a Shared Fire Chief Agreement was initiated in 2020. The FSR looked at two specific aspects of the fire department: Administration and the Operations of the Wellington North Fire Services. The research into developing the FSR required analysis of the Administration and Operations while looking at the intent of the Agreement, its current status, and options for the Township of Wellington North to consider for the future of the Agreement and the Wellington North Fire Services.

ESSSi performed ten virtual interviews with elected officials and staff from the Township of Wellington North, the Mayor, four councillors, the CAO, the Director of Operations, the Fire Chief and two Deputy Fire Chiefs. ESSSi also attended the Arthur and Mount Forest fire stations and conducted in-person group interviews with the firefighters. During the interview process, additional public feedback was provided to ESSSi. Information gathered from the interviews, documents provided by Wellington North and the results of a survey that was sent out to all firefighters in Wellington North at the start of the FSR process assisted ESSSi in establishing the current state of the Wellington North Fire Services through the lens of the Shared Fire Chief Agreement goals.

Background

The Township of Wellington North entered into a shared Fire Chief agreement with the Town of Minto on May 19, 2020, to manage the Wellington North Fire Services. The original goals of the shared Fire Chief agreement were to provide shared management services across Minto and Wellington North to oversee all fire department activities and administration while maintaining separate budgets. The primary goals of the Agreement were to:

- Increase response capabilities.
- Find efficiencies in equipment layouts and locations.
- Increase buying power – obtain more competitive pricing.
- Address talent gaps.
- Reduce costs.
- Avoid duplication of efforts.
- Provide a more consistent service across the two municipalities.

This report will identify successes achieved, continuing and or new issues that have arisen with respect to the primary goals, and address options for Wellington North to consider staying the course, hiring their own Fire Chief, consolidating the Wellington North Fire Services with another Municipal fire service, or add a municipality to the Shared Fire Chief Agreement.

The Survey

ESSSi created a survey to be distributed to all firefighters to gauge the organization's overall acceptance of the Shared Fire Chief model. Participation in the survey was voluntary, and anonymity was ensured unless an individual chose to identify in one of the open script detailed responses. ESSSi used the survey results to develop interview questions and validate interview findings.

Twenty-five firefighters completed the survey, with 60% of respondents working out of the Mount Forest station and 40% working out of the Arthur station. The respondents' years of service are broken down as follows:



Highlights of the survey are:

- 72% are satisfied with the working relationship between Arthur and Mount Forest fire stations.
- 80% of respondents are satisfied with the interaction between the firefighters from two stations in a non-emergency role.
- 76% are satisfied with the relationship with their direct supervisor.
- 56% are satisfied with their District Chief.
- 68% are unsatisfied with the current department staff structure.
- 68% are unsatisfied with the current leadership team in Wellington North.
- 60% are satisfied with the current administrative work required in their job responsibilities.
- 86% are satisfied that the current stations are meeting the needs of the community and the firefighters.
- 64% are satisfied that the current policies and procedures meet the department's needs.

The survey allowed for some responses in free-form text format. These responses were utilized in the report wherever ESSSi was able to confirm the accuracy of the information during the interview process.

Administration

Schedule A of this Agreement specifies the administrative and supervisory services to be provided, the reporting structure and the positions within the team.

This document reflects the original plan to include Mapleton Fire Rescue in this joint management team. Mapleton withdrew from this process, and the current team consists of:

- Director of Fire Services of Wellington North and Minto
- Deputy Fire Chief from Minto
- Deputy Fire Chief from Wellington North

The current Agreement covers the roles and responsibilities of the shared Fire Chief. Although the duties of the Deputy Chief of Minto and Wellington North were discussed, there appears to be a need to update the roles and responsibilities in the form of a job description for these positions within the joint management team.

The fire management team should share their expertise across the entire management team with the fire chief overseeing the high-level administrative functions. In contrast, the deputy fire chiefs would manage the local department operations and any specialized portfolios they may be assigned.

Today's fire service management team needs to ensure the department meets the legislative requirements of current and future regulations issued by the province, proactively manage the fire department while striving to meet best practices and develop short, medium, and long-range goals for the department. A management team needs to provide progressive leadership in the fire service.

The Review

The review included interviews and a survey, which have brought forward some strengths, challenges, and opportunities for improvement.

ESSSi did find that before implementing this new fire management team, no baseline assessment or review was performed to determine if the two departments were on equal footing.

During our review, we noted some positive changes the new fire management team brings to Wellington North Fire Services.

- From the information gathered, most members of the Council confirmed that they had received more reporting on budgets and the fire department's needs. The Council was pleased that there was some forward-thinking from the new fire management team.
- Fire Management team members wanted to align more with legislative requirements, regulations, and best practices.

- One of the goals for the fire management team was to remove some of the paperwork that the volunteer firefighters perform, allowing them to return to work faster.
- Administrative support services are now available for all fire management team members.
- Technological updates have been made to the records management systems now used by Wellington North Fire.
- Significant investment has been made to bring Wellington North to equal footing with Minto and other County of Wellington Fire Departments.

Challenges

- Lack of effective communication with the firefighters throughout the Agreement.
- COVID-19 – changed the in-person fire management team meetings. Joint meetings with the District Chiefs from all five stations, the Fire Chief and Deputy Fire Chiefs occurred in person and then switched to virtual meetings during COVID-19. The district chiefs were responsible for communicating accurate information to their fire stations.
- There was resistance to the new fire management team and to the different management style from the Wellington North firefighters.
- The lack of an entire fire management team over most of the Agreement to date:
- Director of Fire Services began serving as CAO of Minto part-time.
- Deputy Chief of Minto was away on two approved leaves of absence. The Deputy Fire Chief's duties were not assigned during these absences. Projects were put on hold, or progress slowed down during these absences. The Deputy Fire Chief was the lead on many technology projects, such as moving to electronic record keeping, online learning for firefighters and truck check software.
- The result was a lack of alignment between the two Fire Departments.
- The perception of the lack of leadership and the fire management structure being rolled out on paper with insufficient communication to explain how it would affect firefighters.
- No benchmarking or KPIs were established to determine the success of the overall Agreement.

Opportunities

- Add the shared fire management team into the Agreement to formalize the fire department management structure.

- More communication from the fire management team is required regarding the change in philosophy, duties to be performed by the fire management team and the need to empower officers.

Communications and Technology

Communications

Wellington North Fire Services utilized older technology for their radio system and only utilized a professional dispatch centre for call-taking and initial emergency response dispatching. A Wellington North Fire Services member performed dispatch duties throughout an emergency event.

Since the start of this Agreement, the Wellington North Fire Services has become part of the Wellington County Radio System. Also, they now utilize complete dispatching services from Guelph Fire. Guelph Fire utilizes the standards and best practices for the call-taking and dispatching fire services.

Response zones were put in place that are utilized by the communications centre to dispatch fire vehicles in a pre-determined order.

Technology

The administrative tasks to manage a modern fire department have grown substantially over the past few decades and have become more reliant on electronic record keeping and software. The lack of good data that is not readily accessible can cause difficulties when determining the future needs of the fire department as well as liability exposure for the Township.

One of the differences discovered between the two departments was the need for complete electronic record-keeping within Wellington North Fire Services. Several projects are underway to move towards electronic record keeping.

Money had to be spent to implement technology. Improvements were required to get Wellington North Fire Services onto electronic record keeping for incidents, apparatus and equipment tracking. There was no asset management system in place or an up-to-date inventory of equipment and supplies. A more comprehensive review, such as those conducted during a complete Fire Master Plan, would provide valuable information to the Township.

Positive Change

- New radio technology, interoperability with other county departments
- Professional dispatching services

- New Records Management Software that is county-wide has been implemented.
- Truck check software available on tablets has been implemented.
- Online training has been implemented.

Challenges

- Some of these technology projects are still in development and are behind.
- Lack of buy-in, resistance to change. Firefighters did not understand the potential benefits of the technology changes being implemented.

Opportunities

- Provide more consistent communications on the implementation, status, and potential changes that affect staff. Provide minutes of meetings, and the management team attend stations to discuss upcoming changes and answer questions.
- More robust training on technology platforms.

Operations

This section of the report will review the Wellington North Fire Services operations, focusing on response capabilities in Wellington North, closest station response, training and certification of firefighters, fire prevention and public education, logistics, operational support, and emergency management.

The response capabilities of the Wellington North Fire Services solely rely on the volunteer firefighter model and their ability to leave their place of employment or family when paged out for emergency calls. This response model is standard for smaller and rural municipalities across Ontario. In addition to the volunteer firefighters, most fire departments will have their own part-time or full-time fire chief who can respond to emergency calls while the firefighters are being paged out. Wellington North operates with volunteer firefighters operating out of two fire stations, one in Arthur and the other in Mount Forest. The Wellington North Fire Services structure is the shared Fire Chief, primarily in Minto, a Deputy Fire Chief, primarily in Minto and a Deputy Fire Chief in Wellington North, primarily operating out of the Mount Forest Fire Station.

It was discovered during the interviews; the closest station response matrix has no formal agreements with the participating Townships authorizing their initial response to Wellington North. This closest station response matrix is not a part of the County Mutual Aid Plan. This type of response should be captured in an Automatic Aid Agreement and be included in the County Mutual Aid Plan. In addition, from feedback through the initial project survey and interviews conducted by ESSSi,

many Wellington North firefighters need to be made aware of the intent and how the closest unit response is to work.

Positive Change

Our research shows that Wellington North has succeeded in improving response capabilities after implementing the Shared Fire Chief Agreement.

- Nine new fire response zones in Wellington North
- The effect of the new zones and the closest fire station response was providing a quicker response to emergency calls by using multiple station responses regardless of the municipal borders.
- Use of the Town of Minto Aerial apparatus. Wellington North currently utilizes Minto's aerial ladder truck if an elevated stream is required for a structure fire. An aerial ladder is primarily used in a defensive type of fire where large amounts of water are required from an elevated ladder device to access hard-to-reach areas or areas that are deemed to be unsafe for firefighters to operate in due to the potential for building collapse or fire which is out of control and is deemed a defensive fire. Access to an aerial is an advantage that Wellington North currently enjoys without having to obtain a costly fire apparatus for the few times per year they may require one.

Challenges

- Lack of understanding of the new response zones by the firefighters.
- Additional improvements in response capabilities in Wellington North after the start of the Shared Fire Chief Agreement have yet to be realized. The lack of progress in improvements could be attributed to several factors, including COVID-19 and its restrictions.
- There are no formal Agreements for the neighbouring Townships to respond to Wellington North.
- The Wellington North firefighters lack understanding of how the "closest station response" model works.
- Mount Forest continues to need help with the daytime response of volunteer firefighters.
- Arthur's recruitment has been a struggle due to stagnant growth in the community.
- Standard Operating Guidelines (SOGs) are very old in Wellington North and need review and revision.
- Some Minto SOGs have been circulated in Wellington North; however, an official adoption has yet to occur.
- Wellington North continues to struggle to accept the new fire management process.

Opportunities

- Response zone mapping should be created using various travel times, and the Council should establish response times for the municipality.

- The Township of Wellington North should establish formal Automatic Aid Agreements with the participating surrounding municipalities.
- More communication is required regarding the types of calls and the rationale and limitations of utilizing the "closest unit response" model within Wellington North.

Training and Certification

The training and certification of firefighters in Wellington North is progressing slowly. Positive advances in the training of firefighters are:

- Wellington North and Minto fire departments are working together on the training syllabus topics.
- Arthur firefighters have a favourable view of the current training and desire to increase the hours of training per month.
- Arthur firefighters would like to establish catch-up training on some Saturday mornings.

Wellington North has new software implemented to track the training challenges. Wellington North has been the recipient of many new initiatives since the shared Fire Chief agreement was implemented, and a significant improvement is the implementation of records management software. However, the historical training records before the new RMS are lacking. This will create issues for some Wellington North Firefighters' ability to certify as the mandatory certification of all firefighters approaches on July 1, 2026.

Additional issues regarding the current training gathered through interviews and the survey results are:

- Firefighters feel they need to be trained in the current SOGs.
- There needs to be accountability for training practice attendance despite the SOG.
- Attendance benchmarks should be established for training and emergency responses for the firefighters and officers.
- The fire management team's representation has not been consistent on training nights.

Fire Prevention & Public Education

Through our research and interviews, the fire prevention and public education activity in Wellington North meets its legislative responsibilities. The Deputy Chief in Wellington North performs fire inspections through the Township and Minto and is sometimes supported by the Fire Prevention Officer from Minto. Public Education in Wellington North has improved with the addition of the Deputy Chief from Minto taking over these responsibilities. Interview feedback has indicated that public

education and community outreach in Wellington North has expanded with positive results.

Logistics

The Township of Wellington North has seen a slight benefit from the shared Fire Chief Agreement concerning logistics and purchasing power. Wellington North participated in the purchase of new breathing apparatus with Minto to update their aging equipment. Additional arrangements regarding logistics have seen Minto take control of the inventory in Wellington North, and all spare inventory is now housed in Minto. This arrangement allowed the fire management team to obtain a solid grasp of the available inventory that was stored in Wellington North. The required inventory will be ordered and supplied from the Minto station in Palmerston and delivered to the appropriate station and personnel. Additional gains in procurement savings have not materialized. The fire management team and the Township of Wellington North have spent excessive time and funding to bring the Wellington North Fire Services to a comparable level of services that Minto was at when the Agreement was established.

Challenges

Through our interviews, it became clear that some of the firefighters in Wellington North do not agree with the Wellington North stock situation and feel the movement of stock from Wellington North to Minto has Minto gaining financially from equipment and stock that is a Wellington North's taxpayer assets.

Opportunities

An agreement on the inventory value could be established to determine the assets each partner has committed to the joint inventory cache.

Fleet Maintenance

The fleet maintenance area seems on sound footing under the shared management structure, with the Deputy of Wellington North responsible for repairs and maintenance of the two departments' fleet and equipment. Comments received were positive regarding the repairs to equipment and vehicles.

Fire Management

The Wellington North Fire Services operation is received with mixed reviews. The interview responses provided very positive comments from the majority of Township elected officials and senior staff. A common statement received during the interviews was, "The Chief is available, approachable, and we receive a lot of information updates and reports." This leads to the belief the administration side of the shared Fire Chief agreement is functioning well.

From the firefighter's perspective, there has been a lack of visibility of the Fire Chief since the inception of the Agreement. The communication breakdown at the

firefighter level has created misinformation and a lack of understanding of how the management team was designed to function.

Strengths

- Wellington North Deputy Chief is well respected and provides a sense of stability in Wellington North.
- Both the Mount Forest and Arthur firefighters are very committed to the community.

Challenges

The support of the department's operations from the firefighter's point of view is mainly split between the two stations. From our research, the belief that has created this split in opinions between the two stations rests with the historical support they received before the Shared Fire Chief Agreement.

- The initial rollout of the Shared Fire Chief Agreement details could have been better communicated to the firefighters.
- The lack of communication has created a divide between the two stations.
- The stations are struggling with the difference in management styles from the previous administration due to a lack of communication.

Opportunities

- Implement improved communications plan from fire management to the firefighters.
- More in-person communication from the Fire Chief to the stations.

Emergency Management.

Wellington North continues to utilize the County CEMC as its principal person for emergency management; alternates are the CAO and the Fire Chief. Wellington North has benefited from the emergency management and field experience of the current Fire Chief. The Fire Chief has been involved in several declared emergencies in Minto over the past few years, and this type of experience is an asset for Wellington North to learn from and look to improve their program based on lessons learned from actual events versus the routine tabletop exercises.

Conclusion

The Shared Fire Chief Agreement has benefited the Township of Wellington North. Despite falling short of some of the goals set out for the shared management services, Wellington North has benefited from the significant amount of time, energy and money spent to bring Wellington North Fire up to the level of its neighbouring regional partners as identified throughout this report. When viewing the Shared Fire Chief Agreement as being successful or not over the past three years, the pluses and minus' of what has been achieved, along with the challenges both externally and internally, must be taken into consideration. After considerable consultation

and document review, we believe the Shared Fire Chief Agreement is working. Still, the model requires improvement to ensure that the Township of Wellington North Fire Service operates at its best.

The following steps for Wellington North are to determine the best path forward for the future of the Fire Chief position. There are four options:

- Stay the course with a Shared Fire Chief Agreement with Minto and formalize the fire management team concept.
- Hire a Fire Chief for Wellington North.
- Add additional Departments to the current Agreement.
- Consolidate Wellington North Fire with another County Fire Department.

The Township of Wellington North faces complex options for managing its fire department, requiring additional analysis of lessons learned from the Shared Fire Chief Agreement. Further study is required on each option's financial implications and complexities as the Council considers the future of the Wellington North Fire Services.

Fire Chief for Wellington North

Reestablishing a Fire Chief is an option; however, this option is a more complex fix to the issues in Wellington North. The future of the fire service requires additional management staff. Otherwise, the one full-time Fire Chief will need help managing the current and future workload of the Fire Department. A management structure of a full-time Deputy Chief and administrative assistant is required. Fire prevention and training will require additional staff to manage the workload of the modern fire department in the near future.

Consolidation

Consolidating with another department is an option to share the management structure. However, this option requires significant buy-in from the local Councils, senior staff, and firefighters to make it work. One significant hurdle to the consolidation is the perceived loss of community identity.

Additional Partners

Adding additional partners to the Agreement or consolidation is viable and could provide additional advantages, cost avoidance and depth of management positions. Lessons learned from the original implementation in Wellington North and Minto must be heeded to ensure the success of any partnership expansion. However, adding to the partnership should be viewed cautiously until the issues within the Wellington North and Minto Shared Fire Chief Agreement have been resolved. A restructuring of the management team and roles and responsibilities would need to be considered when bringing in an additional partner.

Sharing a Fire Chief versus Consolidation

The two models' significant difference is the Fire Departments' management structure.

Shared Fire Chief

The Fire Chief reports to two Councils and two CAOs and operates with separate municipal policies and budgets. Each Fire Department has separate pay process operating models, and separate reports are required for each Council. Operating and Capital costs are the responsibility of each municipality.

Consolidation

The Fire Departments are combined to form a new Fire Department. The Fire Chief reports to a Joint Committee of Councillors appointed from each municipality. Direction is provided to the Joint Committee by each Council, and the Joint Committee provides direction to the Fire Chief. The Fire Chief submits reports to the Joint Committee and then forwards to each Council. The Fire Department operates with one budget and one set of operating policies. Cost sharing of the Fire Department is based on set criteria such as population, assessment, fire calls or other criteria as determined by the partners. Operating and Capital cost sharing is defined in the Agreement. Further details can be provided should this be a preferred option.

Moving Forward

All options for Wellington North require research, analysis, objectives, goals, KPIs, and a communications plan. Any path forward must consider cost avoidance versus cost savings. A modern-day fire department's increasing complexity and workload requires additional management personnel to manage a fire department efficiently and effectively. A viable option is to amend the current Agreement to create a formal fire management team.

In addition, The Township of Wellington North should undertake a Community Risk Assessment as required by O'Reg 378/18. and a Fire Master Plan to address the risks as laid out in the Community Risk Assessment to assist the Township Council in setting the level of service for the community and the needs of the fire department to deliver the Council-approved levels of service.

ESSSi would like to thank CAO Brooke Lambert, Fire Chief Chris Harrow, and the Officers and firefighters of Wellington North for their contributions to the review process. With their input, this review was possible.

End of Report



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: CLK 2023-032 Consideration of Final Engineer’s Report for George Kirkness (Asbridge) Drain

RECOMMENDATION

THAT Council of the Corporation of Wellington North receive Report CLK 2023-032 being a report to consider the final engineer’s report for the proposed drainage works for George Kirkness (Asbridge) Drain;

AND FURTHER THAT Council hereby approves the final Engineer’s report dated August 30, 2023, prepared by K. Smart Associates Limited file No. 22-198;

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

AND FURTHER THAT the Mayor and Clerk are authorized to sign the provisional by-law to adopt the final engineers report;

AND FURTHER THAT Council set the date for the Court of Revision as November 6, 2023 at 2:00 p.m. to hear any appeals filed in this matter.

AND FURTHER THAT Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision

Councillor _____

Councillor _____ and

Councillor _____

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2022-017 being a report regarding a petition for a municipal drain

BACKGROUND

Council passed a motion at the July 25, 2022 meeting, approving drainage works under the Drainage Act for the George Kirkness (Asbridge) Drain (formerly Township of Arthur) in the Township of Wellington North, and appointed K. Smart Associates Limited to prepare a report on the work to be undertaken.

A public meeting was held on September 6, 2022 at 7076 Sideroad 2 East (Asbridge property) with impacted landowners to review the process, the watershed boundary, the proposed work and landowner costs related to the project.

The final engineers report dated August 30, 2023 File No. 22-198 was submitted by K. Smart Associates Limited on August 31, 2023 and copy is available in the Clerk's office at the Township of Wellington North. Additionally all impacted landowners and agencies were circulated with a copy of the report.

The Engineer report indicates the work will consist of:

- Install 750m of tile
- Regrade 990m of overflow swale
- Cleanout 142m of existing ditch
- Incorporate 93m of existing concrete pipe
- Construct two (2) WASCoB's
- Install 7 concrete catchbasins

The estimated cost of the project is \$530,470 and the watershed served is approximately 222 hectares (549 acres)

Pursuant to the Drainage Act, the report was circulated to impacted landowners and agencies within 30 days of receipt of the report and a notice was provided advising landowners and agencies the date, time and location of the meeting at which the report will be considered.

Pursuant to the Act, Council must approve the engineer's report and adopt a provisional by-law by first and second reading or not approve the report and provide the reasons for their decision. The by-law is found on this agenda.

If Council approves the work, the Court of Revision will be held on November 6, 2023 at 2:00 p.m. at which landowners may appeal their assessment. All landowners who are affected must then be advised of any revisions and provisions for further appeals.

After the appeal process has expired, the by-law will be given third reading, the process for construction of the drainage works can begin and benefitting landowners and road authorities will be assessed costs in accordance with the approved engineer's report.

FINANCIAL CONSIDERATIONS

The municipality has been assessed \$120,796 for work on Sideroad 2 E and \$1,141 on Sideroad 2 W.

Assuming Council support of the report these amounts will be captured in the 2024 Municipal Drains Budget.

ATTACHMENTS

Provisional Drain By-law attached to this agenda

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

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



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023

From: Tammy Stevenson, Senior Project Manager
Corey Schmidt, Manager of Environmental and Development Services
Jerry Idialu, Director of Finance/Treasurer

Subject: OPS 2023-033 Arthur Wastewater Treatment Plant Expansion Phase 2

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2023-033 being a report on Arthur Wastewater Treatment Plant Expansion Phase 2;

AND FURTHER THAT Council approve, in principle, the work plan as presented within this report;

AND FURTHER THAT Council direct staff to authorize the consulting engineer to send request for the extension of the existing Arthur Wastewater Treatment Plant ECA to the MECP.

AND FURTHER THAT Council direct staff to authorize the consulting engineer to complete the detailed design and tender package for the Arthur Wastewater Treatment Plant Expansion Phase 2 as outlined within this report and set a budget for this project at \$148,721.56 inclusive of applicable taxes;

AND FURTHER THAT Council approve and direct staff to utilize the Sanitary Sewer Reserve Funds to fund the detailed design of the Arthur Wastewater Treatment Plant Expansion Phase 2 in the amount of \$148,721.56 inclusive of applicable taxes;

AND FURTHER THAT Council direct staff bring the Arthur Wastewater Treatment Plant Expansion Phase 2 forward as part of the 2024 budget discussion;

AND FURTHER THAT Council direct staff to suspend the Village of Arthur from the Sewage Allocation Policy and no further sewage allocations be granted in Arthur to developments as per policy at this time until the Phase 2 expansion has been tendered and awarded;

AND FURTHER THAT Council direct staff to bring forward a future report in Spring 2024 with recommendations for Sewage Allocation in Arthur for in-fill lots that will be issued by the Building Department.

AND FURTHER THAT Council authorize the Senior Project Manager or their designate to sign any necessary agreements with the consulting engineer to execute this project;

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- OPS 2023-012 Report on Growth
- OPS 2021-012 Report to prioritize major Wellington North water and wastewater capital projects
- OPS 2020-027 Report on the Arthur Wastewater Treatment Plant Phase 1 upgrade financial update.
- OPS 2020-027 Arthur Wastewater Treatment Plant Phase 1 Upgrade Financial Update
- CAO 2019-002 Arthur Wastewater Treatment Plant Upgrade – Construction Tender Award
- 2019 Capital Budget – Arthur WWTP Expansion Phase 1
- TR2018-017 Report to Council-Consulting Engineer Services for Phase 1 Construction AV WWTP
- CAO 2017-016 Report to Council-Engineer Consultant Design Proposal Review

BACKGROUND

Arthur Wastewater Treatment Plant:

An amended Environmental Compliance Approval (ECA) was issued by the Ministry of the Environment, Conservation and Parks (MECP) on February 1, 2019. This amended ECA allows the Arthur Wastewater Treatment Plant (WWTP) to expand in two phases.

- Phase 1 was completed and became operational in December 2020, increasing the treatment capacity of the plant from 1,465 m³/day to 1,860 m³/day.
- Future Phase 2 WWTP expansion will increase the treatment capacity of the plant from 1,860 m³/day to 2,300 m³/day creating an additional 440 equivalent residential units (ERUs).

WWTP Expansion Phase 2 works will include: inlet works, headworks building, biological treatment, forcemain upsizing on Gordon Street to lagoons and between the Frederick Street Sewage Pumping Station and the Wastewater Treatment Plant. Forcemain Transient Analysis will be completed on the existing forcemain on Frederick Street between Frederick Street Sewage Pumping Station and George Street to ensure that no upsizing is required as part of the Phase 2 expansion.

A condition of the ECA is that all proposed works in the approval is to be constructed and installed and must commence operation within five (5) years of issuance of the approval, which expires on **February 1, 2024**. Township staff recommend having our consulting engineer to compile an amendment application to request the extension of the time period to complete Phase 2 works and submit to the MECP for their consideration.

Staff would like to highlight that once Phase 2 is complete there is no future option to expand the Arthur WWTP as the plant is constrained by the Conestogo River and MECP regulations. Expansion may be considered in the far future as technology advances, however this is an uncertainty and unknown timeline.

The following details the proposed next steps planned to work through this project.

Proposed Next Steps:

Fall 2023	Township Council directs staff to proceed or not to proceed on the Arthur Wastewater Treatment Plant Expansion Phase 2 project.
Fall 2023	Township Council directs staff to complete an amendment application to request the extension of the time period to complete Phase 2 works and submit to the MECP for their consideration.
Winter 2023	Consulting Engineer completes detailed design, permits and approvals, forcemain transient analysis and tender package.
Winter 2023	Council decision point to include project in 2024 capital budget
Early 2024	Tender period
Spring 2024	Award of contract and start of construction phase
End of 2025	Completion of construction
End of 2025	Arthur Wastewater Treatment Plant Phase 2 put into operations with increased capacity to 2,300 m ³ /day

Design and Engineering Process:

The following table outlines the anticipated design and engineering process for the WWTP. The Township is currently working through the Detailed Engineering Design (Phase 2).

Design and Engineering Phase	Estimated Duration	Estimated Cost (approx.) + HST Tax
1. Request for extension on the existing ECA <ul style="list-style-type: none"> - Council support the request for ECA extension by for of by-law - Consulting Engineer to draft supporting letter for the request for ECA extension 	One Month	\$2,000
2. Detailed Design and Tender Package <ul style="list-style-type: none"> - Competition of design documents - Preparation of tender documents and specification - Cost consultant to provide probable cost estimate ± 5% 	Three Months	\$118,962
3. Project Tender	Two Months	\$10,650

4. Project Construction - Contract administration and inspection	Eighteen Months	\$800,000
SUB-TOTAL ENGINEERING		\$931,612
HST Tax (13%)		\$121,109.56
TOTAL ENGINEERING		\$1,052,721.56

Reserve Capacity Calculation:

A mid-year Reserve Capacity Calculation was completed for the Arthur WWTP as found in Attachment B. The results indicate that the average influent flow rate for July 2023 was 85% of the current WWTP capacity (1,860m³/day). Good engineering practices use 75% threshold to assess the infrastructures ability to continue to service growth and to initiate infrastructure improvements and/or expansions.

Projects in Arthur with committed sewage allocation are as follows:

PROJECT	NUMBER OF COMMITTED SEWAGE UNITS WITH AGREEMENTS (YEAR AWARDED)	NUMBER OF REMAINING SEWAGE UNITS CURRENTLY NOT USED FROM AGREEMENT	SEWAGE AGREEMENT EXPIRATION DATE
Eastridge – Phase 3 & 4	103 (2021)	17	February 29, 2024
Forest View Estates	50 (2021)	50	April 25, 2025*
Seawaves Homes (Gordon St)	37 (2023)	37	April 12, 2024
D. Martin Developments	1	1	N/A
Cachet Development	39 (2021) 158 (2022)	0 3**	May 25, 2024 May 9, 2024
VED Homes	34	34	June 28, 2026
TOTAL SEWAGE UNIT	422	142	

*36 month expiration date from Domville Street tender award.

**2 building lots have a holding provision and are restricted from house building until Adelaide Street is extended to Conestoga Street.

Staff Recommendations:

Staff recommend that Council direct staff to:

1. Authorize the consulting engineer to send request to MECP for the extension of the existing Arthur WWTP ECA.
2. Authorize the consulting engineer to complete the final design and tender package as outlined within this report and set a budget for this project at \$148,721.56 inclusive of applicable taxes;
3. Initiate the Arthur WWTP Phase 2 expansion project as part of the 2024 budget discussion.

- 4. The Village of Arthur be suspended from the Sewage Allocation Policy and no further sewage allocations be granted in Arthur to developments at this time until the Phase 2 expansion has been tendered and awarded.
- 5. Recommendations for Sewage Allocation for Arthur in-fill lots for Building Department issuance will be presented to Council in a future staff report in Spring 2024.

Additional Consideration:

Council may consider passing the following resolution:

AND FURTHER THAT Council direct staff to extend the expiration date by 2 years on existing Sewage Agreements that have been executed as of the date of this report;

FINANCIAL CONSIDERATIONS

The cost estimate to design and construct Arthur WWTP Expansion Phase 2 as shown in Attachment A, is \$11.94 Million plus applicable taxes for a grand total of \$13.5 Million. This cost is subject to change but is based on best information available during the summer 2023.

It should be noted that significant risk remains related to the cost of this project. There is a limited number of contractors that specialize in this construction field.

ATTACHMENTS

Attachment A – CIMA+ 95% Cost Estimate dated June 29, 2023
Arthur WWTP Expansion – Contract 2

Attachment B – Triton Engineering Services Limited letter dated September 25, 2023
Arthur - Mid Year Reserve Capacity Letter

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 Corey Schmidt, Manager of Environmental and Development Services	<i>Tammy Stevenson</i> <i>Corey Schmidt</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>


ARTHUR WWTP EXPANSION - CONTRACT 2
95% COST ESTIMATE

 114
 T000851A

Arthur WWTP Expansion
Contract No. 2
95% PROGRESS COST ESTIMATE

June 29, 2023

Description	Cost
Item A-1 - Headworks Building and Equalization Tank Conversion	
Division 1 General Requirements	\$1,017,000
Division 2 Site Works	\$592,620
Division 3 Concrete	\$644,350
Division 4 Masonry	\$152,180
Division 5 Metals	\$84,000
Division 6 Wood and Plastics	\$0
Division 7 Thermal and Moisture Protection	\$208,495
Division 8 Doors and Windows	\$46,900
Division 9 Finishes	\$10,500
Division 10 Specialties	\$0
Division 11 Equipment	\$3,190,708
Division 13 Instrumentation, Control and SCADA	\$674,044
Division 14 Hoisting System	\$0
Division 15 Mechanical	\$295,680
Division 16 Electrical	\$879,200
Subtotal A-1 - WWTP Upgrades	\$7,795,677
Item A-2 - Sanitary Forcemain	\$1,964,525
Item A-3 - Provisional Items	\$123,150
Item A-4 - Miscellaneous Items (including contingency)	\$1,113,500
Sub-Total - Construction	\$11,000,000
Engineering - Finalize Design	\$131,612
Engineering - Services During Construction (estimate)	\$800,000
Sub-Total - Engineering	\$931,612
GRAND TOTAL:	\$11,940,000



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ORANGEVILLE • FERGUS • HARRISTON

September 25, 2023

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

Attention: Corey Schmidt,
Manager, Environmental and Development Services

RE: Township of Wellington North
Community of Arthur
2023 Mid-Year
Reserve Capacity Calculation Update
Our File: A5510(23) R05

Dear Mr. Schmidt:

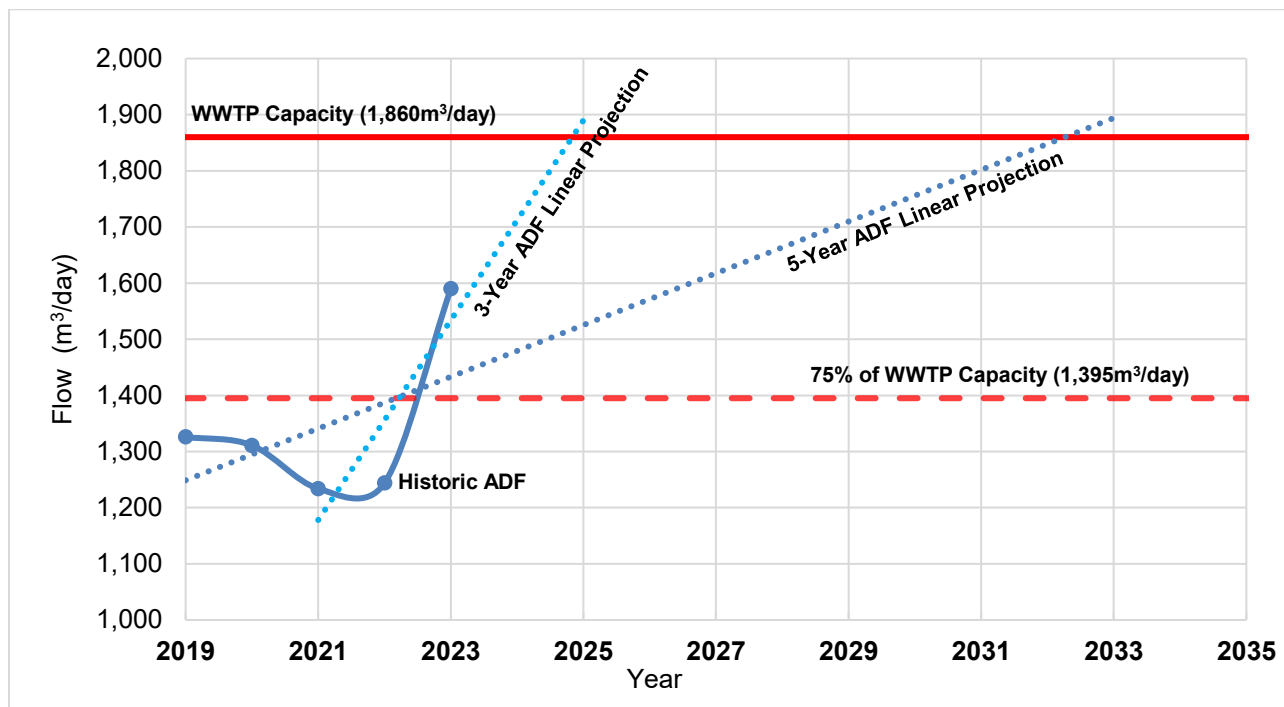
The following letter is intended to review and assess the reserve capacity of the Arthur Wastewater Treatment Plant (WWTP) and provide a recommendation regarding its ability to service the existing and future population.

Trends:

As presented in the following table, the Average Day Flow (ADF) rates at the Arthur WWTP influent works saw a significant increase in the first half of 2023 and have been increasing since 2021. As of July 2023, the average influent flow rate was 85% of the current WWTP capacity (1,860m³/day), exceeding the 75% threshold that some municipalities use as a milestone to begin assessing infrastructure and its ability to continue to service growth and initiate infrastructure improvements and/or expansions.

	2019	2020	2021	2022	2023*
Average Daily Flow (m³/day)	1,326	1,311	1,234	1,244	1,590
Remaining Capacity (m³/day)	534	549	626	616	270
Utilization (%)	71%	70%	66%	67%	85%

*Data is up to and including July 2023.



Based on a linear projection of the previous 5-year flows, the existing WWTP capacity will be exceeded before 2033, however if the flow continues to increase following a 3-year trend, the WWTP capacity will be exceeded before 2025. Further to this, given that there is significant development anticipated to come on-line imminently within Arthur, it is expected that this flow increase will accelerate in the coming years.

Development:

Based on the 2023 Reserve Capacity Calculations (RCC) and the additional units that have been allocated since its spring 2023 release, a total of 301 equivalent residential units (ERUs) have been granted allocation, which is expected to result in an increase in population of 813 people, or 284m³/day in ADF. This potential increase in flow exceeds the remaining WWTP capacity if the 2023 data alone is considered. It should be noted that the 2023 period has been subject to a number of intense rain events and on-going road and building construction which is expected to be contributing to the significant increase in flows which may not be reflected in the coming months, however this cannot be assured.

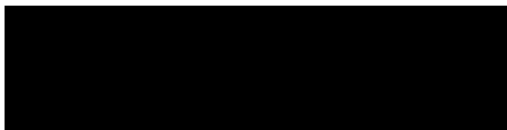
Although there has been a significant number of new homes built recently, very few have received occupancy, so it is unlikely that the flow increase is a result of these new units. Additionally, it should be noted that the RCC does not typically assess each year independently, rather takes an average over the past three years data. This is to ensure that the data is representative of typical flows, not exceptions, thereby ensuring that infrastructure requirements can be accurately predicted.

Summary:

The linear projection of the historic flows predicts that the existing treatment capacity will be exceeded in the near future. Further to this, since more recent data shows capacities are exceeding 85% of the WWTP design capacity, it is recommended that the Township consider not allocating any additional reserve capacity until additional data is available to confirm the validity of the accelerated increase in flows. It is also recommended that the Township consider initiating the WWTP Phase 2 expansion. Furthermore, the current capacity of the WWTP is expected to be reached when full occupancy is achieved for the development currently committed.

We trust you will find this to be satisfactory. Should you have any questions, please do not hesitate to contact this office.

Respectfully,
Triton Engineering Services Limited



Dustin Lyttle, P. Eng.

Encl.

cc:

Tammy Stevenson, Senior Project Manager, Township of Wellington North
Brooke Lambert, Chief Administrative Officer, Township of Wellington North
Darren Jones, Chief Building Official, Township of Wellington North



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023
From: Tammy Stevenson, Senior Project Manager
Subject: OPS 2023-035 being a report on Cachet Developments (Arthur) Security Reduction Request

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2023-035 being a report on Cachet Developments (Arthur) Security Reduction Request;

AND FURTHER THAT Council receive the correspondence from Dustin Lyttle, Triton Engineering Services Limited, dated October 3, 2023, regarding Cachet Developments (Arthur) Phases 1 & 2 and Preston Street Reconstruction Letter of Credit Adjustments – October 2023;

AND FURTHER THAT Council grant Cachet Developments (Arthur) for its Preston Street subdivision in the community of Arthur (Draft Plant 23T-20202) and Preston Street Reconstruction a reduction in securities to the retained amount of \$3,675,000.00, subject to the submission of a Statutory Declaration re: Payment of Accounts by the Developer to the Township CBO.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2023-026 Preliminary Acceptance of Stage 3

Resolution 2023-088 Cachet Security Reduction

Resolution 2022-319 – Preliminary Acceptance of Stage 1 and 2 Infrastructure Services

Report DC 2022-025 Cachet Developments (Arthur) Subdivision Agreement

BACKGROUND

The Cachet Developments (Arthur) Subdivision is located east of Preston Street North in Arthur. Infrastructure was installed on Preston Street North to facility the new development and has reached Substantial Completion. Financial security for Preston Street infrastructure work was secured through the Cachet Developments (Arthur) Subdivision Letter of Credit. As such, the developer’s engineer, Urbtech Engineering Inc., is requesting a security reduction as shown in Attachment 1 for works installed on Preston Street and as shown in Attachment 2 for internal subdivision works. Municipal consulting engineer, Triton Engineering Services

Limited, has reviewed the supporting documentation and works completed to date. Triton recommends granting security reduction as shown in Attachment 3.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

Attachment 1– Urbtech Engineering Inc. letter dated October 2, 2023
Application for Reduction of Security – Preston Street Reconstruction Project;
Township of Wellington North

Attachment 2– Urbtech Engineering Inc. letter dated October , 2023
Proposed Subdivision Development 23T-20202, Plan 61M-248 Cachet
Developments (Arthur) Inc. Township of Wellington North

Attachment 3 – Triton Engineering Services Limited letter dated June 15, 2023
Cachet Developments (Arthur) – Phases 1 & 2 Preliminary Acceptance Stage III
Municipal Services

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>

October 2nd , 2023

File No: 22-474

Application for Reduction of Security

TO: Tammy Stevenson, CET, Engineer, Township of Wellington North

DEVELOPER: Cachet Developments (Arthur) Inc.

AGREEMENT: October 11, 2022

PROPERTY: Preston Street Reconstruction Project; Township of Wellington North

APPLICATION NO.: 01

The undersigned, Andre Jaworski being the Developer's Engineer, hereby confirms that the Works constructed as at the date of this Application have been installed by the Developer under the full time supervision of the Developer's Engineer and in accordance with the requirements of the Service Finance Agreement between the Developer and the Township, dated October 11, 2022.

The Works installed to the date hereof and the calculation of the cost thereof are detailed in the schedule attached hereto.

Further, the undersigned Developer's Engineer hereby confirms that the Works remaining to be constructed as at the date of this Application and the calculation of the estimated cost thereof are also detailed in the schedule attached hereto.

This Application is given and delivered to the Township Engineer with full knowledge that the Township Engineer and the Township will rely upon the information contained herein in granting a reduction of the security held by the Township pursuant to Section 4.3 of the said Service Finance Agreement affecting the above property.

A Letter of credit reduction to \$389,266.26 from the \$1,431,228.90 letter of credit held by the township.

DATED at Oakville , Ontario this 02 day of October , 2023.

URBTECH ENGINEERING INC.



Andrzej Jaworski P.Eng
Consulting Engineer

CC: Ramsey Shaheen, Cachet Developments (Arthur) Inc.
Max Maddigan, Cachet Developments (Arthur) Inc.
Tammy Stevenson, C.E.T., Township of Wellington North
Dustin Lyttle, Triton Engineering Services Ltd.

RECONSTRUCTION OF PRESTON STREET NORTH, ARTHUR
 SCHEDULE OF BUDGET UNIT PRICES FOR INFORMATION
 CONTRACT NO. TBD
 TRITON PROJECT NO. M5985A (September 13, 2022)

LC Reduction Request No. 01

Date:

Oct 02/23

		COMPLETED WORK	INCOMPLETE WORK
SUB-TOTAL - SECTION 1 --- PRESTON STREET --- ROADS AND DRAINAGE	\$ 990,825.75	\$ 894,587.75	\$ 96,238.00
SUB-TOTAL - SECTION 1 --- PRESTON STREET --- SANITARY SEWERS	\$ 39,100.00	\$ 33,100.00	\$ 6,000.00
SUB-TOTAL - SECTION 1 --- PRESTON STREET --- WATERWORKS	\$ 134,765.00	\$ 129,690.00	\$ 5,075.00
SUB-TOTAL - SECTION 1 --- PRESTON STREET --- MISCELLANEOUS	\$ 28,000.00	\$ 28,000.00	\$ -
TOTAL CONTRACT PRICE (Excluding H.S.T.)	\$ 1,192,690.75	\$ 1,085,377.75	\$ 107,313.00
CONTINGENCY (10% Total Contract Price)	\$ 119,269.08	\$ 108,537.78	\$ 10,731.30
ENGINEERING (10% Total Contract Price)	\$ 119,269.08	\$ 108,537.78	\$ 10,731.30
TOTAL PRICE (CONTRACT + CONTINGENCY + ENGINEERING, Excluding H.S.T.)	\$ 1,431,228.90	\$ 1,302,453.30	\$ 128,775.60
TOWNSHIP TOTAL (CONTRACT + CONTINGENCY + ENGINEERING, Excluding H.S.T.)	\$ 308,086.42		
CACHET TOTAL (CONTRACT + CONTINGENCY + ENGINEERING, Excluding H.S.T.)	\$ 1,123,142.48		

Total Works Completed	\$	1,302,453.30
Total Works Incomplete	\$	128,775.60
100% Incomplete Works	\$	128,775.60
20% Completed Works	\$	280,490.68
Total	\$	389,266.28
Total Security to be Retained	\$	389,266.28
Total Security to be Released	\$	1,041,962.64

RECONSTRUCTION OF PRESTON STREET NORTH, ARTHUR
 SCHEDULE OF BUDGET UNIT PRICES FOR INFORMATION
 CONTRACT NO. T19D
 TAITON PROJECT NO. M5985A (September 13, 2022)

DETAILS OF CONSTRUCTION				UNIT PRICE		Cost		Total for this period		Previously Certified		Total to date	
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	Engineers Estimate		Qty	Amount	Qty	Amount	Qty	Amount		
SECTION 1 – PRESTON STREET (ARTHUR)													
ROADS AND DRAINAGE													
1.01	Traffic and Pedestrian Control	100%	L.S.	\$ 15,000.00	\$	1	\$ 15,000.00	0	\$ -	1	\$ 15,000.00		
1.02	Trees Protection	100%	L.S.	\$ 5,000.00	\$	1	\$ 5,000.00	1	\$ 5,000.00	1	\$ 5,000.00		
1.03	Cleaning and Gullying, Including Trees Removal	4	Each	\$ 350.00	\$	4	\$ 1,400.00	-	\$ -	4	\$ 1,400.00		
1.04	Removal of Full Depth of Bituminous Pavement In the Roadway	3295	m ²	\$ 5.00	\$	3295	\$ 16,475.00	-	\$ -	3295	\$ 16,475.00		
1.05	Removal of Full Depth of Bituminous Pavement In Driveways and Boulevards	66	m ²	\$ 5.00	\$	66	\$ 330.00	-	\$ -	66	\$ 330.00		
1.06	Earth Excavation (Grading)	2967	m ³	\$ 22.50	\$	2967	\$ 66,757.50	-	\$ -	2967	\$ 66,757.50		
1.07	Removal of Concrete Curb and Gutter	11	m	\$ 15.00	\$	11.2	\$ 168.00	-	\$ -	11.2	\$ 168.00		
1.08	Remove Existing 600mm Diameter Culvert	21	m	\$ 15.00	\$	21	\$ 315.00	-	\$ -	21	\$ 315.00		
1.09	Remove Existing 600mm Diameter Storm Sewer	74	m	\$ 15.00	\$	74.3	\$ 1,114.50	-	\$ -	74.3	\$ 1,114.50		
1.10	Cut and Remove Existing 450mm Diameter CSP Culvert	100%	L.S.	\$ 800.00	\$	1	\$ 800.00	-	\$ -	1	\$ 800.00		
1.11	Remove Existing 600 mm Diameter HDPE Storm Sewer	5.9	m	\$ 15.00	\$	5.9	\$ 88.50	-	\$ -	5.9	\$ 88.50		
1.12	Removal of Existing Area Drains	1.0	Each	\$ 100.00	\$	1	\$ 100.00	-	\$ -	1	\$ 100.00		
1.13	Supply, Excavate For and Install 150 mm Diameter Storm Sewer	7.0	m	\$ 291.00	\$	7	\$ 2,037.00	-	\$ -	7	\$ 2,037.00		
1.14	Supply, Excavate For and Install 250 mm Diameter Storm Sewer	20.0	m	\$ 310.00	\$	20	\$ 6,200.00	-	\$ -	20	\$ 6,200.00		
1.15	Supply, Excavate For and Install 300 mm Diameter Storm Sewer	143	m	\$ 335.00	\$	143	\$ 47,905.00	-	\$ -	143	\$ 47,905.00		
1.16	Supply, Excavate For and Install 375 mm Diameter Storm Sewer	84	m	\$ 370.00	\$	83.6	\$ 30,932.00	-	\$ -	83.6	\$ 30,932.00		
1.17	Supply, Excavate For and Install 450 mm Diameter Storm Sewer	53	m	\$ 420.00	\$	52.9	\$ 22,218.00	-	\$ -	52.9	\$ 22,218.00		
1.18	Supply, Excavate For and Install 750 mm Diameter Storm Sewer	211	m	\$ 750.00	\$	211	\$ 158,250.00	-	\$ -	211	\$ 158,250.00		
1.19	Supply, Excavate For and Install 150 mm Diameter Perforated Corrugated Plastic Sub-Drains with Geotextile, Including Subdrain Outlets (OPSD 207.044) with Rodent Grate at Sta. 0+255 TL and Sta. 0+264 TL	935	m	\$ 25.00	\$	935	\$ 23,375.00	-	\$ -	935	\$ 23,375.00		
1.20	Supply, Excavate For and Install 100 mm Diameter (DR-28, PVC) Storm Service Including 50 mm x 75 mm Marker at Property Line	2	Each	\$ 2,100.00	\$	2	\$ 4,200.00	-	\$ -	2	\$ 4,200.00		
1.21	Break Into and Connect to Existing Storm Structure	2	Each	\$ 2,500.00	\$	2	\$ 5,000.00	-	\$ -	2	\$ 5,000.00		
1.22	Break Into and Connect to Existing Box Culvert	2	Each	\$ 2,500.00	\$	2	\$ 5,000.00	-	\$ -	2	\$ 5,000.00		
1.23	Construct 1200 mm Diameter Catchbasin Maintenance Hole	3	Each	\$ 4,500.00	\$	3	\$ 13,500.00	-	\$ -	3	\$ 13,500.00		
1.24	Construct 1500 mm Diameter Catchbasin Maintenance Hole	2	Each	\$ 8,500.00	\$	2	\$ 17,000.00	-	\$ -	2	\$ 17,000.00		

RECONSTRUCTION OF PRESTON STREET NORTH, ARTHUR
 SCHEDULE OF BUDGET UNIT PRICES FOR INFORMATION
 CONTRACT NO. 18D
 TRAILTON PROJECT NO. M5985A (September 13, 2022)

DETAILS OF CONSTRUCTION				UNIT PRICE		Cost		Total for this period		Previously Certified		Total to date	
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	Engineers Estimate		Qty	Amount	Qty	Amount	Qty	Amount		
1.25	Construct 1200 mm Diameter Storm Maintenance Hole (OPSD-101.9110)	2	Each	\$ 4,500.00	\$	2	\$ 9,000.00		\$ -	2	\$ 9,000.00		
1.26	Construct 1500 mm Diameter Storm Maintenance Hole (OPSD-101.9100)	2	Each	\$ 8,500.00	\$	2	\$ 17,000.00		\$ -	2	\$ 17,000.00		
1.27	Construct 1500 mm Diameter Twin Inlet Catchbasin Maintenance Hole (OPSD-701.0110)	1	Each	\$ 8,100.00	\$	1	\$ 8,100.00		\$ -	1	\$ 8,100.00		
1.28	Construct 600 mm x 600 mm Ditch Inlet Catchbasin including Grate (OPSD-705.030)	3	Each	\$ 2,500.00	\$	3	\$ 7,500.00		\$ -	3	\$ 7,500.00		
1.29	Supply, Excavate for and Install Area Drain	2	Each	\$ 1,900.00	\$	2	\$ 3,800.00		\$ -	2	\$ 3,800.00		
1.30	Supply and Install Catchbasin Frame and Grate (OPSD-400.110)	7	Each	\$ 1,000.00	\$	7	\$ 7,000.00		\$ -	7	\$ 7,000.00		
1.31	Supply and Install Maintenance Hole Frame and Cover (OPSD-400.010, Type "B")	4	Each	\$ 850.00	\$	4	\$ 3,400.00		\$ -	4	\$ 3,400.00		
1.32	Adjust and Rebuild Maintenance Hole to Surface Course Asphalt Grade	4	Each	\$ 1,925.00	\$	0	\$ -	4	\$ 7,700.00	0	\$ -		
1.33	Granular "B", Type III	2750	Tonne	\$ 21.00	\$	2750	\$ 57,750.00		\$ -	2750	\$ 57,750.00		
1.34	Granular "A"	950	Tonne	\$ 22.00	\$	950	\$ 20,900.00		\$ -	950	\$ 20,900.00		
1.35	Calcium Chloride	300	Kg	\$ 4.00	\$	300	\$ 1,200.00		\$ -	300	\$ 1,200.00		
1.36	Water For Compaction and Dust Control	700	m ³	\$ 35.00	\$	700	\$ 24,500.00		\$ -	700	\$ 24,500.00		
1.37	Concrete Curb and Gutter (All Types, OPSD 500.0310)	460	m	\$ 62.00	\$	460	\$ 28,520.00		\$ -	460	\$ 28,520.00		
1.38	Concrete Sidewalk (OPSD-310.010, 310.020 and 310.030)	600	m ²	\$ 60.00	\$	600	\$ 36,000.00		\$ -	600	\$ 36,000.00		
1.39	Sawcut Bituminous Pavement	44	m	\$ 10.00	\$	44	\$ 440.00		\$ -	44	\$ 440.00		
1.40	Sawcut Concrete Pavement	2	m	\$ 35.00	\$	1.5	\$ 52.50		\$ -	1.5	\$ 52.50		
1.41	Cold Planning Existing Asphalt (Minimum Depth 40 mm) (Year 2022)	15	m ²	\$ 58.00	\$	0	\$ -		\$ -	0	\$ -		
1.42	Cold Planning Existing Asphalt (Minimum Depth 140 mm) (Year 2022)	55	m ²	\$ 150.00	\$	0	\$ -		\$ -	0	\$ -		
1.43	Cold Planning Existing Asphalt (Minimum Depth 40 mm) (Year 2023)	10	m ²	\$ 58.00	\$	0	\$ -		\$ -	0	\$ -		
1.44	Hot Mix Asphalt HL 4 Binder Course (Year 2023)	839	Tonne	\$ 127.00	\$	839	\$ 106,553.00		\$ -	839	\$ 106,553.00		
1.45	Hot Mix Asphalt HL 3 Surface Course (Year 2022)	13	Tonne	\$ 142.00	\$	0	\$ -		\$ -	0	\$ -		
1.46	Hot Mix Asphalt HL 3 Surface Course (Year 2023)	541	Tonne	\$ 142.00	\$	0	\$ -		\$ -	0	\$ -		
1.47	Hot Mix Asphalt HL 3F in Driveways Residential and Boulevards	608	m ²	\$ 31.00	\$	608	\$ 18,848.00		\$ -	608	\$ 18,848.00		
1.48	Resurfacing of ditches	100%	L.S.	\$ 5,000.00	\$	1	\$ 5,000.00		\$ -	1	\$ 5,000.00		
1.49	Topsoil (Stockpile)	3647	m ²	\$ 7.25	\$	3647	\$ 26,440.75		\$ -	3647	\$ 26,440.75		
1.50	Sodding	3647	m ²	\$ 14.00	\$	3647	\$ 51,058.00		\$ -	3647	\$ 51,058.00		
1.51	Pavement Marking 60 cm (Year 2022)	4.25	m	\$ 20.00	\$	0	\$ -		\$ -	0	\$ -		
1.52	Pavement Marking 60 cm (Year 2023)	4.25	m	\$ 20.00	\$	0	\$ -		\$ -	0	\$ -		
1.53	Traffic Warning Plates	36	Each	\$ 510.00	\$	36	\$ 18,360.00		\$ -	36	\$ 18,360.00		
SUB-TOTAL - SECTION 1 ---ROADS AND DRAINAGE					\$		\$ 894,587.75		\$ -		\$ 894,587.75		

RECONSTRUCTION OF PRESTON STREET NORTH, ARTHUR
 SCHEDULE OF BUDGET UNIT PRICES FOR INFORMATION
 CONTRACT NO. TBD
 TRILTON PROJECT NO. M5985A (September 13, 2022)

DETAILS OF CONSTRUCTION				UNIT PRICE	Cost	Total for this period		Previously Certified		Total to date	
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	Engineers Estimate	Qty	Amount	Qty	Amount	Qty	Amount	
SECTION 1 -- PRESTON STREET (ARTHUR) SANITARY SEWERS											
1.54	Remove and Replace Existing Maintenance Hole Frame and Cover, Including Adjustments and Restoration (Year 2022)	1	each	\$1,500.00	1	\$1,500.00	-	-	1	\$1,500.00	
1.55	Remove Existing Maintenance Hole Frame and Cover	4	each	\$50.00	4	\$200.00	-	-	4	\$200.00	
1.56	Remove, Salvage and Reinstall Existing Maintenance Hole Frame and Cover	4	each	\$150.00	4	\$600.00	-	-	4	\$600.00	
1.57	Supply and Install Maintenance Hole Frame and Cover (OPSD-401.010, Type "A")	4	each	\$825.00	4	\$3,300.00	-	-	4	\$3,300.00	
1.58	Remove Existing Sanitary Service	1	each	\$800.00	1	\$800.00	-	-	1	\$800.00	
1.59	Remove Existing 200 mm Diameter Sanitary Sewer and Cut and Cap at Extent of Structure Ex. SAMH 13	10	m	\$1,500.00	10	\$15,000.00	-	-	10	\$15,000.00	
1.59	Adjust Existing Structure to Design Grade (Base Course Asphalt Grade)										
i)	SANMH 11A	100%	L.S.	\$2,000.00	100.00%	\$2,000.00	-	-	100.00%	\$2,000.00	
ii)	SANMH 12A	100%	L.S.	\$2,000.00	100.00%	\$2,000.00	-	-	100.00%	\$2,000.00	
iii)	SANMH 13A	100%	L.S.	\$2,000.00	100.00%	\$2,000.00	-	-	100.00%	\$2,000.00	
iv)	SANMH 14A	100%	L.S.	\$2,000.00	100.00%	\$2,000.00	-	-	100.00%	\$2,000.00	
1.60	Adjust and Rebuild Existing Sanitary Maintenance Hole to Base Course Asphalt Grade	4	Each	\$925.00	4	\$3,700.00	-	-	4	\$3,700.00	
1.61	Adjust and Rebuild Existing Sanitary Maintenance Hole to Surface Course Asphalt Grade	8	Each	\$750.00	0	\$0.00	-	-	0	\$ -	
SUB-TOTAL - SECTION 1 -- SANITARY SEWERS					\$	391,100.00		\$		391,100.00	

RECONSTRUCTION OF PRESTON STREET NORTH, ARTHUR
 SCHEDULE OF BUDGET UNIT PRICES FOR INFORMATION
 CONTRACT NO. TBD
 TRITON PROJECT NO. M5985A (September 13, 2022)

DETAILS OF CONSTRUCTION				UNIT PRICE	Cost	Total for this period		Previously Certified		Total to date	
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	Engineers Estimate	Qty	Amount	Qty	Amount	Qty	Amount	
SECTION 1 -- PRESTON STREET (ARTHUR)											
WATER WORKS											
1.62	Maintenance of Water Supply	100%	L.S.	\$20,000.00		\$20,000.00		\$-	1	\$20,000.00	
1.63	Removal of Existing 150mm Diameter Watermain	246	m	\$10.00	246	\$2,460.00		\$-	246	\$2,460.00	
1.64	Remove and Salvage Existing Fire Hydrant and Driver to Township Operations Yard	1	Each	\$1,000.00	1	\$1,000.00		\$-	1	\$1,000.00	
1.65	Connect to Existing Watermain	1	Each	\$3,500.00	1	\$3,500.00		\$-	1	\$3,500.00	
1.66	Connect to Existing 150 mm Diameter Gate Valve and Box	1	Each	\$2,250.00	1	\$2,250.00		\$-	1	\$2,250.00	
1.67	Supply, Excavate For and Install 150 mm Diameter (DPA-18 CL 235 PVC) Gas-laid Watermain Including Fittings, Valves, Tracer Wire and Thrust Blocks/Restraining Devices	275	m	\$305.00	275	\$83,875.00		\$-	275	\$83,875.00	
1.68	Cathodic Protection (as per Twsp Std Dwg W10) On Iron Fittings and Valves	18	Each	\$160.00	18	\$2,880.00		\$-	18	\$2,880.00	
1.69	Supply, Excavate for and Install New Hydrant, Set	1	Each	\$9,000.00	1	\$9,000.00		\$-	1	\$9,000.00	
1.70	Adjust Valve Boxes to Binder Course Asphalt Grade	7	Each	\$675.00	7	\$4,725.00		\$-	7	\$4,725.00	
1.71	Adjust Valve Boxes to Surface Course Asphalt Grade (Year 2022)	7	Each	\$725.00	0	\$0.00		\$-	0	\$-	
SUB-TOTAL - SECTION 1 -- WATER WORKS						\$129,690.00		\$-		\$129,690.00	
SECTION 1 -- PRESTON STREET (ARTHUR)											
MISCELLANEOUS											
1.72	Construction Layout	100%	L.S.	\$10,000.00		\$10,000.00		\$-	1	\$10,000.00	
1.73	Provide Bonding (100% Labour & Materials and 100% Performance) and Insurance	100%	L.S.	\$18,000.00		\$18,000.00		\$-	1	\$18,000.00	
TOTAL - SECTION 1 -- MISCELLANEOUS						\$28,000.00		\$-		\$28,000.00	

August 28th, 2023

File No: 20-442

Ms. Tammy Pringle
Development Clerk
Township of Wellington North
7490 Sideroad 7 West, P.O. Box 125
Kenilworth, ON N0G 2E0

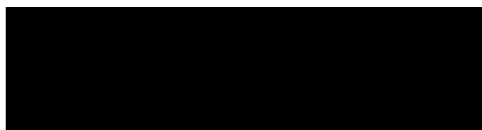
**Re: Letter of Credit Reduction #2
Cachet Developments (Arthur) Inc.
Proposed Residential Subdivision
Town of Arthur
Draft Plan 23T-20202**

On behalf of the Owners of the above referenced development, we would appreciate your consideration and approval of a reduction of the Letter of Credit to \$3,282,590.43 from the \$3,677,718.50 Letter of Credit currently held by the Township.

We have attached the cost break down along with the statutory Declaration with this letter for your reference.

Yours truly,

URBTECH ENGINEERING INC.



Chris Mason
Project Manager

CC: Ramsey Shaheen, Cachet Developments (Arthur) Inc.
Max Maddigan, Cachet Developments (Arthur) Inc.
Tammy Stevenson, C.E.T., Township of Wellington North
Matthew Aston, Director of Operations, Town of Wellington North
Dustin Lyttle, Triton Engineering Services Ltd.

Date: September 15, 2023

CONSTRUCTION COST ESTIMATE FOR SUBDIVISION AGREEMENT

**OWNER: CACHET DEVELOPMENTS (ARTHUR) INC.
 RESIDENTIAL DEVELOPMENTS**

ITEM	DESCRIPTION	AMOUNT	COMPLETED WORK	INCOMPLET WORK
A	Fill import operations and Earthworks	\$1,557,936.00	\$1,557,936.00	\$0.00
B	Storm Sewers and Appurtenances	\$2,327,686.00	\$2,206,696.00	\$120,990.00
C	Sanitary Sewers and Appurtenances	\$874,725.00	\$860,775.00	\$13,950.00
D	Watermain and Appurtenances	\$798,105.00	\$798,105.00	\$0.00
E	Roads (20.0m ROW) - Subdivision	\$1,391,785.00	\$826,760.00	\$565,025.00
F	Miscellaneous	\$519,440.00	\$327,140.00	\$192,300.00
	Sub-Total	\$7,469,677.00	\$6,577,412.00	\$892,265.00
	10% Engineering	\$746,967.70	\$657,741.20	\$89,226.50
	13% HST	\$971,058.01	\$855,063.56	\$115,994.45
	10% Contingency	\$746,967.70	\$657,741.20	\$89,226.50
	Total (Urbtech Engineering Inc.)	\$9,934,670.41	\$8,747,957.96	\$1,186,712.45
Hydro Distribution & Streetlighting	<i>Provided by RTG Systems Inc.</i>	\$224,442.88	\$219,808.97	\$4,633.91
	10% Engineering	\$22,444.29	\$21,980.90	\$463.39
	13% HST	\$29,177.57	\$28,575.17	\$602.41
	10% Contingency	\$22,444.29	\$21,980.90	\$463.39
	Total Hydro Distribution & Streetlighting	\$298,509.03	\$292,345.93	\$6,163.10
Landscape	<i>Provided by SBK Landscape Architecture</i>	\$211,770.00	\$0.00	\$211,770.00
	10% Engineering	\$21,177.00	\$0.00	\$21,177.00
	13% HST	\$27,530.10	\$0.00	\$27,530.10
	10% Contingency	\$21,177.00	\$0.00	\$21,177.00
	Total Landscaping	\$281,654.10	\$0.00	\$281,654.10
	SUBTOTAL	\$10,514,833.54	\$9,040,303.89	\$1,474,529.65
	Required Securities			
	20% for completed works		\$1,808,060.78	
	100% for incomplete works			\$1,474,529.65
	Total Securities Required		\$1,808,060.78	\$1,474,529.65
	Completed Work		\$1,808,060.78	
	Incomplete Work		\$1,474,529.65	
	Total Securities to be Retained		\$3,282,590.43	
	Previous Security Total		\$3,677,718.50	
	Security Release Amount		\$395,128.07	

Prepared by:



Chris Mason

Sept. 28, 2023

Date

Item No.	Spec. Code	DESCRIPTION	Quantity	Unit	Unit Price	Total	Total for this Period		Previously Certified		Total to date	
							Qty	Amount	Qty	Amount	Qty	Amount
Section 1: Fill Import Operations and Earthworks												
Part A: Site Preparation												
A01		Clear and grub, including removal of the remaining existing trees, stumps, rocks, roads and appurtenances.	1	ls	\$36,000.00	\$36,000.00	0	\$0.00	1	\$36,000.00	1	\$36,000.00
A02		Installation of temporary driveway and eavelet including future removal of driveway and disposal of eavelet off site- Deleted	1	ls	\$0.00	\$0.00	0	\$0.00		\$0.00	0	\$0.00
A03		Construction of mud mat, refer to details on dwg SN1	2	ls	\$6,400.00	\$12,800.00	0	\$0.00	2	\$12,800.00	2	\$12,800.00
A04		Topsoil stripping and stockpile on site- Deleted	2,300	m³	\$0.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A05		Installation of heavy duty double sediment fence at topsoil stockpile- Deleted	330	m	\$0.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A06		Import of engineered fill, place and compact on site. Fill shall have a minimum percolation rate of 25mm/hour.	26,500	m³	\$20.00	\$530,000.00	0	\$0.00	26500	\$530,000.00	26500	\$530,000.00
A07		Heavy duty sediment fence, refer to details on dwg SN1	2,100	m	\$15.50	\$32,550.00	0	\$0.00	2100	\$32,550.00	2100	\$32,550.00
A08		Silt-sack catchbasin sediment control trap, refer to details on dwg SN1	80	ea	\$175.00	\$14,000.00	0	\$0.00	80	\$14,000.00	80	\$14,000.00
A09		Rear lot catchbasin/DICB sediment trap, refer to details on dwg SN1	27	ea	\$300.00	\$8,100.00	0	\$0.00	27	\$8,100.00	27	\$8,100.00
A10		Cut off swales	856	m	\$6.00	\$5,136.00	0	\$0.00	856	\$5,136.00	856	\$5,136.00
A11		Rock flow check dams	36	ea	\$300.00	\$10,800.00	0	\$0.00	36	\$10,800.00	36	\$10,800.00
A12		Temporary Sediment Pond, including hickenbottom riser outlet and rip rap	2	ea	\$13,000.00	\$26,000.00	0	\$0.00	2	\$26,000.00	2	\$26,000.00
A13		Temporary hickenbottom riser outlet with 15m-300mm PVC pipe and rip rap as per detail on SNH Deleted	1	ea	\$0.00	\$0.00	0	\$0.00		\$0.00	0	\$0.00
A14		Temporary Filler Rings as per detail on SN1	2	ea	\$1,500.00	\$3,000.00	0	\$0.00	2	\$3,000.00	2	\$3,000.00
A15		Topsoil stripping and stockpiling on Bk 146	8,500	m³	\$5.40	\$45,900.00	0	\$0.00	8500	\$45,900.00	8500	\$45,900.00
A16		Topsoil stripping and disposal off site	17,000	m³	\$14.25	\$242,250.00	0	\$0.00	17000	\$242,250.00	17000	\$242,250.00
A17		Cut to Fill	35,200	m³	\$5.50	\$193,600.00	0	\$0.00	35200	\$193,600.00	35200	\$193,600.00
A18		Import of engineered fill, place and compact on site. Fill shall have a minimum percolation rate of 25mm/hour.	2,000	m³	\$20.00	\$40,000.00	0	\$0.00	2000	\$40,000.00	2000	\$40,000.00
A19		Relocation of existing ditch and decommissioning after completion of SWM Pond	320	m	\$30.00	\$9,600.00	0	\$0.00	320	\$9,600.00	320	\$9,600.00
A20		Import and installation of clay pond liner - 1.0m Thick	10,000	m²	\$24.00	\$240,000.00	0	\$0.00	10000	\$240,000.00	10000	\$240,000.00
A21		3.0m x 2.4m water quality pond inlet control structure, as per details on drawings PSEC-1 and PSEC-2. Including 150mm to 200mm CRL stone on filter cloth, concrete block under reverse pipe, orifice pipe and weir, and 10m of 300mm reverse pipe, 1.0m clay anti seepage plug.	1	ea	\$12,500.00	\$12,500.00	0	\$0.00	1	\$12,500.00	1	\$12,500.00
A22		Turnstone on spillway as per POND drawing	1,000	m²	\$15.00	\$15,000.00	150	\$2,250.00	850	\$12,750.00	1000	\$15,000.00
A23		2-300mm PVC equalization pipes as per POND drawing	1	Ls	\$6,500.00	\$6,500.00	0	\$0.00	1	\$6,500.00	1	\$6,500.00
A24		150mm to 300mm rip rap along wetted parameter as per POND drawing	320	m²	\$20.00	\$6,400.00	0	\$0.00	320	\$6,400.00	320	\$6,400.00
A25		150mm to 200mm river rock at forestry berm as per POND drawing	600	m²	\$20.00	\$12,000.00	0	\$0.00	600	\$12,000.00	600	\$12,000.00
A26		Pond Fine Grading	12,000	m²	\$1.15	\$13,800.00	480	\$552.00	11520	\$13,248.00	12000	\$13,800.00
A27		Pond Topsoil & Seeding	12,000	m²	\$3.50	\$42,000.00	480	\$1,680.00	11520	\$40,320.00	12000	\$42,000.00
Total of Part A: Fill Import operations and Earthworks						\$1,557,936.00		\$4,482.00		\$1,553,454.00		\$1,557,936.00

Notes:
 The cost of the items above should include the following:
 1) All sediment devices must be maintained during construction and repaired or replaced as necessary. ONCE BUILDER TAKES CONTROL OF SITE EROSION CONTROL MAINTENANCE IS THEIR RESPONSIBILITY.
 2) Once all grading and building operations is completed the sediment devices must be removed and area restored.
 TO BE COMPLETED BY BUILDER

Item No.	Spec. Code	DESCRIPTION	QTY.	Unit	Unit Price	Total	Total for this Period		Previously Certified		Total to date	
							Qty	Amount	Qty	Amount	Qty	Amount
Section 2: Construction												
Part B: Storm Sewers and Appurtenances												
B01		250mm dia. pvc. pipe	23	m	\$210.00	\$4,830.00	0	\$0.00	23	\$4,830.00	23	\$4,830.00
B02		300mm dia. Conc pipe	883	m	\$205.00	\$181,015.00	258	\$52,890.00	625	\$128,125.00	883	\$181,015.00
B03		300mm dia. Conc pipe, insulated	289	m	\$210.00	\$60,690.00	0	\$0.00	289	\$60,690.00	289	\$60,690.00
B04		375mm dia. Conc. pipe	248	m	\$210.00	\$52,080.00	0	\$0.00	248	\$52,080.00	248	\$52,080.00
B05		375mm dia. Conc pipe insulated	70	m	\$215.00	\$15,050.00	0	\$0.00	70	\$15,050.00	70	\$15,050.00
B06		450mm dia. conc. pipe	197	m	\$225.00	\$44,325.00	0	\$0.00	197	\$44,325.00	197	\$44,325.00
B07		450mm dia. conc. Pipe, insulated	35	m	\$375.00	\$13,125.00	0	\$0.00	35	\$13,125.00	35	\$13,125.00
B08		525mm dia. conc. pipe	292	m	\$335.00	\$97,820.00	0	\$0.00	292	\$97,820.00	292	\$97,820.00
B09		525mm dia. conc. pipe insulated	35	m	\$415.00	\$14,525.00	0	\$0.00	35	\$14,525.00	35	\$14,525.00
B10		600mm dia. conc. pipe	350	m	\$342.00	\$119,700.00	0	\$0.00	350	\$119,700.00	350	\$119,700.00
B11		675mm dia. conc. pipe	103	m	\$442.00	\$45,526.00	0	\$0.00	103	\$45,526.00	103	\$45,526.00
B12		750mm dia. conc. pipe	71	m	\$535.00	\$37,985.00	0	\$0.00	71	\$37,985.00	71	\$37,985.00
B13		825mm dia. conc. pipe	41	m	\$585.00	\$23,985.00	0	\$0.00	41	\$23,985.00	41	\$23,985.00
B14		1050mm dia. conc. pipe	30	m	\$886.00	\$26,580.00	0	\$0.00	30	\$26,580.00	30	\$26,580.00
B15		1220 x 1920 HE conc. pipe insulated	30	m	\$2,090.00	\$62,700.00	0	\$0.00	30	\$62,700.00	30	\$62,700.00
B16		1220 x 1920 HE conc. pipe	146	m	\$1,835.00	\$267,910.00	0	\$0.00	146	\$267,910.00	146	\$267,910.00
B17		Remove existing 900mm dia. culvert and dispose off site. Install 36.5m 1800 x 1220 conc. Box pipe, including restoration under Preston Street and Plunge Pool as per PSEC-1	1	ea	\$95,725.00	\$95,725.00	0	\$0.00	1	\$95,725.00	1	\$95,725.00
B18		Cut off wall	1	ea	\$2,500.00	\$2,500.00	0	\$0.00	1	\$2,500.00	1	\$2,500.00
B19		Head Wall - OP&SD 804.030, including chute blocks and 150mm to 250mm rip rap	3	ea	\$27,910.00	\$83,730.00	0	\$0.00	3	\$83,730.00	3	\$83,730.00
B20		1500mm dia. manholes	1	ea	\$8,200.00	\$8,200.00	0	\$0.00	1	\$8,200.00	1	\$8,200.00
Sub-total						\$1,258,001.00		\$52,890.00		\$1,205,111.00		\$1,258,001.00
Total of Part B: Storm Sewers and Appurtenances												

Item No.	Spec. Code	DESCRIPTION	QTY.	Unit	Unit Price	Total	Total for this Period		Previously Certified		Total to date	
							Qty	Amount	Qty	Amount	Qty	Amount
Section 2: Construction Part B: Storm Sewers and Appurtenances												
B21		1800mm dia. manholes	2	ea	\$10,205.00	\$20,410.00	0	\$0.00	2	\$20,410.00	2	\$20,410.00
B22		CBMH 1500mm dia. manholes	14	ea	\$8,200.00	\$114,800.00	0	\$0.00	14	\$114,800.00	14	\$114,800.00
B23		DCBMH 1500mm dia. manholes	13	ea	\$9,450.00	\$122,850.00	0	\$0.00	13	\$122,850.00	13	\$122,850.00
B24		DCBMH 1800mm dia. manholes	3	ea	\$12,785.00	\$38,355.00	0	\$0.00	3	\$38,355.00	3	\$38,355.00
B25		STM MH 3.0 x 2.4 dia. manholes including Grating as per Det on DET-5	3	ea	\$28,200.00	\$84,600.00	0	\$0.00	3	\$84,600.00	3	\$84,600.00
B26		3000mm dia Manhole	1	ea	\$28,200.00	\$28,200.00	0	\$0.00	1	\$28,200.00	1	\$28,200.00
B27		Remove existing HW and dispose off site and install new 1800mm dia. CBMH	1	ea	\$11,500.00	\$11,500.00	0	\$0.00	1	\$11,500.00	1	\$11,500.00
B28		DICB in rear lots	17	ea	\$3,650.00	\$62,050.00	0	\$0.00	17	\$62,050.00	17	\$62,050.00
B29		Rear Lot Catchbasin OPSD 705.010	14	ea	\$4,800.00	\$67,200.00	0	\$0.00	14	\$67,200.00	14	\$67,200.00
B30		Single street catchbasin incl. 250mm dia. PVC lead pipe OPSD 705.010	6	ea	\$5,455.00	\$32,730.00	0	\$0.00	6	\$32,730.00	6	\$32,730.00
B31		Double street CB including 300mm dia. PVC lead pipe OPSD 705.020	14	ea	\$6,525.00	\$91,350.00	0	\$0.00	14	\$91,350.00	14	\$91,350.00
B32		Single service connection	197	ea	\$1,350.00	\$265,950.00	1	\$1,350.00	196	\$264,600.00	197	\$265,950.00
B33		Adjusting manhole, CBMH, DCBMH tops to finished grade incl curb	56	ea	\$465.00	\$26,040.00	0	\$0.00	0	\$0.00	0	\$0.00
B34		Adjusting CB's to finished grade (DCB as two), including curb	34	ea	\$735.00	\$24,990.00	0	\$0.00	0	\$0.00	0	\$0.00
B35		Bulkhead in MH, including installation and removal	4	ls	\$240.00	\$960.00	0	\$0.00	0	\$0.00	0	\$0.00
B36		200mm dia. subdrain along rear lots as per detail on DET3	750	m	\$92.00	\$69,000.00	0	\$0.00	0	\$0.00	0	\$0.00
B37		Subdrain riser as per detail on the details drawing SN1	20	ea	\$435.00	\$8,700.00	0	\$0.00	20	\$8,700.00	20	\$8,700.00
Total of Part B: Storm Sewers and Appurtenances						\$2,327,686.00		\$54,240.00	\$2,152,456.00		\$2,206,696.00	

Item No.	Spec. Code	DESCRIPTION	QTY.	Unit	Unit Price	Total	Total for this Period Qty	Total for this Period Amount	Previously Certified Qty	Previously Certified Amount	Total to date Qty	Total to date Amount
Section 2: Construction												
Part D: Watermain and Appurtenances												
D01		150mm dia. PVC watermain, incl. plugs, tees, bends, pressure testing, swabbing and disinfection	1,550	m	\$210.00	\$325,500.00	25	\$5,250.00	1525	\$320,250.00	1550	\$325,500.00
D02		150mm dia. V & B w/ temp. 2x4 marker painted blue, including adjustment to finished grade	20	ea	\$1,800.00	\$36,000.00	0	\$0.00	20	\$36,000.00	20	\$36,000.00
D03		Hydrant and Valve set, w/ temp. 2x4 marker painted blue on valve box	14	ea	\$10,285.00	\$143,710.00	0	\$0.00	14	\$143,710.00	14	\$143,710.00
D04		Hydrant Markers	14	ea	\$80.00	\$1,120.00	0	\$0.00	14	\$1,120.00	14	\$1,120.00
D05		Single water service connection w/ temp. 2x4 marker painted blue	197	ea	\$1,225.00	\$241,325.00	0	\$0.00	197	\$241,325.00	197	\$241,325.00
D06		Connection to 150mm dia. watermain. Cut in 150x150x150 tee on existing watermain, including restoration to base asphalt.	2	ea	\$6,865.00	\$13,730.00	0	\$0.00	2	\$13,730.00	2	\$13,730.00
D07		Cut in 150 V & B on existing watermain and restoration to base asphalt	3	ea	\$6,845.00	\$20,535.00	0	\$0.00	3	\$20,535.00	3	\$20,535.00
D08		Connection to existing 150x 150 x 150 tee within Preston Street, including restoration to base asphalt	2	ea	\$6,325.00	\$12,650.00	2	\$12,650.00	0	\$0.00	2	\$12,650.00
LOT 25												
D09		Single 25mm copper type K water service connection to existing 150mm watermain on Dornville. Price to include partial road closure, traffic signage and reinstatement of roadway and Blvd. (To be completed at same time of new sanitary connection)	1	ea	\$3,535.00	\$3,535.00	0	\$0.00	1	\$3,535.00	1	\$3,535.00
Total of Part D: Watermain and Appurtenances						\$798,105.00		\$17,900.00		\$780,205.00		\$798,105.00

Item No.	Spec. Code	DESCRIPTION	QTY.	Unit	Unit Price	Total	Total for this Period Qty	Amount	Previously Certified Qty	Amount	Total to date Qty	Amount
Section 2: Construction												
Part E: Roads (20.0m ROW) - Subdivision (Internal)												
E01		Fine grade subgrade	15,500	m ²	\$1.50	\$23,250.00	0	\$0.00	15500	\$23,250.00	15500	\$23,250.00
E02		Granular 'B' - 450mm min. depth	15,500	m ²	\$13.25	\$205,375.00	0	\$0.00	15500	\$205,375.00	15500	\$205,375.00
E03		Granular 'A' - 150mm min. depth	15,500	m ²	\$10.75	\$166,625.00	0	\$0.00	15500	\$166,625.00	15500	\$166,625.00
E04		HL 4 - 50mm min. depth	13,500	m ²	\$14.00	\$189,000.00	0	\$0.00	13500	\$189,000.00	13500	\$189,000.00
E05		Clean road base	13,500	m ²	\$0.15	\$2,025.00	0	\$0.00	0	\$0.00	0	\$0.00
E06		Tack coat	13,500	m ²	\$0.90	\$12,150.00	0	\$0.00	0	\$0.00	0	\$0.00
E07		HL 3 - 40mm min. depth	13,500	m ²	\$10.50	\$141,750.00	0	\$0.00	0	\$0.00	0	\$0.00
E08		Temp curb	3,000	m	\$43.00	\$129,000.00	0	\$0.00	3000	\$129,000.00	3000	\$129,000.00
E09		Full curbs OPSD 600,040, incld. Saw cutting Removal and Replacement of temporary curb and base asphalt replacement, including padding	3,000	m	\$67.00	\$201,000.00	0	\$0.00	0	\$0.00	0	\$0.00
E10		Subdrain at curb, including subdrain proofing prior to top asphalt	3,000	m	\$30.00	\$90,000.00	0	\$0.00	3000	\$90,000.00	3000	\$90,000.00
E11		1.5m wide concrete sidewalk OPSD 310,010 and CPSS 351. Sidewalk shall be min. thickness of 125mm. The thickness shall be increased to 175mm where sidewalk crosses driveway	1,400	m	\$100.00	\$140,000.00	0	\$0.00	0	\$0.00	0	\$0.00
E12		Tactile walking surface indicator	100	ea	\$215.00	\$21,500.00	0	\$0.00	0	\$0.00	0	\$0.00
E13		Asphalt for padding and settlement of base course, including AC Index adjustment	300	t	\$100.00	\$30,000.00	0	\$0.00	0	\$0.00	0	\$0.00
PRESTON STREET - ENTRANCES ONLY (External)												
E14		Fine grade subgrade	500	m ²	\$1.50	\$750.00	0	\$0.00	500	\$750.00	500	\$750.00
E15		Granular 'B' - 450mm min. depth	500	m ²	\$13.25	\$6,625.00	0	\$0.00	500	\$6,625.00	500	\$6,625.00
E16		Granular 'A' - 150mm min. depth	500	m ²	\$10.75	\$5,375.00	0	\$0.00	500	\$5,375.00	500	\$5,375.00
E17		HL 4 - 50mm min. depth	400	m ²	\$14.00	\$5,600.00	0	\$0.00	400	\$5,600.00	400	\$5,600.00
E18		HL 3 - 40mm min. depth	400	m ²	\$20.00	\$8,000.00	0	\$0.00	0	\$0.00	0	\$0.00
E19		Temp curb	120	m	\$43.00	\$5,160.00	120	\$5,160.00	0	\$0.00	120	\$5,160.00
E20		Full curbs OPSD 600,040, incld. Saw cutting Removal and Replacement of temporary curb and base asphalt replacement, including padding	120	m	\$67.00	\$8,040.00	0	\$0.00	0	\$0.00	0	\$0.00
E21		Clean road base	400	m	\$0.50	\$200.00	0	\$0.00	0	\$0.00	0	\$0.00
E22		Tack coat	400	m ²	\$0.90	\$360.00	0	\$0.00	0	\$0.00	0	\$0.00
Total of Part E : Roads						\$1,391,785.00		\$5,160.00		\$821,600.00		\$826,760.00

CONSTRUCTION COST FOR SUBDIVISION AGREEMENT
 CAGHET DEVELOPMENTS (ARTHUR) INC.

Item No.	Spec. Code	DESCRIPTION	QTY.	Unit	Unit Price	Total	Total for this Period		Previously Certified		Total to date	
							Qty	Amount	Qty	Amount	Qty	Amount
Section 2: Construction												
Part F: Miscellaneous												
F01		Temporary street name sign on 4x4 post (2 signs per post)	9	ea	\$425.00	\$3,825.00	0	\$0.00	9	\$3,825.00	9	\$3,825.00
F02		Permanent street name sign on post w/ stop sign (2 street signs on post)	9	ea	\$200.00	\$1,800.00	0	\$0.00	9	\$1,800.00	9	\$1,800.00
F03		Stop sign on U-Flanged post	9	ea	\$395.00	\$3,555.00	0	\$0.00	9	\$3,555.00	9	\$3,555.00
F04		Stop Bar - painted	9	ea	\$285.00	\$2,565.00	0	\$0.00	0	\$0.00	0	\$0.00
F05		No parking signs (RB-51) on U-Flanged post	50	ea	\$385.00	\$19,250.00	0	\$0.00	50	\$19,250.00	50	\$19,250.00
F06		Dead end barricade, with Checkered Board sign on post OPSD 973.130 with Wa-8 and Wa-3A at sidewalk	1	ea	\$1,200.00	\$1,200.00	0	\$0.00	0	\$0.00	0	\$0.00
F07		Unassumed road sign on 4x4 wood post, incl removal	4	ea	\$550.00	\$2,200.00	0	\$0.00	4	\$2,200.00	4	\$2,200.00
F08		Flush and CCTV Inspection of storm and sanitary for preliminary acceptance/maintenance period (after base asphalt and curb is placed), this also includes services to Property Line.	1	ea	\$125,000.00	\$125,000.00	0.05	\$6,250.00	0.95	\$118,750.00	1	\$125,000.00
F09		Flush and CCTV Inspection of storm and sanitary as part of preparation to surface asphalt (main only)	1	ea	\$35,000.00	\$35,000.00	0	\$0.00	0	\$0.00	0	\$0.00
F10		Flush and CCTV inspection of storm and sanitary for final acceptance (main only)	1	ea	\$35,000.00	\$35,000.00	0	\$0.00	0	\$0.00	0	\$0.00
F10a		To be read in conjunction with F10 - Flush and CCTV sanitary lateral at final acceptance	1	ea	\$15,000.00	\$15,000.00	0	\$0.00	0	\$0.00	0	\$0.00
F11		Clean catchbasins/D/CB's for preliminary acceptance/maintenance period	45	ea	\$80.00	\$3,600.00	0	\$0.00	45	\$3,600.00	45	\$3,600.00
F12		Clean manholes, CBMH, DCMH for preliminary acceptance/maintenance period	68	ea	\$70.00	\$4,760.00	0	\$0.00	68	\$4,760.00	68	\$4,760.00
F13		Clean catchbasins/D/CB's for final acceptance	45	ea	\$80.00	\$3,600.00	0	\$0.00	0	\$0.00	0	\$0.00
F14		Clean manholes for final acceptance	68	ea	\$70.00	\$4,760.00	0	\$0.00	0	\$0.00	0	\$0.00
F15		Pond cleaning and dredging prior to preliminary acceptance/maintenance period	1	ea	\$18,000.00	\$18,000.00	0	\$0.00	1	\$18,000.00	1	\$18,000.00
F16		Pond cleaning and dredging prior to final assumption	1	ea	\$17,000.00	\$17,000.00	0	\$0.00	0	\$0.00	0	\$0.00
F17		Sediment fence repair	30	hr	\$200.00	\$6,000.00	0	\$0.00	0	\$0.00	0	\$0.00
F18		Dewatering (less than 400,000l per day)	1	ea	\$6,000.00	\$6,000.00	0	\$0.00	1	\$6,000.00	1	\$6,000.00
F19		Soakaway pits as per detail on DET-5	32	ea	\$1,985.00	\$63,520.00	32	\$63,520.00	0	\$0.00	32	\$63,520.00
F20		Infiltration trench 3.0m x 40.0m x 1.0m on Blk 146	1	ea	\$13,200.00	\$13,200.00	0	\$0.00	0	\$0.00	0	\$0.00
F21		Infiltration trench 0.8m x 100.0m x 1.0m on lots 77 - 85	1	ea	\$11,000.00	\$11,000.00	0	\$0.00	1	\$11,000.00	1	\$11,000.00
F22		Infiltration trench 1.1m x 50.0m x 1.0m on lots 44-46 and 76	1	ea	\$6,140.00	\$6,140.00	0	\$0.00	1	\$6,140.00	1	\$6,140.00
F23		Infiltration trench 1.0m x 50.0m x 1.0m on lots 86-89	1	ea	\$6,140.00	\$6,140.00	0	\$0.00	0	\$0.00	0	\$0.00
F24		4.0m wide pond maintenance access road to Forebay as per detail B-8 on PSEC-1	70	m	\$350.00	\$24,500.00	0	\$0.00	63	\$22,050.00	63	\$22,050.00
F25		2.5m wide asphalt walkway as per Section D-D on PSEC-1	90	m	\$145.00	\$13,050.00	0	\$0.00	0	\$0.00	0	\$0.00
F26		4.0m wide access/walkway as per Section F-F on PSEC-1	155	m	\$285.00	\$44,175.00	0	\$0.00	124	\$35,340.00	124	\$35,340.00
F27		Double Swing Gate at walkways and access road as per details on drawing DET-2	4	ea	\$6,725.00	\$26,900.00	0	\$0.00	0	\$0.00	0	\$0.00
F28		Temporary mailbox pad	1	ea	\$1,100.00	\$1,100.00	0	\$0.00	1	\$1,100.00	1	\$1,100.00
F29		Removal of temporary mailbox pad and installation of permanent mailbox pad	1	ea	\$1,600.00	\$1,600.00	0	\$0.00	0	\$0.00	0	\$0.00
Total of Part F: Miscellaneous						\$519,440.00		\$69,770.00	\$257,370.00		\$327,140.00	



RTG SYSTEMS INC.
ELECTRICAL CONSULTING ENGINEERS

August 23, 2023

Via PDF Email Only.

Urbtech Engineering Inc.
1200 Speers Road, Suite 8
OAKVILLE ON L6L 2X4

Attention: Mr. Bartosz Jaworski, BA, CSC

**Reference: Preston Street Development
Hydro Distribution & Street Lighting System
Our File: 05676-00**

Dear Sir:

Pleased be advised that the total cost to date pertaining to the supply and installation of the required municipal streetlighting system in the above referenced development is \$219,808.97 not including HST.

We trust that this information is satisfactory for your current purposes, however, if there are any questions or concerns do not hesitate to call.

Yours truly,



Mark A. Gayowsky
Principal

Copy To:

Cachet Developments (Arthur) Inc. - ATTN: Mr. Max Maddigan

STATUTORY DECLARATION RE: PAYMENT OF ACCOUNTS

DOMINION OF CANADA)
 Province of Ontario)
 City of Concord)
)
)
)
)
)
)
)

IN THE MATTER of a contract, known as
 Subdivision Agreement 23T20202 entered into
 between The Corporation of the Township of
 Wellington North, the Municipality, AND Cachet
 Developments (Arthur) Inc., the Owner, dated
 July 11, 2022 for the servicing of Cachet (Arthur)
 Development in The Village of Arthur, Ontario


I, **RAMSEY SHAHEEN**, of the City of Vaughan, in the Province of Ontario, DO SOLEMNLY
 DECLARE THAT,

DO SOLEMNLY DECLARE THAT:

1. That I am a Partner of the Owner named in the Agreement above-mentioned and as such have personal knowledge of the facts hereunder declared.
2. That the said Owner has complied with the terms of the Construction Act, R.S.O. 1990, and amendments thereto.
3. That with the exception of accounts listed below, all liabilities (including payment due to all staff, contractors, suppliers, Workers' Compensation Board, insurance companies) incurred by the said Owners arising out of work performed, have been discharged.

Name & Address of Creditor	Service Rendered	Amount Outstanding	Total
NONE	-	-	-

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

Severally declared before me)
 at the City of Vaughan)
 in the Province of Ontario)
 this 12th day of September, 2023)
)
)
)
)
)
)

 Ramsey Shaheen, A.S.O.

A COMMISSIONER, ETC.



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

October 3, 2023

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

Attention: Tammy Stevenson
Senior Project Manager

RE: Township of Wellington North
Cachet Developments (Arthur) - Phases 1 and 2
& Preston Street Reconstruction
Letter of Credit Adjustments – October 2023
Our File: A5529A

Dear Mrs. Stevenson,

We have reviewed the attached August 28, 2023 Letter of Credit (LC) reduction request for Phases 1 and 2 of the Cachet Development as well as the October 2, 2023 LC reduction request for Preston Street provided by Urbtech Engineering and find them to be acceptable for LC reduction calculations as summarized below.

	20% (Completed)	100% (Remaining)	Total
Phases 1 and 2	\$1,808,060.78	\$1,474,529.65	\$3,282,590.43
Preston Street	\$260,490.66	\$128,775.60	\$389,266.26
Total			\$3,671,856.69

Based on the information provided, we recommend that the total amount required to be retained for security be rounded to **\$3,675,000.00** which reflects 100% of the remaining works and 20% of completed works within the Subdivision and on Preston Street in conformance with the Subdivision Agreement and the Service Finance Agreement.

Security adjustments are subject to the submission of the applicable Statutory Declaration and the Township confirming that all outstanding accounts with respect to the Development have been paid in full and that the Developer is not in default of their obligations pursuant to its agreements with the Municipality.

We trust that this information is satisfactory and should you have any questions, please do not hesitate to contact the undersigned.

Respectfully,
Triton Engineering Services Limited



Dustin C. Lyttle, P.Eng





Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023

From: Tammy Stevenson, Senior Project Manager
Jerry Idialu, Director of Finance/Treasurer

Subject: OPS 2023-034 being a report on the proposed Mount Forest Outdoor Pool and Aquatics Centre detail design update

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-034 being a report on the proposed Mount Forest Outdoor Pool and Aquatics Centre detail design update;

AND FURTHER THAT Council approve, in principle, the updated work plan as presented within this report:

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- The March 20th meeting of Council, Council discussed the new Mount Forest Pool design, fundraising limits, grants, portion to come from the tax levy versus a special levy, and use of reserves and passed the following resolutions.

RESOLUTION: 2023-104

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the tax payer contribution towards the \$5.3 million Mount Forest pool will be \$2.8 million;

AND FURTHER THAT the fundraising target will be \$2.5 million.

CARRIED

RESOLUTION: 2023-105

Moved: Councillor Burke

Seconded: Councillor Renken

THAT Council direct staff to begin collecting property taxes in the amount of \$350,000 commencing in 2023 to contribute towards the Mount Forest Pool project.

CARRIED

RESOLUTION: 2023-106

Moved: Councillor McCabe

Seconded: Councillor Hern

That the \$350,000 contribution towards the Mount Forest Pool project be raised through taxation from the general levy.

CARRIED

- Report OPS 2023-008 report on the proposed Mount Forest Outdoor Pool and Aquatics Centre
- Report OPS 2023-001 report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre

BACKGROUND

The Roy Grant Pool in Mount Forest was closed prior to the summer 2022 swimming season as a result of mechanical failures. The facility has long been identified as in need of replacement. The existing facility was built in the 1950s with significant upgrades in the 1960s.

On January 16, 2023, Report OPS 2023-001 outlined the revised schematic design, estimate (approximately \$5.3 million) and workplan for the key milestones related to the proposed Mount Forest Outdoor Pool and Aquatics Centre. As part of this report, there were several decision points identified to help both staff and Council navigate the process from a decision making, financing, fundraising and capital project planning perspective.

The workplan approved by Council provides a roadmap of the technical steps required to implement a large scale capital project. It assumes all financial considerations and obligations are provided for. Given the nature of the fundraising efforts, staff will look for some financial certainty (both in terms of an approved financial strategy for the Township's contribution and the achievement of the community fundraising goal) before it advances to the stage of going to tender for the project. As a result, both Council and the community will need to understand that the project timeline may be subject to change.

As part of the workplan, the detailed design and probable cost estimate up to 10% has been completed as found in Attachments A and B. The detailed design was completed to include building code and Accessibility for Ontarians with Disabilities (AODA) standards.

Conclusion

The environment for large scale capital projects in many municipalities continues to become more challenging. Cost inflation, competing capital priorities and increasing pressure on the tax base (matched with reducing capacity to collect development charges) are all considerations. In rural townships, these challenges are magnified. OPS 2023-008 report outlines some of the decision points that need to be made by Council in order to assist staff with delivering this project.

Steps to date:

Winter 2022

Council approved \$576,000 as part of the 2022 capital budget for pool design work

Spring 2022	Architects Tillman Ruth Robinson brought forward three conceptual design for a new Mount Forest Outdoor Pool and Aquatics Centre – Recreation focussed, Land Swim Focussed and Hybrid
March 23, 2022	Township hosted public open house to present and discuss conceptual designs with the community
March – April 2022	Township received feedback via public survey on conceptual designs as presented
May 2022	Township staff brought results of public survey for discussion to Recreation, Parks and Leisure Committee
Summer 2022	Township Council direct staff to bring a modified conceptual design, concept design #4, for consideration and approval; Pool was a standing item on Council agenda during the summer months
August 2022	Township Council approve conceptual design #4 and direct staff to proceed to schematic design; Township Council further directed staff to investigate the option of engaging a professional fundraising service provider to support project fundraising efforts
January 2023	Architect completed schematic design and provided probable cost estimate to plus or minus twenty percent included within this report
January 2023	Township Council reviews schematic design and probable cost estimate and provides further direction to Township staff
March 2023	During the 2023 Budget discussion at council meeting, Council determined that the tax payer contribution towards the \$5.3 million Mount Forest pool will be \$2.8 million and the fundraising target will be \$2.5 million.
Summer 2023	Architect completes detailed design and provides probable cost estimate to plus of minus ten percent
Current Step:	
Fall 2023	Township Council reviews detailed design and probable cost estimate and provides further direction to Township staff
Proposed Next Steps:	
Winter 2023	Council decision for financial contribution for 2024 Capital Budget
Winter 2024	Council decision for financial contribution for 2025 and future capital budgets

Once 80% of the \$2.5 million Fundraising Target has been met and initiated through a motion included in the minutes from Mount Forest Aquatics Ad-Hoc Advisory Committee to a future meeting of council and further direction is given to Township staff:

- | | |
|------------------|--|
| To Be Determined | Architect completes construction design and specification for tendering package including updated probable cost estimate (Approximately 4 month task to complete.) |
| To Be Determined | Council decision on increasing the financial funding from the original \$5.3 million cost estimate to the updated probable construction design cost estimate |

Once 100% of the \$2.5 million Fundraising Target has been met and initiated through a motion included in the minutes from Mount Forest Aquatics Ad-Hoc Advisory Committee to a future meeting of council and further direction is given to Township staff:

- | | |
|------------------|--|
| To Be Determined | Council decision for final financial contribution for future capital budget |
| To Be Determined | Tender |
| To Be Determined | Construction |
| To Be Determined | Completion of construction |
| To Be Determined | Season after construction is completed, the new Mount Forest Outdoor Pool and Aquatics Centre opens for its inaugural season |

FINANCIAL CONSIDERATIONS

The updated probable cost estimate for the proposed Mount Forest Outdoor Pool and Aquatics Centre (Detailed Design) is \$5.5 million based on the Council approved design for the new outdoor pool, an increase of \$200,000 from the schematic design cost estimate that was completed in December 2022. This detailed design cost estimate is subject to change but based on best information available during the fall 2023.

It should be noted that significant risk remains related to the cost increase of this project. Project cost estimates will need to be updated and reviewed as this project is delayed over multiple years prior to fundraising reaching 100% of its goal and Council committing the remainder contribution.

Pool accessories and equipment are excluded from the detailed design cost estimate including the purchase of new medical defibrillator, security system, buoyant throwing aids, 2 reach poles, life jackets, pool noodles, flutter boards, goggles, storage rolling carts, first aid kit, etc. Additional operating expenses such as chemicals and qualified staff (life guards) are also not included in the detailed design cost estimate.

The Budget for the Design Process (\$576,000) was approved as part of the 2022 Budget Process. To date approximately \$130,000 has been expended to complete Design Phases; Phase 1 (conceptual design), Phase 2 (schematic design) and Phase 3 (detailed design).

ATTACHMENTS

Attachment A – Design Report prepared by Tillmann Ruth Robinson Architects dated October 2, 2023

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>

WELLINGTON OUTDOOR AQUATIC FACILITY

TOWNSHIP OF WELLINGTON NORTH

Wellington, Ontario



DESIGN REPORT

OCTOBER 2, 2023



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Pool Design Brief 3.1
Mechanical Design Brief 3.2
Electrical Design Brief 3.3

COST ESTIMATE | 4 ◀ 35

architects Tillmann Ruth Robinson inc.
PRIME CONSULTANT / ARCHITECT

200 Queens Avenue, Suite 700 London, ON N6A 1J3 T. 519.672.1440
26 Soho Street, Suite 202 Toronto, ON M5T 1Z7 T. 416.595.2876
www.atrr.ca

1. EXECUTIVE SUMMARY

The Township of Wellington North is embarking on a new Outdoor Aquatic Facility. The new state-of-the-art pool will create an exciting community amenity that will replace an existing and decommissioned pool in Mount Forest.

The proposed location, adjacent to the existing recreational complex, will help contribute to creating a synergistic recreation and social hub for the community.

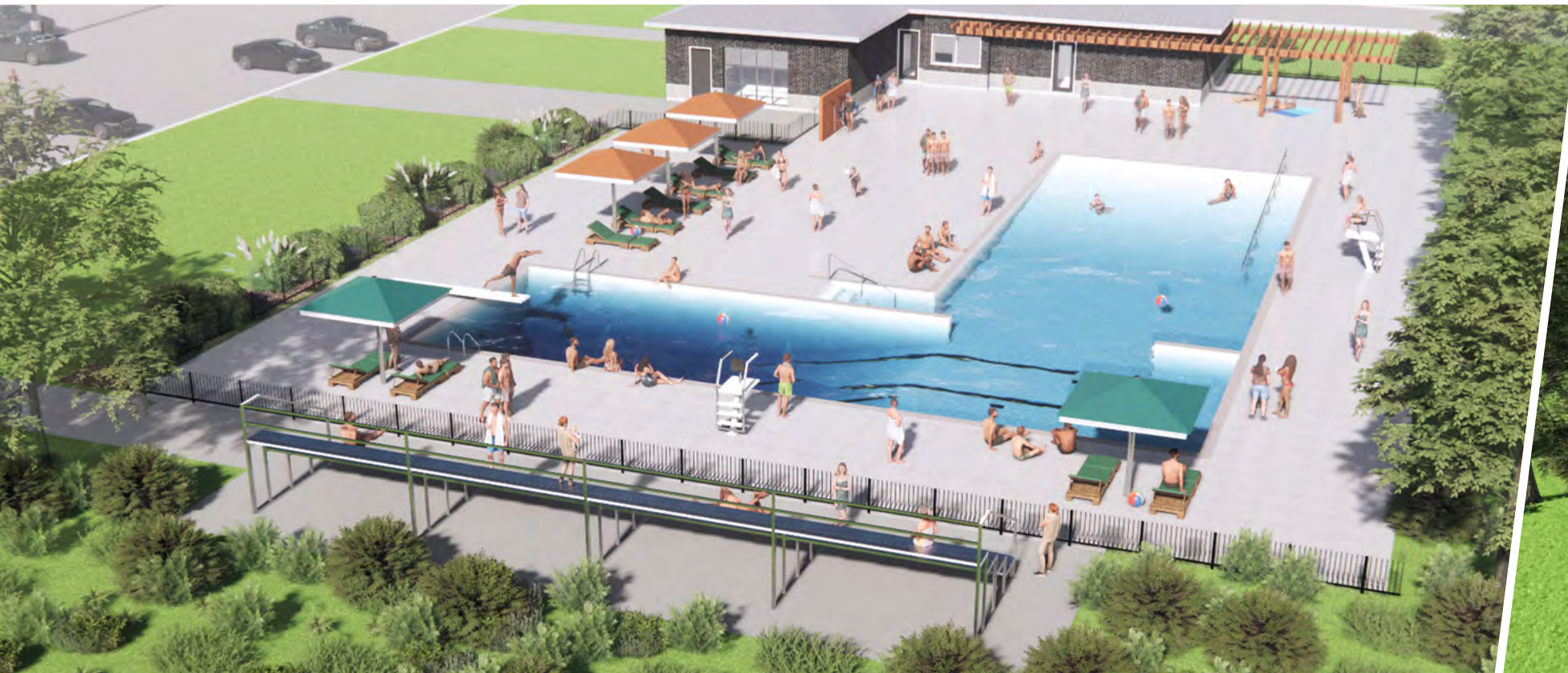
The new pool will provide an accessible beach entry, lap swimming, a diving tank, and a kids' play area, as well as areas for swim lessons and aquafit classes. Activities can be observed from new shaded social areas on the deck, as well as spectator seating areas.

The new bathhouse will include fully accessible shower and change room facilities as well as staffing and guard areas.

The following documents represent the completion of the Design Development phase of this project.

Along with the architectural drawings, we have also included mechanical and electrical design briefs and associated drawings. The pool tank is also described within the following pages.

Additionally, we have engaged Marshall & Murray as cost consultant to complete the Class 'C' pricing, included in Section 4 of this document.



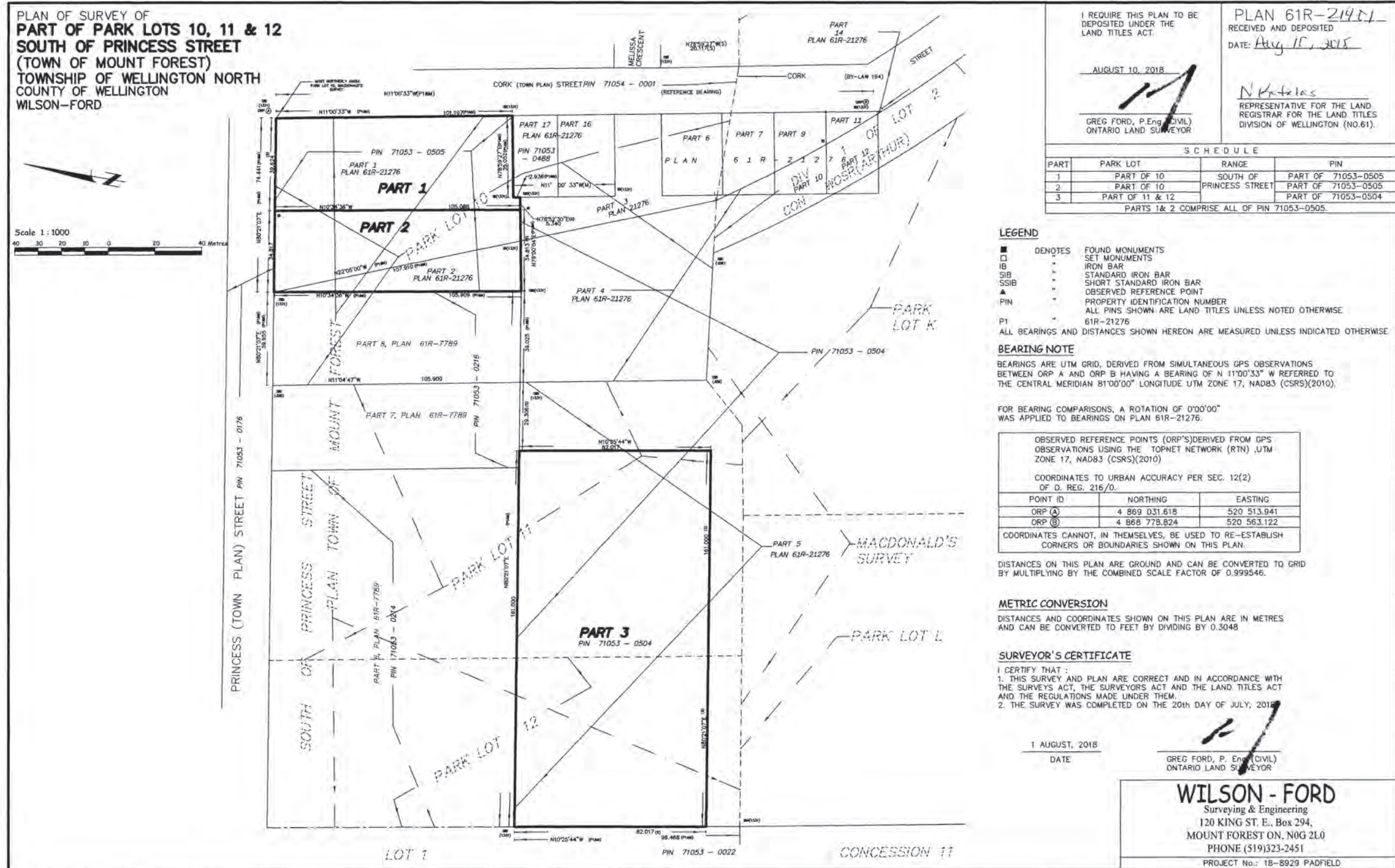
Pool looking North



Looking South

2. DESIGN DRAWINGS

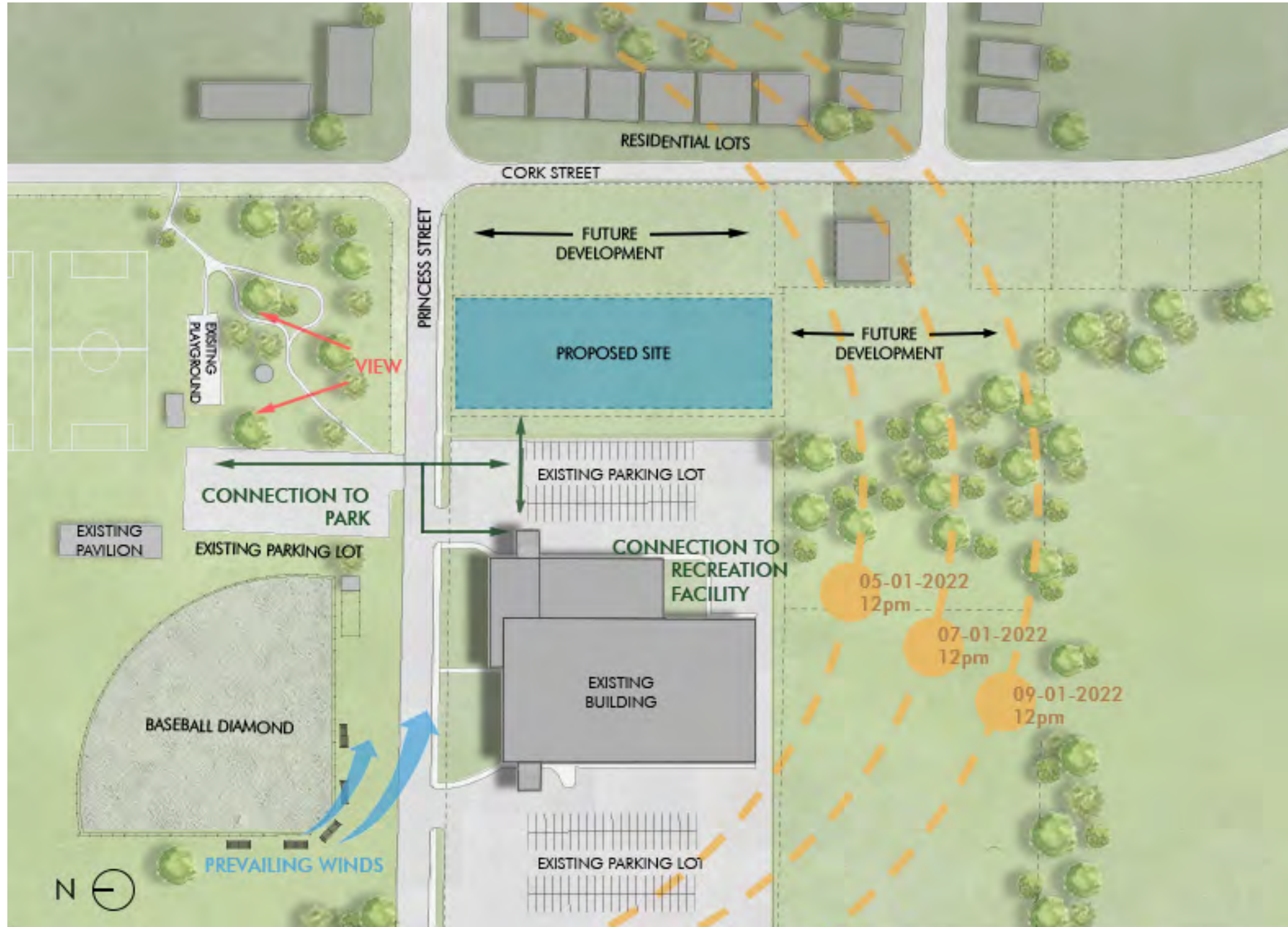
2.1 SITE PLAN/SURVEY



2. DESIGN DRAWINGS

CONTINUED

2.2 SITE ASSESSMENT



2. DESIGN DRAWINGS

CONTINUED

2.2 SITE/CONTEXT PLAN

SITE LEGEND

— — — — —	PROPERTY LINE	— — — — —	EXISTING FENCE TO REMAIN
- CF -	CONSTRUCTION FENCE (CHAIN LINK OR WELDED WIRE PANELS)	— — — — —	NEW DECORATIVE METAL FENCE
- sf -	SILT FENCE	EX.CB	EXISTING CATCH BASIN TO REMAIN AS IS (REFER TO SITE SERVICES DRAWINGS)
■	NOT IN CONTRACT	CB	NEW CATCH BASIN (REFER TO SITE SERVICES DRAWINGS)
○	EXISTING TREE TO REMAIN (REFER TO LANDSCAPE)	EX.MH	EXISTING MANHOLE TO REMAIN AS IS (REFER TO SITE SERVICES DRAWINGS)
○	PROPOSED NEW TREE (REFER TO LANDSCAPE)	MH	NEW MANHOLE (REFER TO SITE SERVICES DRAWINGS)
○	TREE PROTECTION ZONE (REFER TO ARBORIST REPORT)	EX.LS	EXISTING LIGHT STANDARD TO REMAIN AS IS (REFER TO ELECTRICAL)
▼	BUILDING ENTRY/EXIT	LS	NEW LIGHT STANDARD (REFER TO ELECTRICAL)
■	NEW CAST IN PLACE CONCRETE	X 268.266	NEW ELEVATION MARKET
■	NEW SOD		

SITE NOTES

- ALL SERVICES SHOWN ARE FOR INFORMATION ONLY. EXISTING SERVICE LOCATION ARE THE BE SITE VERIFIED BY GENERAL CONTRACTOR PRIOR TO CONSTRUCTION.
- REPLACE ALL EXISTING CONCRETE SIDEWALKS, CURBS, ROAD AND GRASSED AREAS DAMAGED DURING CONSTRUCTION TO AS FOUND CONDITION. THIS INCLUDES CITY PROPERTY.
- REFER TO AND COORDINATE WITH SITE SERVICES, LANDSCAPE, POOL, STRUCTURAL, ELECTRICAL AND MECHANICAL DRAWINGS AND SPECIFICATIONS. ALL DRAWINGS ARE TO BE READ IN CONJUNCTION.
- REFER TO DRAWINGS A-201, FOR LOCATION OF EXITS AT GRADE.
- EXTENT OF NEW SIDEWALKS, PATHS, CURBS AND ROADWAYS ARE INDICATED FOR COORDINATION PURPOSES ONLY. REFER TO SITE SERVICES DRAWINGS FOR LOCATIONS.
- WALKS/ CURB RAMP: CONCRETE WALKS SHALL HAVE NON-SLIP BROOM FINISH.
- ENTIRE BUILDING SITE TO BE SOODED TO TOP OF SLOPE UNLESS OTHERWISE NOTED.
- BUILDING ENTRY SERVES AS FIRE FIGHTER'S ENTRANCE TO THE BUILDING, AND IS A BARRIER FREE MAIN ENTRY.
- ALL SITE SIGNAGE TO BE DESIGNED TO CITY OF WELLAND STANDARDS.
- REFER TO CIVIL FOR SEDIMENT CONTROL REQUIREMENTS.
- REFER TO LANDSCAPE FOR TREE PROTECTION REQUIREMENTS.

KEY PLAN N.T.S.

SITE DATA

EXISTING SITE PLAN INFORMATION DERIVED FROM PARTIAL PLAN OF SURVEY AND TOPOGRAPHY. PREPARED BY MTE ONTARIO LAND SURVEYORS LTD. FILE NUMBER No. 48899-300 SRI(L), DATED MAY 14 2021.

PARTIAL PLAN OF SURVEY AND TOPOGRAPHY OF LOTS 31 TO 46, LOTS 98 TO 114, LOTS 177 TO 193, AND LOTS 245, PART OF LOT 30 AND 246, PART OF LOTS 249 TO 261, PART OF DOMINION STREET AND PART OF ROXBOROUGH STREET AND PART OF ROXBOROUGH STREET AND REGISTERED PLAN NO. 947 CITY OF WELLAND REGIONAL MUNICIPALITY OF NIAGARA

ADDRESS:
405 MEMORIAL PARK DRIVE, WELLAND, ONTARIO

SITE PLAN

SCALE 1:750

SITE PLAN

SCALE 1:200

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NO.	ISSUED FOR	DATE

DRAWING TITLE:
SITE PLAN



DATE: July 04, 2023	SCALE: 	PROJECT NO: 2476-21
DRAWN: LAR	CHECKED: SM	COMP. FILE NO.:
DRAWING NO.:		

A-101

2. DESIGN DRAWINGS

CONTINUED

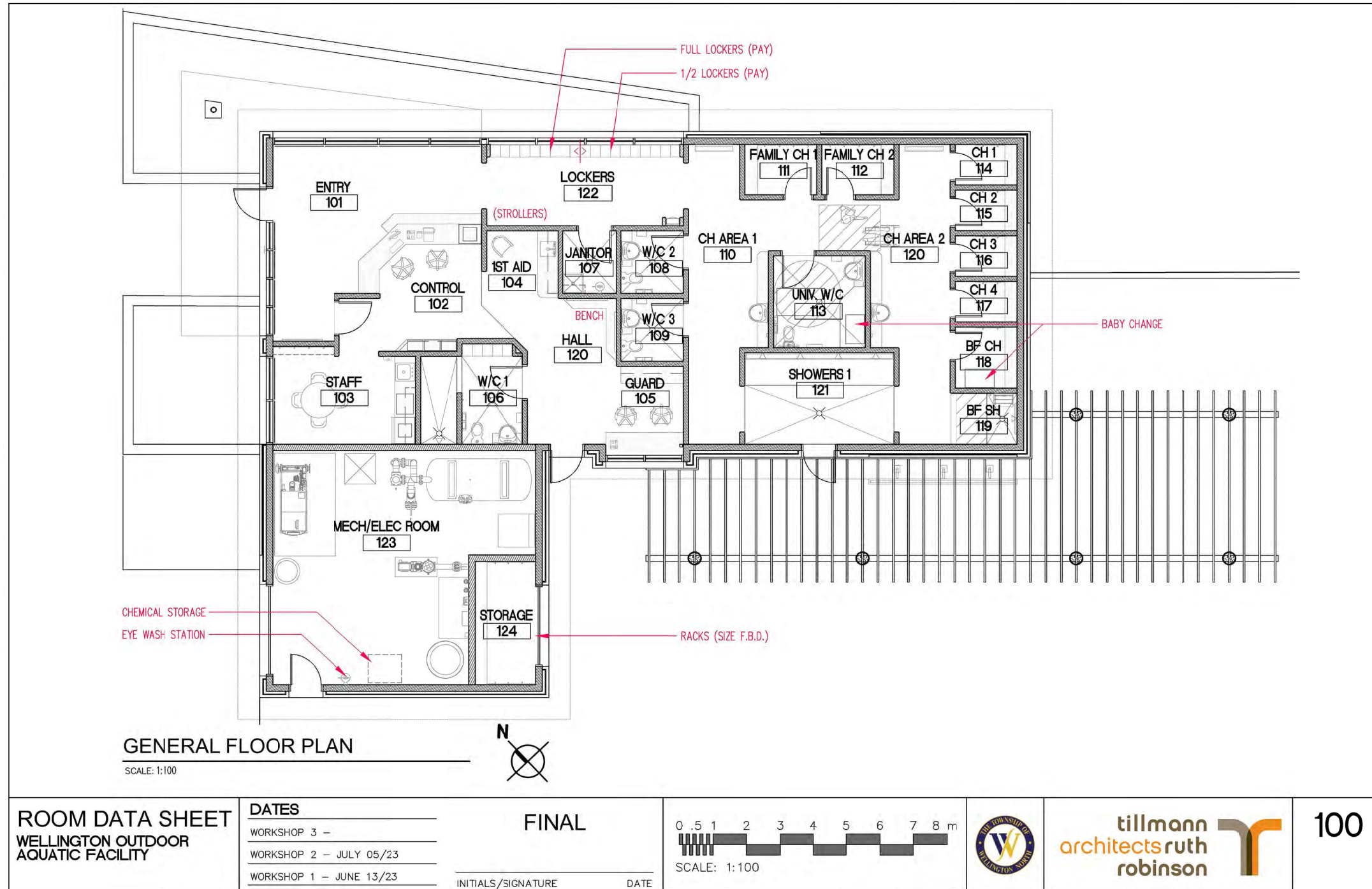
2.4 ROOM INFORMATION SHEETS (BATHHOUSE)

 <p>WELLINGTON OUTDOOR AQUATIC FACILITY</p>		ROOM DATA SHEETS		
		100	GENERAL FLOOR PLAN	
		101	ENTRY	
		102	CONTROL	
		103	STAFF	
		104	FIRST AID	
		105	GUARD	
		106	W/C 1	
		107	JANITOR	
ROOM DATA SHEET	<p>DATES</p> <p>WORKSHOP 3 – _____</p> <p>WORKSHOP 2 – JULY 05/23</p> <p>WORKSHOP 1 – JUNE 13/23</p>	FINAL		000
	INITIALS/SIGNATURE	DATE		

2. DESIGN DRAWINGS

CONTINUED

2.4 ROOM INFORMATION SHEETS



2. DESIGN DRAWINGS

CONTINUED


2.4 ROOM INFORMATION SHEETS

DRAWING LEGEND														
ARCHITECTURAL	NEW MILLWORK													
	GWB GYPSUM WALL BOARD													
	PT PAINT													
	RSF RESILIENT SHEET FLOORING													
	SC SEALED CONCRETE													
	ACT ACOUSTIC CEILING TILE													
	PWC PROTECTIVE WALL COVERING													
	CG CORNER GUARD													
	MIR MIRROR													
	TB TACK BOARD													
WB WHITEBOARD														
RS ROLLER SHADES														
MECHANICAL / ELECTRICAL	FD FLOOR DRAIN													
	OR OUTLET RECEPTACLE													
	OC POWER RECEPTACLE (OVER COUNTER)													
	UC POWER RECEPTACLE (UNDER COUNTER)													
	GFI POWER RECEPTACLE (GROUND FAULT INTERRUPTER)													
	DATA OUTLET													
	VOICE OUTLET													
	DATA/VOICE OUTLET													
	CABLE OUTLET													
	WIFI													
WAP														
PB PUSH BUTTON														
EQUIPMENT LIST	TAG	EQUIPMENT												
NOTES														
<p>ROOM DATA SHEET WELLINGTON OUTDOOR AQUATIC FACILITY</p> <p>DATES WORKSHOP 3 - _____ WORKSHOP 2 - JULY 05/23 WORKSHOP 1 - JUNE 13/23</p> <p style="text-align: center;">FINAL</p> <p>INITIALS/SIGNATURE _____ DATE _____</p>														
<p>KEY PLAN</p>														
<p>CONTROL</p> <p>PROG. NO.: 101 ROOM SIZE: 22.9m² FUNCTION: ENTRY ANTICIPATED OCCUPANT LOAD: 10</p> <p>FINISHES</p> <p>WALL FINISH: PAINTED BLOCK FLOOR FINISH: EPOXY (EP) WALL BASE: EPOXY CEILING FINISH: PAINT GYP/STAIN WD MILLWORK FINISH: SOLID SURFACE/PLAM COMMENTS:</p> <p>DOORS AND ACCESS</p> <p>P PASSAGE SET CR CARD READER K KEYED LOCK ES ELECTRIC STRIKE</p> <table border="1"> <thead> <tr> <th>TAG</th> <th>DOOR TYPE</th> </tr> </thead> <tbody> <tr> <td>101-1</td> <td>FULL GLASS DOOR</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>MECHANICAL</p> <p>TEMPERATURE: HUMIDITY: HEPA FILTER: PRESSURIZATION: AIR CHANGES/HR: COMMENTS:</p> <p>FIRE PROTECTION</p> <p>SPRINKLER HEAD TYPE: CONCEALED COMMENTS:</p> <p>ELECTRICAL</p> <p>LIGHT LEVEL: FIXTURE TYPE: RECESSED DOWNLIGHT DIMMING: SWITCHING: COMMENTS:</p>			TAG	DOOR TYPE	101-1	FULL GLASS DOOR								
TAG	DOOR TYPE													
101-1	FULL GLASS DOOR													
<p style="text-align: right;">tillmann architects ruth robinson</p>														
<p>101</p>														

2. DESIGN DRAWINGS

CONTINUED

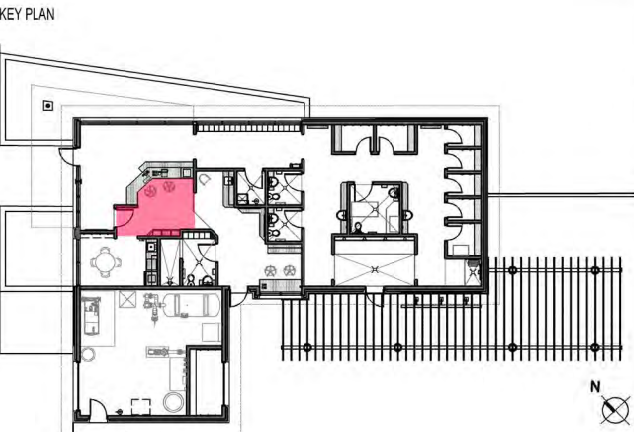
2.4 ROOM INFORMATION SHEETS

DRAWING LEGEND						
ARCHITECTURAL	[Symbol]	NEW MILLWORK				
	GWB	GYPSUM WALL BOARD				
	PT	PAINT				
	RSF	RESILIENT SHEET FLOORING				
	SC	SEALED CONCRETE				
	ACT	ACOUSTIC CEILING TILE				
	PWC	PROTECTIVE WALL COVERING				
	CG	CORNER GUARD				
	MIR	MIRROR				
	TB	TACK BOARD				
MECHANICAL / ELECTRICAL	FD	FLOOR DRAIN				
	[Symbol]	OUTLET RECEPTACLE				
	[Symbol]	POWER RECEPTACLE (OVER COUNTER)				
	[Symbol]	POWER RECEPTACLE (UNDER COUNTER)				
	[Symbol]	POWER RECEPTACLE (GROUND FAULT INTERRUPTER)				
	[Symbol]	DATA OUTLET				
	[Symbol]	VOICE OUTLET				
	[Symbol]	DATA/VOICE OUTLET				
	[Symbol]	CABLE OUTLET				
	[Symbol]	WIFI				
EQUIPMENT LIST	TAG	EQUIPMENT	QTY.			
	P	PRINTER (NIC)	1			
	T	TELEPHONE (NIC)	1			
	MC	MONITOR AND COMPUTER (NIC)	1			
	POS	CASH DRAWER (NIC)	1			
	TASK CHAIR (NIC)	2				
NOTES						
ROOM DATA SHEET WELLINGTON OUTDOOR AQUATIC FACILITY			DATES WORKSHOP 3 - _____ WORKSHOP 2 - JULY 05/23 WORKSHOP 1 - JUNE 13/23	FINAL _____ INITIALS/SIGNATURE DATE		102

ARCHITECTURAL

- NEW MILLWORK
- GYPSUM WALL BOARD
- PAINT
- RESILIENT SHEET FLOORING
- SEALED CONCRETE
- ACOUSTIC CEILING TILE
- PROTECTIVE WALL COVERING
- CORNER GUARD
- MIRROR
- TACK BOARD
- WHITEBOARD
- ROLLER SHADES

KEY PLAN



CONTROL

PROG. NO.: 102 ROOM SIZE: 11.3m²
 FUNCTION: CONTROL
 ANTICIPATED OCCUPANT LOAD: 2

FINISHES

WALL FINISH: PAINTED BLOCK
 FLOOR FINISH: SHEET VINYL (RS)
 WALL BASE: RUBBER
 CEILING FINISH: PAINT GYP/STAIN WD
 MILLWORK FINISH: PLAM/SOLID SURFACE
 COMMENTS:

DOORS AND ACCESS

[P] PASSAGE SET [CR] CARD READER
 [K] KEYED LOCK [ES] ELECTRIC STRIKE

TAG	DOOR TYPE
102-1	NARROW LIGHT WITH MID RAILS

MECHANICAL

TEMPERATURE:
 HUMIDITY:
 HEPA FILTER:
 PRESSURIZATION:
 AIR CHANGES/HR:
 COMMENTS:

FIRE PROTECTION

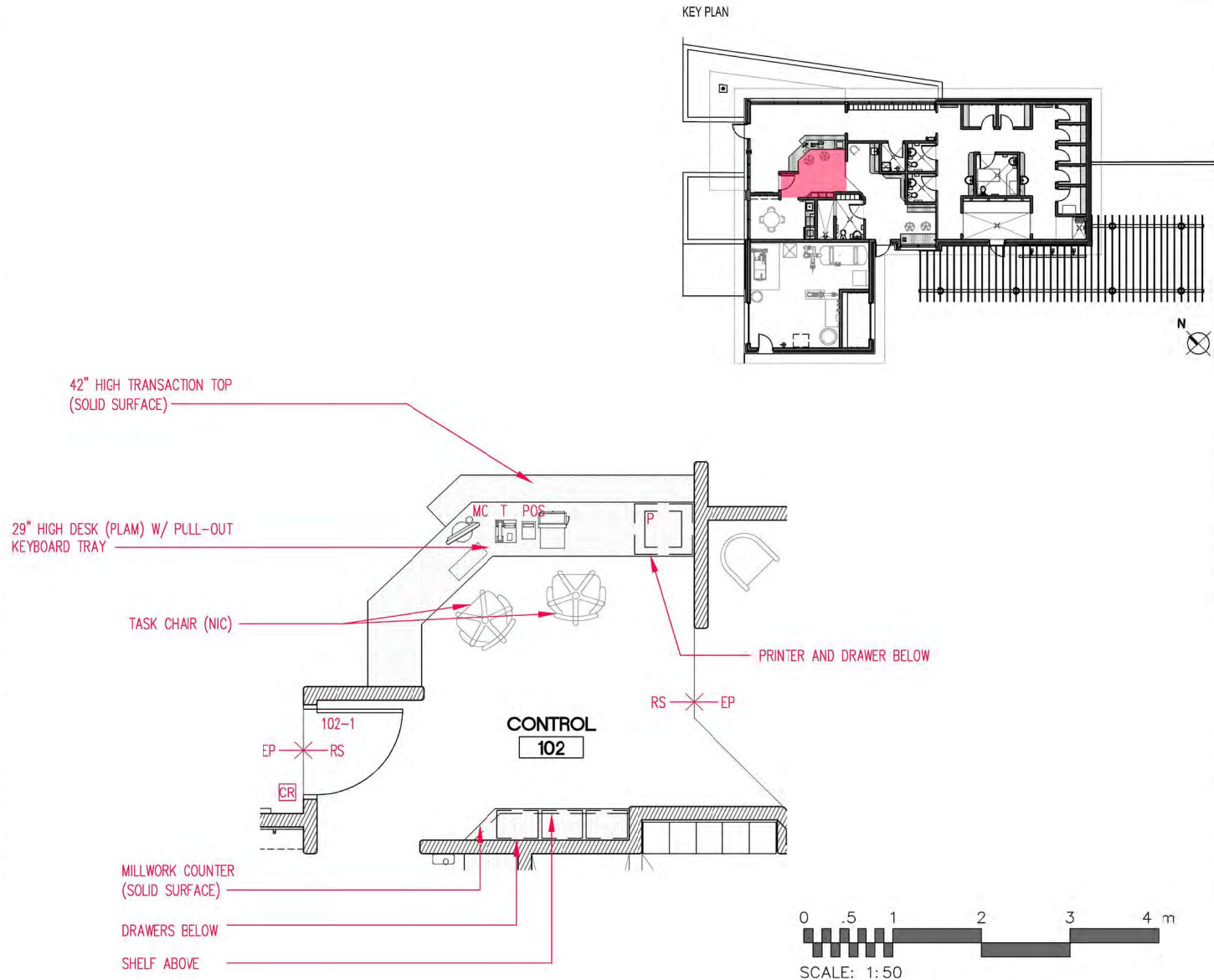
SPRINKLER HEAD TYPE: CONCEALED
 COMMENTS:

ELECTRICAL

LIGHT LEVEL:
 FIXTURE TYPE: RECESSED DOWNLIGHT
 DIMMING:
 SWITCHING:
 COMMENTS:

MECHANICAL / ELECTRICAL

- FLOOR DRAIN
- OUTLET RECEPTACLE
- POWER RECEPTACLE (OVER COUNTER)
- POWER RECEPTACLE (UNDER COUNTER)
- POWER RECEPTACLE (GROUND FAULT INTERRUPTER)
- DATA OUTLET
- VOICE OUTLET
- DATA/VOICE OUTLET
- CABLE OUTLET
- WIFI
- PUSH BUTTON



CONTROL

42" HIGH TRANSACTION TOP (SOLID SURFACE)

29" HIGH DESK (PLAM) W/ PULL-OUT KEYBOARD TRAY

TASK CHAIR (NIC)

PRINTER AND DRAWER BELOW

MILLWORK COUNTER (SOLID SURFACE)

DRAWERS BELOW

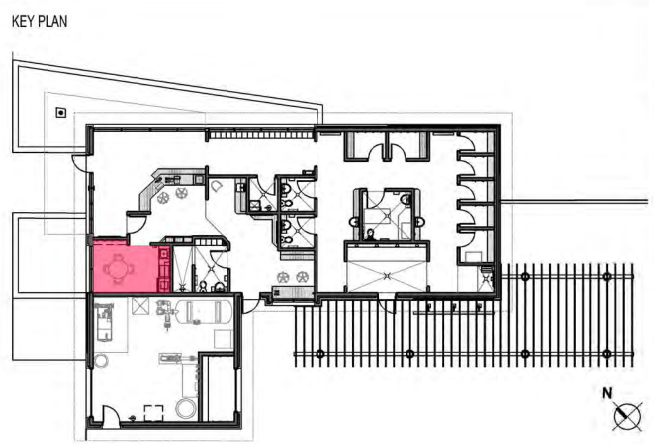
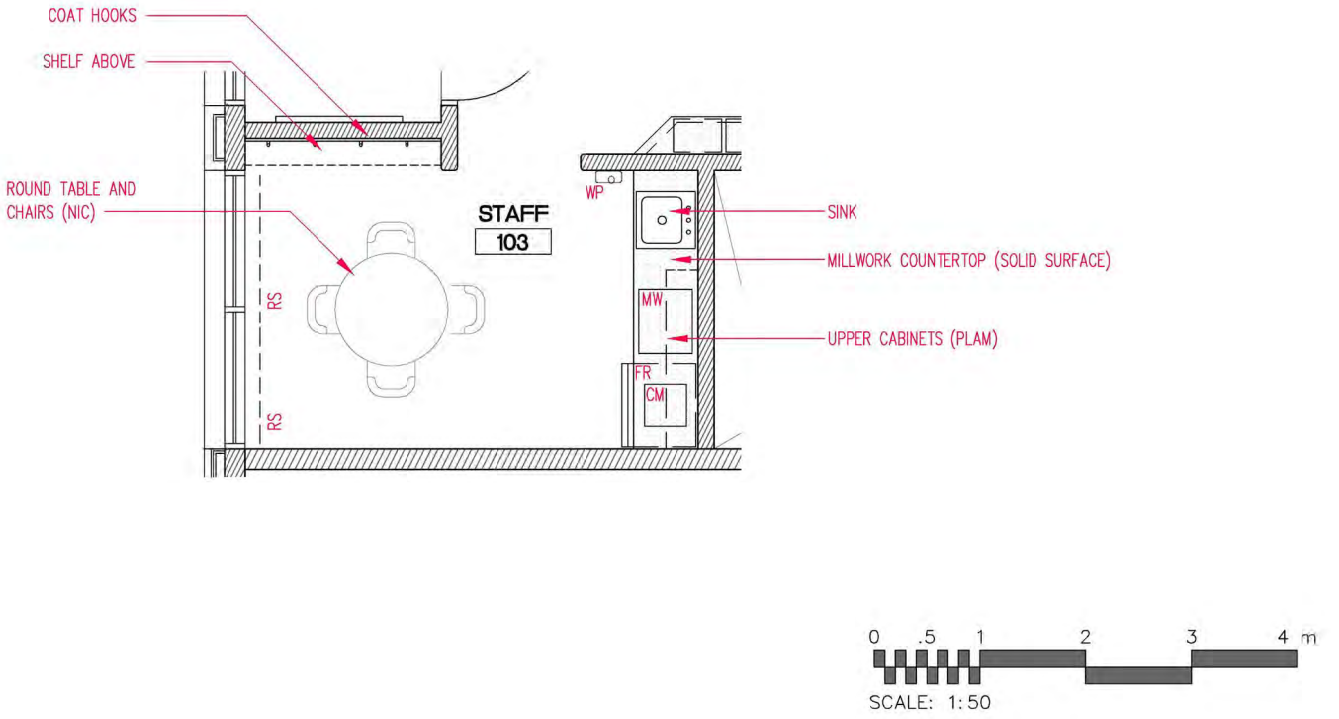

SHELF ABOVE

SCALE: 1:50

2. DESIGN DRAWINGS

CONTINUED


2.4 ROOM INFORMATION SHEETS

DRAWING LEGEND ARCHITECTURAL NEW MILLWORK GWB GYPSUM WALL BOARD PT PAINT RSF RESILIENT SHEET FLOORING SC SEALED CONCRETE ACT ACOUSTIC CEILING TILE PWC PROTECTIVE WALL COVERING CG CORNER GUARD MIR MIRROR TB TACK BOARD WB WHITEBOARD RS ROLLER SHADES MECHANICAL / ELECTRICAL FD FLOOR DRAIN OR OUTLET RECEPTACLE PR POWER RECEPTACLE (OVER COUNTER) POC POWER RECEPTACLE (UNDER COUNTER) PUC POWER RECEPTACLE (GROUND FAULT INTERRUPTER) DO DATA OUTLET VO VOICE OUTLET DVO DATA/VOICE OUTLET CO CABLE OUTLET WFI WIFI WAP WAP PB PUSH BUTTON EQUIPMENT LIST <table border="1"> <thead> <tr> <th>TAG</th> <th>EQUIPMENT</th> <th>QTY.</th> </tr> </thead> <tbody> <tr> <td>CM</td> <td>COFFE MAKER (NIC)</td> <td>1</td> </tr> <tr> <td>FR</td> <td>COMPACT FRIDGE (NIC)</td> <td>1</td> </tr> <tr> <td>MW</td> <td>MICROWAVE (NIC)</td> <td>1</td> </tr> <tr> <td></td> <td>ROUND TABLE (NIC)</td> <td>1</td> </tr> <tr> <td></td> <td>CHAIRS (NIC)</td> <td>4</td> </tr> <tr> <td>WP</td> <td>WALL PHONE (NIC)</td> <td>1</td> </tr> </tbody> </table> NOTES 	TAG	EQUIPMENT	QTY.	CM	COFFE MAKER (NIC)	1	FR	COMPACT FRIDGE (NIC)	1	MW	MICROWAVE (NIC)	1		ROUND TABLE (NIC)	1		CHAIRS (NIC)	4	WP	WALL PHONE (NIC)	1	KEY PLAN 		STAFF PROG. NO.: 103 ROOM SIZE: 11.8m ² FUNCTION: STAFF ANTICIPATED OCCUPANT LOAD: 4 - 6 FINISHES WALL FINISH: PAINTED BLOCK FLOOR FINISH: SHEET VINYL (RS) WALL BASE: RUBBER CEILING FINISH: PAINT GYP MILLWORK FINISH: SOLID SURFACE COMMENTS:	
	TAG	EQUIPMENT	QTY.																						
CM	COFFE MAKER (NIC)	1																							
FR	COMPACT FRIDGE (NIC)	1																							
MW	MICROWAVE (NIC)	1																							
	ROUND TABLE (NIC)	1																							
	CHAIRS (NIC)	4																							
WP	WALL PHONE (NIC)	1																							
	DOORS AND ACCESS P PASSAGE SET CR CARD READER K KEYED LOCK ES ELECTRIC STRIKE <table border="1"> <thead> <tr> <th>TAG</th> <th>DOOR TYPE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> MECHANICAL TEMPERATURE: HUMIDITY: HEPA FILTER: PRESSURIZATION: AIR CHANGES/HR: COMMENTS:		TAG	DOOR TYPE																					FIRE PROTECTION SPRINKLER HEAD TYPE: CONCEALED COMMENTS:
TAG	DOOR TYPE																								
ROOM DATA SHEET WELLINGTON OUTDOOR AQUATIC FACILITY	DATES WORKSHOP 3 - _____ WORKSHOP 2 - JULY 05/23 WORKSHOP 1 - JUNE 13/23	FINAL _____ INITIALS/SIGNATURE DATE		103																					

2. DESIGN DRAWINGS

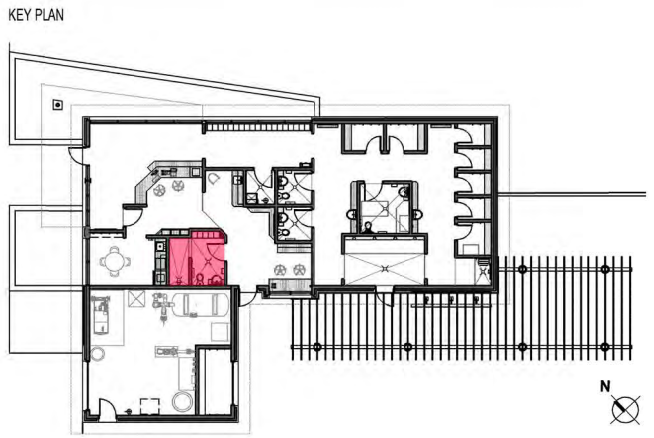
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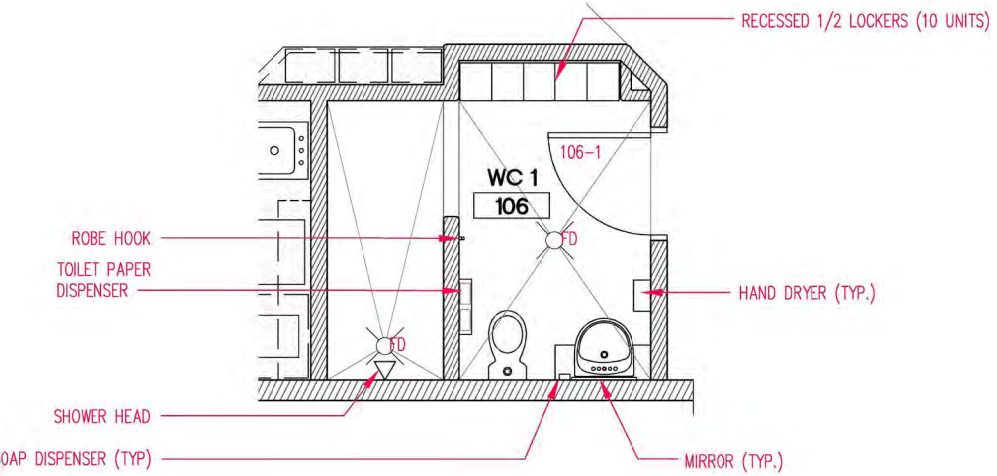
2.4 ROOM INFORMATION SHEETS

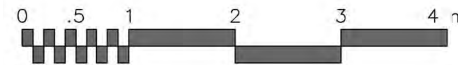
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	PT	PAINT					
	RSF	RESILIENT SHEET FLOORING					
	SC	SEALED CONCRETE					
	ACT	ACOUSTIC CEILING TILE					
	PWC	PROTECTIVE WALL COVERING					
	CG	CORNER GUARD					
	MIR	MIRROR					
	TB	TACK BOARD					
MECHANICAL / ELECTRICAL	FD	FLOOR DRAIN					
	[Symbol]	OUTLET RECEPTACLE					
	[Symbol]	POWER RECEPTACLE (OVER COUNTER)					
	[Symbol]	POWER RECEPTACLE (UNDER COUNTER)					
	[Symbol]	POWER RECEPTACLE (GROUND FAULT INTERRUPTER)					
	[Symbol]	DATA OUTLET					
	[Symbol]	VOICE OUTLET					
	[Symbol]	DATA/VOICE OUTLET					
	[Symbol]	CABLE OUTLET					
	[Symbol]	WIFI					
EQUIPMENT LIST	TAG	EQUIPMENT	QTY.				
NOTES							
ROOM DATA SHEET WELLINGTON OUTDOOR AQUATIC FACILITY			DATES WORKSHOP 3 – _____ WORKSHOP 2 – JULY 05/23 WORKSHOP 1 – JUNE 13/23	INITIALS/SIGNATURE _____ DATE _____	FINAL		106

WASHROOM 1	
PROG. NO.: 106 ROOM SIZE: 8.0m ² FUNCTION: WASHROOM AND SHOWER ANTICIPATED OCCUPANT LOAD: 1	FINISHES WALL FINISH: EPOXY BLOCK FLOOR FINISH: EPOXY (EP) WALL BASE: EPOXY CEILING FINISH: EPOXY MILLWORK FINISH: SOLID SURFACE COMMENTS:
DOORS AND ACCESS [P] PASSAGE SET [CR] CARD READER [K] KEYED LOCK [ES] ELECTRIC STRIKE	
TAG DOOR TYPE 106-1 SLAB (FLUSH) DOOR	MECHANICAL TEMPERATURE: HUMIDITY: HEPA FILTER: PRESSURIZATION: AIR CHANGES/HR: COMMENTS:
FIRE PROTECTION SPRINKLER HEAD TYPE: CONCEALED COMMENTS:	
ELECTRICAL LIGHT LEVEL: FIXTURE TYPE: RECESSED DOWNLIGHT DIMMING: SWITCHING: COMMENTS:	

KEY PLAN







SCALE: 1:50

2. DESIGN DRAWINGS

CONTINUED

2.6 RENDERINGS



Pool looking North

2. DESIGN DRAWINGS

CONTINUED

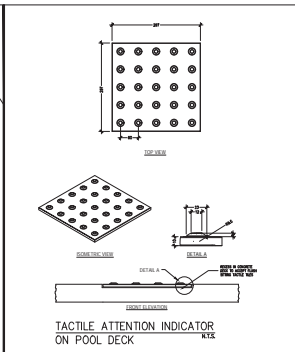
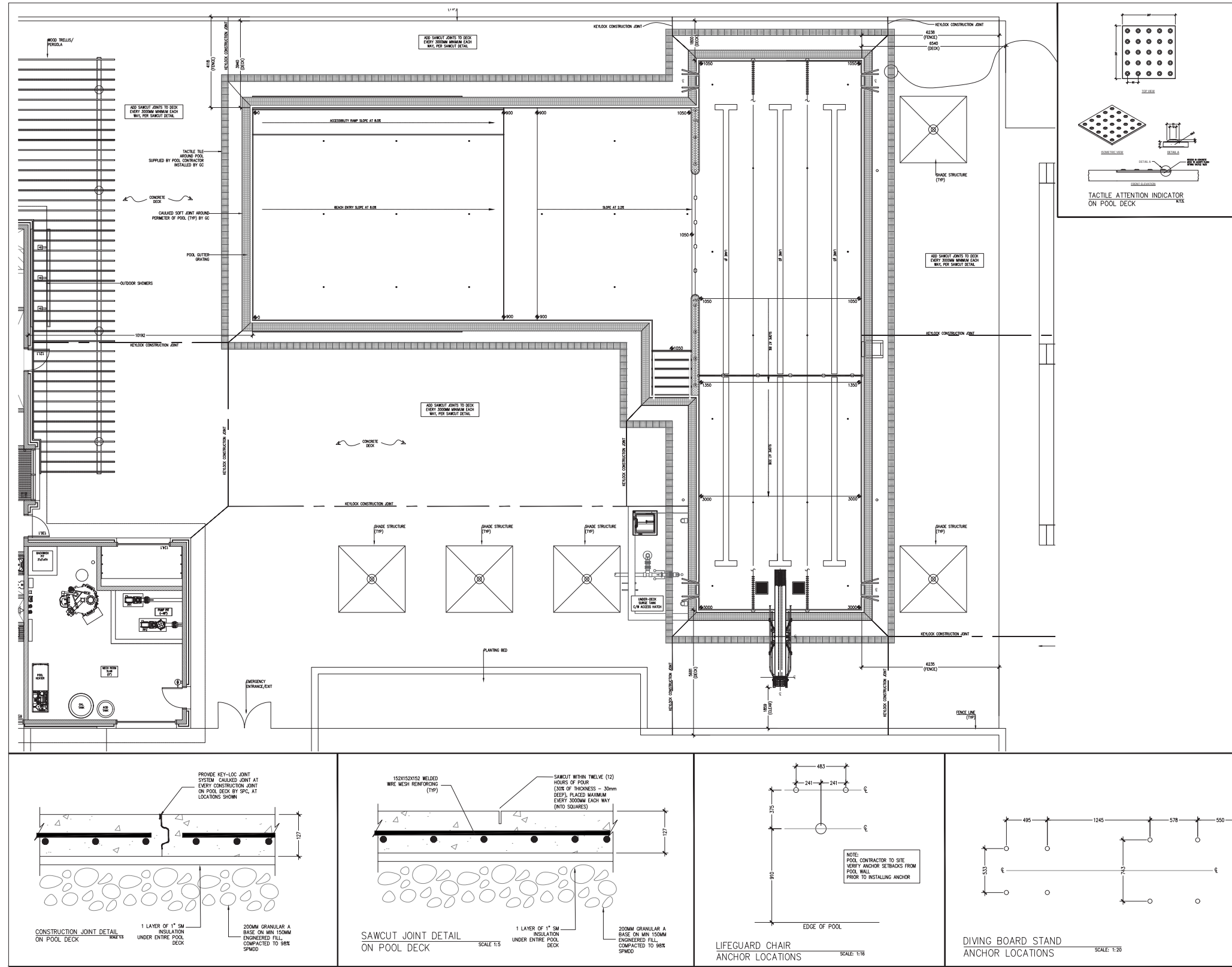
2.6 RENDERINGS



Looking South

3. DESIGN BRIEFS

3.1 POOL DESIGN BRIEF



Wellington Outdoor Aquatic Facility
CLIENT PROJECT NO. 2476-21

AQUA PLANS
aquatic consultants inc.

tillmann architects ruth robinson

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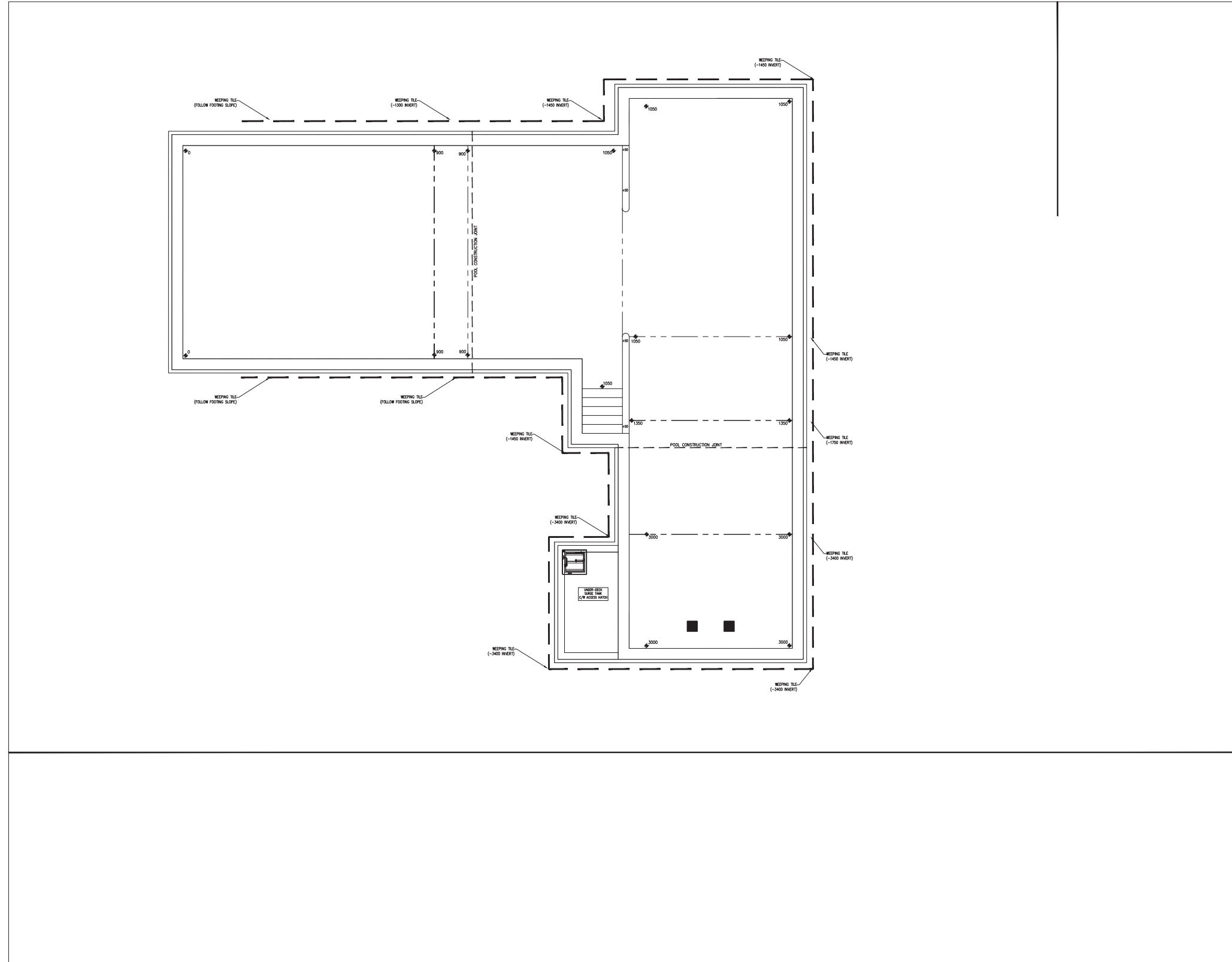
NO.	ISSUED FOR	DATE

NO. ISSUED FOR DATE
DRAWING TITLE:
POOL SITE PLAN

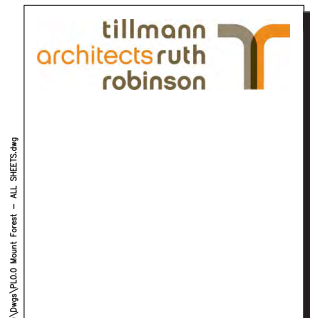
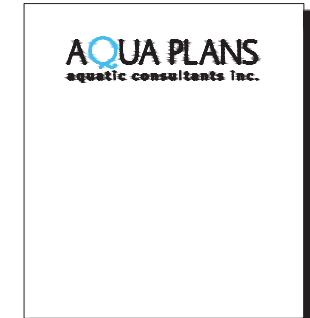
DATE: 08-01-23
SCALE: AS SHOWN
PROJECT NO: 023030
DRAWN: LB
CHECKED: MS
COMP. FILE NO.:
DRAWING NO:
PL1.0

3. DESIGN BRIEFS

CONTINUED



Wellington Outdoor Aquatic Facility
CLIENT PROJECT NO. 2476-21



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NO.	ISSUED FOR	DATE

Prepared by: Lee Bottoms
DRAWING TITLE:
POOL CONCRETE LAYOUT

DATE: 08-01-23	SCALE: 1:50	PROJECT NO: 023030
DRAWN: LB	CHECKED: MS	COMP. FILE NO.:
DRAWING NO: PL1.1		

File Path: September 1, 2023
Filename: I:\Projects\VA - Current\Mount Forest (Wellington North)\Drawings\POOL Mount Forest - ALL SHEETS.dwg

3. DESIGN BRIEFS

CONTINUED

GENERAL NOTES:

- COORDINATE POOL LAYOUT DIMENSIONS WITHIN THE POOL NATATORIUM WITH LATEST ARCHITECTURAL CONSTRUCTION DRAWINGS. IN CASE OF DISCREPANCIES, ARCHITECTURAL DRAWINGS SHALL GOVERN.
- FOR ALL EQUIPMENT, REQUIREMENTS, ACCESSORIES AND ALL MATERIAL ASSEMBLIES, SEE SPECIFICATIONS AND DRAWINGS.
- ALL ASSEMBLIES, LAYOUTS, EQUIPMENT AND MATERIALS SHALL MEET LOCAL, PROVINCIAL, OR PREVAILING CODES, AMENDMENTS AND HEALTH DEPARTMENT REQUIREMENTS (MOST STRINGENT OF SUCH).
- SPC SHALL VERIFY ALL DIMENSIONS, CONDITIONS AND COORDINATE / VERIFY ALL MECHANICAL, ELECTRICAL, STRUCTURAL, EQUIPMENT AND FINISH REQUIREMENTS AS NECESSARY PER CODE AND CONSTRUCTION DOCUMENTS.
- ALL CONDITIONS, CLEARANCES, FINISHES, EQUIPMENT AND ACCESSORIES SHALL COMPLY WITH PREVAILING ACCESSIBILITY REQUIREMENTS IN JURISDICTION.
- SEE SPECIFICATIONS AND ALL DRAWING DETAILS FOR SPC SCOPE OF WORK LIMITS.
- DRAWINGS AND DETAILS DEFINE LIMITS, SCOPE, DETAILS AND DATA FOR POOLS AND POOL-RELATED EQUIPMENT AND ACCESSORIES ONLY.

DEPTH MARKINGS:

- DEPTH MARKERS ON POOL DECK SUPPLIED AND INSTALLED BY SPC. CONFIRM SPACING WITH PROVINCIAL CODE AND / OR LOCAL BY-LAWS.
- HEIGHT OF MARKERS TO BE 100mm MINIMUM IN CONTRASTING COLOUR AND SLIP RESISTANT.
- UNITS TO BE SHOWN AS "M" OR AS GOVERNED BY PROVINCIAL CODE AND / OR LOCAL BY-LAWS.
- DEPTH OF POOL AND DEPTH MARKERS ARE TO BE VERIFIED ON SITE BY THE SPC AND POOL CONSULTANT PRIOR TO INSTALLATION.

PIPING DESIGN NOTES:

- ALL PIPING TO BE SCHEDULE 40 PVC (BURIED) AND SCHEDULE 80 (EXPOSED), NSF APPROVED, ASTM #D1785, UNLESS OTHERWISE NOTED.
- ALL PIPING TO AND FROM HEAT EXCHANGERS SHALL BE CPVC WITH 3050mm OF THE EXCHANGER LINE.
- ALL VISIBLE PIPING MUST BE LABELED WITH DIRECTIONAL ARROWS & TYPE OF WATER IT CARRIES (I.E. SKIMMERS, MAIN DRAINS, ETC.) IDENTIFICATION AT 304mm MAXIMUM O.C. INTERVALS.

COLOUR CODE:
 CHLORINE (LIQUID OR GAS) - YELLOW
 POTABLE WATER - GREEN
 (AS PER ONTARIO REGULATION - P.R.O. 1990, REG. 565, S. 6(4))

- PRESSURE PIPING:
 - MAX. 3.0 m/s (10 FPS)
- SUCTION PIPING:
 - MAX. 1.8 m/s (6 FPS)
- GRAVITY PIPING:
 - MAX. 0.9 m/s (3 FPS)

- DRAIN AND SUCTION GRATES FREE OPEN AREAS TO PROVIDE FLOW VELOCITIES NOT TO EXCEED 0.45 m/s (1.12 FPS). ALL DRAIN GRATES SHALL BE SIZED FOR FULL PUMP FLOW.
- STRUCTURAL SUPPORT FOR PIPING AS SPECIFIED BY MANUFACTURER. REFER TO DETAIL SHEETS.

ELECTRICAL NOTES:

- PRIMARY GROUNDING LOOP MUST BE PROVIDED BY CERTIFIED ELECTRICAL CONTRACTOR.
- ALL REINFORCING BAR IN POOL STRUCTURE MUST BE BONDED TO PRIMARY GROUNDING LOOP BY CERTIFIED ELECTRICAL CONTRACTOR.
- ALL METAL POOL FITTINGS AND ACCESSORIES WITHIN 1524mm OF POOL WATER MUST BE BONDED TO PRIMARY GROUNDING LOOP.
- ALL PUMPS SHALL BE WIRED BY CERTIFIED ELECTRICAL CONTRACTOR.
- GROUNDING OF CONCRETE REINFORCEMENT BY CERTIFIED ELECTRICAL CONTRACTOR.

STANDARD RAILINGS:

- ALL RAILINGS, GRAB RAILS, AND GUARD CHAIRS ARE TO BE 30mm O.D. STAINLESS STEEL, 1.65mm WALL THICKNESS, TYPE 304 POLISHED TO #320 GRIT FINISH (ALL LOCATIONS).
- JOINTS TO BE CONTOUR CUT AND FUSION WELDED.
- ALL WELDS TO BE GROUND SMOOTH WITH NO SHARP EDGES OR BURRS.
- RADIUS OF ALL BENDS IS 150mm UNLESS OTHERWISE NOTED.
- ALL VERTICALS TO PENETRATE INTO FLOOR 100mm DEEP.
- PROVIDE BRASS WEDGE ANCHORS C/W STAINLESS STEEL ESCUTCHEON COVERS FOR ALL RAILINGS EXCEPT WHERE NOTED.
- ALL RAILINGS TO HAVE GROUNDING CLIP ATTACHED FOR STANDARD ELECTRICAL CONNECTOR.
- GROUNDING OF ALL RAILINGS SHALL BE BY CERTIFIED ELECTRICAL CONTRACTOR.

BACKWASH DISCHARGE:

- WASTE DISCHARGE FROM ALL POOLS ARE DRAINED TO THE SANITARY SEWER THROUGH A 6" AIR GAP AT THE BACKWASH DRAIN PIT.

PRESSURE TESTING:

- ALL PIPING TO BE PRESSURE TESTED AT 240 kPa FOR 2 HOURS.
- ALL PRESSURE TESTING WITH WATER. TESTING WITH AIR IS NOT PERMITTED.

CONCRETE MIX SCHEDULE:
 PORTLAND CEMENT: ASTM C150, TYPE F-1
 PLASTICIZING ADMIXTURE: ASTM C494, TYPE A
 FIBRE REINFORCING ADMIXTURE
 WATERPROOFING ADMIXTURE
 WATER TO CEMENT RATIO: 0.50
 279kg CEMENT WITH A MAXIMUM OF 65kg OF FLY ASH

WATER STOPS:

- WATER STOP AT WALL AND FLOOR INTERSECTION SHALL BE 100MM PVC, RIBBED WITH CENTER BULB, TYPE 3A.
- WATER STOP IN FLOOR CONTROL JOINTS SHALL BE 150MM PVC, RIBBED WITH LARGE CENTER BULB, TYPE 4.
- WATER STOP IN WALL CONTROL JOINTS SHALL BE 150MM PVC, RIBBED WITH LARGE CENTER BULB, BY CPD OR DURAJOINT, TYPE 4.

CONTROL JOINTS:

- PROVIDE SAW CUT CONTROL JOINTS IN FLOOR AND WALLS OF POOLS AS SHOWN IN DRAWINGS & PER SPECIFICATIONS.
- SAW CUT SHALL BE FILLED WITH A HIGH PERFORMANCE, ONE COMPONENT, NEUTRAL CURE 100% SILICONE SEALANT WHICH IS COMPATIBLE FOR USE IN WET APPLICATIONS.

POOL STRUCTURAL NOTES:

- ALL POOLS ARE DESIGNED TO WITHSTAND ANTICIPATED HYDRAULIC STRUCTURAL LOADING FOR BOTH FULL, AND EMPTY CONDITIONS.

GRANULAR BASE:

- FINAL CONSTRUCTION BENEATH SLABS ON GRADE SHOULD CONSIST OF 200 MM OF UNIFORMLY COMPACTED GRANULAR A UNIFORMLY COMPACTED TO 98 PERCENT OF SPEC'D. THE MODULI OF SUBGRADE REACTION APPROPRIATE FOR SLAB ON GRADE DESIGN ON THE AFOREMENTIONED SOILS ARE AS FOLLOWS:
 1.1 PROOF-ROLLED EARTH FILL: 18,000 KPA
 1.2 CLAYEY SILT FILL: 30,000 KPA

FOUNDATION DESIGN:

- FOUNDATION DESIGN IS BASED ON THE FOLLOWING CRITERIA:
 SOIL REPORT BY: TARRAPROBE
 DATE OF REPORT: APRIL 1ST, 2021
 REPORT NUMBER: 7-21-0014-01
- REFERENCE THE GEOTECHNICAL REPORT FOR SUB GRADE IMPROVEMENT. ENGINEERED BACKFILL GRANULAR MATERIALS SHOULD BE PLACED IN MINIMUM 150mm LAYER LOOSE THICKNESS AND COMPACTED, AS PER SOIL REPORT.
- SOIL BEARING SHALL BE 150 KPa PRIOR TO NEW SOIL REPLACEMENT.
- THE SUBSURFACE CONDITIONS WITHIN THE INVESTIGATED AREA ARE EXPECTED TO COMPRISE OF EXISTING FILL MATERIALS AND TOPSOIL. BASED ON THE FINDINGS OF THE SOIL INVESTIGATION, THE EXISTING FILL IS NOT CONSIDERED SUITABLE FOR CONSTRUCTION OF A SLAB-ON-GRADE. STRUCTURE AND SHOULD BE SUB-EXCAVATED AND REPLACED WITH SUITABLY COMPACTED ENGINEERED FILL. TEST PITS MAY BE REQUIRED IN THE SLAB ON GRADE AREA TO DETERMINE THE EXISTING FILL THICKNESS AND TO ASSESS THE SUB-EXCAVATION REQUIREMENTS. ALSO, SOME LOCALIZED WEAK ZONES OF NATIVE OR SUITABLE FILL SOILS MAY BE ENCOUNTERED AT THE DESIGN SUBGRADE FOR THE SLAB THAT SHOULD BE SUB-EXCAVATED AND REMOVED PRIOR TO BACKFILLING FOR CONSTRUCTION AND REPLACED WITH SUITABLE FILL MATERIALS COMPACTED TO A MINIMUM OF 98 PERCENT OF SPEC'D.
- ALL SOL CONCRETE, AND ANY OTHER TESTING WILL BE DONE AT GC'S EXPENSE.
- PROVIDE HYDROSTATIC RELIEF VALVES IN EVERY MAIN DRAIN SUMP AT THE BOTTOM OF POOLS TO RELIEVE HYDROSTATIC PRESSURE.
- CONTRACTOR SHALL VERIFY THAT EXISTING BUILDING FOUNDATIONS WILL NOT BE UNDERMINED BY THE PROPOSED EXCAVATION. A MINIMUM SLOPE OF 1:1 FROM THE BOTTOM OF EXISTING FOOTING SHALL NOT BE UNDERMINED. SHOULD EXCAVATION INFRINGE UPON THIS AREA, THE CONTRACTOR SHALL BE RESPONSIBLE FOR DESIGN OF SHORING, A LICENSED STRUCTURAL ENGINEER HAVING JURISDICTION IN THE PROVINCE WHERE PROJECT IS LOCATED, SHALL BE RETAINED FOR THIS PURPOSE BY THE CONTRACTOR.

CODES:

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST ISSUES AND AMENDMENTS OF THE FOLLOWING CODES:
 - PROVINCIAL BUILDING CODE
 - PROVINCIAL BUILDING CODE ACT
 - OCCUPATIONAL HEALTH AND SAFETY ACT
 - PROVINCIAL PLUMBING CODE
 - ELECTRICAL SAFETY AUTHORITY
 - LOCAL BUILDING REGULATIONS AND BY-LAWS
- REQUIREMENTS FOR CONCRETE TO COMPLY WITH CSA A23.3 DESIGN OF CONCRETE STRUCTURES.
- CONCRETE AND REINFORCING STEEL CANVESA A23.4 PRE-CAST CONCRETE MATERIALS AND CONSTRUCTION.
- WHERE CONFLICTS OCCUR BETWEEN THE BUILDING CODE AND MATERIAL CODES, THE BUILDING CODE SHALL GOVERN.

REINFORCEMENT:

- HOOKS AND BENDS SHALL CONFORM TO CAN/CSA A23.4 STANDARDS FOR MINIMUM BEND RADIUS AND EXTENSIONS. LENGTHS GIVEN FOR BENT BARS DO NOT INCLUDE THE RADIUS AND MINIMUM EXTENSION FOR STANDARD HOOKS.
- BARS SHALL BE LAPPED 36 BAR DIAMETERS AT SPLICES UNLESS DETAILED OTHERWISE. NO SPLICES SHALL BE PERMITTED IN SQUARE FOOTINGS.
- PROVIDE CORNER BARS AT ALL INTERSECTIONS OF BEAMS AND WALLS PER TYPICAL DETAILS.
- COVER REQUIREMENTS FOR REINFORCING:
 - A) POOL SLABS: 75mm RE DETAILS
 - B) POOL WALLS: 75mm RE DETAILS
- REINFORCING IN SLABS ON GRADE SHALL BE PLACED AT THE CENTER OF THE SLAB, UNLESS NOTED OTHERWISE.

CAST-IN-PLACE CONCRETE:

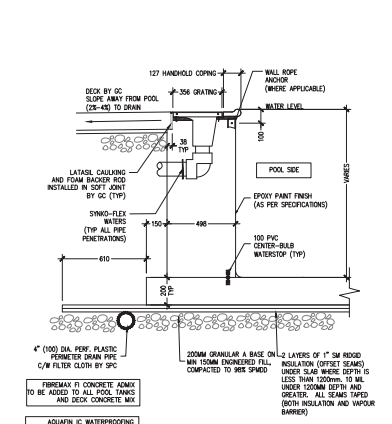
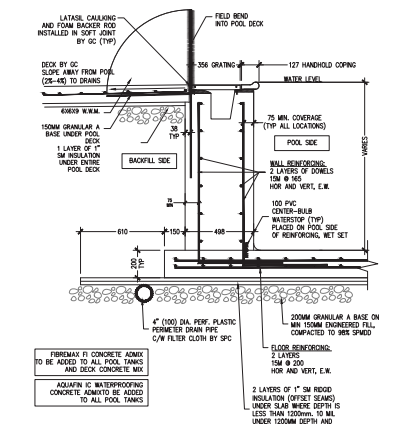
- ALL CONCRETE WORK SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CAN/CSA A23.1 CONCRETE MATERIALS AND METHODS OF CONCRETE CONSTRUCTION.
- STRENGTH LISTED SHALL BE MINIMUM DESIGN STRENGTH AT TWENTY EIGHT (28) DAYS OF 30 MPa.
- FIVE TO EIGHT PERCENT (5-8%) AIR ENTRAINMENT SHALL BE ADDED TO CONCRETE MIXES FOR STRUCTURAL ELEMENTS PERMANENTLY EXPOSED TO WEATHER.
- CALCIUM CHLORIDE SHALL NOT BE ADDED TO CONCRETE MIXTURES WITHOUT WRITTEN APPROVAL.
- DO NOT ADD WATER ON SITE.
- MAX SLUMP 75mm BEFORE ADDITION OF PLASTICIZER. PLASTICIZER TO BE SITE ADDED.
- ALL CONCRETE TO BE CONTINUOUSLY WET CURED FOR 14 DAYS

WATER STOPS:

- WATER STOP AT WALL AND FLOOR INTERSECTION SHALL BE 100MM PVC, RIBBED WITH CENTER BULB, TYPE 3A.
- WATER STOP IN FLOOR CONTROL JOINTS SHALL BE 150MM PVC, RIBBED WITH LARGE CENTER BULB, TYPE 4.
- WATER STOP IN WALL CONTROL JOINTS SHALL BE 150MM PVC, RIBBED WITH LARGE CENTER BULB, BY CPD OR DURAJOINT, TYPE 4.

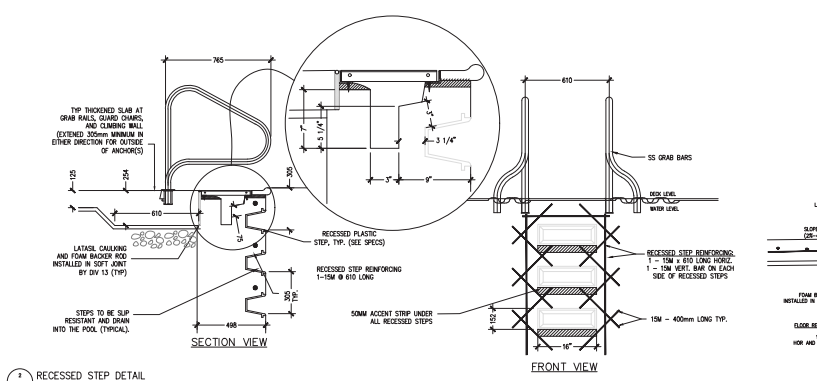
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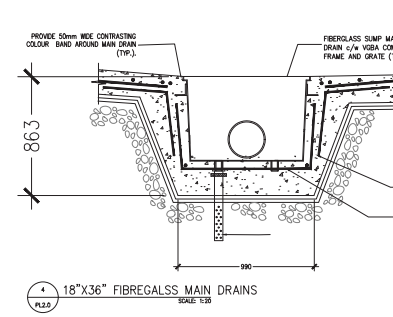
14 TYP. REINFORCING DETAIL OUTDOOR POOL

15 TYP. WALL DETAIL OUTDOOR POOL

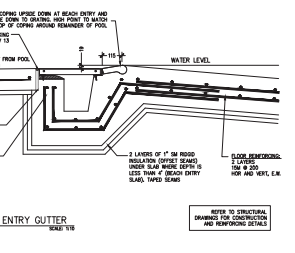


16 RECESSED STEP DETAIL OUTDOOR POOL

17 BEACH ENTRY GUTTER



18 18\"/>



17 BEACH ENTRY GUTTER

Wellington Outdoor Aquatic Facility
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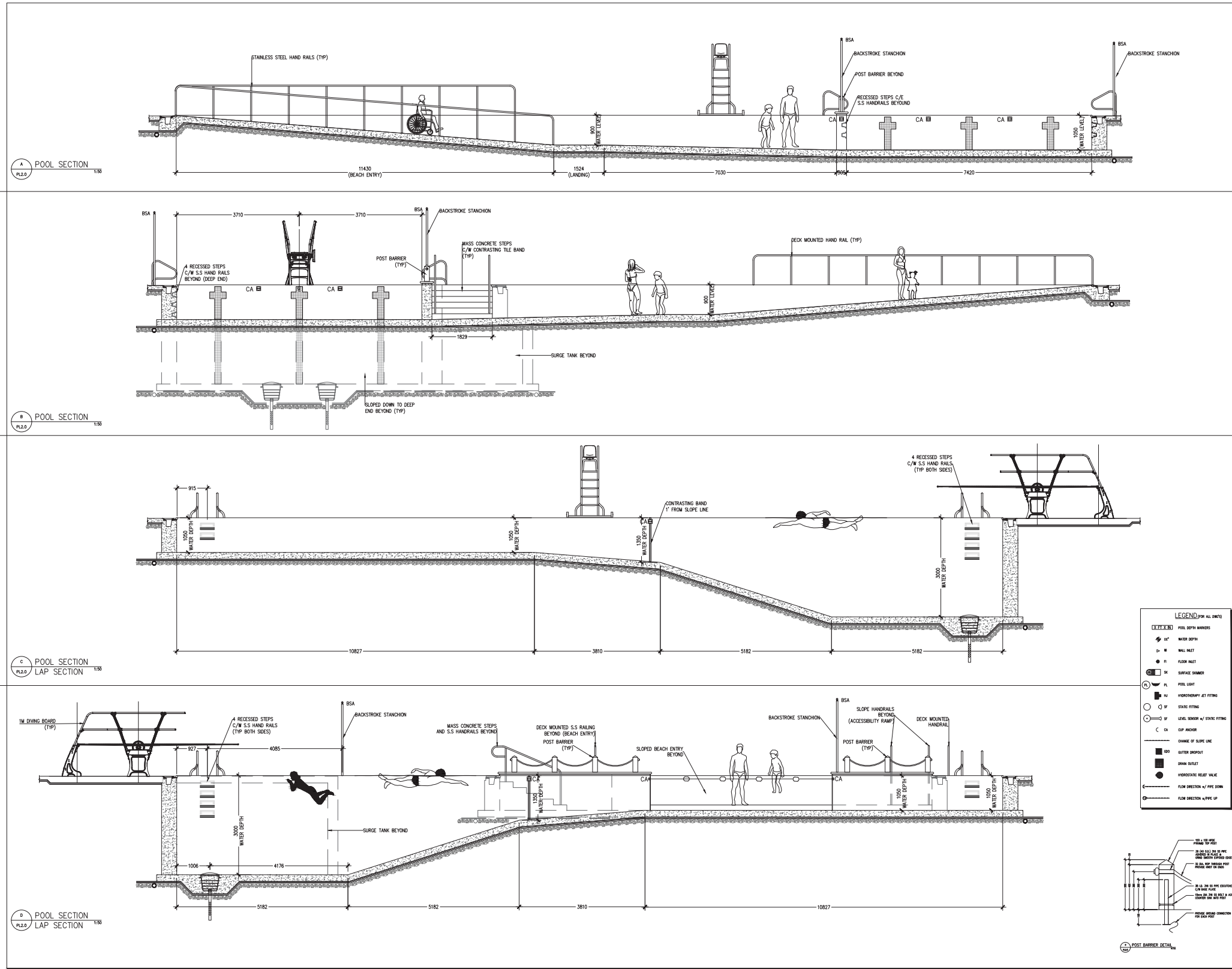
AQUA PLANS
 aquatic consultants inc.

NO. ISSUED FOR DATE

DATE: 08-01-23
 DRAWN: LB
 SCALE: AS SHOWN
 CHECKED: MS
 PROJECT NO: 023030
 COMP. FILE NO.:
 DRAWING NO: PL1.2

3. DESIGN BRIEFS

CONTINUED



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aquatic consultants Inc.

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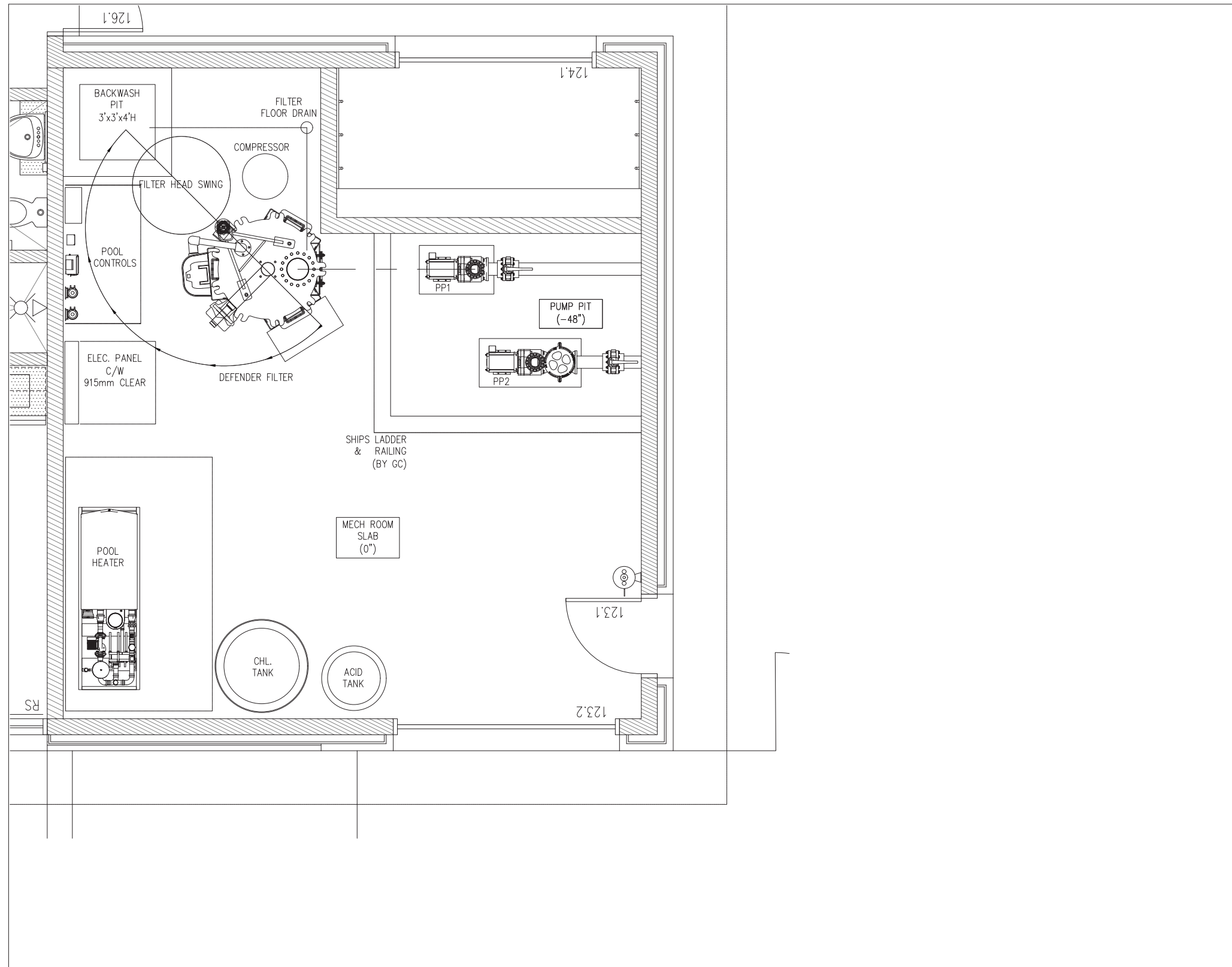
NO. ISSUED FOR DATE
DRAWING TITLE:
POOL SECTIONS

DATE: 08-01-23 SCALE: 1:50 PROJECT NO: 023030
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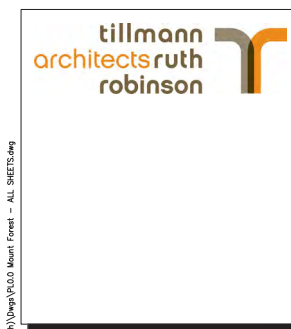
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3. DESIGN BRIEFS

CONTINUED



Wellington Outdoor
Aquatic Facility
CLIENT PROJECT NO. 2476-21



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NO.	ISSUED FOR	DATE

NO. ISSUED FOR DATE

DRAWING TITLE:
POOL MECH.
ROOM LAYOUT

DATE: 08-01-23 SCALE: 1:20 PROJECT NO: 023030
 DRAWN: LB CHECKED: MS COMP. FILE NO.:
 DRAWING NO: PL5.0

3. DESIGN BRIEFS

3.2 MECHANICAL DESIGN BRIEF

INTRODUCTION

DESCRIPTION

- A proposed Group A Division 2 pool and change room construction located in Mount Forest, Ontario.
- The building will be approximately 260 square metres (SM) or 2800 square feet (SF) above grade and one story tall. The exterior or pool area is approximately 1393 square meters (SM) or 15000 square feet (SF). Approximate building height is 3.7 metres (12 feet) from average grade to the floor of the roof level.

DESIGN STANDARDS

GENERAL

- Mechanical systems shall be designed and installed to maximize usable space within the building while maintaining optimum service clearances for maintenance and repair.
- All equipment and materials shall be designed and installed in a neat and orderly fashion. In finished areas all mechanical systems shall be concealed unless specifically exposed as part of the architectural design.

LEED/ENERGY CONSERVATION

- The project shall not follow LEED process.

CODES AND STANDARDS

Mechanical systems shall be in accordance with applicable codes and standards including, but not limited to:

- Authorities Having Jurisdiction (local building department requirements, local fire department requirements, local by-laws)
- National:
 1. Air Conditioning and Refrigeration Institute (ARI)
 2. American National Standards Institute (ANSI)
 3. American Standard for Testing and Materials (ASTM)
 4. American Society of Mechanical Engineers (ASME)
 5. American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE):

6. Canadian/American Air Balance Council (CAABC)
 7. Canadian Standards Association (CSA):
 8. Model National Energy Code for Buildings (MNECB)
 9. Natural Gas Utilization Code
 10. National Fire Protection Association (NFPA)
 11. Sheet Metal and Air Conditioning Contractors National Association (SMACNA)
- Ontario
 1. Ontario Building Code (OBC)
 2. Ontario Fire Code (OFC)
 3. Ontario Electrical Safety Code
 4. Operating Engineers Act

OUTDOOR DESIGN CONDITIONS

The sizing of mechanical systems shall be based on the outdoor air conditions shown in the following table:

	DRY BULB DEG.C (DEG.F)	WET BULB DEG.C (DEG.F)	
Cooling	29.0 (84.2)	23.0 (73.4)	OBC 2.5%
Heating	-24.0 (-11.2)		OBC 1%

VENTILATION FOR ACCEPTABLE INDOOR AIR

Ventilation to meet acceptable indoor air quality shall be in accordance with ASHRAE Standard 62 and the applicable building code.

Specific minimum outdoor air (OA) ventilation rates are identified in the following table and are equal to the sum of a per person rate and per SM (SF) rate:

	L/s (CFM) Per Person	L/s-SM (CFM/SF)	Minimum OA-ACH	Comment
Office	2.4 (5)	0.3 (0.06)		
Change Rooms / Lockers	0 (0)	0.47 (1.0)		

INDOOR DESIGN CONDITIONS

The indoor space conditions shall be in accordance with the following table:

	SUMMER		WINTER	
	Temp. Deg.C. (Deg.F)	Relative Humidity Note 1	Temp. Deg.C. (Deg.F)	Relative Humidity
Office, First, Aid, Staff, Guard and Control	22.2 (72) +/-1 Deg.C.	60% +/- 5%	Not Controlled (Seasonal facility)	
WC, Shower, Change Rm, Lockers and Entry	Not Controlled - Ventilation Only		Not Controlled (Seasonal facility)	
Mechanical Rm	Not Controlled - Ventilation Only		10 (50) +/-1 Deg.C.	

NOISE DESIGN CRITERIA

All mechanical systems and components shall be designed and installed with attention to reducing sound and vibration levels to meet noise criteria and provide a space that is comfortable, acoustically, for the occupants.

Noise levels due to mechanical equipment, duct work, grilles, registers, terminal devices, and diffusers shall be design not to exceed the recommended ASHRAE limit listed below for the areas indicated:

	NC (low)	NC (high)	Comments
Office	30	35	
Property Line		45	

The identified noise criteria resulting from the operation of mechanical systems assumes a finished room with all the final architectural finishes (e.g. ceilings and floor finishes) and furniture in place.

HVAC

GENERAL

The heating, ventilation and air conditioning (HVAC) design

and installation shall conform to current applicable codes and standards and shall be sized by recognized computation procedures referenced in ASHRAE.

HEATING SYSTEMS

No heating (seasonal facility) except for mechanical room; a ceiling hung unit heater will be utilized to maintain temperature of the mechanical room at 10 deg C during winter.

COOLING SYSTEMS

The Office/First Aid Room/Staff room shall be provided with a split unit, complete with ceiling concealed ducted evaporator and rooftop air-cooled condenser with a nominal capacity of 2 Tons (7.0 kW). Split units shall be Mitsubishi, Daikin, or LG.

The remainder of the facility will be unconditioned, seasonal space with ventilation systems only.

MISCELLANEOUS SYSTEMS

1. New separate washroom exhaust systems shall be provided for the washroom groups. The make-up shall be transferred from the adjacent corridors and intake louvers. The capacity of the exhaust fan will be approximately 1,500 cfm (710 L/s) with a 2 Hp fan motor.
2. An exhaust fan shall be provided in the mechanical/chlorine room. Capacity of the fan will be approx. 471 L/s (1,000 cfm) with a 2 Hp fan motor.

NOISE AND VIBRATION CONTROL

All mechanical equipment shall be equipped with vibration isolation control measures to reduce the transfer of vibration generated noise into the building structure.

HVAC SYSTEMS INSULATION

Insulation for HVAC systems shall be in accordance with ASHRAE 90.1.

3. DESIGN BRIEFS

CONTINUED

PLUMBING AND DRAINAGE

▶ GENERAL

The Plumbing System shall conform to the Ontario Building Code (OBC).

All exterior site services shall be provided under the "Site Works" division or "Civil" contract. Scope of work for this Division shall end at 1500 mm (59 inch).

Above floor storm drains, sanitary drains and vents, 65 mm (2-1/2 inch) and larger shall be cast iron.

Above floor sanitary drains and vents, 50 mm (2 inch) and smaller shall be hard temper DWV copper drainage tubing.

Buried storm piping within the building shall be PVC.

Buried sanitary piping within the building shall be PVC.

Domestic water piping shall be copper type L.

Valves shall be Crane or equal of type and construction to suit service and working pressures.

For all services 50 mm (2 inch) and smaller 4,136 kPa (600 psig) WOG ball valves shall be used.

▶ STORM SYSTEMS

A complete system of roof drains and storm drainage piping shall be provided.

A series of pool deck drains, spaced at approximately every 15 m (50 ft) will be located around the pool and connected to the storm system.

▶ SANITARY SYSTEMS

A complete system of plumbing fixtures and sanitary drainage and vent piping shall be provided.

New above grade drains shall be collected and drained by gravity to site sanitary sewers.

A local sanitary sump in the pool mechanical room will be constructed to accept pool drain down will be provided. This drain down will be sized to accommodate the required flow of the pool 12 hour drain down requirement. The facility sanitary drain will be based on this volume flow.

▶ PLUMBING FIXTURES

The following plumbing fixtures are anticipated for the project:

	Group	Description	Comments
W-1	Water Closet	Wall mounted, electronic flush valve	
W-2	Water Closet	Wall mounted, barrier free, electronic flush valve	
L-1	Lavatory	Counter mounted, semi-recessed electronic "no touch" 100 mm (4 inch)centre set	
JS-1	Janitor Sink	Precast floor mounted, faucet with hose set	
SH-1	Shower	Pressure balanced mixing valve, floor or trench drain. Push button / metered	
SH-2	Shower	Pressure balanced mixing valve, barrier free with three fixed showerheads mounted at different heights with diverter valve, floor drain. Fold down bench	
Add exterior shower description			
DF-1	Drinking Fountain	Wall mounted, barrier free, non-refrigerated with bottle filter.	

Refer to Architectural section for description of washroom accessories. All washroom fixtures specified shall be AODA compliant.

Plumbing fixtures shall be water conserving type. Minimum (Refer to LEED/ENERGY CONSERVATION) baseline requirements:

	Metric	Imperial	Comments
Water Closets	4.8 Litres per flush	1.28 Gallons per flush	
Lavatories (Public)	1.5 LPM @ 414 kPa	0.4 GPM @ 60 psig	
Showerheads	7.6 LPM @ 550 kPa	2.0 GPM @ 80 psig	

▶ DOMESTIC COLD WATER

A 65 mm (2½ inch) domestic water service shall be brought into the facility for domestic water and Pool. The domestic water shall be isolated from the municipal water supply by approved back flow prevention devices.

Domestic water will be distributed to all plumbing fixtures throughout the facility.

1. A master thermostatic mixing valve will be provided with dedicated DHW distribution to the shower.

▶ DOMESTIC HOT WATER

Domestic hot water shall be generated for the shower and washroom areas using two gas fired water heater storage tanks.

1. Tank for main building shall be 450 Litre (119 gallons) electric and capable of 300 GPH recovery.

A replaceable bladder expansion tank suitable for domestic hot water shall be installed on the domestic hot water system to accommodate thermal expansion.

▶ NATURAL GAS

A low pressure natural gas metering station shall be provided. Natural gas shall be distributed to the pool heater/boiler room and miscellaneous unit heaters. All gas piping shall be schedule 40. Piping 64 mm (2-1/2 inch) and larger shall be welded. All gas piping shall be painted yellow in its entirety including concealed areas.

▶ INSULATION

Insulation for plumbing systems shall be in accordance with ASHRAE 90.1.

All exposed insulation shall be complete with PVC jacket or canvas lagging suitable for painting.

POOL WATER SYSTEMS

▶ GENERAL

Please refer to the documents provided by Aqua-Plans Inc. for pool system documentation.

FIRE PROTECTION AND LIFE SAFETY SYSTEMS

▶ GENERAL

The Fire Protection System shall conform to the Ontario Building Code (OBC).

The facilities will not be sprinklered.

▶ PORTABLE FIRE EXTINGUISHERS

General areas including offices shall be covered by water type extinguishers. Mechanical rooms, electrical rooms and similar spaces shall be provided with chemical fire extinguishers.

AIR AND WATER BALANCING

All air and water systems shall be balanced prior to building turn-over. Balancing reports shall be submitted for review by the consultant and owner.

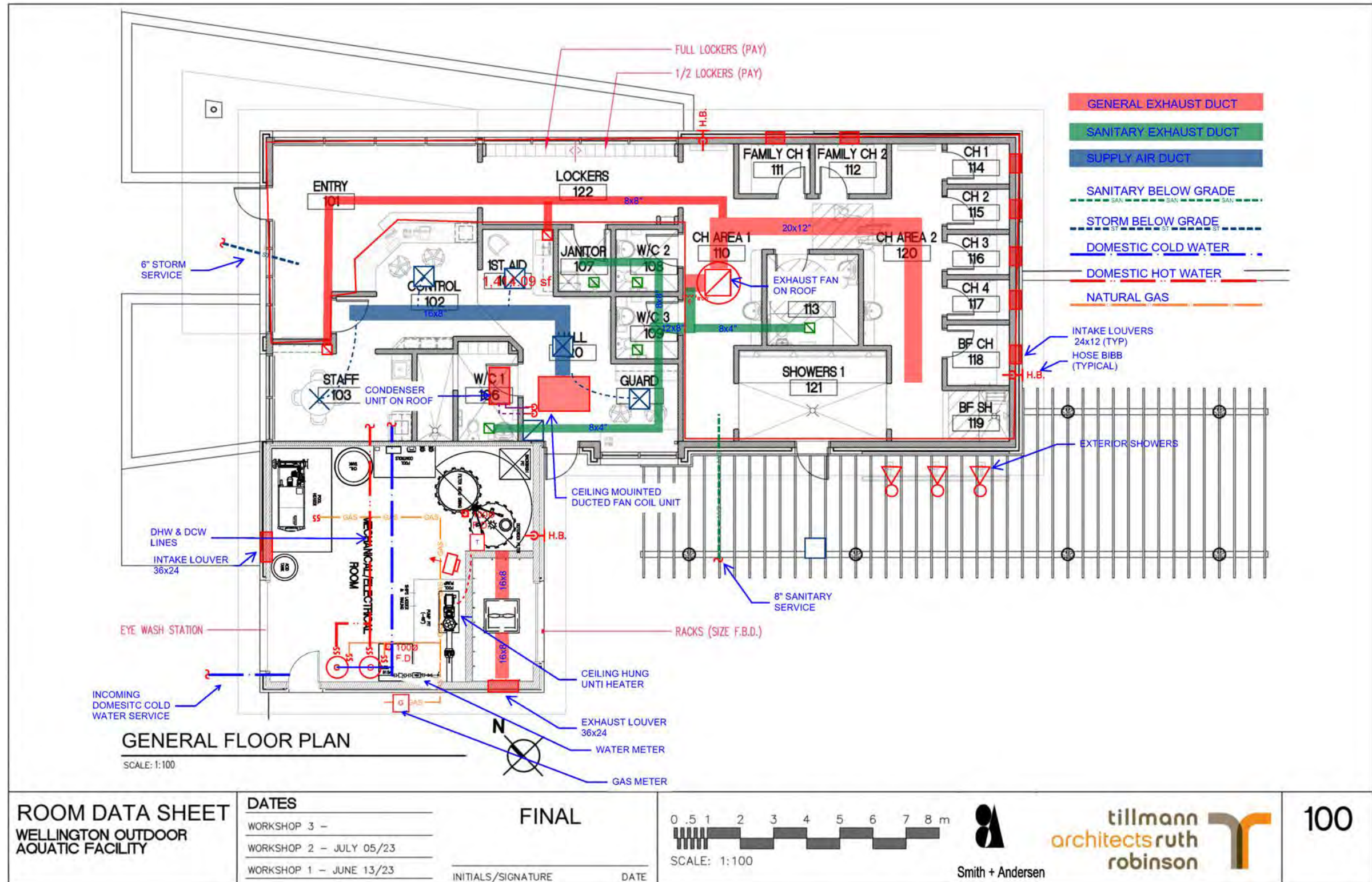
COMMISSIONING

▶ CONTRACTOR COMMISSIONING

Contractor shall perform equipment testing (piping, duct work) and obtain sign-offs, equipment start-up and check sheet (with manufacturers), arrange for training on equipment (provided to owner) and coordinate with independent commissioning agent.

3. DESIGN BRIEFS

CONTINUED



3. DESIGN BRIEFS

CONTINUED

3.3 ELECTRICAL DESIGN BRIEF

INTRODUCTION

A proposed Group A Division 2 construction located in Mount Forest, Welland, ON.

The facility is to be operated by City of Welland.

The facility is comprised of the bathhouse/changeroom building and exterior pool area:

- Bathhouse/changeroom building is to be approximately 260 square meters, including showers, change rooms, guard/first aid/control area, and mechanical/electrical room for pool mechanical and electrical services.
- Exterior pool area is to be approximately 1400 square meters, including pool, outdoor showers, and shade structures.

The facility includes the following unique features:

- Outdoor pool with dive stand and pool laps.

DESIGN STANDARDS

The Electrical systems will be designed in accordance with the current edition of the following Codes and Standards:

- Ontario Building Code
- Ontario Electrical Safety Code
- National Fire Protection Authority (NFPA)
- Ontario Fire Code
- Local Ordinances and Authorities
- Institute of Electrical and Electronic Engineers (IEEE) standards
- Illumination Engineering Society (IES) Standards
- ASHRAE 90.1 "Energy Standard for Buildings Except Low-Rise Residential Buildings"

NORMAL POWER DISTRIBUTION

The local distribution authority is Wellington North Power Inc.

A new incoming service will be provided at 100A, 600V, 3 phase, 4 wire.

The primary utility feeders will come from a new pole mounted

transformer on hydro pole P721 on the north side of Princess St. This transformer will be supplied and installed by the utility.

The primary feeder could run in a ductbank under the road, or overhead across the street. This will be further coordinated with Wellington North Power.

A 7-jaw meter base will be provided on the exterior of the mechanical/electrical room, to utility requirements.

Our design will be based on power density calculations as required by the Ontario Electrical Safety Code (OESC) rule 8-210 for 'othertypes of occupancies' and OBC for lighting power densities.

Main electrical room will be located in the bathhouse/changeroom building.

The primary distribution voltage, throughout the facility will be 600V and 120/208V.

Main electrical room will have a 1-hour fire rating.

All electrical equipment is to be sprinkler proof.

All electrical conductors are to be copper. All equipment to be copper bus.

FIRE ALARM

No fire alarm system is required for this building.

LIGHTING

High efficiency luminaires will be provided as per the recommendations of the IES.

Lighting will be designed to OBC requirements.

Primary interior lighting will be provided by LED luminaires.

Luminaires in outdoor parking area are to provide 22 lux average at driving areas with a uniformity of 3:1 (avg./min.) and 10 lux minimum with a uniformity of 4:1 (avg./min.) at the parking and pedestrian areas. Accessible parking spots and accessible path of travel from accessible parking to building entrance to have an average of 50 lux with a uniformity of 3:1 (avg./min.). Maximum/minimum uniformity will be 15:1.

Washrooms/change rooms will be finished and contain recessed/

surface mounted luminaires appropriate for their environment, designed to 250 lux.

Shower area luminaires are to be LED surface mounted linear fixtures or down lights with lenses, suitable for wet environments.

Service rooms will be lit with chain hung, LED luminaires.

Emergency lighting will be provided to meet building code and will be provided in mechanical/electrical service rooms. Battery packs will be installed in main mechanical/electrical room and exit corridors and exit paths from the change rooms and the guard office.

Exterior lighting will be complete with shielding to ensure glare control and light trespass to passers by and neighbouring properties. Full cut-off LED luminaires to ensure illumination with no spillage of light above the horizontal plane or onto adjacent properties.

The facility is considered not to be operating at night and thus, pool night time lighting is not considered for this project.

Emergency lighting will be provided by battery packs with remote heads throughout. Remote heads are to be provided in public areas and all required exit paths.

Battery units will be provided in mechanical/electrical room as supplementary lighting for emergency purpose.

Exit lights will be energy efficient LED type.

LIGHTING CONTROL

A low voltage lighting control system will be provided for the facility, including LV switches, occupancy sensors, photo sensors and time-clocks.

Washrooms, storage rooms, and any other areas with transient occupancy will be provided with ceiling or wall mounted occupancy sensors.

Exterior lighting shall be automatically controlled capable of turning off exterior lighting when sufficient daylight is available or when the lighting is not required during night time hours.

Motion sensor to be PIR, Ultrasonic or a combination sensor with a capability to add slaves. These will be optional wall mounted in small rooms and ceiling mounted in all other areas.

Mechanical and electrical room lighting shall be controlled by standard wall switches.

METERING

Metering will be provided via the main meter from the local distribution company.

No digital metering network (i.e. submetering) is anticipated for this project.

GROUNDING SYSTEM

An AC grounding system with new main ground electrode that will consist of a minimum of four 3m ground rods spaced 3m apart and connected to the main electrical ground bus located in the main electrical room with two separate #3/0AWG ground connections. The grounding system for the building will be provided connecting each typical electrical room to the main grounding system in the main electrical room in a radial connection. A ground bar will be provided in each electrical room. All transformer neutrals will be connected to the grounding bar and a common cable connected back to the system ground.

Grounding will be provided following IEEE 1100 and Electrical Code Section 10 standards.

2 grounding loops for the pool will be provided – one for the lower portion (below pool water level) and one for the upper portion. The loops will be interconnected via #6 AWG minimum copper conductor.

EMI CONSIDERATIONS

All wiring will be in conduit and routing of power cables will be selected to minimize the effect of magnetic fields on other equipment.

COMMUNICATIONS

A 4'x8' communications backboard will be provided in the mechanical/electrical room. A 2" conduit will be provided from the mechanical/electrical room to the property line. Cap and stake at property line.

27mm (1") conduit drops from accessible ceiling space to a single gang box will be provided. Conduit shall be provided from each data outlet back to the main communications backboard.

3. DESIGN BRIEFS

CONTINUED

SECURITY SYSTEM

Exact security requirements to be confirmed with client.

Rough in conduit and junction box system will be provided for the security system by the Electrical Contractor. All electronic devices and installation will be provided by others.

All security devices will be connected as per the security consultant's drawings. Infrastructures will be installed by electrical contractor to support this.

Door contacts, electric strikes, magnetic locks, and security cameras will be roughed in by the electrical division as directed by the Owner.

CO-ORDINATION OF MECHANICAL AND ELECTRICAL AND OTHERS

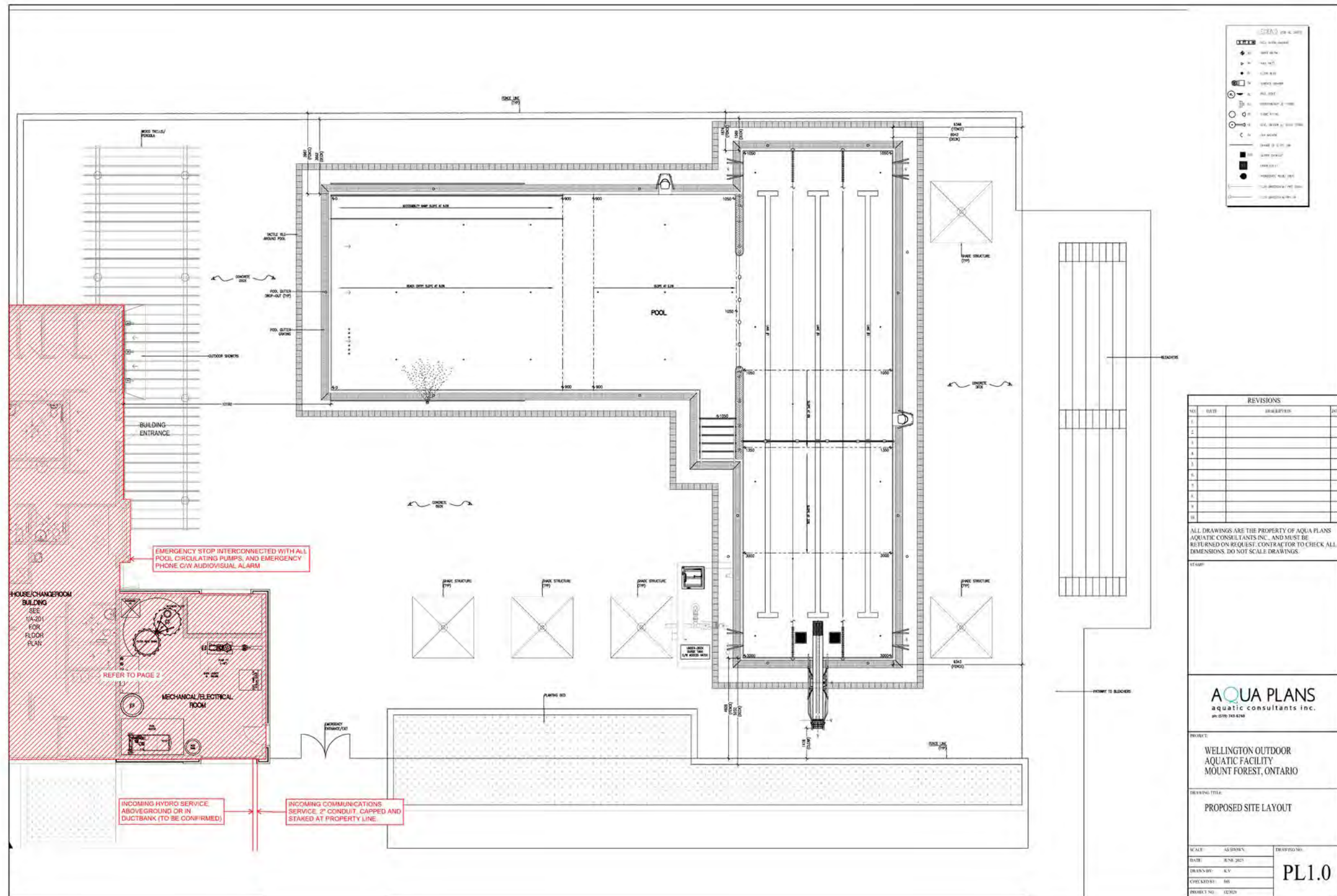
All starters and power wiring shall be by the electrical division except for units with starters as part of a package or for VFDs.

All power wiring shall be by the Electrical contractor including power wiring from variable speed drives to motors. VFDs to be mounted on or near the equipment and VFD cable will be run from the VFD drive to the motor with no disconnect between them.

All control wiring and controls shall be by Mechanical contractor. The Electrical contractor will provide 15A, 120V, 1 phase circuits at designated panels and they will be terminated in a junction box near the respective electrical panels. The Mechanical/Controls contractor is required to extend the 120V circuits to all of their respective equipment.

3. DESIGN BRIEFS

CONTINUED



REVISIONS			
NO.	DATE	DESCRIPTION	BY
1			
2			
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PROJECT:
WELLINGTON OUTDOOR AQUATIC FACILITY
MOUNT FOREST, ONTARIO

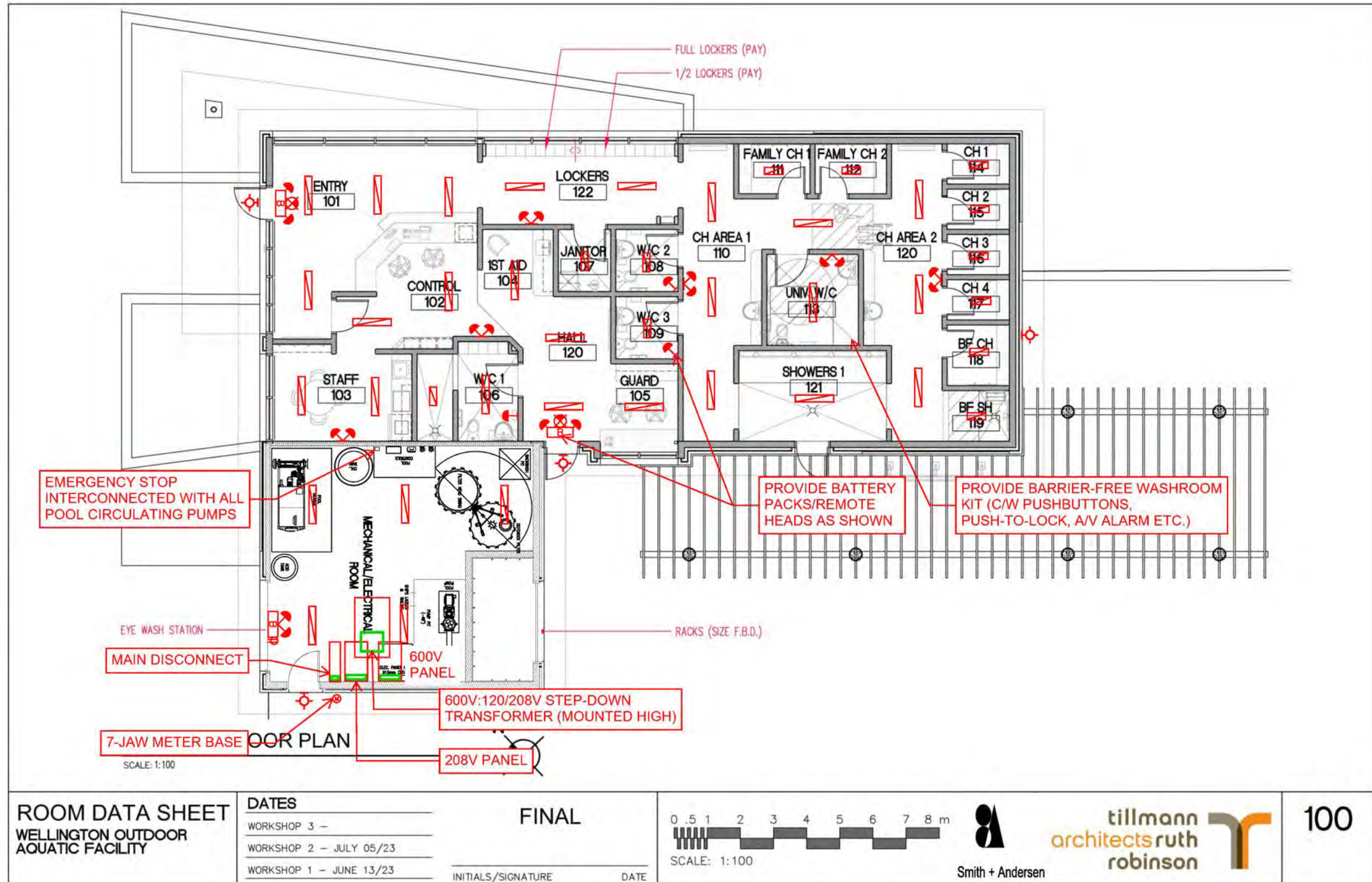
DRAWING TITLE:
PROPOSED SITE LAYOUT

SCALE: AS SHOWN
DATE: JUNE 2023
DRAWN BY: K.V.
CHECKED BY: M.
PROJECT NO.: U2023

PL1.0

3. DESIGN BRIEFS

CONTINUED



ROOM DATA SHEET WELLINGTON OUTDOOR AQUATIC FACILITY	DATES WORKSHOP 3 - _____ WORKSHOP 2 - JULY 05/23 WORKSHOP 1 - JUNE 13/23	FINAL _____ INITIALS/SIGNATURE DATE	0 0.5 1 2 3 4 5 6 7 8 m SCALE: 1:100	Smith + Andersen	tillmann architects ruth robinson	100
	_____ _____ _____					

4. COST ESTIMATE



**WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario**

"DRAFT" CLASS "C" ESTIMATE

prepared for:

TILLMAN RUTH ROBINSON ARCHITECTS
200 Queens Ave - Suite 200
London, Ontario
N6A 1J3

prepared by:

MARSHALL & MURRAY INCORPORATED
625 Wellington Street
London, Ontario
N6A 3R8

September 19, 2023

L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Quantity Surveyors and Development Consultants

625 Wellington Street, London, Ontario N6A 3R8 Tel: (519) 433-3908 Fax: (519) 433-9453
Suite 414, 120 Carlton Street, Toronto, Ontario M5A 4K2 Tel: (416) 928-1993 Fax: (416) 928-0895
1379 Bank Street, Suite 301, Ottawa, Ontario K1H 8N3 Tel: (613) 230-3115 Fax: (613) 230-4091
E-mail: main@marshallmurray.com Website: www.marshallmurray.com

September 19, 2023

TILLMAN RUTH ROBINSON ARCHITECTS
200 Queens Ave - Suite 200
London, Ontario
N6A 1J3

Attention: Mr. Scott Robinson

**Re: WELLINGTON NORTH - NEW OUTDOOR POOL & AQUATIC FACILITY -
Mount Forest, Ontario**

Dear Scott,

Please find enclosed a copy of our "Draft" Class "C" Estimate for the above note project for your review and comment.

If you have any questions or require further information, please do not hesitate to contact our office.

Yours truly,

MARSHALL & MURRAY INC.

Stephen Cahill
Cost Consultant

Colleen Pollock, PQS, GSC
Senior Cost Consultant

Quantity Surveyors and Development Consultants

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E-mail: main@marshallmurray.com Website: www.marshallmurray.com

4. COST ESTIMATE

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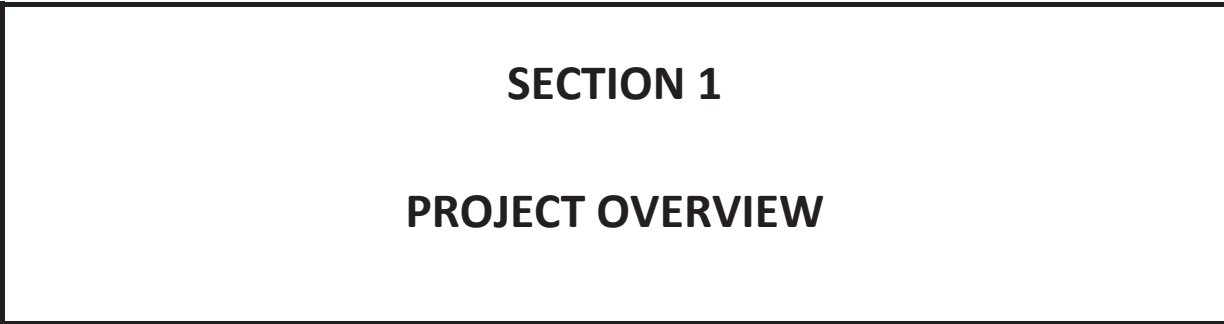
WELLINGTON NORTH
 NEW OUTDOOR POOL & AQUATIC FACILITY
 Mount Forest, Ontario

September 19, 2023
 "DRAFT" CLASS "C" ESTIMATE

"DRAFT" CLASS "C" ESTIMATE

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4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

a) EXECUTIVE SUMMARY

This report prepared by Marshall & Murray Inc. is classified as a "Draft" Class "C" Estimate .

Marshall & Murray Inc. were retained to provide a realistic **Total Projected Construction Cost** budget for the redevelopment at Wellington North.

The project is located in Mount Forest, Ontario.

The proposed redevelopment would consist of a new addition of an aquatic change room facility, outdoor pool and associated sitework.

The proposed redevelopment is being designed by Tillman Ruth Robinson Architects Inc.

The estimate presented here is based on the drawings received from the design team, meetings, and oral information.

The **Total Projected Construction Cost** is estimated at: **\$5,512,936**

The above amount excludes Separate and Alternate prices. A detailed breakdown of the amount can be found in the following Section 1b).

This estimate is priced in September 2023 dollars. Escalation during construction has been included in the estimate. Projected escalation to time of tender is identified separately if requested.

We are currently experiencing a very active construction market which could result in bids varying greatly from our indicated amount due to lack of bidders, escalating material costs and lack of suppliers holding prices or delivery dates.

This estimate has been priced, based on a standard CCDC 2 – Stipulated Sum Contract. It does not include for any additional costs associated with the Alternate Financing Procurement method.

The construction cost includes all labour, materials, plant, sub-contractors' overheads and profit, and the general contractor's overheads and profit.

Please review the exclusions as noted in Section 1 k) Exclusions to Construction Cost.

If you have any questions or require further information, please do not hesitate to contact our office.

Stephen Cahill
Email: scahill@marshallmurray.com
Ph: 519-433-3908
Fax: 519-433-9453

Colleen Pollock, PQS, GSC
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WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

b) PROJECTED CONSTRUCTION COST SUMMARY

DESCRIPTION	"DRAFT" CLASS "C" ESTIMATE		
	GFA(SF)	COST/SF	AMOUNT
A. NEW OUTDOOR POOL & AQUATIC FACILITY			
1.0 NEW BUILD	2,942	669.94	1,970,966
NEW AQUATIC FACILITY	2,942	669.94	1,970,966
2.0 OTHER ASSOCIATED COSTS			3,541,970
SITE DEVELOPMENT / LANDSCAPING			3,541,970
ABNORMAL SOIL CONDITIONS / CONTAMINATED SOIL			EXCLUDED
PREMIUM TIME / AFTER-HOURS WORK			EXCLUDED
CONSTRUCTION PHASING			EXCLUDED
LEED CERTIFICATION			EXCLUDED
SIGNAGE & WAYFINDING			EXCLUDED
MOVING COSTS			EXCLUDED
MARKET / SUPPLY CHAIN CONDITIONS			EXCLUDED
ART INSTALLATION			EXCLUDED
3.0 ESCALATION			0
ESCALATION TO TIME OF TENDER (ALLOW 10.0% P.A.)			EXCLUDED
TOTAL NEW OUTDOOR POOL & AQUATIC FACILITY	2,942	1,873.87	\$5,512,936
ANCILLARY COSTS (PROFESSIONAL FEES, PERMITS, TAXES, ETC.)			EXCLUDED
FURNISHINGS AND EQUIPMENT			EXCLUDED
LOCATION FACTOR			EXCLUDED
SCOPE CONTINGENCY			EXCLUDED
POST CONTRACT CONTINGENCY (ON CONSTRUCTION)			EXCLUDED
TOTAL PROJECT COST			5,512,936

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

c) METHOD OF MEASUREMENT

This estimate has been prepared by measurement of quantities from the drawings received from the design team, Tillman Ruth Robinson Architects Inc.

Unit costs, allowances, and contingencies were applied to these quantities to reflect market conditions and provide a realistic budget based on comparable projects with similar size and scope of works.

d) GROSS FLOOR AREA

NEW CHANGE ROOM	273	M2	2,942	SF
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e) PRICING

This estimate is priced in September 2023 dollars expecting 3-6 qualified competitive General Contractors and Sub-Contractors. Bids will vary due to fluctuating market conditions, proprietary product vendors, lack or surplus bidders and bidder's perception of risk.

We are unable at this time to determine the projected construction cost implications due to the Coronavirus COVID-19 but have included any allowances for this impact if any.

We are currently experiencing a very active construction market which could result in bids varying greatly from our indicated amount due to lack of bidders, escalating material costs and lack of suppliers holding prices or delivery dates.

f) TAXES

The Harmonized Sales Tax (H.S.T.) is excluded.

g) MECHANICAL AND ELECTRICAL COSTS

Mechanical and Electrical Costs included in this estimate were based on information provided by the Consultants.

h) SITE SERVICES

This includes allowances for mechanical, electrical, civil site services, soft, and hard landscaping.

i) CONTINGENCY

At this stage of the project, a 6.0% design contingency has been allowed. This is to cover unknown details in design and construction, layout variations and material selections but excludes any scope increases.

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

j) GENERAL REQUIREMENTS AND FEES

General Requirements - General Contractors Overhead is taken at:	12.0%
Fee - General Contractors Profit is taken at:	4.0%

k) EXCLUSIONS TO CONSTRUCTION COST

- | | |
|------------------------------------|--|
| - Phasing | - Abnormal Soil Conditions |
| - Price Escalation | - Contaminated Soil |
| - Soft Costs | - Project Management |
| - Professional and Design Fees | - Harmonized Sales Tax (H.S.T.) |
| - Furniture and Loose Equipment | - Inspection and Testing |
| - Development Charges and Levies | - Post Contract Contingencies |
| - Financing Costs | - Window Drapes/Curtains, and Art Work |
| - Relocation Costs | - Premium Labour |
| - Market volatility | - Project Scope Contingency |
| - Escalation to Time of Tender | - Winter heat to shell construction |
| - COVID-19 / Pandemic Impact Costs | - Asbestos Abatement |

l) STATEMENT OF PROBABLE COSTS

This estimate represents a professional opinion of the probable costs for this project. Marshall & Murray Incorporated cannot guarantee that the actual project cost will not vary from this opinion.

m) ONGOING COST CONTROL

The project is still within the early stages of design and thus the full scope and design specifications have not been clearly determined. The estimate makes assumptions for all elements not clearly defined on the drawings. These assumptions are listed within the detailed estimate.

To alleviate a portion of the risk, a design and pricing contingency allowance has been included to accommodate for future design tweaks. However if there is a significant amount of design changes as the project progresses, they could result in an increase in cost that cannot be covered by the design and pricing contingency allowance. At this stage we consider the risk high, and would request that the design team review and provide comment with regards to the design detail included within the estimate.

We recommend that the estimate contained herein be reviewed thoroughly by the project team. Any comments or suggestions should be forwarded as soon as possible. We also recommend that further estimates be prepared once a firm design has been established.

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
 NEW OUTDOOR POOL & AQUATIC FACILITY
 Mount Forest, Ontario

September 19, 2023
 "DRAFT" CLASS "C" ESTIMATE

n) DOCUMENTS LIST

The following list of drawings was received from Tillman Ruth Robinson Architects Inc.
 The noted drawings were used to complete Marshall and Murray's "Draft" Class "C" Estimate .

	<u>Printed / Revision Date</u>	<u>Date Received</u>
Architectural		
A000	Site plan	July 4, 2023
A001	Gen notes & symbols	September 1, 2023
A002	Assemblies	September 1, 2023
A001	Proposed floor plan	September 1, 2023
A101	Site plan	September 1, 2023
A201	Floor plan	September 1, 2023
A202	Trellis plan	September 1, 2023
A301	Exterior elevations	September 1, 2023
A401	Building section	September 1, 2023
A501	Interior elevations	September 1, 2023
A601	Reflected ceiling plan	September 1, 2023
A701	Room finish plan	September 1, 2023
Mechanical		
Mechanical brief - R1	August 25, 2023	September 1, 2023
Mechanical plans (2 no.)	July, 2023	September 1, 2023
Electrical		
Electrical brief - R1	August 25, 2023	September 1, 2023
Electrical plans (2 no.)	July, 2023	September 1, 2023
Lighting cut sheets		September 1, 2023

SECTION 2

CHANGE ROOM ADDITION

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH NEW OUTDOOR POOL & AQUATIC FACILITY Mount Forest, Ontario		ELEMENTAL COST SUMMARY NEW AQUATIC FACILITY CHANGE ROOM		September 19, 2023 "DRAFT" CLASS "C" ESTIMATE		GFA : 2,942 sf		
FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx								
ELEMENT/Sub Element	Ratio to GFA	Elemental Cost		Elemental Amount		Rate/sf		%
		Quantity	Unit Rate	Sub-total	Total	Sub-Total	Total	
A SHELL					\$707,819		\$240.59	35.91%
A1 SUBSTRUCTURE					\$145,774		\$49.55	7.40%
A11 Foundations	1.00	2,942 sf	49.55	\$145,774		\$49.55		
A112 Special Foundations	0.00	0 m³	0.00	nil		\$0.00		
A12 Basement Excavation	0.00	0 m³	0.00	nil		\$0.00		
A2 STRUCTURE					\$92,979		\$31.60	4.72%
A21 Lowest Floor Construction	1.00	2,942 sf	9.01	\$26,507		\$9.01		
A22 Upper Floor Construction	0.00	0 m²	0.00	nil		\$0.00		
A222 Stair Construction	0.00	0 fflts	0.00	nil		\$0.00		
A23 Roof Construction	1.23	3,624 sf	18.34	\$66,472		\$22.59		
A3 EXTERIOR ENCLOSURE					\$469,067		\$159.44	23.80%
A31 Walls Below Grade	0.00	0 m²	0.00	nil		\$0.00		
A32 Walls Above Grade	0.76	2,246 sf	65.21	\$146,494		\$49.79		
A33 Windows & Entrances	0.09	277 sf	241.62	\$66,880		\$22.73		
A34 Roof Covering	1.23	3,624 sf	37.82	\$137,058		\$46.59		
A35 Projections	0.11	310 sf	382.69	\$118,634		\$40.32		
B INTERIORS					\$281,895		\$95.82	14.30%
B1 PARTITIONS & DOORS					\$137,777		\$46.83	6.99%
B11 Partitions	1.23	3,623 sf	24.90	\$90,227		\$30.67		
B12 Doors	0.00	13 #	3,657.69	\$47,550		\$16.16		
B2 FINISHES					\$84,951		\$28.88	4.31%
B21 Floor Finishes	0.83	2,440 sf	10.91	\$26,628		\$9.05		
B22 Ceiling Finishes	0.94	2,764 sf	12.44	\$34,376		\$11.68		
B23 Wall Finishes	2.96	8,699 sf	2.75	\$23,948		\$8.14		
B3 FITTINGS & EQUIPMENT					\$59,167		\$20.11	3.00%
B31 Fittings & Fixtures	1.00	2,942 m²	20.11	\$59,167		\$20.11		
B32 Equipment	0.00	0 m²	0.00	nil		\$0.00		
B33 Conveying Systems	0.00	0 stp	0.00	\$0		\$0.00		
C SERVICES					\$613,218		\$208.44	31.11%
C1 MECHANICAL					\$388,417		\$132.02	19.71%
C11 Plumbing & Drainage	1.00	2,942 sf	93.20	\$274,190		\$93.20		
C12 Fire Protection	1.00	2,942 sf	0.60	\$1,765		\$0.60		
C13 HVAC	1.00	2,942 sf	31.29	\$92,062		\$31.29		
C14 Controls	1.00	2,942 sf	6.93	\$20,400		\$6.93		
C2 ELECTRICAL					\$224,801		\$76.41	11.41%
C21 Service & Distribution	1.00	2,942 sf	18.01	\$53,000		\$18.01		
C22 Lighting, Devices & Heating	1.00	2,942 sf	20.85	\$61,350		\$20.85		
C23 Systems & Ancillaries	1.00	2,942 sf	37.54	\$110,451		\$37.54		
NET BUILDING COST - EXCLUDING SITE & ANCILLARY WORK				\$1,602,933	\$1,602,933		\$544.84	81.33%
D SITE & ANCILLARY WORK					\$0		\$0.00	0.00%
D1 SITE WORK					\$0		\$0.00	0.00%
D11 Site Development	0.00	0 m²	0.00	nil		\$0.00		
D12 Mechanical Site Services	0.00	0 m²	0.00	nil		\$0.00		
D13 Electrical Site Services	0.00	0 m²	0.00	nil		\$0.00		
D2 ANCILLARY WORK					\$0		\$0.00	0.00%
D21 Demolition	0.00	0 m²	0.00	nil		\$0.00		
D22 Alterations	0.00	0 0	0.00	nil		\$0.00		
D23 Cash Allowances	0.00	0 sf	0.00	nil		\$0.00		
NET BUILDING COST - EXCLUDING GENERAL REQUIREMENTS				\$1,602,933	\$1,602,933		\$544.84	81.33%
Z GENERAL REQUIREMENTS & FEE					\$256,469		\$87.18	13.01%
Z1 General Requirements & Fee					\$256,469		\$87.18	13.01%
Z11 General Requirements (%)		12.0%		\$192,352		\$65.38		
Z12 Fee (%)		4.0%		\$64,117		\$21.79		
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING ALLOWANCES				\$1,859,402	\$1,859,402		\$632.02	94.34%
Z2 ALLOWANCES					\$111,564		\$37.92	5.66%
Z21 Design & Pricing (%)		6.0%		\$111,564		\$37.92		
Z22 Escalation Allowance (%)		0.0%		\$0		\$0.00		
Z23 Construction Allowance (%)		0.0%		\$0		\$0.00		
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING TAXES				\$1,970,966	\$1,970,966		\$669.94	100.00%
HARMONIZED SALES TAX					\$0		\$0.00	
Harmonized Sales Tax		0.0%		\$0		\$0.00		
TOTAL CONSTRUCTION ESTIMATE				\$1,970,966	\$1,970,966		\$669.94	

WELLINGTON NORTH NEW OUTDOOR POOL & AQUATIC FACILITY Mount Forest, Ontario		NEW AQUATIC FACILITY CHANGE ROOM		September 19, 2023 "DRAFT" CLASS "C" ESTIMATE	
FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx					
Description	Qty	Unit	Rate	Amount	
A1 SUBSTRUCTURE					
A11 Foundations					
1.0 Earthwork	2,942	sf	5.00	14,710	
2.0 Foundations	2,942	sf	42.00	123,564	
3.0 Inserts, steps, tie-ins, etc.		allow		7,500	
Total A11 Foundations	2,942	sf		145,774	
A112 Special Foundations					
A112 Special Foundations				nil	
A12 Basement Excavation					
A12 Basement Excavation				nil	
A2 STRUCTURE					
A21 Lowest Floor Construction					
1.0 Concrete slab on grade (150mm concrete with WWM) - pool & pool deck by others	2,942	sf	8.50	25,007	In site work
2.0 Inserts, slab thickening, equipment bases, misc. reinforcing		allow		1,500	
Total A21 Lowest Floor Construction	2,942	sf		26,507	
A22 Upper Floor Construction					
A222 Stair Construction				nil	
A23 Roof Construction					
1.0 Roof structure - wood trusses - plywood sheathing - structural steel	3,624	sf	10.00	36,240	
	3,986	sf	5.00	19,932	
	1,622	lbs	4.50	7,300	
2.0 Reinforced concrete block wall				see A32 & B11	
3.0 Inserts, curbs, misc. reinforcing, tie-ins		allow		3,000	
Total A23 Roof Construction	3,624	sf		66,472	

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A31 Walls Below Grade				
				nil
A32 Walls Above Grade				
1.0 Brick veneer - W1 - 90mm brick veneer - 25mm airspace - 90mm rigid insulation - self adhered vapour barrier - 190mm CMU	1,355	sf	61.00	82,631
2.0 Stone Veneer - W1* - 90mm stone veneer - 25mm airspace - 90mm rigid insulation - self adhered vapour barrier - 190mm CMU	394	sf	71.00	27,988
3.0 Corrugated metal siding - W2 - corrugated metal panel - z-girt system - 25mm airspace - 90mm rigid insulation - self adhered vapour barrier - 190mm CMU	498	sf	51.00	25,375
4.0 Signage to exterior cladding		allow		2,500
5.0 Lintels, caulking, flashing, tie-in to existing		allow		8,000
Total A32 Walls Above Grade	2,246	sf		146,494
A33 Windows & Entrances				
1.0 Insulated hollow metal doors c/w hardware	1	#	2,700.00	2,700
2.0 Glazed aluminum entrance doors c/w hardware	3	#	3,500.00	10,500
3.0 Overhead doors - solid panel w. auto opener - 9' 0" x 8' 0" - 8' 0" x 8' 0"	1 1	# #	12,500.00 10,000.00	12,500 10,000
4.0 Aluminum windows	277	sf	100.00	27,680
5.0 Supports, caulking, flashing, etc.		allow		3,500
Total A33 Windows & Entrances	277	sf		66,880
A34 Roof Covering				
1.0 Metal standing seam roof	3,624	sf	35.75	129,558
2.0 Gutters and downspouts		allow		1,500
3.0 Flashing, tie-ins, anchors, etc.		allow		6,000
Total A34 Roof Covering	3,624	sf		137,058

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
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NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A35 Projections				
1.0 Wood look canopy (including steel columns & footing)	310	sf	200.00	62,000
2.0 Prefinished vented metal soffit to u/s of roof	682	sf	75.00	51,134
3.0 Flashing, caulking, tie-in to existing		allow		5,500
Total A35 Projections	310	sf		118,634
B1 PARTITIONS & DOORS				
B11 Partitions				
1.0 Block partitions - P1 - 140mm block - P2x - 190mm block	3,133 490	sf sf	22.00 20.00	68,934 9,793
2.0 Drywall partitions		allow		5,000
3.0 Glazing		allow		2,500
4.0 Lintels, supports, caulking, firestopping		allow		4,000
Total B11 Partitions	3,623	sf		90,227
B12 Doors				
1.0 Fibreglass doors with a paint finish set within a painted frame	13	lvs	800.00	10,400
2.0 Fully glazed aluminum door c/w hardware				nil
3.0 Extra / over for: - finish hardware - fire rating - glazing - automatic door operators - card readers, door closers, kick plates etc	13 3 1	# # #	1,800.00 300.00 350.00	23,400 900 350
		allow		7,500
		allow		2,500
4.0 Supports, misc. finish hardware		allow		2,500
Total B12 Doors	13	#		47,550

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

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"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
B2 FINISHES				
B21 Floor Finishes				
1.0 Sealed concrete	548	sf	3.50	1,918
2.0 Epoxy flooring	1,145	sf	10.00	11,450
3.0 Vinyl Composite Tile	747	sf	6.50	4,856
4.0 Porcelain tile to storage (Pool area by pool vendors)				By others
5.0 Bases				
- epoxy cove base	454	lf	14.00	6,356
- rubber base	228	lf	3.50	798
6.0 Special finishes, patterns, etc.		allow		1,250
Total B21 Floor Finishes	2,440	sf		26,628
B22 Ceiling Finishes				
1.0 Gypsum board ceiling	2,473	sf	10.00	24,730
2.0 Cement board ceiling	258	sf	12.00	3,096
3.0 Feature wood ceiling	33	sf	50.00	1,650
4.0 Moisture resistant ceiling board		allow		2,500
5.0 Drywall bulkheads		allow		1,200
6.0 Special finishes, patterns, etc.		allow		1,200
Total B22 Ceiling Finishes	2,764	sf		34,376
B23 Wall Finishes				
1.0 Paint block walls	8,699	sf	2.50	21,748
2.0 Ceramic tile - Backsplash		allow		1,000
3.0 Special finishes, patterns, etc.		allow		1,200
Total B23 Wall Finishes	8,699	sf		23,948

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31 Fittings & Fixtures				
1.0 Entry/ vestibule				
- recessed aluminum grille		allow		3,000
2.0 Shower/ Change area				
- double tier lockers	19	#	350.00	6,650
- coat hooks to shower area	6	#	55.00	330
- paper towel dispenser	2	#	275.00	550
- soap dispenser	2	#	75.00	150
- mirror	6	#	300.00	1,800
- solid surface countertop (2 no.) w. backsplash	19.0	ft	200.00	3,800
- solid surface countertop (2 no.)	7.4	ft	150.00	1,107
- grab bars	1	#	275.00	275
- grab bars "L-shape"	1	#	450.00	450
- fold down shower seat	1	#	500.00	500
3.0 Change room (4 no.)				
- benches/millwork to change room	16	ft	100.00	1,600
- coat hooks	8	#	55.00	440
- mirror	4	#	300.00	1,200
4.0 Family change room (2 no.)				
- benches/millwork to change room	10	ft	100.00	990
- coat hooks	8	#	55.00	440
- baby change tables				nil
- mirror	2	#	300.00	600

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31 Fittings & Fixtures (Cont'd)				
5.0 BF change room (1 no.)				
- benches/millwork to change room	6	ft	100.00	600
- coat hooks	1	#	55.00	55
- mirror	1	#	300.00	300
6.0 Universal WR				
- toilet tissue dispenser	1	#	85.00	85
- soap dispenser	1	#	75.00	75
- paper towel dispenser	1	#	275.00	275
- tilted mirror	1	#	325.00	325
- sanitary napkin disposal	1	#	110.00	110
- sanitary napkin dispenser (OSCI)	1	#	50.00	50
- coat hooks	1	#	55.00	55
- solid surface countertop	3.0	ft	150.00	443
- privacy divider	1	#	400.00	400
- baby change table	1	#	550.00	550
- wall shelf	1	#	250.00	250
- grab bars	3	#	275.00	825
- grab bars 'L-shape'	1	#	450.00	450
7.0 Washroom (2 no.)				
- toilet tissue dispenser	2	#	85.00	170
- soap dispenser	2	#	75.00	150
- paper towel dispenser	2	#	275.00	550
- mirror	2	#	300.00	600
- sanitary napkin disposal	2	#	110.00	220
- coat hooks	2	#	55.00	110
- solid surface countertop	7.0	ft	150.00	1,044
8.0 Staff Washroom				
- prefabricated shower stall				nil
- shower curtain and rod				nil
- double tier lockers	5	#	350.00	1,750
- toilet tissue dispenser	1	#	85.00	85
- soap dispenser	1	#	75.00	75
- paper towel dispenser	1	#	275.00	275
- mirror	1	#	300.00	300
- sanitary napkin disposal	1	#	110.00	110
- coat hooks	1	#	55.00	55
- solid surface countertop	3.0	ft	150.00	443
9.0 Janitor room				
- mop rack and shelf		allow		300

WELLINGTON NORTH
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"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31 Fittings & Fixtures (Cont'd)				
10.0 Guard/ Staff/ First Aid				
- whiteboards	2	#	250.00	500
- two tier custom desk millwork w. cabinets	1	#	6,500.00	6,500
- first aid locker/ equipment				nil
- lower cabinetry - plastic laminate	24.0	ft	275.00	6,606
- upper cabinetry - plastic laminate	5.0	ft	200.00	1,000
- upper shelves	17.6	ft	120.00	2,112
- solid surface countertop	7.7	ft	150.00	1,154
11.0 Mechanical & electrical room				nil
12.0 Pool storage room				
- coat hooks	6	#	55.00	330
13.0 Signage and wayfinding		allow		3,000
14.0 Blinds				Excluded
15.0 Various fittings, fixtures, millwork and specialty components not specifically detailed on the current drawings		allow		3,000
Total B31 Fittings & Fixtures	2,942	m²		59,167
B32 Equipment				by owner
B33 Conveying Systems				nil

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

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"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount	
C1 MECHANICAL					
C11 Plumbing & Drainage					
PLUMBING FIXTURES:					
1.0	Wall hung toilet c/w electronic flush valve, seat, and hanger	4	#	1,650.00	6,600
2.0	Wall hung lavatory c/w electronic faucet, trap, and hanger	6	#	1,450.00	8,700
3.0	Single bowl s.s. sink c/w electronic faucet & trap	2	#	850.00	1,700
4.0	Mop sink	1	#	1,600.00	1,600
5.0	Manual shower valve	5	#	1,300.00	6,500
6.0	Manual shower valve - exterior	3	#	2,500.00	7,500
7.0	Bottle filler	1	#	2,800.00	2,800
8.0	Eyewash station	1	#	800.00	800
9.0	Fixtures not yet identified				nil
TOTAL - PLUMBING FIXTURES			\$36,200		
			\$12.30 /sf		
DOMESTIC HOT AND COLD WATER					
10.0	Non frost wall hydrants	3	#	650.00	1,950
11.0	Hose bibbs	3	#	250.00	750
12.0	Water heater	2	#	10,000.00	20,000
13.0	Recirc pump	1	#	3,640.00	3,640
14.0	Expansion tank	1	#	1,600.00	1,600
15.0	Temperature mixing valve eyewash	1	#	2,200.00	2,200
16.0	Mixing valve to water heaters	1	#	3,800.00	3,800
17.0	Trap seal primer	3	#	1,400.00	4,200
18.0	Backflow preventer	3	#	1,600.00	4,800
19.0	Water softener/filter				nil
20.0	Domestic water pipe distribution				60,400
21.0	Insulation				15,100
TOTAL - DOMESTIC HOT AND COLD WATER			\$118,440		
			\$40.26 /sf		
SANITARY WASTE AND VENT					
22.0	Floor drains	8	#	375.00	3,000
23.0	Funnel floor drains	2	#	450.00	900
24.0	Interceptors				nil
25.0	Deck drains	14	#	1,200.00	10,000
26.0	Trench drains				nil
27.0	Backwater pit pump	1	#	10,000.00	10,000
28.0	Condensate drains	1	#	1,400.00	1,400
29.0	Sanitary pipe distribution				45,200
30.0	Sanitary(Pool) drain heat recovery				nil
31.0	Rock excavation				nil
TOTAL - SANITARY WASTE AND VENT			\$70,500		
			\$23.96 /sf		
STORM					
32.0	Roof drains	3	#	450.00	1,350
33.0	Storm sump duplex pumps				nil
34.0	Storm pipe distribution				10,500
35.0	Pipe insulation				2,100
36.0	Rock excavation				nil
TOTAL - STORM			\$13,950		
			\$4.74 /sf		

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount	
C1 MECHANICAL					
NATURAL GAS					
37.0	Natural gas pipe distribution		allow	12,000	
TOTAL - NATURAL GAS			\$12,000		
			\$4.08 /sf		
DEMOLITION					
TOTAL - DEMOLITION			nil		
			- /sf		
MISCELLANEOUS					
38.0	Identification			2,600	
39.0	Plumbing to swimming pool			by pool supplier	
40.0	Miscellaneous fitments, rentals, as built, etc			20,500	
TOTAL - MISCELLANEOUS			\$23,100		
			\$7.85 /sf		
Total C11 Plumbing & Drainage	2,942	sf		274,190	
C12 Fire Protection					
1.0	Fire extinguishers to area	2,942	sf	0.60	1,765
Total C12 Fire Protection	2,942	sf		1,765	
C13 HVAC					
AIR HANDLING UNITS AND DUCTWORK					
1.0	Air handling units			nil	
2.0	Fans	2	#	5,000	
3.0	Ductwork c/w equipment installation			33,600	
4.0	Grilles and Diffusers	19	#	90.00	1,710
5.0	Insulation			5,400	
6.0	Fire wrap			nil	
7.0	VFR fan coil units c/w refrigeration lines and condensing unit	1	#	16,500.00	16,500
8.0	Gas fired unit heater	1	#	5,500.00	5,500
9.0	Intake louvres	9	#	320.00	2,880
10.0	Duct vacuuming			nil	
TOTAL - AIR HANDLING UNITS & DUCTWORK			\$70,590		
			\$23.99 /sf		
EXHAUST AND VENTILATION					
TOTAL - EXHAUST AND VENTILATION			incl.	incl.	
			- /sf		
LIQUID HEAT TRANSFER					
TOTAL - LIQUID HEAT TRANSFER			nil	nil	
			\$0.00 /sf		

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C1 MECHANICAL				
BALANCING				
11.0	Balancing			2,500
12.0	Verification			1,500
13.0	Labour for Mechanical Contractor to coordinate with commissioning agent			2,000
TOTAL - BALANCING			<u>\$6,000</u>	
			\$2.04 /sf	
SILENCING/VIBRATION ISOLATION				
14.0				nil
TOTAL - SILENCING/VIBRATION ISOLATION			<u>nil</u>	
			\$0.00 /sf	
MOTOR CONTROL & MECHANICAL WIRING				
TOTAL - MOTOR CONTROL & MECHANICAL WIRING			<u>By electrical</u>	
			\$0.00 /sf	
MISCELLANEOUS				
15.0	Identification			672
16.0	Cranage/haulage			8,000
17.0	Pool mechanical and heater c/w interconnecting piping		by pool supplier	
18.0	Seismic restraint			nil
19.0	Miscellaneous fitments, rentals, as built, etc			6,800
TOTAL - MISCELLANEOUS			<u>\$15,472</u>	
			\$5.26 /sf	
Total C13 HVAC	2,942	sf		<u><u>92,062</u></u>
C14 Controls				
1.0	Controls to area	allow		20,400
Total C14 Controls	2,942	sf		<u><u>20,400</u></u>
C2 ELECTRICAL				
C21 Service & Distribution				
1.0	Normal power distribution	1	#	24,000.00
				24,000
2.0	Emerg distribution			nil
3.0	Mechanical (motor) wiring	1	sum	18,000.00
				18,000
4.0	Miscellaneous distribution			
	- digital metering at main LV switchboard c/w commissioning	1	#	5,000.00
	- testing, inspection & commissioning	1	sum	2,000.00
	- arc flash hazard analysis	1	#	2,000.00
	- short circuit & co-ordination study	1	#	2,000.00
				2,000
Total C21 Service & Distribution	2,942	sf		<u><u>53,000</u></u>

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C2 ELECTRICAL				
C22 Lighting, Devices & Heating				
1.0	Lighting including exit & emerg lights, LED			
	- L1	29	#	575.00
	- L2	12	#	550.00
	- X4, 1x12w single remote emerg LV lighting heads, W/M	3	#	300.00
	- X3, 2x12w dual remote emerg LV lighting heads, W/M	6	#	325.00
	- X2, 1x360w emerg battery pack c/w Integral dual LV lighting heads, W	3	#	650.00
				1,950
2.0	Switching c/w occupancy sensors			
	- LV single pole, W/M	6	#	200.00
	- LV single pole, W/M, waetherproof	2	#	200.00
	- LV 3way, W/M	2	#	250.00
	- 1200sf dual technology occupancy sensor (PIR & ultrasonic), W/M	8	#	300.00
	- 2000sf dual technology occupancy sensor (PIR & ultrasonic) c/w intelligent slave power pack, C/M	8	#	375.00
				3,000
3.0	Receptacles			
	- duplex, W/M	16	#	350.00
	- duplex, C/M	2	#	350.00
	- GFCI, W/M	12	#	350.00
	- quad, W/M	4	#	350.00
	- 20a housekeeping, W/M	4	#	450.00
	- GFCI, W/M, weatherproof	2	#	450.00
	- GFCI, U/M, weatherproof	1	#	1,750.00
				1,750
4.0	Equipment hard wired power connections			
	- electrical no touch faucet c/w 50va 120v/24vac TX in ceiling space	6	#	200.00
	- electrical no touch flush valve c/w 50va 120v/24vac TX in ceiling space	4	#	200.00
	- electrical no touch shower c/w 50va 120v/24vac TX in ceiling space	2	#	200.00
	- barrier free motorized door operator c/w pushbuttons, C/M	2	#	400.00
	- electronic trap seal primer, F/M	1	#	400.00
	- 1.5kw hot air hand dryer c/w pushbutton, W/M	2	#	350.00
	- 1.5kw hot air hair dryer, W/M	2	#	350.00
	- fire alarm EVAC power booster, W/M	1	#	300.00
	- remote emergency shut-off mushroom pushbutton, latching type	1	#	650.00
	- BAS mechanical controls c/w 50va 120v/24vac TX in ceiling space	2	#	275.00
				550
5.0	Electrical resistance heating, connections only			
	- 2.00kw cabinet unit heater UH-1 c/w built-in non-programmable electrical thermostat, W/M	3	#	375.00
	- radiant in-floor heater RFH-1 c/w built-in non-programmable electrical thermostat, W/M	2	#	400.00
	- 5.00kw cabinet forced flow heater FFH-1 c/w built-in non-programmable electrical thermostat, W/M	2	#	500.00
				1,000
Total C22 Lighting, Devices & Heating	2,942	sf		<u><u>61,350</u></u>

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries				
1.0 Single stage addressable fire alarm system c/w 3rd party verification	1	sum	15,000.00	15,000
2.0 Telecommunications, conduit only				
- 1voice & 2data, W/M	1	#	150.00	150
- 2data, W/M	3	#	150.00	450
3.0 Telecommunications, Cat6 FT6 multipair plenum rated cabling				
- voice, R/M	1	#	300.00	300
- data, R/M	14	#	300.00	4,200
- 48port patch panel in data rack, R/M	1	#	750.00	750
- PDU unit & UPS equipment, modem, network switch, etc.				by others
- network audit after completion	1	sum	500.00	500
4.0 Wireless communications, power only				
- Wi-Fi network access points, C/M	3	#	300.00	900
- PoE wireless router, C/M				by owner
5.0 CATV system, conduit only				
- CATV outlet, W/M	1	#	200.00	200
6.0 Barrier-free universal washroom flashing unit	1	#	2,000.00	2,000
7.0 Intrusion control system	1	sum	5,000.00	5,000
8.0 Door access control system, conduit & power only				
- proximity card reader, unsecured side, W/M	3	#	125.00	375
- electric strike, D/M	3	#	125.00	375
- electro-magnetic door holder, D/M	4	#	125.00	500
- door open-detect contact, D/M	4	#	125.00	500
- door bell c/w step-down transformer, C/M	3	#	125.00	375
- power assisted pushbutton, W/M	3	#	125.00	375
- infra-red egress motion detector, W/M	3	#	125.00	375
- security junction box, C/M	3	#	150.00	450
- door power & security controller on secure side, C/M	3	#	500.00	1,500
9.0 Door access control system, wiring & head-end equipment				by others
10.0 CCTV system, power & conduit only				
- indoor CCTV camera, indoor fixed, W/M	4	#	500.00	2,000
- outdoor CCTV camera, indoor PTZ, W/M	2	#		see site
11.0 CCTV system, head-end equipment, devices & wiring				by others
12.0 Cable tray, main conduit, hangers & support channels, etc.	1	sum	21,000.00	21,000

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries (Cont'd)				
13.0 Lightning protection system	1	sum	18,000.00	18,000
14.0 Secondary grounding & bonding system	2,942	sf	2.00	5,884
15.0 Scanning, core drilling & patching				by general
16.0 Testing & inspection	1	sum	2,000.00	2,000
17.0 Labour for commissioning agent	1	sum	1,200.00	1,200
18.0 Seismic & vibration restraints				nil
19.0 Miscellaneous fitments, fire stops, rentals, etc.	1	sum	5,000.00	5,000
20.0 Job start up & close out	1	sum	20,327.00	20,327
Total C23 Systems & Ancillaries	2,942	sf		110,451

D1 SITE WORK	
D11 Site Development	separate
D12 Mechanical Site Services	separate
D13 Electrical Site Services	separate

D2 ANCILLARY WORK	
D21 Demolition	nil
D22 Alterations	nil
D23 Cash Allowances	nil

4. COST ESTIMATE

CONTINUED

SECTION 3

SITE WORK

WELLINGTON NORTH NEW OUTDOOR POOL & AQUATIC FACILITY Mount Forest, Ontario		ELEMENTAL COST SUMMARY SITE WORK				September 19, 2023 "DRAFT" CLASS "C" ESTIMATE GFA : N/A m ²		
ELEMENT/Sub Element	Ratio to GFA	Elemental Cost		Elemental Amount		Rate/m ²		%
		Quantity	Unit Rate	Sub-total	Total	Sub-Total	Total	
A SHELL								
A1 SUBSTRUCTURE								
A11 Foundations				separate				
A112 Special Foundations				separate				
A12 Basement Excavation				separate				
A2 STRUCTURE								
A21 Lowest Floor Construction				separate				
A22 Upper Floor Construction				separate				
A222 Stair Construction				separate				
A23 Roof Construction				separate				
A3 EXTERIOR ENCLOSURE								
A31 Walls Below Grade				separate				
A32 Walls Above Grade				separate				
A33 Windows & Entrances				separate				
A34 Roof Covering				separate				
A35 Projections				separate				
B INTERIORS								
B1 PARTITIONS & DOORS								
B11 Partitions				separate				
B12 Doors				separate				
B2 FINISHES								
B21 Floor Finishes				separate				
B22 Ceiling Finishes				separate				
B23 Wall Finishes				separate				
B3 FITTINGS & EQUIPMENT								
B31 Fittings & Fixtures				separate				
B32 Equipment				separate				
B33 Conveying Systems				separate				
C SERVICES								
C1 MECHANICAL								
C11 Plumbing & Drainage				separate				
C12 Fire Protection				separate				
C13 HVAC				separate				
C14 Controls				separate				
C2 ELECTRICAL								
C21 Service & Distribution				separate				
C22 Lighting, Devices & Heating				separate				
C23 Systems & Ancillaries				separate				
NET BUILDING COST - EXCLUDING SITE & ANCILLARY								
D SITE & ANCILLARY WORK						\$2,880,587		81.3%
D1 SITE WORK								81.3%
D11 Site Development	0.00	0	m2	0.00	\$2,620,496			
D12 Mechanical Site Services	0.00	0	m2	0.00	\$110,000			
D13 Electrical Site Services	0.00	0	m2	0.00	\$150,091			
D2 ANCILLARY WORK						\$0		0.0%
D21 Demolition	0.00	0	m2	0.00	\$0			
D22 Alterations	0.00	0	m2	0.00	separate			
D23 Cash Allowances	0.00	0	m2	0.00	separate			
NET BUILDING COST - EXCLUDING GENERAL REQUIREMENTS					\$2,880,587	\$2,880,587		81.3%
Z GENERAL REQUIREMENTS						\$460,894		13.0%
Z1 GENERAL REQUIREMENTS & FEE						\$460,894		13.0%
Z11 General Requirements (%)		12.0%			\$345,670			
Z12 Fee (%)		4.0%			\$115,223			
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING ALLOWANCES					\$3,341,481	\$3,341,481		94.3%
Z2 ALLOWANCES						\$200,489		5.7%
Z21 Design & Pricing (%)		6.0%			\$200,489			
Z22 Escalation Allowance (%)		0.0%			\$0			
Z23 Construction Allowance (%)		0.0%			\$0			
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING TAXES					\$3,541,970	\$3,541,970		100.0%
HARMONIZED SALES TAX						\$0		
Harmonized Sales Tax		0.0%			\$0			
TOTAL CONSTRUCTION ESTIMATE						\$3,541,970		

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

SITE WORK

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
D1 SITE WORK				
D11 Site Development				
1.0 Clear & grub site		allow		6,500
2.0 Removals				
- sod/ topsoil	20,431	sf	2.50	51,078
- curbs	38	lf	50.00	1,920
- existing asphalt		allow		5,000
- misc items		allow		1,000
3.0 Earthwork		allow		17,000
4.0 Concrete walkway	2,260	sf	13.00	29,380
- extra over for tactile plates				1,000
5.0 Light-duty asphalt to building entrance	159	sf	6.00	954
6.0 Concrete curbs	38	lf	35.00	1,338
7.0 Concrete planter walls	375	lf	38.00	14,250
8.0 New decorative metal fence	420	lf	75.00	31,500
- new metal gate in metal fence		allow		2,000
9.0 Bleachers				35,000
10.0 Custom wood trellis		allow		40,000
11.0 Signage		allow		2,000
12.0 Shade structures		allow		65,000
13.0 Shower wall		allow		15,000
14.0 Pool accessories and equipment				Excluded
15.0 Outdoor leisure pool & pool deck		allow		2,200,000
- earthworks: excavation, removal, backfill, drainage				
- concrete supply, place, forming pool foundations & substructure				
- concrete supply, place, forming slab on grade (pool & pool deck)				
- finishes to pool and pool deck				
- mechanical, electrical & chemical equipment				
- pool accessories, deck, maintenance and safety equipment				
- chemical treatments & testing				
16.0 Diving board		allow		10,000
17.0 Lifeguard chairs (2no.)		allow		6,000
18.0 Landscaping				
- planting medium	1,644	sf	4.00	6,576
- flora to new plant beds		allow		4,500
- trees		allow		5,000
- sod		allow		8,500
- planter walls				nil

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

SITE WORK

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
D1 SITE WORK				
D11 Site Development (Cont'd)				
19.0 Miscellaneous siteworks not shown / identified		allow		10,000
20.0 Grading, repairs to adjacent/existing, soil control, temporary barriers, etc.		allow		50,000
Total D11 Site Development				2,620,496
D12 Mechanical Site Services				
1.0 Demolition		allow		5,000
2.0 Domestic/fire water		allow		30,000
3.0 Sanitary		allow		40,000
4.0 Storm		allow		25,000
5.0 Irrigation				nil
6.0 Snow melting				nil
7.0 Natural gas				by utility
8.0 City charges				excluded
9.0 Miscellaneous fitments, inspection, flushing, locates				10,000
Total D12 Mechanical Site Services	0	m⁴		110,000
D13 Electrical Site Services				
1.0 Hydro charges (150kva TX, HV primary cables c/w terminations)	1	sum	30,000.00	30,000
2.0 Hydro pole c/w pole guys, cross arms & 28kv class insulators				existing
3.0 HV 28kv U/G copper 3#2/0 Cu primary cables, TR-XLPE 90, PVC jacket from existing hydro pole to 150kva primary TX				by hydro
4.0 28kv 600a full loadbreak interrupter switches c/w fused cut-outs & lighting arrestors, pole mounted				existing
5.0 150kva 28kv->347/600v 60hz oil filled pad mounted transformer c/w terminations of primary & secondary cables				by hydro
6.0 3ph precast chamber c/w bollards for 150kva oil filled padmount primary TX installed on 20/300mm crushed stone extending 300mm beyond all sides	1	sum	12,500.00	12,500
7.0 Primary grounding grid for 150kva primary TX c/w grounding test	1	sum	4,000.00	4,000
8.0 4#103mm type DB II PVC primary power ductbank, concrete encased, sloped c/w prefabricated spacers, 2x6" yellow warning tape & pullstring, native backfill, below & above 150x500mm sand bedding, min 10mpa concrete, from loadbreak switch to 1000kva primary TX	50	m	400.00	20,000

4. COST ESTIMATE

CONTINUED

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

September 19, 2023
"DRAFT" CLASS "C" ESTIMATE

SITE WORK

FILE: L2461/1/Class C/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
D1 SITE WORK				
D13 Electrical Site Services (Cont'd)				
9.0 HV 28kv U/G copper 3#500 Cu primary cables, TR-XLPE 90, PVC jacket from HV loadbreak switch to 150kva HV primary TX				by hydro
10.0 2#103mm type DB II PVC secondary ductbank, concrete encased, sloped c/w prefabricated spacers, 2x6" yellow warning tape & pullstring, native backfill, below & above 150x500mm sand bedding, min 10mpa concrete, from 150kva primary TX to elec room	10	m	250.00	2,500
11.0 4#3/0 + #3g in 103mm type DB II PVC ductbank secondary cables from 150kva oil filled primary TX to 200a LV main switchboard	15	m	150.00	2,250
12.0 1#103mm type DB II PVC comms ductbank, sand encased sloped c/w prefabricated spacers, 2x6" yellow warning tape & pullstring, native backfill, below & above 150x500mm sand bedding, min 10mpa concrete, from existing manhole MH to IT room	50	m	200.00	10,000
13.0 Copper & fibre backbone cabling from existing communications manhole to IT room	1	sum	8,000.00	8,000
14.0 Wall mounted outdoor luminaries, LED - L3, 1x19w 20LEDbar, 254mm x 350mm, wall mounted	4	#	1,000.00	4,000
15.0 Outdoor signage, lighting & wallpacks controls	1	sum	2,000.00	2,000
16.0 CCTV system, conduit & power only - outdoor CCTV camera c/w heater, PTZ, W/M	2	#	1,500.00	3,000
17.0 Power, data & EMT conduit to outdoor electronic sign, W/M	1	#	2,000.00	2,000
18.0 Power, data & U/G schedule4 conduit to outdoor electronic sign, P/M	1	sum	5,000.00	5,000
19.0 Power & U/G schedule4 conduit to outdoor GFCI receptacles, P/M	2	#	2,500.00	5,000
20.0 Secondary grounding grid for aquatic pool c/w grounding test	1	sum	7,500.00	7,500
21.0 Primary grounding grid for main LV equipment c/w grounding test	1	sum	4,000.00	4,000
22.0 Locate & trace existing underground services	1	sum	2,500.00	2,500
23.0 Electrical site demolition c/w disposal	1	sum	2,500.00	2,500
24.0 Testing & inspection	1	sum	2,000.00	2,000
25.0 Miscellaneous fitments, firestops, rentals, etc.	1	sum	5,000.00	5,000
26.0 Job start up & close out	1	sum	16,341.00	16,341
Total D13 Electrical Site Services	0	m²		150,091

D2 ANCILLARY WORK

D21 Demolition	nil
D22 Alterations	nil
D23 Cash Allowances	nil

SECTION 4

SCOPE OF WORK DRAWING



Staff Report

To: Mayor and Members of Council Meeting October 10th, 2023
From: Dale Small Manager Community and Economic Development
Subject: Report EDO 2023-019 Mount Forest Aquatics Centre Fundraising Plan

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive the Manager, Community & Economic Development Report EDO 2023 – 019 on the Fundraising Plan for the Mount Forest Aquatics Centre,

AND THAT council supports the following recommendations from the Mount Forest Aquatics Ad Hoc Advisory Committee:

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

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

- Councillor Sherry Burke as Fundraising Director
- Ray Tout as 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.

PREVIOUS PERTINENT REPORTS TO COUNCIL / BY-LAWS / RESOLUTIONS

Report RPL 2021-012 being a report on the Mount Forest Outdoor Pool
 Report OPS 2021-030 being a report on the award of the design of a pool and aquatics facility.
 Report RPL 2021-022 being a report on the public consultation for the concept design.
 Report RPL 2022-006 being a report on Mount Forest pool and aquatics centre open house.
 Report RPL 2022-007 being a report on the Mount Forest outdoor pool community survey.
 Report OPS 2022-021 being a report on the conceptual design for the Pool & Aquatics Centre
 Report OPS 2023-001 being a report on the proposed workplan for the Pool & Aquatics Centre

BACKGROUND

With the 2022 decision to close the Roy Grant pool, due to rising maintenance and operational costs, Township initiated a broader community conversation around the potential of a new Mount

Forest outdoor pool. Since that time Township staff have been working with the appointed members of the Mount Forest Ad Hoc Advisory committee. To date a site has been selected, final design and updated costs have been completed and in March 2023 council established the fundraising goal at \$2.5 million.

Since then, Township staff have been working with the Ad Hoc Advisory committee to finalize the fundraising approach. This approach was finalized with the committee on August 22nd and is being recommended this afternoon for council approval.

FUNDRAISING APPROACH

At the request of the Aquatics Ad-Hoc Advisory Committee staff investigated the use of Professional Fundraisers to assist with the fundraising efforts. Staff reached out to the LMH Hospital Foundation to better understand their experiences with external agencies, and we then approached five agencies for proposals:

BNP Goldie Canada
Harvey McKinnon

Global Philanthropic
CCS Fundraising

Prospect Research Events

After much follow-up only two of the agencies provided estimates. Workplan and timelines were basically similar with both organizations. They rely on a combination of agency resources but still lean heavily on internal and committee resources. Professional fees for these companies vary and include both a fee for service as well as “cost per dollar raised” option. Due to confidentiality reasons copies of the proposals cannot be shared however if council has any specific questions regarding these proposals, they can be discussed at the council meeting.

The Staff and committee recommendation is to not engage a professional fundraiser. While there is some benefit to this approach our view is the cost is too high and still requires significant investment of internal resources.

Staff and committee recommendation is to move forward with an Internal Fundraising approach. This 18-month approach is fairly consistent with the approach outlined by the fundraising professionals, however, will be tailored to an internal led program. High level overview follows:

Pre campaign planning (Currently underway) **3 MONTHS (JULY - SEPT 2023)**

We are nearing the completion of the pre-campaign planning phase and we are hopeful that after discussion with council today we will then be in a position to move into the next phase. Major activities during this phase have included the following:

- Research external/professional fundraising approaches
- Ongoing investigation of grant opportunities & discussion with GrantMatch
- Draft donor recognition scales
 - o Bronze, Silver, Gold, Platinum & Diamond (draft attached as Schedule A)
 - o Friends Level under design
- Study preparations, finalize detailed design and updated costs.
 - o Various fundraising approaches considered.
 - o Detailed design and updated costs review underway.

- Finalize assignment & approval of key positions for Campaign Committee
 - o Fundraising Director
 - o Fundraising Officer – Corporate Donor Relations
 - o Fundraising Officer – Community Donor Relations
 - o Fundraising Team Leader
 - o Communications/Social Media Coordinator
- Council approval of staff and committee recommended fundraising plan and next steps.

Preparation Phase

3 MONTHS (OCT- DEC 2023)

Well-thought-out preparation is vital to the success of a major fundraising campaign. During the next few months, the following activities will be completed:

- Complete recruitment and training of Corporate Donor Relations Team.
- Finalize job descriptions, roles, and responsibilities.
- Identify list of persons interested in giving their time to the Committee.
- Develop:
 - o Detailed campaign plan and budget,
 - o list of donors to be approached, grouped by giving potential.
 - o finalize donor recognition program.
 - o Develop a canvassing guide and handbook.
 - o Recruit and train canvassing team.

Campaign Implementation

12 MONTHS (JAN – DEC 2024)

Our expectation is that the campaign implementation/canvassing phase will take place over a 12-month period. During the first stages which we call the “silent phase” the Corporate Donor Relations team will canvass all donors to be approached for “major” level donations. This targeted approach will be critical to the success of the overall campaign and will commence three – six months before the Community Donor Relations Team commence the more “public” phase of the campaign.

Silent Phase

9 MONTHS (JAN – SEPT 2024)

- Targeted approach with Community Organizations & Corporate Donors
- Soliciting Bronze, Silver, Gold, Platinum, Diamond level donations

Public Phase

6 MONTHS (JULY – DEC 2024)

- Soliciting Supporter and Friend level donations
- Host fundraising events

Critical to the success of the fundraising efforts will be finalizing and approval of the key positions for the Campaign Committee. These knowledgeable and dedicated members of the community will oversee the program and will execute the following:

1. **Fundraising Director (Councillor Burke)** – Helps to provide insight, information, and assistance. Manages campaign and liaison with WN council and staff. Maintains ongoing donor relations and supports all members of the team.
2. **Fundraising Officer Corporate Donor Relations (Ray Tout - Recommended)** Leads Corporate Donor relations. Seeks volunteers to solicit corporate donors, finalize donor recognition program, canvassing guide, prepares budget reports, writes, and submits funding proposals to potential donors.
3. **Fundraising Officer Community Donor Relations (Co – Chairs /Leach/Job/Weber – Recommended)** Leads Community Donor relations. Seeks volunteers to solicit community donors, finalize donor recognition program, prepares budget reports, writes, and submits funding proposals to potential donors. This role is also responsible for generating community awareness and organizing community fundraising activities.
4. **Fundraising Coordinator (To be hired by Township)** – Ensures fundraising workplan, events, communication and programs are running smoothly, Plans and hosts fundraising events, coach, manage and motivate team members. Provides support to Fundraising Director and Officers.

This position will be recruited by the Manager Community & Economic Development and will fill a currently vacant position. Intent would be for the position to initially provide support to the fundraising team as well as take on other community & economic development responsibilities. Additional support will also be provided from the co-op student pool.

5. **Communications/Social Media Coordinator (Jessica McFarlane - Recommended)** – Writing, submitting, and uploading all news announcements/press releases related to fundraising. Manage social media communications and updates to website.

FINANCIAL CONSIDERATIONS

\$2.5 million has been established by council as the fundraising objective for the Mount Forest Aquatics Centre. Administrative costs associated with the fundraising will come out of the Mount Forest Aquatics Ad Hoc Advisory Committee bank account.

Staffing costs related to the Fundraising coordinator are included in the Community & Economic Development operating budget.

After a successful fundraising campaign, the expectation would be that as part of the 2025 budget process council would endorse the tender, construction, and completion of the pool in 2025 with the pool opening for its inaugural season in 2026.

ATTACHMENTS

Attachment A – Draft Donor brochure and recognition scales

Attachment B – MF Pool Answers to frequently asked questions.

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

How to Make your Donation

Please Complete and Return to the Township's Kenilworth Office to Receive a Tax Receipt Issued to the Name and Address Below

E-Transfer

Please Transfer Payments to:

accounting@wellington-north.com

Include *MFAQ Centre* in e-transfer message

..... OR

Cheque

Please Ensure Cheques are Made Payable to:

The Township of Wellington North

Include *MFAQ Centre* on Cheque Memo

Donations can be Mailed to:

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

NAME: _____

AMOUNT: \$ _____

EMAIL: _____

PHONE: _____

ADDRESS: _____

TOWN/CITY: _____

POSTAL CODE: _____



Mount Forest Aquatics Centre

For more Information
please visit:
Wellington-north.com

Contact Information

Sherry Burke

.....
Fundraising Director

(519) 321- 1533

Sburke@wellington-north.ca

TBD

.....
Fundraising Officer

Corporate Donations

(519) 848 - 3620

TBD@wellington-north.com

Donation Program



The Township of Wellington North



Current Pool Status

It's happening! The Township, Council and staff have been working with the appointed community members of the Mount Forest Aquatics Ad-Hoc Advisory Committee since 2022. After careful consideration, the site of the new swimming pool has been selected and is slated to be built immediately east of the Mount Forest Sportsplex fronting on Princess Street.

Final designs have been completed along with the construction cost estimate for the new pool.

We are counting on your generosity to help us meet our \$2.5 Million goal! Your chance to help make the new pool a reality is here!



Donor Recognition

All donations received will be awarded a tax receipt alongside a thank you card. Donations greater than \$1000 are eligible to receive additional recognition as follows:

Value	Scale	Recognition
\$1,000 – \$9,999	Friends	Friend of Aquatics Centre Name Plaque
\$10,000 – \$24,999	Bronze	Choice of Item from Bronze Level Scale
\$25,000 – \$49,999	Silver	Choice of Item from Silver Level Scale
\$50,000 – \$99,999	Gold	Choice of Item from Gold Level Scale
\$100,000 +	Platinum	Choice of Item from Platinum level scale
\$500,000+	Diamond	Name on Aquatics Centre*

Level Scales

Bronze Level

\$10,000 - \$24,999

- Service Lane
- Trellis
- Bathhouse
- Planting Bed (s)
- Sunshades (5)
- Perimeter Tree Plant (s)

Silver Level

\$25,000 - \$49,999

- Beach Entry
- Pathway to Bleachers
- Shower Deck
- Pathway to Complex
- Pool Stairs
- Parking lot

Gold Level

\$50,000 - \$99,999

- Bleachers
- Changerooms (2)
- Guard Chairs (2)
- Diving Board

Platinum Level

\$100,000+

- Swim Lane 1
- Swim Lane 2
- Swim Lane 3



WE ARE LOOKING VOLUNTEERS!

If you are looking to become more involved in the community this could be the perfect opportunity!

To find out more about the Mount Forest Aquatics Ad-Hoc Advisory Committee, contact Sherry Burke at:

Phone: [519.323.2604](tel:519.323.2604)

Email: sburke@wellington-north.ca



East Side of the Mount Forest & District Sports Complex, 850 Princess Street


Future Home of the Mount Forest Outdoor Pool!





DID YOU KNOW...?

ENVIRONMENTALLY CONSCIOUS: The advanced filtration system will recycle over 125,000 gallons (473,176 litres) of water per season! The old pool would have sent this water to waste during the cleaning and filtration process. This means that in the first 10 years of operation over 1 million gallons (3,785,412 litres) of water will be saved!



WHAT DOES IT TAKE TO BUILD A POOL?

When building the new Mount Forest outdoor pool, construction crews will use over 1,400 feet (426.72m) of PVC pool piping and over 10,000 cubic feet (283 m³) of concrete!

The pool will contain
98,987 gallons
(374,706 liters)
of water

Want to find out
answers to
Frequently Asked
Questions?

Visit our [FAQ page!](#)



for more information wellington-north.com



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: CLK 2023-035 Ranking Housing Affordability Task Force recommendations

RECOMMENDATION

THAT Council of the Corporation of Wellington North receive Report CLK 2023-035 Ranking Housing Affordability Task Force recommendations.

AND THAT Council approve the following as their top five:

- 44: 36) Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.
- 45: 37) Align property taxes for purpose-built rental with those of condos and low-rise homes.
- 47: 39) Eliminate or reduce tax disincentives to housing growth.
- 52: 44) Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.
- 18. 14) Require that public consultations provide digital participation options.

AND FURTHER THAT Staff be directed to submit the rankings to the Ministry of Municipal Affairs together with the comments that prime agricultural land needs to be protected from development and supports need to be in place to support building 1.5 million homes by 2031 including social services and supports, policing, education, and healthcare.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS BACKGROUND

In February 2022, Ontario's Housing Affordability Task Force delivered its final report meant to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Of the 74 recommendations, 23 have been acted on.

By way of correspondence dated September 15, 2023, the Minister of Municipal Affairs and Housing requested that all municipal Council's rank the top five Task Force recommendations to assist the government in implementing the remaining ones.

At the September 25, 2023 meeting, staff were directed to bring a report to Council with their top 5 rankings on the Housing Affordability Task Force recommendations.

Staff are recommending the following:

- 44: 36) Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.
- 45: 37) Align property taxes for purpose-built rental with those of condos and low-rise homes.
- 47: 39) Eliminate or reduce tax disincentives to housing growth.
- 52: 44) Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.
18. 14) Require that public consultations provide digital participation options.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report or supporting the recommendation

ATTACHMENTS

Schedule A: September 15, 2023 MMAH letter and 74 recommendations

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

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to housingsupply@ontario.ca no later than October 16, 2023.**

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P'.

The Hon. Paul Calandra
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

Attachment: List of 74 Housing Affordability Task Force (HATF) Recommendations for Reference

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
1.	1) Set a goal of building 1.5 million new homes in ten years.*
2.	2) Amending the Planning Act, Provincial Policy Statement, and Growth Plans to set “growth in the full spectrum of housing supply” and “intensification within existing built-up areas” of municipalities as the most important residential housing priorities in the mandate and purpose.
3.	3) a) Limit exclusionary zoning in municipalities through binding provincial action: allow “as of right” residential housing up to four units and up to four storeys on a single residential lot.*
4.	3 b) Modernize the Building Code and other policies to remove any barriers to affordable construction and to ensure meaningful implementation (e.g., allow single-staircase construction for up to four storeys, allow single egress, etc.)
5.	4) Permit “as of right” conversion of underutilized or redundant commercial properties to residential or mixed residential and commercial use.
6.	5) Permit “as of right” secondary suites, garden suites, and laneway houses province-wide.*
7.	6) Permit “as of right” multi-tenant housing (renting rooms within a dwelling) province-wide.
8.	7) Encourage and incentivize municipalities to increase density in areas with excess school capacity to benefit families with children.
9.	8) Allow “as of right” zoning up to unlimited height and unlimited density in the immediate proximity of individual major transit stations within two years if municipal zoning remains insufficient to meet provincial density targets.
10.	9) Allow “as of right” zoning of six to 11 storeys with no minimum parking requirements on any streets that have direct access to public transit (including streets on bus and streetcar routes).
11.	10) Designate or rezone as mixed commercial and residential use all land along transit corridors and re-designate all Residential Apartment to mixed commercial and residential zoning in Toronto.

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
12.	11) Support responsible housing growth on undeveloped land, including outside existing municipal boundaries, by building necessary infrastructure to support higher density housing and complete communities and applying the recommendations of this report to all undeveloped land.
13.	12) a) Create a more permissive land use, planning, and approvals system: Repeal or override municipal policies, zoning, or plans that prioritize the preservation of physical character of neighbourhood.*
14.	12 b) Exempt from site plan approval and public consultation all projects of 10 units or less that conform to the Official Plan and require only minor variances.*
15.	12 c) Establish provincewide zoning standards, or prohibitions, for minimum lot sizes, maximum building setbacks, minimum heights, angular planes, shadow rules, front doors, building depth, landscaping, floor space index, and heritage view cones, and planes; restore pre-2006 site plan exclusions (colour, texture, and type of materials, window details, etc.) to the Planning Act and reduce or eliminate minimum parking requirements.
16.	12 d) Remove any floorplate (sic) restrictions to allow larger, more efficient high-density towers.
17.	13) Limit municipalities from requesting or hosting additional public meetings beyond those that are required under the Planning Act.
18.	14) Require that public consultations provide digital participation options.
19.	15) Require mandatory delegation of site plan approvals and minor variances to staff or pre-approved qualified third-party technical consultants through a simplified review and approval process, without the ability to withdraw Council's delegation.*
20.	16) a) Prevent abuse of the heritage preservation and designation process by: prohibiting the use of bulk listing on municipal heritage registers.*
21.	16 b) Prohibiting reactive heritage designations after a Planning Act development application has been filed.*
22.	17) Requiring municipalities to compensate property owners for loss of property value as a result of heritage designations, based on the principle of best economic use of land.
23.	18) Restore the right of developers to appeal Official Plans and Municipal Comprehensive Reviews.*

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
24.	19) Legislate timelines at each stage of the provincial and municipal review process, including site plan, minor variance, and provincial reviews, and deem an application approved if the legislated response time is exceeded.*
25.	20) Fund the creation of “approvals facilitators” with the authority to quickly resolve conflicts among municipal and/or provincial authorities and ensure timelines are met.*
26.	21) Require a pre-consultation with all relevant parties at which the municipality sets out a binding list that defines what constitutes a complete application; confirms the number of consultations established in the previous recommendations; and clarifies that if a member of a regulated profession such as a professional engineer has stamped an application, the municipality has no liability and no additional stamp is needed.
27.	22) Simplify planning legislation and policy documents.
28.	23) Create a common, province-wide definition of plan of subdivision and standard set of conditions which clarify which may be included; require the use of standard province-wide legal agreements and, where feasible, plans of subdivision.
29.	24) Allow wood construction of up to 12 storeys.*
30.	25) Require municipalities to provide the option of pay on demand surety bonds and letters of credit.
31.	26) Require appellants to promptly seek permission (“leave to appeal”) of the OLT and demonstrate that an appeal has merit, relying on evidence and expert reports, before it is accepted.
32.	27) a) Prevent abuse of process: remove right of appeal for projects with at least 30% affordable housing in which units are guaranteed affordable for 40 years.
33.	27 b) Require a \$10,000 filing fee for third party appeals.*
34.	27 c) Provide discretion to adjudicators to award full costs to the successful party in any appeal brought by a third party or by a municipality where its council has overridden a recommended staff approval.
35.	28) Encourage greater use of oral decisions issued the day of the hearing, with written reasons to follow, and allow those decisions to become binding the day that they are issued.*

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
36.	29) Where it is found that a municipality has refused an application simply to avoid a deemed approval for lack of decision, allow the Tribunal to award punitive damages.
37.	30) Provide funding to increase staffing (adjudicators and case managers), provide market-competitive salaries, outsource more matters to mediators, and set shorter time targets.
38.	31) In clearing the existing backlog, encourage the Tribunal to prioritize projects close to the finish line that will support housing growth and intensification, as well as regional water or utility infrastructure decisions that will unlock significant housing capacity.
39.	32) Waive development charges and parkland cash-in-lieu and charge only modest connection fees for all infill residential projects up to 10 units or for any development where no new material infrastructure will be required.
40.	33) Waive development charges on all forms of affordable housing guaranteed to be affordable for 40 years.
41.	34) Prohibit interest rates on development charges higher than a municipality's borrowing rate.*
42.	35 a) Regarding cash in lieu of parkland, s.37, Community Benefit Charges, and development charges: Provincial review of reserve levels, collections and drawdowns annually to ensure funds are being used in a timely fashion and for the intended purpose, and, where review points to a significant concern, do not allow further collection until the situation has been corrected.
43.	35 b) Except where allocated towards municipality-wide infrastructure projects, require municipalities to spend funds in the neighbourhoods where they were collected. However, where there's a significant community need in a priority area of the City, allow for specific ward to ward allocation of unspent and unallocated reserves.
44.	36) Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.
45.	37) Align property taxes for purpose-built rental with those of condos and low-rise homes.
46.	38) Amend the Planning Act and Perpetuities Act to extend the maximum period for land leases and restrictive covenants on land to 40 or more years.*
47.	39) Eliminate or reduce tax disincentives to housing growth.

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
48.	40) Call on the Federal Government to implement an Urban, Rural and Northern Indigenous Housing Strategy.*
49.	41) Funding for pilot projects that create innovative pathways to homeownership, for Black, Indigenous, and marginalized people and first-generation homeowners.
50.	42) Provide provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects.
51.	43) Enable municipalities, subject to adverse external economic events, to withdraw infrastructure allocations from any permitted projects where construction has not been initiated within three years of build permits being issued.
52.	44) Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.
53.	45) Improve funding for colleges, trade schools, and apprenticeships, encourage and incentivize municipalities, unions and employers to provide more on-the-job training.*
54.	46) Undertake multi-stakeholder education program to promote skilled trades.*
55.	47) Recommend that the federal and provincial government prioritize skilled trades and adjust the immigration points system to strongly favour needed trades and expedite immigration status for these workers and encourage the federal government to increase from 9,000 to 20,000 the number of immigrants admitted through Ontario's program.*
56.	48) The Ontario government should establish a large "Ontario Housing Delivery Fund" and encourage the federal government to match funding. This fund should reward: <ul style="list-style-type: none"> a) Annual housing growth that meets or exceeds provincial targets b) Reductions in total approval times for new housing c) The speedy removal of exclusionary zoning practices
57.	49) Reductions in funding to municipalities that fail to meet provincial housing growth and approval timeline targets
58.	50) Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of a common data architecture standard, supported by an external expert committee, across municipalities and provincial agencies/ministries and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
59.	51) Require municipalities and the provincial government to use the Ministry of Finance population projections as the basis for housing need analysis and related land use requirements.
60.	52) Resume reporting on housing data and require consistent municipal reporting, enforcing compliance as a requirement for accessing programs under the Ontario Housing Delivery Fund.*
61.	53) Report each year at the municipal and provincial level on any gap between demand and supply by housing type and location, and make underlying data freely available to the public.
62.	54) Empower the Deputy Minister of Municipal Affairs and Housing to lead an all of government committee that meets weekly to ensure our remaining recommendations and any other productive ideas are implemented.
63.	55) Commit to evaluate these recommendations for the next three years with public reporting on progress.*
64.	B-1) Call upon the federal government to provide equitable affordable housing funding to Ontario.*
65.	B-2) Develop and legislate a clear, province-wide definition of “affordable housing” to create certainty and predictability.
66.	B-3) Create an Affordable Housing Trust from a portion of Land Transfer Tax Revenue (i.e., the windfall resulting from property price appreciation) to be used in partnership with developers, non-profits, and municipalities in the creation of more affordable housing units. This Trust should create incentives for projects serving and brought forward by Black- and Indigenous-led developers and marginalized groups.
67.	B-4) Amend legislation to: <ul style="list-style-type: none"> • Allow cash-in-lieu payments for Inclusionary Zoning units at the discretion of the municipality. • Require that municipalities utilize density bonusing or other incentives in all Inclusionary Zoning and Affordable Housing policies that apply to market housing. • Permit municipalities that have not passed Inclusionary Zoning policies to offer incentives and bonuses for affordable housing units.
68.	B-5) Encourage government to closely monitor the effectiveness of Inclusionary Zoning policy in creating new affordable housing and to explore alternative funding methods that are predictable, consistent and transparent as a more viable alternative option to Inclusionary Zoning policies in the provision of affordable housing.

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
69.	B-6) Rebate MPAC market rate property tax assessment on below-market affordable homes.
70.	C-1) Review surplus lands and accelerate the sale and development through RFP of surplus government land and surrounding land by provincially pre-zoning for density, affordable housing, and mixed or residential use.
71.	C-2) All future government land sales, whether commercial or residential, should have an affordable housing component of at least 20%.
72.	C-3) Purposefully upzone underdeveloped or underutilized Crown property (e.g., LCBO).
73.	C-4) Sell Crown land and reoccupy as a tenant in a higher density building or relocate services outside of major population centres where land is considerably less expensive.
74.	C-5) The policy priority of adding to the housing supply, including affordable units, should be reflected in the way surplus land is offered for sale, allowing bidders to structure their proposals accordingly.



Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: CLK 2023-034 Animal Control Officer Activity

RECOMMENDATION

THAT Council of the Corporation of Wellington North receive for information Report CLK 2023-034 Animal Control Officer activity.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2023-033 being a report on amending agreement R&R Pet Paradise
 CLK 2018-049 being a report on R.&R. Pet Paradise (Rick Rauwerda) agreement;
 CLK 2016-078 being a report to on the Canine Control By-law
 CLK 2016-065 being a report on canine licensing fee amnesty
 CLK 2016-017 being a report on Canine Control services
 CLK 2016-010 being a report on Canine Control services
 CLK 2016-006 being a report on Canine Control services

BACKGROUND

At the September 25, 2023 meeting, staff were directed to bring a report to Council outlining the activities of the Animal Control Officer.

A summary from 2022 to August 31, 2023 is attached to this report as Schedule A.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

ATTACHMENTS

Schedule A summary of Animal Control Officer activities from 2022 to August 31, 2023

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

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

Karren Wallace

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert

SCHEDULE A

Husky running at large fine \$100 as well as no tag on collar
Follow up inspection for too many dogs. All appeared to be within our bylaws
Inspection of barn and holding area of Huskies to see if in compliance as more dogs were reported to be on the property. Everything appeared to be within our bylaws.
Hound liver and white Dog straying at large. Owner was not found.
Call from [REDACTED] with a stray chocolate lab. Tag was for [REDACTED] and dog was returned to owner
Call from OPP about found dog in Arthur. Spoke with officer and dog was already returned.
Neighbor dogs running fence. Believes dogs to be owned by [REDACTED] at [REDACTED]. Ongoing investigation. No one appears to be home when I drop by and not returning calls to number I have.
Beagle picked up by Opp unable to locate owner
Husky being looked after by [REDACTED] charged with straying, No tag affixed and no Tag. Dog from West Grey
Apricot poodle straying at large brought to pound by passerby.
Called out to pick up stray dog escaped and was gone when I got there.
Rotti straying at large on Conc 6N. No tag and straying at large.
Dog straying at large belonging to [REDACTED] Straying at large and no tag fine.
[REDACTED] called to complain about dogs straying at large on his property. Went to investigate and talked to some neighbours and have had no further complaints
Call about a missing Rottie from [REDACTED]
Call about dog straying at large. Was not secured and went missing. [REDACTED]
Dog straying at large belonging to [REDACTED] from [REDACTED] Melancthon which is from out of our area. Straying at large charge
Male Akita straying at large. Neutered male. Owner could not be found
Dogs belonging to [REDACTED] have been fence fighting along a very rundown fence for a number of years. One of the dogs broke through and an altercation occurred. One dog was brought to the vet as a precaution with very minor injuries. New fence has now been put in place.
Dog straying at large. Great Pyrenees. Regular visitor but not able to contain.
[REDACTED] incident report submitted. Dog bite to a child's face Dangerous dog designation ongoing
Complaint about neighbors dog running at large. Was unable to locate neighbour or dog.
Call from a [REDACTED] complaint about neighbour being rude when asked about dog. Not sure.
Dog straying at large. Unsecured
Straying at large no tag Shepherd/ Rottie mix belong to [REDACTED]
Found Golden Retriever puppy. Didn't want to surrender. No calls about a missing dog.
Dog bite incident on Nov 26 th – dangerous dog investigation – no designation
Call about a yellow lab running loose. Were going to hold for owner. [REDACTED]
[REDACTED] complaint about barking dog. Was asked for dates and times of barking and for how long. She has not got back to me
Dog straying at large from neighbours. Been an issue for a while. Dog belonged to [REDACTED] straying at large and no tag.
Dog straying at large with leash attached.

Straying at large call at [REDACTED]. Went to pickup but owner had already left with dog.
2 dogs straying at large no tags
Attended to [REDACTED] property at 11 am. Knocked on doors and attempted to locate [REDACTED] on the farm. Discovered some animal care issues and decided to contact Paws to follow up on their end.
Lab straying at large. [REDACTED] straying at large and no tag.
[REDACTED] Neighbours dogs were trapped in his barn. He dug them out and released to owner. He asked what to do about the dogs straying and I asked him to call me if they came on the property again. Owner of dogs was [REDACTED]
Neighbours dog was left in crate overnight for first time and was barking. No one was home. The next day I was called for them to let me know they had resolved the issue.
Neighbour complaint about dog barking constantly. Spoke to caretakers of the dog. [REDACTED] who is taking care of his sons dog. Have not heard any more complaints.
Spoke with [REDACTED] after a complaint from neighbour about her Great Dane running loose.
Dog running at large on Property. Asked to call if contained but was never contacted.
Missing black Lab
Noise complaint by [REDACTED] about neighbour dog that is always barking. I have been to location several times and no barking dogs. Asked him to complete a log but there has not been one submitted.
Complaint by Neighbour about dogs running through back yards. Spoke with [REDACTED] and were promised compliance. No further complaints
Husky running at large. Dog belonged to [REDACTED]. Fined for no tags, running at large and no tag affixed to collar.
Complaint about dogs barking at passerbys and people in their yards. 2 neighbours seemed to be sharing yards to play their dogs together. Spoke with [REDACTED] the owner of the problem dogs and she had recently built a taller fence and seemed willing to do what needed to be done to keep dogs quiet.
2 dogs found straying at large, one Golden Retriever male and one GSDX Male
Rottie/ Mastiff very skinny. Brought in by OPP
[REDACTED] St Mount forest [REDACTED] complaint about neighbours dogs doing damage to her fence. Advised her it was a civil matter.
Complaint about dog barking from neighbours. Contacted dog Owner [REDACTED] and she said she would deal with it.
Complaint about dogs using empty lot beside church by resident. [REDACTED]. Asked for times dogs frequent area but have no updates. Have driven by several times but have not seen dogs
Inquiry into starting a kennel. Referred to township
Shepherd mix found in house that did not belong there. Owners where in the process of renovations and door was open. Was a Thunderstorm so dog was frightened. [REDACTED] was the owner and picked up the dog
Complaint by [REDACTED] about barking dogs. Spoke with neighbours [REDACTED] at [REDACTED] and have not heard any more complaints
JRT found wandering by new resident. Dog was picked up by [REDACTED]
Yellow lab found running at large on Hwy 6. Dog picked up by [REDACTED]. Charged for straying at large and 3 nights boarding
Complaint by [REDACTED] about a dog that ran out to the sidewalk and barked and followed her daughters small dog. Spoke with owner of the dog [REDACTED] and she explained

her grandson accidentally let the dog loose but that the dog was very very friendly and was likely trying to get the dog to play which seemed very logical. She was already in the process of getting fencing for her new property
Complaint about barking dog on Domville. No House number provided. Asked for house number and a log of when the dog is barking. No response.
Investigate dog attack on poultry
Dog bit/nipped young girl when she ran by it while tied up on the boulevard behind their homes. Dog has been designated a dangerous dog
Husky running at large Berkshire Dr not contained.
Complaint of dogs running at large [REDACTED] Dogs not contained and possibly on neighbours property.
Dog found running at large on Lovers lane. No tags. Belonging to [REDACTED]
BC found running at large belonging to [REDACTED]



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of October 10, 2023

From: Darren Jones, Chief Building Official and Tammy Pringle, Development Clerk

Subject: **DC 2023-027, FOREST VIEW ESTATES
DRAFT PLAN OF SUBDIVISION 23T-18007**
PART PARK LOT 4, N/S DOMVILLE STREET, CROWN SURVEY, PART 1
PLAN 61R22025; TOWNSHIP OF WELLINGTON NORTH

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report DC 2023-027 being a report on Forest View Estates Amending Subdivision Agreement;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- **Resolution 2019-239** (August 26, 2019) RE: Support of Draft Plan of Subdivision
- **By-law 025-20** (February 24, 2020) RE: Zoning Amendment
- **Resolution 2021-059** (February 21, 2021) RE: Street Naming
- **By-law 045-21** (April 26, 2021) RE: Sewage Allocation Agreement
- **Resolution 2021-247** (August 9, 2021) RE: Support of Revised Draft Plan of Subdivision
- **Site Alteration Agreement** (June 30, 2022) RE: Grading
- **By-law 084-2023** (September 11, 2023) RE: Authorization of a Subdivision Agreement

BACKGROUND

Subject Lands

The property is in the Village of Arthur. The subject lands are located on the North of Domville Street, east of Preston Street, in the Northeast quadrant of the village. The land holding is approximately 6.86 acres and is known as: PART PARK LOT 4, N/S DOMVILLE STREET, CROWN SURVEY, PART 1 PLAN 61R22025,; TOWNSHIP OF WELLINGTON NORTH

The Proposal

The Owner has applied for Subdivision Approval from the Township for a Subdivision with 10 Single Detached units, 8 Semi-Detached units, 8 Street Townhouse units and a 24 unit multi-residential building for a total of 50 units. This project will include installation of services, grading and erosion control, sanitary drainage, storm water drainage, street lighting and landscaping.

An amendment to the subdivision agreement is required to permit the developer to obtain a letter of credit from a Credit Union instead of the required Chartered Bank of Canada. This is a housekeeping amendment to align with current Township process.

Existing Policy Framework

The subject lands are designated R1C, R2, R3 Residential Zones, and Open Space, in the Township of Wellington North Zoning By-law 66-01.

COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the proposed agreement is attached to the By-law in this agenda package.

COMMUNICATION PLAN

The executed subdivision amending agreement will be forwarded to the Township's solicitor for registration.

FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality as the Owner will provide securities and deposits to ensure all of the Works will be completed.

ATTACHMENTS

- A. Location Map
- B. Plan of Subdivision
- C. Amending Subdivision Agreement attached to By-law No. 091-2023 in the agenda package

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Darren Jones, Chief Building Official and Tammy Pringle, Development Clerk	<i>Darren Jones</i> <i>Tammy Pringle</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

SCHEDULE A – Location Map



SCHEDULE B – Draft Plan of Subdivision



DRAFT PLAN OF SUBDIVISION
 Part of Park Lot 4
 North of Domville Street
 Crown Survey
 Township of Wellington North
 County of Wellington

LAND USE SCHEDULE

Block/Zone	Lot Area (ha)	Units	Area (ha)
Single Detached Residential	Lot 1, 2, 3, 4	4	0.40
Medium-Density Residential	Block 15, 16	8	0.33
Townhouse	Block 15	4	0.16
Multiple Residential	Block 17	4	0.16
Multiple Residential (Sticks)	Block 15-17	24	0.92
Other			0.04
Total			1.80

Refer to the certificate and full plan.
 Prepared by: *[Signature]*
 Date: 21 Dec 2018
 Checked by: *[Signature]*
 Date: 21 Dec 2018
 Title: *[Signature]*
 Position: *[Signature]*
 Chief Planning and Development

ADDITIONAL INFORMATION
 UNDER SECTION 31(1) OF THE PLANNING ACT
 1. REGULATIONS REQUIRED BY PLANNERS AS A RESULT ARE AS SHOWN ON THE DRAFT PLAN.
 2. PLANNING CASE ONLY.
 3. FULL PLAN ONLY.
 4. ALL RIGHTS AND INTERESTS TO BE NOTED.

OWNERS CERTIFICATE
 I AUTHORISE THE GROUP INC. TO PREPARE AND SUBMIT THE DRAFT PLAN OF SUBDIVISION TO THE COUNTY OF WELLINGTON.
[Signature] December 19/18
 DATE

SURVEYORS CERTIFICATE
 I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR ADJACENT BOUNDARIES AS SHOWN ON THIS DRAFT PLAN ARE CORRECTLY SHOWN.
[Signature] DECEMBER 19, 2018
 DATE

GSP group
 1000 GARDNER STREET, SUITE 100
 WILLOWDALE, ONTARIO M2H 3K5
 TEL: 416-491-1111
 FAX: 416-491-1112
 WWW.GSPGROUP.COM

10/02/23

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
79677		9/22/23	\$3,500.00
79678	Abell Pest Control Inc	9/22/23	\$219.94
79679	Arthur ACE Hardware	9/22/23	\$91.51
79680		9/22/23	\$3,525.60
79681	Canadian Rink Services	9/22/23	\$3,460.06
79682		9/22/23	\$282.49
79683	Cotton's Auto Care Centre	9/22/23	\$468.95
79684	Bradley Edwards & Carolyn Seel	9/22/23	\$330.93
79685		9/22/23	\$503.00
79686		9/22/23	\$250.00
79687	Mt Forest & District Chamber o	9/22/23	\$875.00
79688	Royal Bank Visa	9/22/23	\$3,325.94
79689	Telizon Inc.	9/22/23	\$763.10
79690	Architects Tillmann Ruth Robin	9/22/23	\$11,724.45
79691	WCH Enterprises	9/22/23	\$2,733.75
79692	Wellington Catholic Dist Sch B	9/22/23	\$137,057.82
EFT0005603	Arthur Home Hardware Building	9/22/23	\$120.04
EFT0005604	Atwork Office Interiors	9/22/23	\$11,183.70
EFT0005605	BackSpace Computer	9/22/23	\$4,576.50
EFT0005606	Broadline Equipment Rental Ltd	9/22/23	\$3,202.65
EFT0005607	Cedar Signs	9/22/23	\$1,333.56
EFT0005608	Clark Bros Contracting	9/22/23	\$14,238.00
EFT0005609	CMT Engineering Inc.	9/22/23	\$2,042.48
EFT0005610	Conseil scolaire catholique Mo	9/22/23	\$4,298.13
EFT0005611	Cook's Garage	9/22/23	\$720.85
EFT0005612	Corporate Express Canada Inc.	9/22/23	\$445.77
EFT0005613	County of Wellington	9/22/23	\$2,933,749.92
EFT0005614	Da-Lee Dust Control	9/22/23	\$13,341.52
EFT0005615	Darroch Plumbing Ltd.	9/22/23	\$113.00
EFT0005616	Decker's Tire Service	9/22/23	\$333.35
EFT0005617	Delta Elevator Co. Ltd.	9/22/23	\$986.22
EFT0005618	Eric Cox Sanitation	9/22/23	\$755.07
EFT0005619	Excel Business Systems	9/22/23	\$8,475.00
EFT0005620	FOSTER SERVICES/822498 ONT INC	9/22/23	\$7,409.98
EFT0005621	Georgian Bay Waterworks Associ	9/22/23	\$400.00
EFT0005622		9/22/23	\$250.00
EFT0005623	Ideal Supply Inc.	9/22/23	\$36.14
EFT0005624	International Trade Specialist	9/22/23	\$71.57
EFT0005625	J.A. Porter Holdings (Lucknow)	9/22/23	\$1,130.21
EFT0005626		9/22/23	\$157.17
EFT0005627	Conseil Scolaire Viamonde	9/22/23	\$4,158.27
EFT0005628	Maple Lane Farm Service Inc.	9/22/23	\$84.74
EFT0005629	MRC Systems Inc	9/22/23	\$2,736.01
EFT0005630	Ont Clean Water Agency	9/22/23	\$2,836.58

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005631	Print One	9/22/23	\$220.35
EFT0005632	Reeves Construction Ltd	9/22/23	\$53,276.17
EFT0005633	ROBERTS FARM EQUIPMENT	9/22/23	\$77.34
EFT0005634	SGS Canada Inc.	9/22/23	\$2,613.16
EFT0005635	Shred All Ltd.	9/22/23	\$113.00
EFT0005636	Suncor Energy Inc.	9/22/23	\$12,396.27
EFT0005637	Upper Grand Dist School Board	9/22/23	\$802,269.59
EFT0005638	Wellington North Power	9/22/23	\$61,604.89
EFT0005639	Work Equipment Ltd.	9/22/23	\$697.82
EFT0005640	W. Schwindt & Sons Bldg Const	9/22/23	\$23,596.66
EFT0005641	Young's Home Hardware Bldg Cen	9/22/23	\$127.05
79693	Bell Mobility	9/28/23	\$1,220.75
79694	Bluewater Fire & Security	9/28/23	\$4,218.96
79695		9/28/23	\$150.00
79696	EC King Contracting	9/28/23	\$1,274,525.26
79697	Firehall Bookstore	9/28/23	\$57.01
79698	Horrigan Overhead Doors 2019	9/28/23	\$904.00
79699	Human Response Monitoring Cent	9/28/23	\$271.20
79700	Hydro One Networks Inc.	9/28/23	\$1,072.85
79701		9/28/23	\$144.00
79702	Leslie Motors Ltd.	9/28/23	\$99.81
79703	Manulife Financial	9/28/23	\$34,727.84
79704	PepsiCo Beverages Canada	9/28/23	\$681.42
79705	Wightman Telecom Ltd.	9/28/23	\$1,036.41
EFT0005642	Arthur Home Hardware Building	9/28/23	\$400.96
EFT0005643	Artic Clear 1993 Inc.	9/28/23	\$25.50
EFT0005644	B M Ross and Associates	9/28/23	\$26,324.71
EFT0005645	Canada's Finest Coffee	9/28/23	\$124.45
EFT0005646	CARQUEST Arthur Inc.	9/28/23	\$28.35
EFT0005647	Corporate Express Canada Inc.	9/28/23	\$271.00
EFT0005648	County of Wellington	9/28/23	\$577.72
EFT0005649	Eric Cox Sanitation	9/28/23	\$158.99
EFT0005650	FOSTER SERVICES/822498 ONT INC	9/28/23	\$1,977.50
EFT0005651	Grand River Conservation Auth	9/28/23	\$17,947.09
EFT0005652	Industrial Alliance Insurance	9/28/23	\$170.07
EFT0005653	Lifesaving Society	9/28/23	\$265.00
EFT0005654	Midwest Co-operative Services	9/28/23	\$257.49
EFT0005655	Purolator Inc.	9/28/23	\$5.90
EFT0005656	Triton Engineering Services	9/28/23	\$57,588.59
EFT0005657	Young's Home Hardware Bldg Cen	9/28/23	\$238.18
Total Amount of Cheques:			\$5,570,762.28

SENIORS' CENTRE *for* EXCELLENCE

August 28th, 2023

Mayor Andy Lennox & Councillors
Township of Wellington North
7490 Sideroad 7 W, PO Box 125
Kenilworth ON, N0G 2E0

Re: Proclamation Request for Canada's Fall Prevention Month

Dear Mayor Lennox and Councillors,

I am writing you today to draw your attention to Canada's **Fall Prevention Month taking place the entire month of November**. Fall Prevention Month is [recognized by Health Canada as a national health promotion event](#). This year, and every year, the Fall Prevention Month message is that we all have a role to play in fall prevention.

Falls across the lifespan pose a substantive human and economic cost to Canadians. Falls are the leading cause of injury-related deaths and hospitalizations and cost the healthcare system \$9.1 billion (direct costs), resulting in 1.5M emergency department visits, 133,017 hospitalizations, 38,848 disabilities, and 5,249 deaths.

Every year, between 20 and 30 percent of older adults experience a fall. From the Public Health Agency of Canada's 2022 [Surveillance report on falls among older adults in Canada](#), we know that the number of fall-related hospitalizations, the rate of fall-related emergency department visits and the mortality rate due to falls are increasing in Canada. Falls are also the leading cause of hospital admissions and emergency department visits from injury in children ages 0 to 14.

With these alarming statistics in mind, I think you would agree, that now is the time to prevent falls and fall-related injuries and let Canadians live long lives to the fullest.

This is the ninth year of Fall Prevention Month in Canada. **Fall Prevention Month has witnessed an impressive amount of interest and support. Now, more than ever, we hope you will join the growing number of Canadians who are supporting Fall Prevention Month. Your leadership can help save lives.**

We are asking you to introduce the attached proclamation to officially recognize November as Fall Prevention Month and lend your support to Fall Prevention Month via social and traditional media.

fallpreventionmonth.ca

Twitter: [@fallpreventCA](https://twitter.com/fallpreventCA)

Facebook: [@FallPreventionMonth](https://www.facebook.com/FallPreventionMonth)



SENIORS' CENTRE *for* EXCELLENCE

Please let me know if you will introduce a proclamation and help raise awareness of Fall Prevention Month. Thank you in advance for your leadership in helping all Canadians play a role in fall prevention.

Sincerely,

Helen Edwards

Helen Edwards
SCE Seniors' Health Services Coordinator
hedwards@mapleton.ca

fallpreventionmonth.ca
Twitter: [@fallpreventCA](https://twitter.com/fallpreventCA)
Facebook: [@FallPreventionMonth](https://www.facebook.com/FallPreventionMonth)



FALL PREVENTION MONTH

WHEREAS, older adults in Canada have been and continue to be valued and important life-long contributors to the advancement of Canadian society;

WHEREAS, older adults are at risk of fatal fall-related injuries as well as non-fatal fall-related injuries that frequently result in disability, chronic pain, loss of independence, and reduced quality of life;

WHEREAS, falls are the leading cause of injury-related deaths and hospitalizations and cost the healthcare system \$9.1 billion (direct costs), resulting in 1.5M emergency department visits, 133,017 hospitalizations, 38,848 disabilities, and 5,249 deaths;

WHEREAS, Fall Prevention Month is an annual call to action campaign that encourages Canadian organizations and individuals to come together to deploy fall prevention efforts each November for a coordinated and larger impact. Everyone has a role to play in creating change to prevent falls and fall-related injuries;

THEREFORE, We, Mayor Lennox and Council members of the Township of Wellington North do hereby proclaim **November as Fall Prevention Month**.



FALL 2023

CSGW NEWS

CRIME  STOPPERS
 GUELPH WELLINGTON
 1-800-222-TIPS (8477)
www.csgw.tips

CSGW SHREDDING EVENT-GUELPH

If you missed our event in Mount Forest, don't worry...we are having a second event in Guelph on Saturday September 30th—from 9am-1pm at the property of Skyjack, 201 Woodlawn Road W.



CRIME  STOPPERS
 GUELPH WELLINGTON
 1-800-222-TIPS (8477)
www.csgw.tips

SHREDDING EVENT

SATURDAY SEPTEMBER 30
9am - 1pm

201 Woodlawn Rd., W.
GUELPH

Mobile shredding services by:



\$10
per box

ALL PROCEEDS GO TO CSGW

Hosted & Supported by:



SKYJACK
simply reliable

[Click here to see what CAN and CANNOT be shredded](#)

Same set up—drive through operation and our volunteers will unload your paper shredded materials from your vehicle. Cash, debit and credit is accepted. \$10 per box.

COUNTY OPP PROPERTY AUCTION

This will be the second year the auction will be offered online due to its great success last year!

Online Auction opens at 8pm on Thursday, October 19 and closes Wednesday, October 25 @ 6pm.

To participate, create a profile at:
www.parrauctions.hibid.com

CSGW ROAD SIGNS

2023 marks the launch of our newly designed community road sign campaign. The signs are a departure from the previous design and you can now see some of them for yourselves: In Guelph we have the following sponsors: **Brad Barbour Cooperators; Servpro; Desjardins-Agent Brant Hobbin; and Desjardins-Agent Joe Migliaccio.**

This is a great opportunity to show your support for your community and we still have 4 locations in Guelph available! [Contact us: info@csgw.tips](mailto:info@csgw.tips)

NO ROOM FOR HATE

In partnership with Victim Services Wellington and Wellington County OPP, CSGW has launched a new campaign “No Room For Hate”, which focuses on increasing awareness of this crime locally.

Messaging will be delivered through our online presence, radio and print advertising and a special one day event is planned for November. Book your free presentation at www.csgw.tips and follow us on social media for updates.



Program STATS

Since inception from 1988 through August 2023

Tips.....	23,561
Arrests	1,610
Charges Laid.....	4,602
Property Recovered.....	\$10,645,769
Narcotics Seized	\$29,086,034
Authorized Rewards.....	\$187,480



The Royal Canadian Legion

Fred Campbell V.C. Branch #134
140 King Street West
Mount Forest, Ontario
N0G 2L0
(519) 323-1570

September 25, 2023

Mayor Andy Lennox,
Township Of Wellington North
Kenilworth On. N0G 2E0

Dear Mayor Lennox,

On Behalf of The Royal Canadian Legion BR.134, Mount Forest we are requesting permission to distribute poppies in the above noted town within your jurisdiction. It will begin on Friday October 27, 2023 and end on Saturday November 11, 2023.

We are also requesting permission to hold a Remembrance Day service/parade at the Cenotaph in Mount Forest.
The parade will form up on Parkside Drive and march to the Cenotaph. The parade will start at 10:40am and should be completed approximately 11:30am.

We look forward to receiving your reply at your earliest convenience.

Respectfully submitted;

Comrade Ken Thompson
Poppy Chairman
Royal Canadian Legion
Br. #134 Mount Forest Ontario
Branch 519-323-1570
Rclmtforest134@wightman.ca

Or

Personal contact information; mseop26@hotmail.com / 519-323-9074

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 089-2023 PROVISIONAL DRAIN BYLAW

BEING a Provisional Drain By-law to provide for the construction of the George Kirkness (Asbridge) Drainage Works.

WHEREAS the Township of Wellington North is required to undertake such repairs in accordance with Section 4 *Drainage Act*, R.S.O. 1990.

AND WHEREAS the work to be done involves

- Install 750m of tile
- Regrade 990m of overflow swale
- Cleanout 142m of existing ditch
- Incorporate 93m of existing concrete pipe
- Construct two (2) WASCoB's
- Install 7 concrete catchbasins

AND WHEREAS the estimated cost of such repairs is: \$530,470.

AND WHEREAS the costs of the works shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done, prorata with the last revised Schedule of Assessment for the respective drain.

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

1. That the estimated costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

READ A FIRST, SECOND TIME THIS 10TH DAY OF OCTOBER, 2023

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF 202__

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

August 30, 2023

**SCHEDULE A - SCHEDULE OF ASSESSMENTS FOR CONSTRUCTION
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

Con	Lot	Roll Number & Owner	Main Drain				Total
			Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23)	
F ESOSR	Pt 4	040-00009 02100 (Rodney & Gay White)	8.2	0	0	2,585	2,585
F ESOSR	Pt 4	040-0009 02300 (1813040 Ontario Inc)	14.6	0	0	8,952	8,952
F ESOSR	Pt 4	040-0009 02350 (Helen Scott)	10.2	67,700	0	4,763	72,463
F ESOSR	Pt 4	040-0009 02400 (Phares & Mary Martin)	35.4	20,200	0	21,812	42,012
F ESOSR	Pt 3	040-0009 02500 (Leroy & Tammy Asbridge)	17.6	29,900	0	8,937	38,837
F ESOSR	Pt 4	040-0009-02502 (Hewvilla Farms Inc. / James Hewson)	1.7	0	0	793	793
F ESOSR	Pt 3	040-0009 02600 (Phares & Mary Martin)	45.6	0	0	27,738	27,738
F ESOSR	Pt 4	040-0009-02603 (Phares & Mary Martin)	27.1	0	0	16,586	16,586
F ESOSR	Pt 3	040-0009 02700 (Phares & Mary Martin)	4.6	0	0	2,648	2,648
F 9	Pt 3	040-0009 03400 (Allan & Elsie Gingrich)	10.0	0	0	5,737	5,737
F 9	Pt 3	040-0009 03600 (Cleon Weber)	23.5	0	0	14,499	14,499
F WSOSR	Pt 4	040-0009 08200 (Cleon Weber)	0.0	5,900	0	0	5,900
F WSOSR	Pt 3	040-0009 083500 (Peter Delange)	8.0	8,100	0	946	9,046
R WSOSR	Pt 4	040-0009 08400 (Thomas Markstahler)	0.3	0	0	36	36
F WSOSR	Pt 4	040-0009 08500 (Robert & Deborah Ann Harper)	0.1	12,600	0	10	12,610
R WSOSR	Pt 3	040-0009 08600 (1879659 Ontario Ltd)	4.6	24,600	5,250	544	30,394
F WSOSR	Pt 3	040-0009-08604 (1879659 Ontario Ltd)	3.8	6,700	0	414	7,114
C WSOSR	Pt 3	040-0009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	0.1	23	0	12	35
Subtotal (Lands):			215.4	175,723	5,250	117,012	297,985
	Twp of Wellington North	Sideroad 2E	4.4	43,000	71,945	5,851	120,796
	Twp of Wellington North	Sideroad 2W	1.4	400	0	741	1,141
	MTO	Highway 6	1.0	28,800	70,765	1,823	101,388
	Enbridge Gas		0.0	0	9,160	0	9,160
Subtotal (Roads & Utilities):			6.8	72,200	151,870	8,415	232,485
TOTAL ASSESSMENT GEORGE KIRKNESS DRAIN:			222.2	247,923	157,120	125,427	530,470

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected.
The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township.
For convenience the owner's names as shown by the last revised assessment roll have also been included.

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

BY-LAW NUMBER 091-2023

BEING A BY-LAW TO AMEND BY-LAW 084-2023 BEING A BY-LAW TO AUTHORIZE A SUBDIVISION AGREEMENT (940749 ONTARIO LIMITED. (Forest View Estates Coffey)

WHEREAS it is deemed expedient to enter into such an Agreement with 940749 Ontario Limited.

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

PART PARK LOT 4, N/S DOMVILLE STREET, CROWN SURVEY, PART 1 LAN 61R22025,; TOWNSHIP OF WELLINGTON NORTH
Property Identifier Number (PIN): 71095-0361 (LT)

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

1. The Corporation shall enter into an Agreement to amend Subdivision Agreement with 940749 Ontario Limited in the form, or substantially the same form as the draft Agreement attached hereto as Schedule 1.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the By-law to enter into the amending Agreement on behalf of the Corporation
3. And the Clerk be hereby directed to cause notice of the said Agreement to be registered on the title to the lands.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 10TH DAY OF OCTOBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SUBDIVISION AMENDING AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2023.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(the “Township”)
OF THE FIRST PART

-and-

940749 ONTARIO LIMITED
(the “Owner”)
OF THE SECOND PART

WHEREAS the Developer is the registered owner of the Lands being subdivided, described as:

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

PART PARK LOT 4, N/S DOMVILLE STREET, CROWN SURVEY, PART 1 PLAN 61R22025,; TOWNSHIP OF WELLINGTON NORTH

Property Identifier Number (PIN): 71095-0361 (LT)

AND WHEREAS the Developer declares that it is the registered owner of the Lands and has applied to the County of Wellington (the “County”), for approval of a plan of subdivision (the "Plan"), which is identified on Schedule "B" to this Agreement.

AND WHEREAS the County approved the draft plan of subdivision with conditions pursuant to subsection 51(25) of the *Planning Act* on February 2, 2022.

AND WHEREAS the Township has been authorized by the County to require the Developer to agree to construct and install certain watermains and water service connections, stormwater management systems, storm sewers and storm service connections, sanitary sewers and service connections, roadways, structures, sidewalks, walkways, parks, landscaping, conservation work, fencing, street lighting, traffic plan, signage and other requirements or services in compliance with the engineering plans set out in Schedule "D" to this Agreement (the “Works”) and to make financial arrangements with the Township for the installation and construction of the Works before final approval of the Plan by the County.

AND WHEREAS the Township is authorized by subsection 51(26) of the *Planning Act* to enter into this Agreement to require the Developer to agree to construct and install the Works and to make financial arrangements with the Township for the installation and construction of the Works before final approval of the Plan by the County.

SUBDIVISION AMENDING AGREEMENT
940749 ONTARIO LIMITED

AND WHEREAS the parties entered into a Subdivision Agreement dated September 11th, 2023 and registered against the Lands as instrument number WC713292 on September 25, 2023 in the Land Registry Office #61 (the “Subdivision Agreement”);

AND WHEREAS the parties require the Subdivision Agreement to be amended pursuant to this Subdivision Amending Agreement:

NOW THEREFORE in consideration of the covenants and premises of this agreement, the sum of two dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as:

1. Item 9.2.2 is deleted in its entirety and replaced with the following:

An irrevocable Letter of Credit from a chartered bank, financial institution other than a chartered bank or a financial instrument other than a letter of credit, provided that such alternate financial institution or alternate financial instrument is deemed satisfactory by the Township, issued in form and content satisfactory to the Township’s Chief Administrative Officer, in the amount of one hundred percent (100%) of the estimated cost of the Works as set out in Schedule “E” and as approved by the Township Engineer or the Township’s Chief Administrative Officer.

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THIS AMENDING AGREEMENT shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Amending Agreement by the Developer.

THIS AMENDING AGREEMENT is executed by the Township this 10th day of October, 2023.

CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH

Andrew Lennox, Mayor

Karren Wallace, Clerk

We have authority to bind the Corporation.

940749 ONTARIO LIMITED

James Coffey, President

I have authority to bind the Corporation.

DEVELOPER'S MAILING ADDRESS:

206 George Street

Arthur

Ontario

N0G 1A0

CITY

PROVINCE

POSTAL CODE

DEVELOPER'S PHONE NUMBER:

519-848-2819

DEVELOPER'S EMAIL ADDRESS:

jcoffey@royalpage.ca

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

BY-LAW NUMBER 092-2023

**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
OCTOBER 10, 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 October 10, 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 10TH DAY OF OCTOBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK