

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 6, 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/81742039772>

Or join by phone:

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

Webinar ID: 817 4203 9772

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the November 6, 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:

- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Recommendation:

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

- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

1. REPORTS

- HR 2023-004 Non-union Employee and Council Remuneration
- CAO 2023-014 Ontario Land Tribunal Appeal Update North Arthur Developments Inc. (Cachet)

2. REVIEW OF CLOSED SESSION MINUTES

- October 23, 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 HR 2023-004 Non-union Employee and Council Remuneration;

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 2023-014 Ontario Land Tribunal Appeal Update North Arthur Developments Inc. (Cachet)

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 October 23, 2023 Council Meeting.

O'CANADA

RECESS TO MOVE INTO COURT OF REVISION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of November 6, 2023 for the purpose of holding a Court of Revision for the George Kirkness (Asbridge) Drain.

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the November 6, 2023 Regular Meeting of Council.

PRESENTATIONS

- | | |
|---|-----|
| 1. Report EM 2023-001 2023 Annual Emergency Management Programme Report | 001 |
|---|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EM 2023-001 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2023 for information;

AND FURTHER THAT the Council of the Township of Wellington North accepts the annual status report of the Township's Emergency Management Programme for 2023.

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the November 6, 2023 Regular Meeting of Council at : p.m. for the purpose of holding a Public Meeting under the Planning Act:

- Pinestone Construction Inc., Minor Variance A12/23
- Pinestone Construction Inc., Minor Variance A13/23
- 2073022 Ontario Inc., Minor Variance A14/23
- Pinestone Construction Inc., Minor Variance A15/23
- Pinestone Construction Inc., Minor Variance A16/23
- Pinestone Construction Inc., Minor Variance A17/23
- 940749 Ontario Limited (Harvestview), Zoning By-law Amendment 20/23

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the November 6, 2023 Regular Meeting of Council at : p.m.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|---|-----|
| 1. Regular Meeting of Council, October 23, 2023 | 010 |
| 2. Public Meeting, October 23, 2023 | 019 |

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on October 23, 2023 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- | | |
|--|-----|
| a. Saugeen Valley Conservation Authority: | |
| • Board of Directors Special Meeting, September 21, 2023 | 022 |
| • Board of Directors Meeting, September 21, 2023 | 024 |

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 Special Meeting and the Board of Directors Meeting held on September 21, 2023.

- | | |
|--|-----|
| b. Mount Forest Aquatics Ad-Hoc Advisory Committee, October 24, 2023 | 028 |
|--|-----|

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 October 24, 2023.

2. PLANNING

- a. Report DC 2023-028, Consent Application B68-23 5043449 Ontario Inc. (Ron Speer) 032

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-028 being a report on Consent Application (Severance) B68-23 known as Part Lots 13 & 14, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B68-23 as presented with the following conditions:

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

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

- b. Report DC 2023-029, Consent Application B75-23 Schill Land Holdings Inc. 038

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC2023-029 being a report on Consent Application (Severance) B75-23 known as Part Lot 13, Concession 2 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B75-23 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT the Owner shall decommission the existing septic system and apply for and obtain a building permit for a new septic system and that the septic system be constructed to the satisfaction of the building department;
- THAT driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;
- THAT the owner obtain zoning approval for a reduction in interior side yard, proposed is 15.2 m whereas the by-law requires 18.3 m for the farm shed on the retained portion on the property;
- THAT a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

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

- c. Report DC 2023-030, Consent Application B79-23 Stuart Wright & Wraithaven Farms Ltd.

044

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-030 being a report on Consent Application (Severance) B79-23 known as Part Lot 24, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B79-23 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT the barn labeled as "Barn 250m2" in the application be demolished and the site left in a graded level condition to the satisfaction of the Township;
- THAT driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;
- THAT southeast triangle corner labelled as 'deviated road' and 'lands owned by the applicant' that are adjacent and included in the existing roadway to be deeded to the Township;
- THAT a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

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

3. FINANCE

- a. Vendor Cheque Register Report, October 31, 2023

050

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 31, 2023.

- b. Report TR2023-009 2024 Fees and Charges By-law updates (Various Services) 053

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-009 being a report on 2024 fees and charges by-law updates (various services);

AND THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2024 calendar year;

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

4. OPERATIONS

- a. Report OPS 2023-037 2024 Water and Wastewater Fees and Charges 056

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-037 being a report to set the 2024 water and sewer fees and charges;

AND THAT Council authorize a 1.5% increase to water and sewer rates for the year 2024 consistent with the recommendations from the 2020 Water and Wastewater Rate Study prepared by DFA Infrastructure International Inc. dated November 13, 2020;

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

- b. Report OPS 2023-039 2025 Proposed Recreation and Program Rates and Fees 062

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-039 being a report on the 2025 Recreation and Program Rates and Fees;

AND THAT the Council of the Township of Wellington North approve the recommended 2025 Recreation and Program Rates and Fees;

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

5. ADMINISTRATION

- a. Report CLK 2023-038 Procedure By-law 067

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-038 Procedure By-law;

AND THAT Council authorize the Mayor and Clerk to sign the Procedure by-law at the November 20, 2023 meeting.

AND FURTHER THAT the By-law will become effective January 1, 2024.

6. COUNCIL

- a. Erik Downing, General Manager/Secretary-Treasurer (Acting), Saugeen Valley Conservation Authority, correspondence dated October 27, 2023 regarding 2024 Draft Budget 087

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated October 27, 2023 from Erik Downing, General Manager/Secretary-Treasurer (Acting), Saugeen Valley Conservation Authority regarding 2024 Draft Budget.

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 November 6, 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 102-23 being a by-law to establish the fees and charges for various services provided by the Municipality and to repeal By-law 127-2022 093

Recommendation:

THAT By-law Number 102-2023 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating Lieutenant Samuel Lewis Honey 105

CONFIRMING BY-LAW

106

Recommendation:

THAT By-law Number 103-2023 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 November 6, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of November 6, 2023 be adjourned at : p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS

Arthur Chamber of Commerce Meeting	Wednesday, November 8, 2023	5:30 p.m.
Mount Forest Legion Remembrance Day Service	Saturday, November 11, 2023	10:40 a.m.
Arthur Legion Remembrance Day Service	Saturday, November 11, 2023	10:45 a.m.
Office closed in honour of Remembrance Day	Monday, November 13, 2023	
Mount Forest BIA Annual General Meeting – Mount Forest Sports Complex	Wednesday, November 15, 2023	8:00 a.m.
Mount Forest Ladies Night Kick-Off to Christmas	Thursday November 16, 2023	4:00 p.m. to 8:00 p.m.
Regular Council Meeting	Monday, November 20, 2023	7:00 p.m.



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of November 6, 2023
From: Hurania Melgar, Emergency Manager/CEMC
Subject: EM 2023-001 2023 Annual Emergency Management Programme Report

RECOMMENDATION

THAT Council receives Report EM 2023-001 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2023 for information.

AND THAT the Council of the Township of Wellington North accepts the annual status report of the Township's Emergency Management Programme for 2023.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None

BACKGROUND

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2023.

Program Committee:

The Township has an Emergency Management Programme Committee (Committee). The Committee met in person on February 15, 2023 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education. The minutes from the Committee meeting are attached.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020.

Training:

The required prescribed training for 2023 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the

Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality's annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: June 28/29
2. Senior Elected Officials Workshop: June 23
3. IMS 200 - Basic Incident Management System: October 19/20
4. Self-paced MECG Essentials PowerPoint presentation
5. Self-paced Emergency Operations Centre functions training

Annual Emergency Management Exercise:

MECG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Township's MECG members participated in an emergency management exercise held on July 24, 2023.

The objectives of the exercise were to:

1. Evaluate current plans, policies and procedures in place that identify how to provide shelter to members of the public during an emergency.
2. Review the plans, policies and procedures of involved organizations/jurisdictions to coordinate, develop and disseminate information and notifications to the public regarding winter weather advisories, road conditions and emergency shelter availability.
3. Familiarize Municipal Emergency Control Group members with Incident Management System roles and Emergency Operations Centre procedures.

Recommendations/outcomes from the exercise:

1. Assigned IMS roles:
 - a. Throughout the exercise it was found that some IMS positions were not assigned including the Logistics section. This was corrected by the MECG at the exercise and the notification list was updated to reflect these changes.
2. Improved Communication and Coordination:
 - a. Throughout the exercise it was found that increased communication between IMS sections, emergency services and the public is necessary. Further, coordination

prior to a known potential incident such as a winter storm was requested. The Winter Weather Plan has been updated to reflect this procedure moving forward.

3. Relocation of Red Cross Trailer:

- a. The Red Cross trailer that had been situated in the Township of Centre Wellington has been prepositioned to the Mount Forest Sportsplex as the need is greater in the North for these kinds of supplies, as identified throughout the exercise.

Public Education:

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies.

Emergency Preparedness week was May 7-13. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser and radio ads. Promotional materials were offered at all the libraries across the County.

Emergency Management Coordinators took part in a presentation to a kindergarten class in Mount Forest on June 23 along with Wellington North Fire Services and OPP.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4 posts/month) regularly contain emergency preparedness information.

The Emergency Management team participated in 'Safe Communities Day' on October 5. Participating students from across the County had the opportunity to view a video on Emergency Preparedness and ask questions to staff.

The Emergency Management Division continues with the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

Preparedness messaging is provided utilizing the following monthly theme's:

- January – Frozen Pipes/Make a Plan
- February - 211
- March – Floods
- April – Sheltering
- May – Emergency Preparedness Week
- June – Tornadoes
- July – 72 Hour Kit
- August – Unique Family Needs
- September – Be Informed
- October – Power Outages
- November – Winter Weather (Car Kits)
- December – Winter Weather (Driving)

Critical Infrastructure:

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Township at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture (COP) with the County GIS division. We are currently working with County GIS to update and simplify the Critical Infrastructure layer within the mapping software, to be completed by the end of 2024.

Conclusion:

The Township of Wellington North has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2023.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

- Township of Wellington North Emergency Management Programme Committee Minutes- February 15, 2023.

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Prepared By:	Hurania Melgar, Emergency Manager/CEMC
Recommended By:	Brooke Lambert, Chief Administrative Officer



Township of Wellington North

Emergency Management Program Committee (EMPC)

February 15, 2023 – 0930 hrs (9:30 am), Wellington North Municipal Office

DRAFT Minutes

Attendance:

Chris Harrow, Fire Chief
 Darren Jones, CBO
 Heather Wickenheiser, EM Manager / CEMC
 Karren Wallace, Director of Legislative Services/Clerk
 Matt Aston, Director of Public Works
 Brooke Lambert, CAO
 Andy Lennox, Mayor
 Donna Manser, Wellington-Dufferin-Guelph Public health
 Stephen Dewar, Guelph-Wellington Paramedic Services
 Raymond Petersen, Wellington North Power
 Nathan Latulippe, EM Programme Coordinator
 Micheal Korn, OPP

1. Adoption of Minutes

Moved: Matt Aston

Seconded: Andy Lennox

Motion that the minutes of February 15, 2022, are approved as circulated. **Carried**

2. Dashboard

The committee reviewed the dashboard by individual item number.

- a. (3) **Mitigation Measures for Ice Storms** – Approved and marked as completed.
- b. (6) **Smart Board Instructions for Mount Forest** - No longer see a need for Smart Board Instructions in the EOC. Approved to mark as completed in Dashboard.
- c. (12) **COP/Municipal 511 Training** – Municipal 511 training available upon request, COP training will be provided once the COP is available to member municipalities.
- d. (14) **Supplies Needed for Alternate EOC** – Fire chief will purchase 24 hour clock, EM Manager will re-evaluate other items such as printer after relocation of EOC's.
- e. (15) **Tent cards needed for Alternate EOC** – Approved and marked as completed.
- f. (18) **HIRA Updates** – Approved and marked as completed.

No further questions or comments regarding the dashboard.



3. Business Arising from Minutes

- a. eICS
 - i. elcs software has been put on hold. Looking for potential replacements. D4H mentioned to the group as possible replacement.
 - ii. Mayor suggested that control group members have the opportunity to test the new software before its purchased.
- b. Website
 - i. Committee was given an update on the new EM website. New website is approved. No further questions or comments.

4. Essential Level Work Plan 2023

Committee reviewed essential level work plan chart, no questions or concerns noted.

5. HIRA 2023 Review and Approval

Continuing with the 5-year cycle plan for full scale HIRA reviews the committee reviewed the 2023 HIRA overhaul plan for Wellington North. A full-scale review will allow for scientific, and research based HIRA's increasing accountability, resiliency and providing a better foundation for each EM programme. The process with involve engaging as many stakeholders as possible for the most thorough review possible. No questions or concerns noted.

Committee reviewed the 2023 HIRA with some discussion and changes. In 2023, the programme coordinator will integrate the requested changes noted below:

- i. Requested that cyber-attack be reviewed. Believes the score needs to be higher, believes that likelihood be increased.
- ii. It was requested that each hazard definition be reviewed to ensure they are accurate and clear. This was specifically brought up for Winter Weather

ACTION: EM Coordinator to review cyber-attack and hazard definitions. Will advise committee of results.

6. Emergency Response Plan Review

No updates, or questions from the committee regarding the existing ERP.

7. Critical Infrastructure (CI) Review

All CI is now maintained utilizing the COP. CI data is undergoing an overhaul and will be updated over the next year. The overhaul will ensure that all of the information such as the location, contact information, pictures, etc is all up to date. The current critical infrastructure list was shared with the meeting agenda. All updates should be forwarded to the EM Programme Coordinator (jeaneanm@wellington.ca).



- a. Wellington North power asked, if infrastructure outside of the County should be recorded on the COP and if it is considered CI if the municipality relies on it.

ACTION: EM Coordinator to discuss with Wellington North power and the Municipality to determine if Wellington North Power infrastructure outside of Wellington North should be recorded on the COP.

8. Emergency Operations Centres (EOC)

- a. EM manager requested that the EOC binders be reduced from 7 binders to 4 (1 document binder, 1 forms biner, 1 scribe binder and 1 E-guide binder). This request was approved by the committee.
 - i. When changing the binders, it was requested that each position would have a quick sheet laying out what each IMS position is to do, things that were suggested were a clipboard, cheat sheet, etc.
 - ii. Committee suggested moving the primary EOC to the Wellington North municipal office and the secondary EOC to the Mount Forest Arena and Community Centre, this was approved by the whole Committee

ACTION: EM Coordinator to update EOC binders.

ACTION: EM Coordinator to move the primary and alternate EOC location and will reach out to municipality and appropriate staff to complete this

9. Training Dates 2023

- a. Committee reviewed of training courses being offered in 2023. The only updates are the removal of eICS training because the software is no longer being used and the addition of the Elected Officials Course (date not confirmed yet). The Committee was also informed of the Emergency Social Services Shelter manager initiative.

- **In Person EM 200 BEM Course Date:** April 4-5 2023, June 2023
- **In Person IMS 200 Course Date:** October 2023
- **Elected Officials Course:** To be determined
- **Scribe Course:** Fall, can also be done by request or virtually
- **IMS 100:** Available via self-study on the OFMEM training website
- **IMS 300:** Incident Management System: Currently only offered by certified Provincial Instructors, can check OFMEM Training Portal for potential dates
- **In House IMS:** PowerPoints: By request
- **Shelter Management Course:** Delivered by the Red Cross (We have a recording that can be sent out)
- **Crisis Communications/Emergency Information:** Provided by request



- **Municipal 511:** By request
- **Common Operating Picture Training:** By request
- **First Responder Specific Training:** By request
- **Flood Notification Training:** Done by Conservation Authorities
- **Critical Incident Stress Management Training:** By Request

10. 2023 Exercise

Will be running a HIRA based shelter exercise with Minto and Mapleton. This exercise will familiarize participants with the plans, policies and procedures involved with opening an Emergency Shelter. Mount forest community centre was suggested as possible location for 2023 exercise.

No questions or concerns from committee noted.

11. Public Education 2023

For 2023, we will continue promoting emergency preparedness messages following our “do one thing” monthly themes (listed below). During these months our messages will be unique and tailored to the theme of that month to increase awareness and understanding for each of these topics. Our messages will be shared in the Wellington Advertiser, on our County social media pages, as well as on radio stations throughout the County. Our team will also attend in person events throughout the year and are constantly looking for opportunities to collaborate with other local agencies for additional opportunities to spread awareness in person or virtually.

Emergency preparedness (EP) week is May 7th-13th, throughout this week we will continue to create presentations and activities for schools and youth groups across the County. Additionally, during EP week there will be material available at all 14 library branches throughout the County.

Our 2023 schedule is as follows, keeping in mind that if there is something occurring in the County, additional appropriate messaging will be put out.:

- January – Make a Plan
- February – 211
- March – Flooding
- April – Sheltering
- May – Emergency Preparedness Week
- June – Tornadoes/ Severe summer weather



July- 72-hour kit
 August – Unique Family Needs
 September – Be Informed
 October – Power Outages
 November – Winter Weather
 December – Winter Weather

12. Notification List Review

EM Manager presented a new notification list format. Committee reviewed and approved the updated notification list.

- a. Wellington North power would like their notification list to be reviewed.

ACTION: EM Assistant will follow-up with Wellington North power regarding the alternates, as well as finalize the approved new notification list format.

13. New Business

- a. **Fire Safety Plans:** Are being updated in 2023 hoping for completion by 2024. No further comments or questions.
- b. **Winter Storm:** EM Manager wanted to see if there were any questions, concerns, or comments in relation to the Winter Storm that occurred in 2023.
 - i. Requested that tow companies contact information be provided to the municipality. This comes from residents being unable to find vehicle after being towed during the previous storm.

14. Adjournment

Meeting was adjourned at 11:15am

Meeting secretary: Nathan Latulippe, EM Coordinator

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – OCTOBER 23, 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
<https://www.youtube.com/watch?v=Sa4fihSgsWU>**

Members Present:

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

Staff Present:

Chief Administrative Officer:	Brooke Lambert
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Chief Building Official:	Darren Jones
Human Resources Manager:	Amy Tollefson
Manager Community & Economic Development:	Dale Small
Community Recreation Coordinator:	Tasha Grafos
Director of Fire Services:	Chris Harrow
Senior Planner:	Jessica Rahim
Senior Project Manager:	Tammy Stevenson

CALLING TO ORDER

Mayor Lennox called the meeting to order

ADOPTION OF THE AGENDA

RESOLUTION: 2023-377

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the October 23, 2023 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

CLOSED MEETING SESSION

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

RESOLUTION: 2023-378

Moved: Councillor Renken

Seconded: Councillor Hern

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:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

1. REPORTS

- OPS 2023-038 Arthur Works Yard Land Purchase Opportunity

2. REVIEW OF CLOSED SESSION MINUTES

- October 10, 2023

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2023-379

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:47 p.m.

CARRIED

RESOLUTION: 2023-380

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-038 Arthur Works Yard Land Purchase Opportunity;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-381

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 10, 2023 Council Meeting.

CARRIED

O'CANADA

Mayor Lennox acknowledged the passing of Len Seifried, past fire fighter with the Town of Mount Forest.

COUNTY COUNCIL UPDATE

Campbell Cork, Ward 3 County Councillor

Councillor Cork provided information regarding the performance of the ambulance service.

The Guelph Wellington Paramedic Service and is operated by the City of Guelph and provides ambulance services in Wellington County. The challenges of getting an ambulance to an emergency in the City of Guelph are quite different than getting to the rural areas. The 2022 Performance Certificates provide the latest performance information available, with response times being the main indicator of how successful the ambulance service is. Compared to the targets set by the City of Guelph response times are less than impressive for Wellington County. Ambulance response times are

divided into five categories. The top two being the most serious calls are cardiac arrest first and acute trauma second. The bottom three categories refer to the least serious calls; such as shortness of breath, mild trauma or even sore throats.

In a recent meeting the Chief of the Ambulance Service stated that the Guelph Wellington Paramedic Service failed to meet all but one of the response targets. The report card is how often and the percentage the targets are met. In 2022 the response times, combined for the City of Guelph and Wellington County, for the top two most serious categories have targets of eight minutes for the first and ten for the second. The target for the first category was met 63% of the time and 71% for the second.

One of the biggest challenges for the service is the lengthy off load delays, particularly at the Guelph General Hospital, when paramedics arrive at the emergency department but there is no one available to take ownership of the patient. In 2022 the service spent approximately 11,000 hours caring for patients who were in off load delay. That's time that paramedics and ambulances are not available to answer emergency calls. The Chief commented that off load delays have decreased so far this year.

Another challenge for the service was an 8% increase in call volumes in 2022 over 2021. Efforts to reduce some of these numbers include programs that offer non-emergency services to high-risk individuals, which reduces the occurrence of people going to the emergency departments. Recent Provincial legislation allows paramedics to transport patients to alternate destinations instead of hospital emergency departments. In 2022 twelve hours of additional paramedic ambulance service seven days a week were approved.

The City of Guelph set the same targets for both the City and the County so the poor report card on response times may be misleading. The response times are set for 2022 to 2024. Councillor Cork suggested that a separate ambulance service for the County may be needed with response times that are realistic for the County, not the City of Guelph. The statistics show that the County response time targets have not been met once in 2020, 2021, or 2022 for the top two most serious categories. Parallel statistics for Wellington North show that those targets were met just once in those three years.

Councillor McCabe inquired how often the agreement comes up between the City of Guelph and the County of Wellington for shared services; or is there an agreement. Councillor Cork stated that there isn't an agreement; it's similar to social services where the Province decreed that the County shall do social services for the City of Guelph. Mayor Lennox confirmed that it is by provincial direction that the County is responsible for social services in both the shared geography of the City of Guelph and the County of Wellington. Conversely the City of Guelph is responsible for ambulance services in both.

Councillor Renken asked if it is possible to have more ambulances in the rural areas. Councillor Cork explained that the ambulances tend to migrate towards the hospitals in the south. Funding has been approved by the Province for an off load nurse at Guelph General Hospital that will hopefully reduce the paramedic time at the hospital.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2023-382

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North recess the October 23, 2023 Regular Meeting of Council at 7:16 p.m. for the purpose of holding a Public Meeting under the Planning Act:

- James Martin, Minor Variance
- John Rooney, Zoning By-law Amendment

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2023-383

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North resume the October 23, 2023 Regular Meeting of Council at 7:31 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 099-2023 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part Park Lot 5, N/S Smith St. with civic address of 326 Smith Street, Arthur – John Rooney)

RESOLUTION: 2023-384

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 099-2023 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. (Part Park Lot 5, N/S Smith St. with civic address of 326 Smith Street, Arthur – John Rooney)

CARRIED

PRESENTATION

1. Kris Cummings, Do/Able (attending via Zoom)
 - Township of Wellington North Strategic Plan Final Draft

Mr. Cummings presented the Township of Wellington North Draft Strategic Plan and reviewed the process, key themes, strategic priorities and moving to implementation.

He noted the process started late last year advising the data collected showed high levels of satisfaction with the community.

Key themes included a safe and welcoming community; planning for the benefit of residents today and tomorrow; balance, by growing sustainably; aligning service to need and resources; ability to adjust to changing needs and conditions, throughout the plan's life.

With implementation, the focus shifts to ongoing delivery, adaptation to change, and continuous improvement. These aims will be supported by leveraging an internal:

- Priority to maximize staff engagement, retention, and capacity, and
- Action plan, including definitions of success, key objectives, and implementation milestones for each strategic priority.

2. Report CAO 2023-013 Township of Wellington North Strategic Plan Final Draft

RESOLUTION: 2023-385

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-013 Township of Wellington North Strategic Plan Final Draft;

AND THAT Council of the Corporation of the Township of Wellington North endorse the primary strategic goal to build: a safe, sustainable, and welcoming community.

AND FURTHER THAT Council of the Corporation of the Township of Wellington North endorse the following strategic priorities:

- Shape and support sustainable growth;
- Deliver quality, efficient community services aligned with the Township's mandate and capacity; and
- Enhance information sharing and participation in decision-making.

AND FURTHER THAT Council directs staff to further develop the implementation plan for the Township of Wellington North Strategic Plan, including:

- A focus on staff engagement, retention, and capacity to support the ongoing efforts of the Township; and
- Defining success, key objectives, and implementation milestones for each strategic priority.

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, October 10, 2023

2. Public Meeting, October 10, 2023

RESOLUTION: 2023-386

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on October 10, 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

1a, 1b, 3a, 4a, 5a, 5b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2023-387

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT all items listed under Items For Consideration on the October 23, 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 Vendor Cheque Register Report dated October 17, 2023.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2023-388

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-12 being the Building Permit Review for the month of August 2023.

CARRIED

RESOLUTION: 2023-389

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-13 being the Building Permit Review for the month of September 2023.

CARRIED

RESOLUTION: 2023-390

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2023-003 being a report on the awarding of purchase of new self-contained breathing apparatus;

AND THAT Council accept this report and award the purchase to AJ Stone for new self-contained breathing apparatus for the amount of \$381,497.00 +HST.

CARRIED

RESOLUTION: 2023-391

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-036 being a report on 2023 Recreational Programming.

CARRIED

RESOLUTION: 2023-392

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-036 Animal Control By-law Enforcement.

CARRIED

RESOLUTION: 2023-393

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-037 Cemetery fees and charges;

AND THAT Council approve cemetery fees and charges increases effective January 1, 2024 as follows:

Single Grave	\$900.00
Care & maintenance	\$600.00
TOTAL	\$1,500.00
Niche (2 Urns)	\$1,275.00
Care & maintenance	\$225.00
TOTAL	\$1,500.00
Scattering Garden	\$105.00
Care & maintenance	\$70.00
TOTAL	\$175.00
Adult Burial standard	\$1,000.00
Saturday Charge Additional	\$365.00
Child (12& under) standard	\$300.00
Saturday Charge	\$365.00
Winter burial surcharge as ordered by Public Health	Standard rate plus expenses
Cremated Remains in plot	\$400.00

Saturday Charge	\$240.00
Inurnment in Niche	\$250.00
Saturday Charge	\$130.00
Scattering	\$150.00
Saturday Charge	\$240.00
Disinterment standard	\$1,000.00
Disinterment cremated remains	\$400.00
Vault Storage	\$185.00
Flat marker less 173 in sq	Nil
Flat marker 173 in sq	\$100.00
Flat marker 4'x4'	\$200.00
Upright marker	\$400.00
Transfer interment rights	\$100.00
Resale to municipality	\$100.00
Research per hour	\$50.00
Rental of equipment costs	At cost

CARRIED

NOTICE OF MOTION

No notice of motion was tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- Wellington North Cultural Roundtable – the last Cultural Day event “Artisan Day” was held Saturday, October 21st at the Mount Forst Sports Complex. It was a very successful day.

Councillor McCabe (Ward 4):

- Saugeen Valley Conservation Authority meeting on October 19th to work on their budget.
- Wellington North Health Professional Recruitment Committee is in good shape compared with others and local LHINs in our area. The committee will be sending a request for a donation towards recruitment. Mayor Lennox added that the County has been asked for funding to hire a recruiter.
- Arthur Chamber of Commerce AGM and Awards were held on October 19th.
- Mount Forest Chamber of Commerce AGM and Awards will be held on October 25th.

Mayor Lennox:

- Through the County he sits on the SWIFT (South West Integrated Fibre Technology) Board. There has been discussion on how the rural internet is to unfold. The Province and Federal governments have put together a program intended to deliver high speed internet to all rural addresses. It's now public knowledge that Rogers is supposed to be servicing our area towards the end of the run in 2025. The majority of our services will be fibre. SWIFT is working to cover any gaps across the province as this unfolds.

BY-LAWS

- By-law Number 093-2023 being a by-law to authorize the execution of a Memorandum of Understanding with the Grand River Conservation Authority (GRCA) for programs and services
- By-law Number 094-2023 being a by-law of The Corporation of the Township of Wellington North to constitute and appoint members to the Township of Wellington North Court of Revision for the George Kirkness (Asbridge) Drainage Works
- By-law Number 095-2023 being a by-law to authorize the execution of a Memorandum of Understanding with the Maitland Valley Conservation Authority (MVCA) for programs and services
- By-law Number 096-2023 being a by-law to authorize the execution of a Memorandum of Understanding with the Saugeen Valley Conservation Authority (SVCA) for programs and services
- By-law Number 097-2023 being a by-law to provide for the appointment of Municipal Law Enforcement Officers for The Corporation of the Township of Wellington North for the purpose of enforcing the Township's Parking By-law No. 6000-23 and repeal By-law No. 025-2023
- By-law Number 098-2023 being a by-law to amend By-law 074-2020 being a by-law to appoint a Community Emergency Management Coordinator and

Alternate(s) Community Emergency Management Coordinator for The Corporation of the Township of Wellington North

- g. By-law Number 100-2023 being a by-law to authorize the execution of a Memorandum of Understanding with the Saugeen Valley Conservation Authority (SVCA) for cost apportioning

RESOLUTION: 2023-394

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 093-2023, 094-2023, 095-2023, 096-2023 and 097-2023, 098-2023 and 100-2023 be read a First, Second and Third time and enacted.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2023-395

Moved: Councillor Renken

Seconded: Councillor Burke

THAT By-law Number 101-23 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 23, 2023 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2023-396

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Regular Council meeting of October 23, 2023 be adjourned at 8:27 p.m.

CARRIED

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES – OCTOBER 23, 2023 @ 7:00 P.M.
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING
<https://www.youtube.com/watch?v=Sa4fihSgsWU>**

Members Present:

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

Staff Present:

Chief Administrative Officer: Brooke Lambert
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Chief Building Official: Darren Jones
Human Resources Manager: Amy Tollefson
Manager Community & Economic Development: Dale Small
Community Recreation Coordinator: Tasha Grafos
Director of Fire Services: Chris Harrow
Senior Planner: Jessica Rahim
Senior Project Manager: Tammy Stevenson

CALLING TO ORDER - Mayor Lennox

Mayor Lennox called the meeting to order

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared

OWNERS/APPLICANT

John Rooney

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Part Park Lot 5, N/S Smith St with a civic address of 326 Smith Street, Arthur. The subject property is approximately 1,167.68 sq. m. (12,568 sq. ft.) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed Zoning By-law amendment is to rezone the subject lands from Low Density Residential (R1C) Zone to Medium Density Residential (R2) Zone in order to facilitate the construction of a semi-detached dwelling. Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on September 22, 2023.

PRESENTATIONS

Jessica Rahim, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated October 18, 2023

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Low Density Residential (R1C) Zone to Medium Density Residential (R2) Zone in order to facilitate the construction of a semi-detached dwelling.

We have no objections to the zoning amendment. The proposal is consistent with the Provincial Policy Statement and conforms to the County Official Plan policies.

INTRODUCTION

The property subject to the proposed amendment is legally described as Part Park Lot 5, N/S Smith St with a civic address of 326 Smith Street, Arthur. The subject property is approximately 1,167.68 sq. m. (12,568 sq. ft.) in size.

PROPOSAL

The proposal of this zoning amendment application is to rezone the subject lands from Low Density Residential (R1C) Zone to Medium Density Residential (R2) Zone in order to facilitate the construction of a semi-detached dwelling.

PROVINCIAL POLICY STATEMENT (PPS)

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

WELLINGTON COUNTY OFFICIAL PLAN

The lands subject to the amendment is designated RESIDENTIAL in the Urban Centre of Arthur. The property is located within the defined “built boundary”. Section 3.3 of the Official Plan encourages cost effective development patterns and seeks to identify and promote opportunities for growth through intensification and redevelopment.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements and ensure that affordable housing is available, g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods”.

WELLINGTON NORTH COMMUNITY GROWTH PLAN

The following relevant Growth Management Goals have been identified:

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

WELLINGTON NORTH ZONING BY-LAW

The subject lands are currently zoned Low Density Residential (R1C) Zone, which permits a single dwelling and accessory uses to the dwelling. The applicant has requested to rezone the subject lands to Medium Density Residential (R2) Zone to facilitate the construction of a semi-detached residential dwellings. At this time, we do not have a concept plan for the proposed semi-detached dwelling, therefore it will be required to meet the standard R2 zone requirements.

Draft Zoning By-law Amendment

A draft zoning by-law amendment has been prepared and attached to this report for Council's consideration.

CORRESPONDENCE FOR COUNCIL'S REVIEW

Andrew Herreman, Resource Planning Technician, Grand River Conservation Authority

- Email dated September 25th, 2023 (No Objections)

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

John Rooney, Applicant, was present to answer questions.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor McCabe commented that this is a good use of the land and that it's good to have the density in an urban area rather than in the rural area.

Councillor Renken stated that she did not have a problem with a semi-detached dwelling and inquired if there will be other set back variances needed. Mr. Rooney indicated that other variances will not be required.

Mayor Lennox inquired about the commercial property to the north of the subject property. Is the Official Plan designation legal non-conforming? If that ceases will that revert to residential? Ms. Rahim stated that the zoning on the property is C3 which is neighbourhood commercial zone. CBO Jones stated that there is an automotive accessory shop on the property. The zoning is C3 so it is legal and will stay until the applicant applies to change the zoning.

ADJOURNMENT

RESOLUTION: 009-2023

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Public Meeting of October 23, 2023 be adjourned at 7:30 p.m.

MAYOR

CLERK



Saugeen Valley Conservation Authority

Minutes – Board of Directors Special Meeting

Date: Thursday September 21, 2023, 11:00 a.m.

Location: Administration Office, Formosa, ON

Chair: Tom Hutchinson

Members present: Paul Allen, Barbara Dobreen (virtual), Kevin Eccles, Bud Halpin, Steve McCabe, Greg McLean, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart (virtual)

Members absent: Larry Allison, Dave Myette, Mike Niesen, Peter Whitten

Staff present: Matt Armstrong, Erik Downing, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards

Chair Barbara Dobreen was unable to attend the meeting in person. Vice Chair Tom Hutchinson assumed the Chair position and called the meeting to order at 11:00 a.m.

1. Adoption of Agenda

Motion #G23-84

Moved by Sue Paterson

Seconded by Paul Allen

THAT the agenda for the Saugeen Valley Conservation Authority Special meeting, September 21, 2023, be adopted as circulated.

Carried

2. Declaration of Pecuniary Interest

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

3. New business

3.1 Draft Strategic Plan Discussion

The Authority deliberated the draft 2023-2033 Strategic Plan as presented by staff. The plan provides a framework for future budgetary requirements and will guide decision making and planning over the short to long term. Items discussed by the Board included methods for tracking progress and accountability. It was noted that Strategic Plan items are intended to be high level, and achievement will rely on the expertise of staff for implementation. New or ongoing projects would be linked to the strategic plan to ensure direction is being monitored, and visual progress reports to the Authority would be essential.

Motion #G23-85

Moved by Greg McLean

Seconded by Barbara Dobreen

THAT the Saugeen Valley Conservation Authority Board of Directors accepts the 10-year Strategic Plan for the period of 2023-2033 as presented; and further

THAT the Board directs staff to incorporate linkages related to the strategic plan into future Board reports.

Carried

4. Adjournment

There being no further business, the meeting adjourned at 12:15 p.m. on the motion of Kevin Eccles and Bud Halpin.

Tom Hutchinson
Chair Pro-Tem (Vice Chair)

Janice Hagan
Recording Secretary



Saugeen Valley Conservation Authority

Minutes – Board of Directors

Date: Thursday September 21, 2023, 1:00 p.m.

Location: Administration Office, Formosa, ON

Chair: Tom Hutchinson

Members present: Paul Allen, Barbara Dobreen (virtual) Kevin Eccles, Bud Halpin, Steve McCabe, Greg McLean, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart (virtual), Peter Whitten

Members absent: Larry Allison, Dave Myette, Mike Niesen,

Staff present: Matt Armstrong, Erik Downing, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards

Chair Barbara Dobreen was unable to attend the meeting in person. Vice Chair Tom Hutchinson assumed the Chair position and called the meeting to order at 1:00 p.m.

1. Land Acknowledgement

The Land Acknowledgement was read by Greg McLean:

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

It was requested that the December 21st Authority meeting be rescheduled, and discussion for an alternate date be added to the agenda under New business.

Motion #G23-86

Moved by Steve McCabe

Seconded by Kevin Eccles

THAT the agenda for the Saugeen Valley Conservation Authority meeting, September 21, 2023, be adopted as amended.

Carried

3. Declaration of Pecuniary Interest

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

4. Adoption of Authority meeting minutes – July 20, 2023

Motion #G23-87

Moved by Sue Paterson

Seconded by Greg McLean

THAT the minutes of the Saugeen Valley Conservation Authority meeting, July 20, 2023, be adopted as presented.

Carried

5. Reports for information

5.1 Approved Committee minutes

5.1.1 Property and Parks Committee – April 20, 2023

The Directors requested an update on Varney Pond. Staff reported that SVCA is anticipating responses from the Ministry of Transportation (MTO), Department of Fisheries and Oceans (DFO) and the Ministry of the Environment and Conservation and Parks (MECP). Erik highlighted that DFO had responded favorably, verbally, to SVCA in that no action with regards to the past status of the property would be pursued. Future actions will require guidance from these external agencies.

5.1.2 Executive Committee – July 6, 2023

There was no discussion.

5.1.3 Executive Committee – August 3, 2023

5.2 News Articles for Members' information

There was no discussion.

5.3 Correspondence

There was no correspondence.

6. New Business

6.1 Authority meeting schedule revision

Motion #G23-88

Moved by Steve McCabe

Seconded by Bud Halpin

THAT the December 21, 2023 Authority meeting be rescheduled for November 30, 2023.

Carried

6.2 2024 Campground fees

Motion #G23-89

Moved by Paul Allen

Seconded by Jennifer Prenger

THAT the proposed 2024 Campground Fee Schedule be approved as presented.

Carried

6.3 Ash Tree removal RFPs

Motion #G23-90

Moved by Bud Halpin

Seconded by Moiken Penner

THAT the Authority accepts the recommendations of the Property and Parks Committee that RFP_LANDS2023-01 and RFP_LANDS2023-02 for Ash removal at Saugeen Bluffs and Brucedale be awarded to the lowest proposal; and further

THAT should the lowest contractor decline, the offer of acceptance be made to the next lowest proposal.

Carried

6.4 Draft Budget Review

Erik Downing GM/S-T(Acting), and the department managers presented the draft budget for 2024. The proposed budget is based on the revisions of the *Conservation Authorities Act* and requirements for Category 1,2 and 3 Programs and Services. There was discussion regarding the User Fee review which proposed an increase in EPR fees which could generate revenues for the Authority; however, it is yet to be determined if the province will continue to freeze fees through 2024 which could have implication for the levy and poses challenges for budgeting. The Authority discussed corresponding with watershed MPPs requesting notification of the province's intentions regarding EPR review fees.

Motion #G23-91

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the SVCA Board of Directors approve the 2024 draft budget in principle; and further

THAT staff be authorized to forward the draft budget to the Authority's watershed municipalities for a 30-day review and include the offer of a delegation if requested.

Motion tabled:

Kevin Eccles moved to table the motion to the next Authority meeting and until further review of capital expenses and/or revenue generation to be presented to the Board. This was seconded by Jennifer Prenger.

Motion referred:

After discussion Kevin withdrew his motion to table, and referred it, seconded by Greg McLean:

THAT the motion be referred to the next Board meeting and until further review of capital expenses and revenue generation, to be presented to the Board.

Motion amended:

Barbara Dobreen moved to amend the motion, seconded by Kevin Eccles:

THAT the motion be referred back to staff for further review of capital expenses and revenue generation; and further

THAT staff report back to the Authority at the next Board meeting.

Carried

7. Adjournment

There being no further business, the meeting adjourned at 3:47 p.m. on the motion of Greg McLean and Bud Halpin.

Tom Hutchinson
Chair Pro-Tem (Vice Chair)

Janice Hagan
Recording Secretary

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THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
October 24, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Penny Renken, Councillor
Shelley Weber, Public Member
Jessica McFarlane, Public Member
Vern Job, Lions Member
Al Leach, Lions Member
Laurie Doney, Public Member
Ray Tout, Lions Member

Staff Present:

Dale Small, Manager, Community & Economic Development
Tasha Grafos, Community Recreation Coordinator
Madalyn Ellis, Administrative Assistant

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:02 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2023-027

Moved: Member Job

Seconded: Member Doney

THAT the agenda for the October 24, 2023, Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

None.

Minutes of Previous Meeting

Received by council at the October 10, 2023, Meeting of Wellington North Council

RESOLUTION: MFA 2023-028

Moved: Member

Seconded: Member

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the August 22, 2023, committee meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Update on detailed design and revised cost estimates presented to council on October 10th, 2023.

029

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
October 24, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

Manager, Community & Economic Development presented update on detailed design and revised cost estimate presented to council on October 10, 2023. Minimal cost increase and design has not changed. \$5.3 million approved by council has remained.

Once 80% of fundraising goal is met, project will move into tendering process. Once 100% of fundraising goal is met, move into process of approving tender & construction.

Fundraising Strategy is currently in month 4 of 18. The next calendar year is key for fundraising as dates for pool will be looked at in the fall given the \$2.5 million fundraising goal is met.

Member Leach inquired about increase or additional costs as well as design change. Staff stated that the design will remain the same but there is certainly potential for an increase of cost as final tender will not take place for a minimum of 2 -3 years.

Members inquired about the maintaining of architect and engineering involvement throughout the tendering process. Chair Burke stated that it is not uncommon for architects and engineers to maintain involvement throughout the tendering process.

Members asked if grants were to be included in the \$2.5 million. Staff believes yes, as it is the job of the committee to find and work through the application process of possible grants.

Member Leach inquired if 'in-kind' donations would be included in the \$2.5 million and be eligible for tac receipts. Direction to staff to research in-kind policy. Staff will review policy.

The committee questioned if HST was included in \$5.3 million. Staff believes no because it is claimable by the Township.

**Update on Fundraising Strategy Proposal presented to council on October 10th, 2023.
Discussion on Next Steps**

- **Corporate Donor Team Member Recruitment**
- **Recruitment of staff support**
- **Finalize Donor Recognition Program**
- **Discuss handling of multi-year donations**
- **Finalize Canvassing Guide, Handbook, Job Descriptions & Roles and Responsibilities**
- **Schedule & Train Canvassing Team members**
- **January 2024 Launch of Corporate Donor Program**

The Fundraising Strategy Proposal was approved by council on October 10, 2023. There is a list of next steps, including the recruitment of a staff support system. Member Tout to start recruiting the team for Corporate Donor Program and these individuals should be in place to receive training at our next Committee meeting.

Recruitment of Community Development Officer will begin shortly. Job description is being finalized. This position is a full-time municipal staff person who will have other job responsibilities

030

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
October 24, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

in addition to supporting the aquatics fundraising committee. For now the Aquatics committee will continue to receive staff support from Madalyn, Tasha and Dale.

Donors may spread donations out over the course of a 3-year term. Tax receipts may be issued in 2024, 2025 & 2026, as construction for the pool is proposed to begin in 2026. Pledges or donations made after the start of construction will not be eligible for a tax receipt. The committee discussed approaching council with the proposal of donations over the course of 5 years, with the understanding that tax receipts cannot be issued after construction commences.

Next meeting, we hope to include Dr. Bob McFarlane and Amy Van Huss of the Louise Marshall Hospital Foundation. We will be asking them to share their fundraising knowledge and experience with the Committee. Member Leach will not be in attendance.

Member McFarlane asked if having a separate website for the committee would be beneficial. Discussion was had surrounding separate website. May be beneficial during fundraising however no action to be taken at this time.

A draft presentation for potential large and corporate donors was provided to the committee for review and comment. Staff consider this a 75% complete/draft and comments and feedback should be provided to Dale by mid-November. so it can be finalized and approved by the Committee at the next meeting. The Canvassing Guide is still being developed and will be shared with committee by staff.

Corporate Donor Program to launch January 2024. Committee's job to identify large and corporate donors. Discussion was had surrounding who these donors may be.

Fundraiser Update

- **Farmers Market participation**
- **Christmas Home Tour Saturday November 25th**

The Home Tour will take place on November 25 10am-3pm. Tickets for the Home Tour have been printed. Houses and retailers have been selected. Tickets to go on sale within the next week or two. Councillor Renken and Member Doney have volunteered to be greeters at homes. Raffle tickets and swag will be available at the Mount Forest Greenhouse the day of the event.

The Home Tour event is currently being advertised on social media as well as an article that is being printed in the Biz Bull. Member McFarlane will be doing the community minute on 88.7 the River to promote the event. Also, discussion surrounding an advertisement in the Community News paper as well as through Wightman community Guide.

Overall success at the Farmers Markets. Table booked at the Lion's Christmas Market on November 18 from 9-4 where swag and tickets for House Tour will be sold.

Larger sizes of swag will be ordered. New youth and child items.

031

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
October 24, 2023 @ 7:00 P.M.
MEETING ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX.

ITEMS FOR CONSIDERATION

Financial Update

The account balance is \$10,306 with approximately \$500 to deposit from swag sales.

One e-transfer deposited for swag. One cheque made out to Unique Designs for product purchased.

Cheque will need to be made out to Print One for Home Tour tickets.

Account Information

RESOLUTION: MFA 2023-029

Moved: Member McFarlane

Seconded: Member Leach

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

CARRIED

OTHER BUSINESS/ROUNDTABLE

Member McFarlane asked about a previous inquiry of a possible GIC or other form of investment, high interest account, under business advising. Staff will look into possible options available.

NEXT MEETING

November 28, 2023

ADJOURNMENT

RESOLUTION: MFA 2023-030

Moved: Member Tout

Seconded: Member Weber

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of October 24, 2023, be adjourned at 8:26 p.m.

CARRIED



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of November 6, 2023
From: Tammy Pringle, Development Clerk
Subject: DC 2023-028, Consent Application B68-23 5043449 Ontario Inc. (Ron Speer)

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-028 being a report on Consent Application (Severance) B68-23 known as Part Lots 13 & 14, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B68-23 as presented with the following conditions:

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

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the north east quadrant of the Township and is geographically known as 9148 Concession 4 N, in the former Arthur Township.

Proposed severance is 33 hectares with 331.88 m frontage, existing and proposed agricultural use.

Retained parcel is 33 hectares with 269.9 m frontage, existing and proposed agricultural use with existing dwelling and barn.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 23-9892 prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated September 6, 2023.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Planning Report, Zach Prince, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

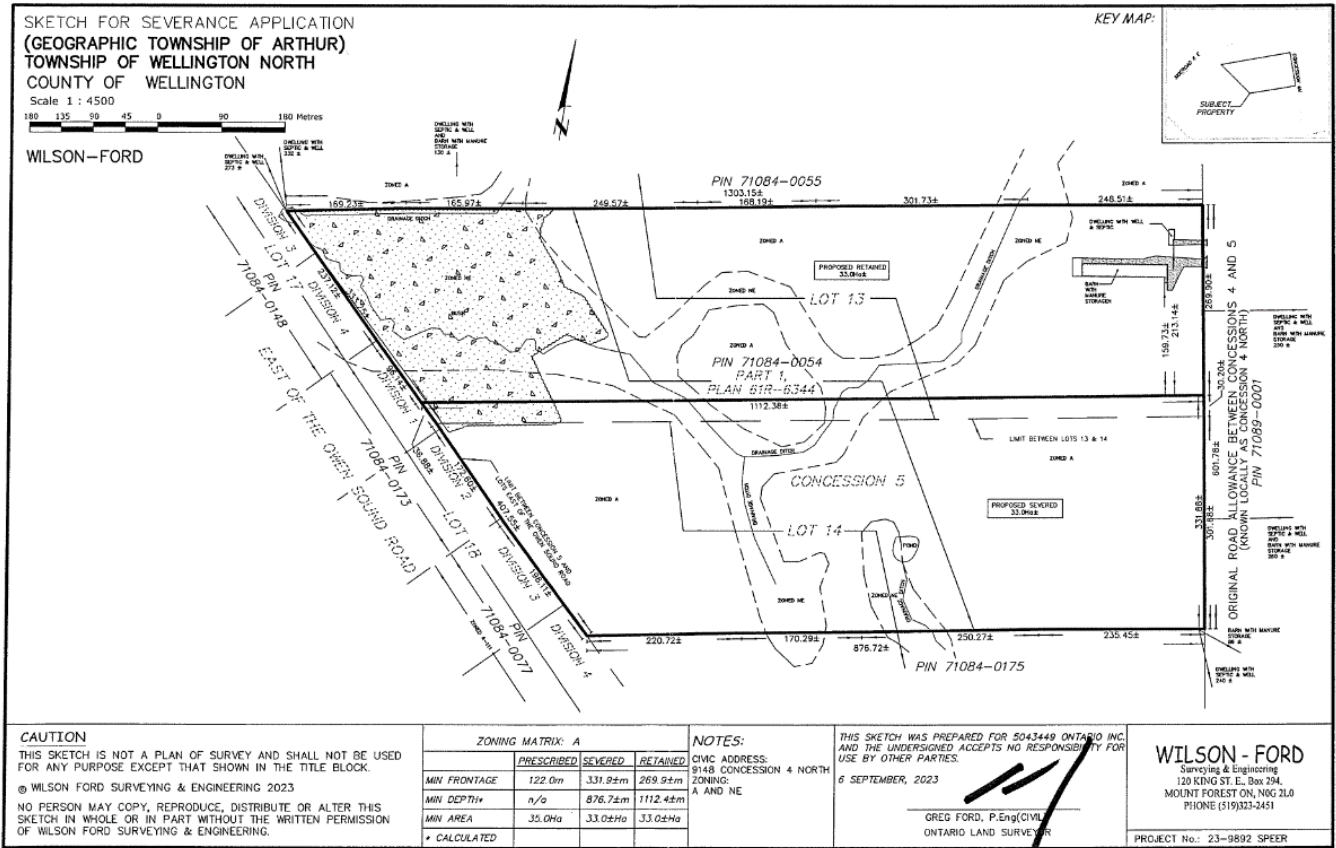
Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

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

APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



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

Application	B68/23
Location	Part of Lots 13 & 14, Concession 5 TOWN OF WELLINGTON NORTH
Applicant/Owner	5043449 Ontario Inc c/o Ron Speer

PRELIMINARY PLANNING OPINION: This application would sever a 33 ha (81.5 ac) vacant agricultural parcel in the Prime Agriculture Area for proposed agricultural use. A 33 ha (81.5 ac) agricultural parcel will be retained for agricultural use with an existing dwelling, and barn.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That servicing on the retained lands can be accommodated to the satisfaction of the Township; and,
- b) That driveway access can be provided to the severed lands to the satisfaction of the of the appropriate road authority.

A PLACE TO GROW (2020): The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of changes to the Growth Plan means the natural heritage system policies and the agricultural system mapping will not apply until fully incorporated into the County's Official Plan. All planning decisions are required to conform with the Growth Plan.

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

Regarding Minimum Distance Separation, the MDS Guidelines recognize that where a larger lot is created without an existing dwelling, a suitable location must be identified for a 0.5 ha building envelope outside of the MDS I setback. Given the size of the severed parcel, and the farm data sheet provided by the applicant for the retained lands, planning staff are satisfied that there is sufficient space to site a 0.5 hectare building envelope or larger in compliance with MDS I.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as PRIME AGRICULTURE, CORE GREENLANDS and GREENLANDS. The identified environmental features include a wetland, Floodplain regulated by the GRCA, and significant woodlands. The proposed severed parcel includes a wetland and a small portion of hazard lands.

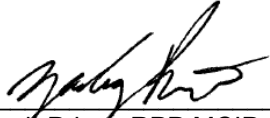
Section 10.3.2 of the Official Plan provides policy direction for agricultural lot creation in Prime Agricultural Areas. New Lots for agricultural uses will normally be a minimum of 35 hectares in size. The creation of new agricultural lots along original lots lines in the Township survey is encouraged. New agricultural lots may include lands within the Greenlands System where necessary to provide logical lot lines, provided that suitable building envelopes and new access routes are available outside of and a suitable distance from Core Greenlands and Greenland Features. Both the severed and retained lots are less than the minimum size; however, staff have no concerns with the reduction given the shape of the lots and regular farming practices in the area.

The matters under Section 10.1.3 were also considered, including item h) 'that natural heritage features are not affected negatively', and k) 'that the size and shape of the proposed lot is suitable, including frontage, area and proportion of frontage to depth.'

LOCAL ZONING BY-LAW: The subject property is zoned Agriculture (A), and Natural Environment (NE) Zone. Both lots are less than the minimum farm size of 35 ha in the zoning by-law; however, section 8.2.1.b) would permit the reduced farm size. Both lots meet the minimum lot frontage requirements.

WELL HEAD PROTECTION AREA: The subject property is not located within Well Head Protection Area.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 27th, 2023. Notice Cards were posted and the survey sketch appears to meet the application requirements.



Zach Prince RPP MCIP
October 30th, 2023



Staff Report

To: Mayor and Members of Council Meeting of November 6, 2023
From: Tammy Pringle, Development Clerk
Subject: DC 2023-029, Consent Application B75-23 Schill-Land Holdings Inc.

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-029 being a report on Consent Application (Severance) B75-23 known as Part Lot 13, Concession 2 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B75-23 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** the Owner shall decommission the existing septic system and apply for and obtain a building permit for a new septic system and that the septic system be constructed to the satisfaction of the building department;
- **THAT** driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;
- **THAT** the owner obtain zoning approval for a reduction in interior side yard, proposed is 15.2 m whereas the by-law requires 18.3 m for the farm shed on the retained portion on the property;
- **THAT** a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the north east quadrant of the Township and is geographically known as 9147 Concession 2, in the former Arthur Township.

Proposed severance is 1.06 hectares with 18.3m frontage, existing and proposed rural residential use with existing dwelling.

Retained parcel is 39.4 hectares with 281m frontage, existing and proposed agricultural use with existing and proposed machine shop. Existing shed and 2 barns to be removed.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 23-9802 SCHILL prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated September 13, 2023.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Planning Report, Zach Prince, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

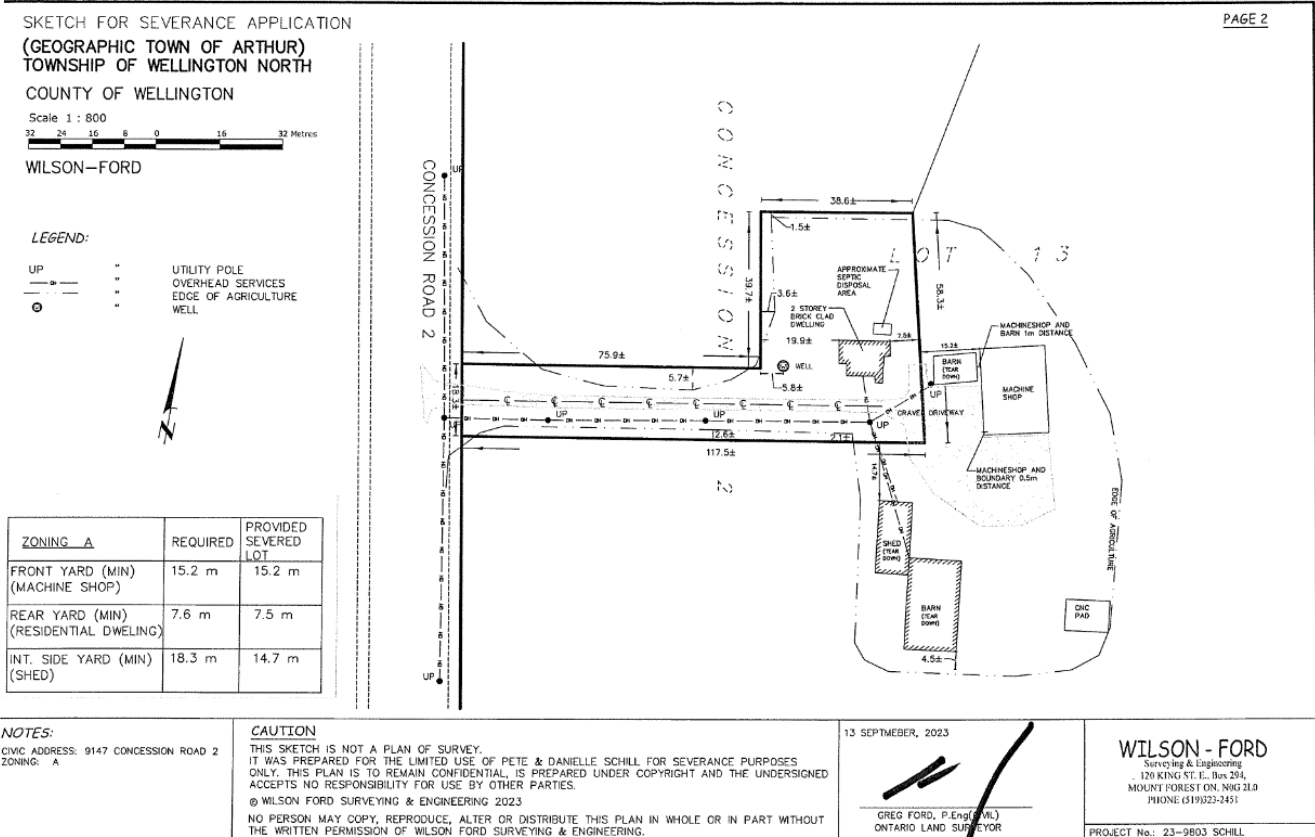
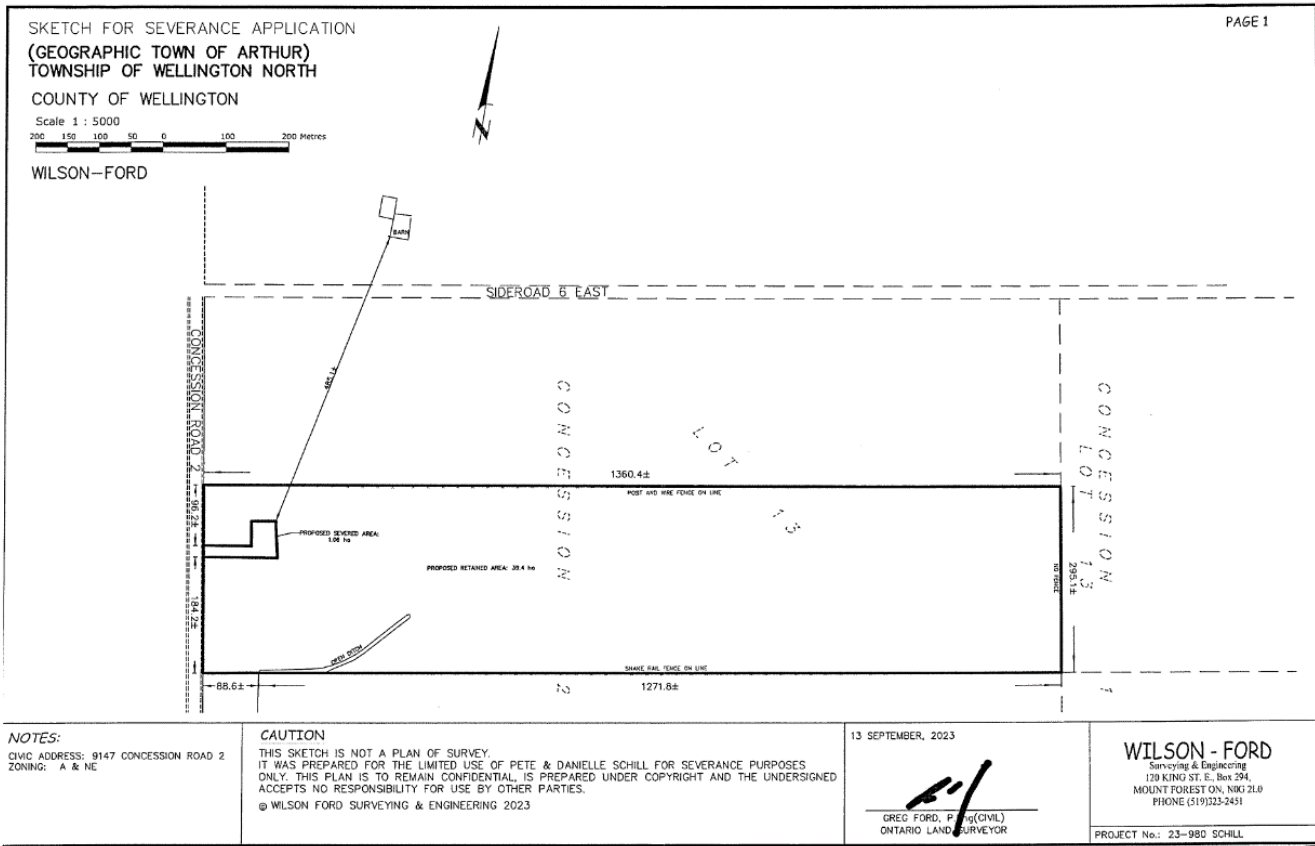
Prepared By: Tammy Pringle, Development Clerk

Tammy Pringle

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert

APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



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

Application Location	B75/23 Part Lots 14 & 15 Concession 3 TOWNSHIP OF WELLINGTON NORTH (ARTHUR TOWNSHIP)
Applicant/Owner	Schill-Land Holdings Inc.

PRELIMINARY PLANNING OPINION: This application would sever a 1.06 ha (2.6 ac) rural residential parcel with existing dwelling. A vacant 39.4 ha (97.3 ac) agricultural parcel with existing barns and machine shop would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That servicing on the severed lands can be accommodated to the satisfaction of the Township;
- b) That driveway access can be achieved for the retained lands to the satisfaction of the appropriate road authority; and,
- c) That a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

PLACES TO GROW: No concerns.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- c) a residence surplus to a farming operation as a result of farm consolidation, provided that
 - a. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 - b. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include Hazard Lands regulated by the SVCA which is fully contained on the proposed retained agricultural lot. According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

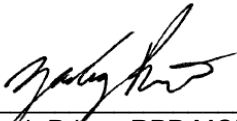
With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval.

In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by Schill Land Farms Inc., which demonstrates that this application would constitute a farm consolidation.

WELL HEAD PROTECTION AREA: The subject property is not located within a Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) Zone and Natural Environment (NE) Zone. The severed parcel is fully located within the A Zone. The retained lands meet the minimum lot area and frontage requirements of the A Zone. The severed parcel is less than the minimum 30.5 m frontage requirement; however, this reduction would be recognized in Section 8.5.b).

SITE VISIT INFORMATION: The subject property was visited and photographed on October 27th, 2023. The survey sketch appears to meet the application requirements.



Zach Prince RPP MCIP
October 30th, 2023



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To:	Mayor and Members of Council Meeting of November 6, 2023
From:	Tammy Pringle, Development Clerk
Subject:	DC 2023-030, Consent Application B79-23 Stuart Wright & Wriighthaven Farms Ltd.

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-030 being a report on Consent Application (Severance) B79-23 known as Part Lot 24, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B79-23 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** the barn labeled as "Barn 250m²" in the application be demolished and the site left in a graded level condition to the satisfaction of the Township;
- **THAT** driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;
- **THAT** southeast triangle corner labelled as 'deviated road' and 'lands owned by the applicant' that are adjacent and included in the existing roadway to be deeded to the Township;
- **THAT** a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the south west quadrant of the Township and is geographically known as 7582 Sideroad 9 W, in the former Arthur Township.

Proposed severance is 0.8 hectares with 74m frontage, existing and proposed rural residential use with existing dwelling and barn.

Retained parcel is 34 hectares with 384m frontage, existing and proposed agricultural use.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 32705-23 prepared by Jeffrey Buisman at Van Harten Land Surveyors - Engineers, dated September 28, 2023.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Planning Report, Zach Prince, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

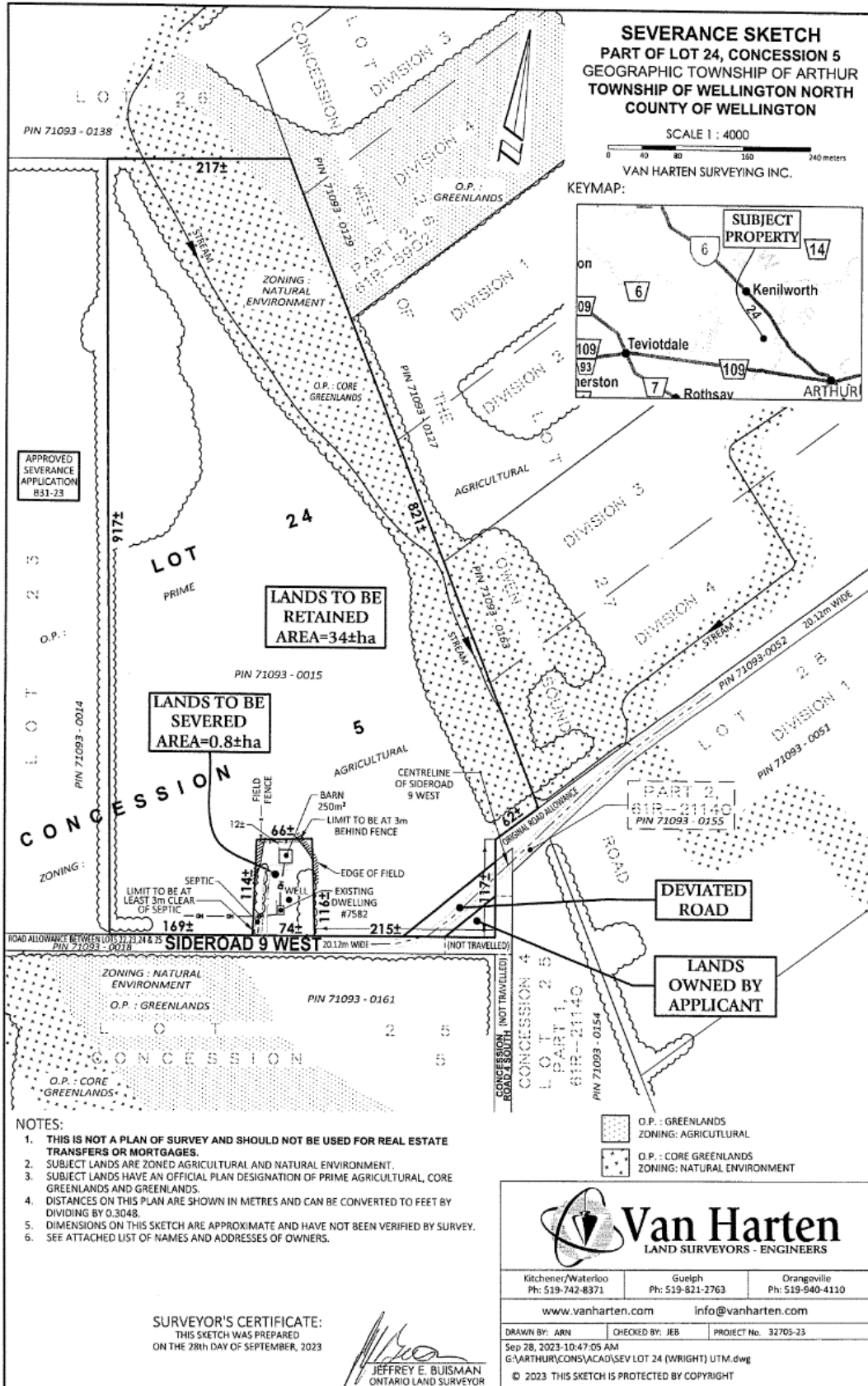
Prepared By: Tammy Pringle, Development Clerk

Tammy Pringle

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert

APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



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

Application Location	B79/23 Part Lots 24 Concession 5 TOWNSHIP OF WELLINGTON NORTH (ARTHUR TOWNSHIP)
Applicant/Owner	Wrighthaven Farms Ltd & Stuart Wright

PRELIMINARY PLANNING OPINION: This application would sever a 0.8 ha (2 ac) rural residential parcel with existing dwelling and barn. A vacant 34 ha (84 ac) vacant agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That servicing on the severed lands can be accommodated to the satisfaction of the Township;
- b) That driveway access can be achieved for the retained lands to the satisfaction of the appropriate road authority;
- c) That a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department; and,
- d) That zoning compliance be achieved for the barn on the severed lands to the satisfaction of the local municipality.

PLACES TO GROW: No concerns.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- c) a residence surplus to a farming operation as a result of farm consolidation, provided that
 - a. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 - b. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include Wetlands and Significant Wooded Areas which is fully contained on the proposed retained agricultural lot. According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval. Regarding access, the applicant and Township are working together on a solution for the ownership of Sideroad 9 West.

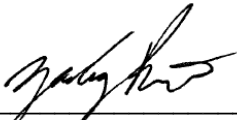
In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by Wriighthaven Farms Ltd., which demonstrates that this application would constitute a farm consolidation.

WELL HEAD PROTECTION AREA: The subject property is not located within a Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) Zone and Natural Environment (NE) Zone. The severed parcel is fully located within the A Zone. Both the severed and retained lands meet the minimum lot area and frontage requirements of the A Zone.

Staff note there is an existing barn proposed to be retained on the severed (residential lot) lands. Hobby barns are permitted in Section 8.3 of the Zoning By-law; however, given the size of the existing structure and rear yard setback this would not comply. A condition has been added to clarify the use of the barn.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 27th, 2023. The survey sketch appears to meet the application requirements.



Zach Prince RPP MCIP
October 30th, 2023

10/31/23

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
79744		10/19/23	\$750.00
79745	Abell Pest Control Inc	10/19/23	\$275.45
79746	BELLAMY CONTRACTING SERVICES L	10/19/23	\$4,859.00
79747	Canadian Tire #066	10/19/23	\$164.93
79748	Cedar Creek Tools Ltd	10/19/23	\$351.43
79749	Chalmers Fuels Inc	10/19/23	\$38.78
79750	Dayson Industrial Services Inc	10/19/23	\$30,833.95
79751	Everything Asphalt	10/19/23	\$6,451.85
79752	Grand Quarry Ltd.	10/19/23	\$20,183.46
79753	Horizon Data Services Ltd.	10/19/23	\$5,989.00
79754	Hydro One Networks Inc.	10/19/23	\$67.78
79755	Image Advantage Solutions Inc.	10/19/23	\$38,793.36
79756	Jim's Auto Service	10/19/23	\$493.18
79757	KLAAS SWAVING LTD.	10/19/23	\$598.90
79758		10/19/23	\$250.00
79759		10/19/23	\$350.00
79760	Plumeville Construction	10/19/23	\$4,300.00
79761	Premier Equipment Ltd.	10/19/23	\$203.65
79762	Royal Bank Visa	10/19/23	\$5,710.44
79763	Schill Land Holdings Inc	10/19/23	\$250.00
79764		10/19/23	\$271.19
79765	Telizon Inc.	10/19/23	\$763.30
79766	Trevor Roberts Auto Repair	10/19/23	\$1,625.72
79767	Enbridge Gas Inc.	10/19/23	\$526.05
79768	Waste Management	10/19/23	\$1,287.02
79769	Wightman Telecom Ltd.	10/19/23	\$103.84
EFT0005713	Arthur Home Hardware Building	10/19/23	\$443.67
EFT0005714	Artic Clear 1993 Inc.	10/19/23	\$68.00
EFT0005715	BackSpace Computer	10/19/23	\$4,576.50
EFT0005716	B M Ross and Associates	10/19/23	\$7,603.88
EFT0005717	Brandt Security	10/19/23	\$6,506.52
EFT0005718	Broadline Equipment Rental Ltd	10/19/23	\$7,821.17
EFT0005719	Canada's Finest Coffee	10/19/23	\$77.00
EFT0005720	CARQUEST Arthur Inc.	10/19/23	\$219.57
EFT0005721	CG Equipment	10/19/23	\$5,536.44
EFT0005722	Clark Bros Contracting	10/19/23	\$1,854.87
EFT0005723	Claussen Farms Custom Farming	10/19/23	\$37,990.78
EFT0005724	Cordes Enterprise	10/19/23	\$3,568.54
EFT0005725	Da-Lee Dust Control	10/19/23	\$2,041.91
EFT0005726	Decker's Tire Service	10/19/23	\$678.00
EFT0005727	Delta Elevator Co. Ltd.	10/19/23	\$986.22

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005728	Drexler Construction Limited	10/19/23	\$46,964.24
EFT0005729	Emergency Services Strategy an	10/19/23	\$40,289.02
EFT0005730	FOSTER SERVICES/822498 ONT INC	10/19/23	\$17,865.30
EFT0005731		10/19/23	\$250.00
EFT0005732	Hort Manufacturing (1986) Ltd.	10/19/23	\$213.57
EFT0005733	Ideal Supply Inc.	10/19/23	\$203.38
EFT0005734	K Smart Associates Limited	10/19/23	\$9,791.45
EFT0005735	Lavis Contracting Co. Ltd.	10/19/23	\$255,278.10
EFT0005736	Maple Lane Farm Service Inc.	10/19/23	\$205.41
EFT0005737	Midcom	10/19/23	\$1,073.06
EFT0005738	Midwest Co-operative Services	10/19/23	\$921.75
EFT0005739	Ontario One Call	10/19/23	\$104.53
EFT0005740	Ont Clean Water Agency	10/19/23	\$61,859.33
EFT0005741	Resurfice Corporation	10/19/23	\$101.70
EFT0005742	R. J. Burnside & Assoc. Ltd.	10/19/23	\$1,688.95
EFT0005743	Sanigear	10/19/23	\$1,463.90
EFT0005744	Shred All Ltd.	10/19/23	\$113.00
EFT0005745	Stephen Hale	10/19/23	\$1,536.80
EFT0005746	Suncor Energy Inc.	10/19/23	\$2,037.85
EFT0005747	Teviotdale Truck Service & Rep	10/19/23	\$181.37
EFT0005748		10/19/23	\$111.16
EFT0005749	Wellington Advertiser	10/19/23	\$1,852.60
EFT0005750	Wellington North Power	10/19/23	\$683.28
EFT0005751	Young's Home Hardware Bldg Cen	10/19/23	\$345.47
79770	BELLAMY CONTRACTING SERVICES L	10/25/23	\$3,390.00
79771		10/25/23	\$400.00
79772	Cdn Tire Associate Store	10/25/23	\$67.79
79773	COOK CONTRACTING	10/25/23	\$22,600.00
79774	Cotton's Auto Care Centre	10/25/23	\$209.05
79775		10/25/23	\$400.00
79776		10/25/23	\$400.00
79777		10/25/23	\$350.00
79778	Go Glass & Accessories	10/25/23	\$360.47
79779	Horrigan Overhead Doors 2019	10/25/23	\$1,796.70
79780	Human Response Monitoring Cent	10/25/23	\$339.00
79781	Hydro One Networks Inc.	10/25/23	\$2,491.95
79782		10/25/23	\$400.00
79783	Gordon MacEachern	10/25/23	\$400.00
79784		10/25/23	\$400.00
79785	Municipality of Grey Highlands	10/25/23	\$250.00
79786		10/25/23	\$400.00
79787		10/25/23	\$400.00
79788	Shawridge Farms Ltd.	10/25/23	\$17,885.00
79789		10/25/23	\$400.00
79790	Staples Professional	10/25/23	\$1,478.48
79791		10/25/23	\$400.00
79792	Suncor Energy Inc.	10/25/23	\$4,086.53

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
79793		10/25/23	\$400.00
79794	Twp of Wellington North	10/25/23	\$100.00
79795	WHITE`S WEARPARTS LTD	10/25/23	\$337.87
79796	Wightman Telecom Ltd.	10/25/23	\$935.11
79797		10/25/23	\$400.00
EFT0005752	A J Stone Company Ltd.	10/25/23	\$2,123.17
EFT0005753	B & B Custom Crushing	10/25/23	\$23,730.00
EFT0005754	Brandt Cambridge	10/25/23	\$1,193.78
EFT0005755	Broadline Equipment Rental Ltd	10/25/23	\$220.35
EFT0005756	Canada's Finest Coffee	10/25/23	\$17.50
EFT0005757	CARQUEST Arthur Inc.	10/25/23	\$53.25
EFT0005758	CFRS Inc.	10/25/23	\$112,904.30
EFT0005759	Chef Supplies	10/25/23	\$7,141.58
EFT0005760	City of Guelph	10/25/23	\$3,130.10
EFT0005761	Clark Bros Contracting	10/25/23	\$8,079.50
EFT0005762	C-Max Fire Solutions	10/25/23	\$3,495.09
EFT0005763	Cordes Enterprise	10/25/23	\$2,950.95
EFT0005764	County of Wellington	10/25/23	\$8,918.00
EFT0005765	Decker's Tire Service	10/25/23	\$678.00
EFT0005766		10/25/23	\$400.00
EFT0005767	H Bye Construction Limited	10/25/23	\$2,938.00
EFT0005768	Ideal Supply Inc.	10/25/23	\$114.90
EFT0005769	Innovative Access Technologies	10/25/23	\$1,150.34
EFT0005770	International Trade Specialist	10/25/23	\$864.97
EFT0005771	K Smart Associates Limited	10/25/23	\$1,652.63
EFT0005772	McLean Taylor Construction Lim	10/25/23	\$272,346.25
EFT0005773	MRC Systems Inc	10/25/23	\$925.44
EFT0005774	Midwest Co-operative Services	10/25/23	\$61.01
EFT0005775	Officer's Auto Care Inc.	10/25/23	\$1,622.59
EFT0005776	Ont Clean Water Agency	10/25/23	\$27,603.13
EFT0005777	Pryde Truck Service Ltd.	10/25/23	\$616.90
EFT0005778	Purolator Inc.	10/25/23	\$31.20
EFT0005779	Risolv IT Solutions Ltd	10/25/23	\$8,650.46
EFT0005780	R. J. Burnside & Assoc. Ltd.	10/25/23	\$4,074.58
EFT0005781	Robert Gibson Consulting Servi	10/25/23	\$3,201.91
EFT0005782	ROBERTS FARM EQUIPMENT	10/25/23	\$8.81
EFT0005783	Sanigear	10/25/23	\$1,656.65
EFT0005784	SGS Canada Inc.	10/25/23	\$2,015.95
EFT0005785	Teviotdale Truck Service & Rep	10/25/23	\$1,600.95
EFT0005786	Wellington Advertiser	10/25/23	\$236.55
EFT0005787	Wellington North Machine/10000	10/25/23	\$1,232.56
EFT0005788	W. Schwindt & Sons Bldg Const	10/25/23	\$10,887.55
EFT0005789	Young's Home Hardware Bldg Cen	10/25/23	\$75.68
Total Amount of Cheques:			\$1,230,683.10



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of November 06, 2023

From: Jerry Idialu, Director of Finance/Treasurer

Subject: Report TR 2023-009 2024 Fees and Charges By-law updates (Various Services)

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report TR2023-009 being a report on 2024 fees and charges by-law updates (various services);

AND THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2024 calendar year;

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

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Report TR2022-005 2023 Fees and Charges By-law updates (Various Services)

BACKGROUND

Annually, township staff review the existing fees and charges structure for various functions performed by the municipality, compare with neighbouring municipalities and industry standards, and make necessary adjustments for council consideration.

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

For the 2024 calendar, year Township staff are recommending the following amendments (yellow highlighted text in by-law):

- Schedule 'A' – Administration – No changes proposed.
- Schedule 'B' – Building Department – No changes proposed.
- Schedule 'C' – Cemeteries – Changes proposed:

- Scattering Garden: Increased from \$84.00 to \$105.00.
 - Care and Maintenance Fund: Increased from \$56.00 to \$70.00.
 - Interment/Inurnment: Adult fee now \$1000 (was \$900). Unified child rate (12 & under) set at \$300. Cremated remains in standard plot up from \$300 to \$400, inurnment in niche increased from \$200 to \$250, and scattering garden from \$100 to \$150.
 - Disinterment: Standard burial fee increased to \$1000 (from \$900).
 - Administration: Transfer of Interment Rights fee increased to \$100 (from \$50).
- Schedule 'D' – Fire/Rescue – No changes proposed.
 - Schedule 'E' – Licensing and Lotteries – No changes proposed.
 - Schedule 'F' – Planning – Changes proposed:
 - Committee of Adjustment – Minor Variance: Increased from \$2000 to \$2500.
 - Zoning Agreement: Increased from \$9000 to \$10,000.
 - Certificate of Compliance & Clearances of Severance Conditions: Both adjusted from \$130 to \$250.
 - Cash in Lieu of Parkland: Upped from \$4000 per lot to \$7500 per unit.
 - Municipal Employee Services: Fee Increased from \$55 to \$125 per hour.
 - Schedule 'G' – Engineering and Transportation
 - Sewage Allocation Application: A new addition to our fee structure at \$250/development.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

By-law 102-2023 attached in this agenda package.

STRATEGIC PLAN 2019 – 2022

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

- Yes No N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships

Municipal Infrastructure

Alignment and Integration

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



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of November 6, 2023
From: Corey Schmidt, Manager, Environmental & Development Services
Subject: OPS 2023-037 2024 Water and Wastewater Fees and Charges

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2023-037 being a report to set the 2024 water and sewer fees and charges;

AND THAT Council authorize a 1.5% increase to water and sewer rates for the year 2024 consistent with the recommendations from the 2020 Water and Wastewater Rate Study prepared by DFA Infrastructure International Inc. dated November 13, 2020;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

RESOLUTION: 2020-364

THAT the Council of the Corporation of the Township of Wellington North approve the revised O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater Financial Plan prepared by DFA Infrastructure International Inc. dated November 13, 2020;

AND FURTHER THAT Council approve the 2020 Water and Wastewater Rate Study prepared by DFA Infrastructure International Inc. dated November 13, 2020;

AND FURTHER THAT Council direct staff to post a copy of the revised O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated November 13, 2020, on the Township website;

AND FURTHER THAT Council direct staff to submit a copy of the revised O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated November 13, 2020 to the Ministry of Municipal Affairs and Housing;

AND FURTHER THAT the resolution of Council approving the revised O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated November 13, 2020, be submitted to the Ministry of Environment, Conservation and Parks, as required, as part of the municipal drinking water licence renewal application.

BACKGROUND

The Township completed a Water and Wastewater Rate Study dated November 13, 2020 which was approved at the November 26, 2020, meeting of Council. Within the study, water and wastewater rates were set to increase 1.5% each year from the period 2022 to 2026, at which time a subsequent water and wastewater rates study will be necessary.

This report and requested update to by-law number 138-22 being a “by-law to establish the fees and charges for water and sewer services provided by the municipality...” aligns with the study and will set water and sewer services rates for 2024.

This change does require a notice period which will follow this report being received by Council. That said, the revised by-law will come to a future meeting of Council to be confirmed.

FINANCIAL CONSIDERATIONS

Township of Wellington North
2020 Water and Wastewater Rate Study & O.Reg 453/07 Financial Plan
November 13, 2020

Table 8-2: Projected Water Rates and Charges

Category	Water					
	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed
Annual Increase (Percent)	0.00%	1.50%	1.50%	1.50%	1.50%	1.50%
Residential Annual (Flat) Base Charge	\$ 558.96	\$ 567.34	\$ 575.85	\$ 584.49	\$ 593.26	\$ 602.16
Non-Residential Annual Base Charge	\$ 670.14	\$ 680.19	\$ 690.39	\$ 700.75	\$ 711.26	\$ 721.93
Non-Residential Volumetric Rate (per m ³)	\$ 2.05	\$ 2.08	\$ 2.11	\$ 2.14	\$ 2.18	\$ 2.21

Table 8-3: Projected Wastewater Rates and Charges

Category	Wastewater					
	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed
Annual Increase (Percent)	0.00%	1.50%	1.50%	1.50%	1.50%	1.50%
Residential Annual (Flat) Base Charge	\$ 687.48	\$ 697.79	\$ 708.26	\$ 718.88	\$ 729.67	\$ 740.61
Non-Residential Annual Base Charge	\$ 824.16	\$ 836.52	\$ 849.07	\$ 861.81	\$ 874.73	\$ 887.85
Non-Residential Volumetric Rate (per m ³)	\$ 2.52	\$ 2.56	\$ 2.60	\$ 2.64	\$ 2.67	\$ 2.71

ATTACHMENTS

Schedule A – Proposed 2024 Water and Wastewater Rates

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:	Corey Schmidt, Manager, Environmental & Development Services	<i>Corey Schmidt</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

SCHEDULE "A"**WATER AND SEWER
Effective January 1, 2024**

Water/Sewer Servicing Charges	2023	2024 (Proposed)
Paved Road with curb and/or sidewalk up to 1" service	\$3,199.78	\$3,247.78
Paved Road with curb and/or sidewalk 1 ½" to 4" service	\$4,479.68	\$4,546.88
Paved Road with curb and/or sidewalk 6" service	\$5,012.98	\$5,088.17
Paved Road up to 1" service	\$2,666.48	\$2,706.48
Paved Road 1 ½" to 4" service	\$3,946.39	\$4,005.59
Paved Road 6" service	\$4,479.68	\$4,546.88
Gravel Road up to 1" service	\$2,346.50	\$2,381.70
Gravel Road Services 1 ½" to 4" service	\$3,626.41	\$3,680.81
Gravel Road 6" service	\$4,159.71	\$4,222.11
Sanitary Sewer		
Paved road with curb and/or sidewalk up to 6" service	\$3,839.73	\$3,897.33
Paved road with curb and/or sidewalk over 6" service	\$4,686.70	\$4,757.00
Paved road up to 6" service	\$3,306.43	\$3,356.03
Paved road over 6" service	\$4,159.71	\$4,222.11
Gravel road up to 6" service	\$2,879.80	\$2,923.00
Gravel road over 6" service	\$3,733.07	\$3,789.07
Exceptions and Special Circumstances		
The following rates apply when the service connection exists at property line or if the connection is made in the boulevard and does not involve disturbing asphalt/sidewalk or curb. Extra charges for large services apply		
Water	\$2,239.84	\$2,273.44
Sanitary Sewer	\$2,773.14	\$2,814.74
Connection Fees		
Must be paid to the Township prior to connection to the distribution system. The installation must be inspected by the Township's Building Department and/or Public Works Department. It is illegal to connect to the Township's Water and Sewage Systems without proper approval.		
At the discretion of the Director of Operations, any connection costs in excess of the above described fees will be invoiced to the proponent		

SCHEDULE "A"**Water and Sewer (continued)****Effective January 1, 2024**

DESCRIPTION	2023	2024 (Proposed)
<p>Swimming Pool Rate:</p> <p>In addition to the charges for water, being the Residential Rate or the General Service Rate in Arthur and Mount Forest hereinbefore set out, there shall be a separate water rate of \$78.43 payable annually to the Township by the landowner for each swimming pool located on a parcel of land during each year or part thereof. For the purposes of this paragraph a swimming pool shall be an inground or aboveground swimming pool containing 8,000 gallons of water or more.</p>	\$77.27	\$78.43
<p>Bulk Water Pick-Up or Supply:</p> <p>Persons wanting bulk water pick-up or supply must contact the Water and Sewer Department Office Monday to Friday between the hours of 7:30 A.M. and 4:00 P.M. to schedule the pick-up or supply. A member of the Township's Water Department must be present when any water is loaded. Unauthorized opening of any Township hydrant is an offence that will have legal implications.</p>	\$154.53	\$156.85
<p>Disconnection/Reconnection of Water Services:</p> <p>(a) At the request of owner to facilitate private water system maintenance; or</p> <p>(b) Will only be allowed if the electrical service is also disconnected or reconnected for the same period of time.</p> <p>A service fee will be charged per disconnect/connect (1 water turn off, 1 water turn on).</p>	<p style="text-align: center;">\$77.27 (During Business Hours)</p> <p style="text-align: center;">\$103.02 (After- Hours)</p>	<p style="text-align: center;">\$78.43 (During Business Hours)</p> <p style="text-align: center;">\$104.57 (After- Hours)</p>
<p>Service Call:</p> <p>Any property owner requesting a service call will be charged a minimum \$78.43 fee if the problem is found to be on the landowner's property. Any involvement by the Township in the repair of services on private property shall be billed to the property owner on a time and material basis.</p>	<p style="text-align: center;">\$77.27 (During Business Hours)</p> <p style="text-align: center;">\$103.02 (After- Hours)</p>	<p style="text-align: center;">\$78.43 (During Business Hours)</p> <p style="text-align: center;">\$104.57 (After- Hours)</p>
<p>Water-Sewer Operator Fee (Per hour) – During Business or After Hours</p>	\$61.81	\$62.74

SCHEDULE "B"
WATER & SEWER RATES

Effective January 1, 2024

DESCRIPTION	2023	2024 (Proposed)
Water		
Residential (flat rate)		
Residential - monthly	\$47.33	\$48.04
Residential - annually	\$575.85	\$584.49
Non-residential Customers – Annual Flat Rate	\$690.39	\$700.75
Non-residential		
Rate per cubic metre	\$2.11	\$2.14
Meter Maintenance Fee (Commercial / Industrial) - monthly	\$17.86	\$18.13
Wastewater (Sewer)		
Residential (flat rate)		
Residential - monthly	\$58.21	\$59.08
Residential - annually	\$708.26	\$718.88
Non-residential Customers – Annual Flat Rate	\$849.07	\$861.81
Non-residential		
Rate per cubic metre	\$2.60	\$2.64
Special Rate (Non- residential) – 460 Durham St E (Green House)	\$80.00	\$80.00
Water Account Set up	\$25.76	\$26.15
Sewer Account Set up	\$25.76	\$26.15



WELLINGTON NORTH Staff Report
SEMPER PORRO

To: Mayor and Members of Council Meeting of November 6, 2023
From: Tom Bowden, Manager of Recreation Services
Tasha Grafos, Community Recreation Coordinator
Subject: Report OPS 2023-039 2025 Proposed Recreation and Program Rates and Fees

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-039 being a report on the 2025 Recreation and Program Rates and Fees;

AND THAT the Council of the Township of Wellington North approve the recommended 2025 Recreation and Program Rates and Fees;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Recreation Master Plan Recommendation 19: Update rates and fees (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.

BACKGROUND

The proposed 2025 Recreation and Program Rates and Fees reflect an average 2% overall increase on most fees. The proposed increase will support the expected increases in hydro, wages, insurance, and other operational expenses.

The proposed rates and fees are based on comparing the 2023 rates and fees from our neighbouring communities and our approved rates and fees for 2024.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

2025 Recreation and Program Rates and Fees

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
- Municipal Infrastructure
- Partnerships
- Alignment and Integration

Prepared By:	Tom Bowden, Manager, Recreation Services Tasha Grafos, Community Recreation Coordinator	<i>Tom Bowden</i> <i>Tasha Grafos</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

	2024	2025	Effective
Large Hall & Auditorium			
Stag & Doe	\$885.00	\$900.00	1-Jan-25
Prime Rental (Friday to Sunday)	\$685.00	\$698.00	1-Jan-25
Wedding Set-up (Friday 8:30am - 4:30pm)	\$165.00	\$168.00	1-Jan-25
Non-Prime (Monday to Thursday)	\$385.00	\$393.00	1-Jan-25
Tournament Rates (Minor Sports)	\$285.00	\$291.00	1-Jan-25
Hourly Rate	\$63.00	\$65.00	1-Jan-25
Set-up on all rentals under 2 hours (per event)	\$20.00	\$25.00	1-Jan-25
Extra Clean-up if required (per hour)	\$50.00	\$51.00	1-Jan-25
Holiday Premium (per hour)	\$20.00	\$25.00	1-Jan-25
Music Tarriffs (based on capacity)			1-Jan-25

Small Halls & Meeting Rooms			
Conn Community Pavilion (daily)	\$125.00	\$125.00	1-Jan-25
Damascus Community Hall (daily)	\$125.00	\$125.00	1-Jan-25
Arthur Upper Leisure Hall (daily)	\$244.00	\$250.00	1-Jan-25
Mount Forest Plume Room (daily)	\$244.00	\$250.00	1-Jan-25
Mount Forest Lower Leisure Hall (daily)	\$244.00	\$250.00	1-Jan-25
Mount Forest Meeting Room (daily)	\$244.00	\$250.00	1-Jan-25
Hourly Rate	\$37.00	\$38.00	1-Jan-25
Set-up on all rentals under 2 hours (per event)	\$20.00	\$25.00	1-Jan-25
Extra Clean-up if required (per hour)	\$50.00	\$50.00	1-Jan-25
Holiday Premium (per hour)	\$20.00	\$25.00	1-Jan-25
Music Tarriffs (based on capacity)			1-Jan-25

Special Rates			
Mount Forest South Greenspace (daily)	\$244.00	\$250.00	1-Jan-25
Lions Club Bingo (per event)	\$194.00	\$200.00	1-Jan-25
Blood Donor Clinic (per event)	\$194.00	\$200.00	1-Jan-25
Seniors Prorgamming (per hour)	\$19.50	\$21.00	1-Jan-25
Mount Forest Family Health Team (per hour)	\$24.00	\$25.00	1-Jan-25
Local User Group Meetings (one per month)	\$0.00	\$0.00	1-Jan-25

Arena Floor (Summer)			
Minor Sports (per hour)	\$59.00	\$60.00	1-Jan-25
Local Sports Adult (per hour)	\$69.00	\$70.00	1-Jan-25
Non-Resident Sports Adult (per hour)	\$79.00	\$80.00	1-Jan-25
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$45.00	\$46.00	1-Jan-25
Prime Event Rental (daily): Friday to Sunday	\$685.00	\$700.00	1-Jan-25
Non Prime Event Rental (daily): Monday to Thursday	\$385.00	\$400.00	1-Jan-25
Open/Available: Same Day Booking (per hour)	\$40.00	\$41.00	1-Jan-25

Arena Floor Ice (Winter)			
Minor Sports (per hour)	\$125.00	\$127.00	30-Jun-25
Local Adults (per hour)	\$145.00	\$148.00	30-Jun-25
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$125.00	\$127.00	30-Jun-25
Open/Available: Same Day Booking (per hour)	\$60.00	\$65.00	30-Jun-25
School Skating Rate (per hour)	\$60.00	\$65.00	30-Jun-25
Non Resident (per hour)	\$165.00	\$170.00	30-Jun-25
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$175.00	\$200.00	30-Jun-25

	2024	2025	Effective
Ball Diamond			
Local Minor Ball: Practice (per session)	\$32.00	\$33.00	1-Jan-25
Local Minor Ball Game: no lights (per game)	\$43.00	\$44.00	1-Jan-25
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$178.00	\$200.00	1-Jan-25
Adult Ball Game: no lights (per game)	\$53.00	\$55.00	1-Jan-25
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$208.00	\$215.00	1-Jan-25
Lights (per game)	\$16.50	\$17.00	1-Jan-25

Soccer Fields			
Per Game: no lights	\$32.00	\$33.00	1-Jan-25
Seasonal Rate for Minor Soccer	\$7,132.86	\$7,250.00	1-Jan-25
Local Minor Soccer Tournament - not serviced (daily)	\$178.00	\$181.00	1-Jan-25
Lights (per game)	\$16.50	\$17.00	1-Jan-25

Pavilions			
Mount Forest Cork Street Pavilion (daily)	\$244.00	\$250.00	1-Jan-25
Arthur Optimist Pavilion (daily)	\$244.00	\$250.00	1-Jan-25
Hourly	\$37.00	\$38.00	1-Jan-25
Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs)	\$0.00	\$0.00	1-Jan-25
Camping: Special Events Only (per site/per day)	\$37.00	\$40.00	1-Jan-25

Storage			
Outdoor	\$278.00	\$283.00	1-Jan-25
Interior storage	\$350.00	\$357.00	1-Jan-25
Jr. C Club Room	\$688.00	\$702.00	1-Jan-25

Sponsorship and Advertising			
Public Skating (per event)	\$150.00	\$160.00	1-Jun-25
Public Swimming (per event)	\$150.00	\$160.00	1-Jan-25
Baseball diamond (3.5' x 6')	\$395.00	\$403.00	1-Jan-25
Mount Forest Walking Track (3.5' x 6')	\$395.00	\$403.00	1-Jan-25
Arthur Wall Advertisement (3.5' x 6')	\$395.00	\$403.00	1-Jan-25
Single Board Advertisement (4' x 8')	\$395.00	\$403.00	1-Jan-25
One time lexan Fee	\$300.00	\$350.00	1-Jan-25
Wellington North Walking Track Sponsorship (multiple sponsorships permitted to equal \$5000+)	\$5000.00+	\$5000.00+	1-Jan-25
Wellington North Advertising & Sponsorship- Various Opportunities			

Skating General Admission (no tax)			
1 Visit Admission			
Individual Skating	\$3.00	\$4.00	30-Jun-25
Family Skate: members from same house	\$10.00	\$12.00	30-Jun-25
Stick & Puck	\$5.00	\$5.00	30-Jun-25
10 Visit Passes			
Individual Skating	\$25.00	\$30.00	30-Jun-25
Family Skate: members from same house	\$100.00	\$110.00	30-Jun-25
Stick & Puck	\$45.00	\$45.00	30-Jun-25
Season Passes			
Individual Skating	\$90.00	\$100.00	30-Jun-25
Family Skating: members from same house	\$200.00	\$225.00	30-Jun-25
Stick & Puck	\$75.00	\$75.00	30-Jun-25
Walking Track General Admission (no tax)			
Walking Track (per session)	\$3.00	\$3.00	30-Jun-25
Monthly Pass Walking Track	\$20.00	\$20.00	30-Jun-25

	2024	2025	Effective
Pool General Admissions (no tax)			
Infants and toddlers (under 2)	\$0.00	\$0.00	1-Jan-25
1 visit - Individual (2-17 yrs)	\$4.00	\$4.00	1-Jan-25
1 visit - Individual (18+)	N/A	\$5.00	1-Jan-25
1 visit - Family: members from same house	\$15.00	\$15.00	1-Jan-25
1 visit - Aquafit	\$7.00	\$8.00	1-Jan-25
10 visit - Aquafit	N/A	\$60.00	1-Jan-25
Season Pass - Individual	\$110.00	\$115.00	1-Jan-25
Season Pass - Family: members from same house	\$250.00	\$260.00	1-Jan-25
Season Pass - Aquafit	\$45.00	\$100.00	1-Jan-25

Swimming lessons (no tax)			
Parent & Tot 1,2,3	\$70.00	\$75.00	1-Jan-25
Preschool A, B, C	\$85.00	\$85.00	1-Jan-25
Beginner	\$85.00	\$85.00	1-Jan-25
Swimmer 1 - 4	\$85.00	\$85.00	1-Jan-25
Swimmer 5 - 10	\$90.00	\$90.00	1-Jan-25
Bronze Medallion	\$100.00	\$120.00	1-Jan-25
Bronze Cross	\$100.00	\$120.00	1-Jan-25
Bronze Book Fees	N/A	\$60.00	1-Jan-25
1/2 hour Private (5 lessons)	\$125.00	\$150.00	1-Jan-25
1/2 hour Semi-Private (5 lessons)	\$105.00	\$125.00	1-Jan-25

Pool Rentals			
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$125.00	\$130.00	1-Jan-25
Pool Rental (1 hour, 26+ people, 3 Guards)	\$160.00	\$165.00	1-Jan-25
Pool rental School rate (1 hour, 3 guards)	\$90.00	\$90.00	1-Jan-25

Day Camp (no tax)			
Weekly Rate (5 days)	\$175.00	\$185.00	1-Jan-25
Weekly Rate (4 days)	\$140.00	\$150.00	1-Jan-25

Pickleball (no tax)			
Participant Fee (per session)	\$5.00	\$5.00	1-Jan-25
Paddle rental	\$2.00	REMOVE	1-Jan-25



Staff Report

To: Mayor and Members of Council Meeting of November 6, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2023-038 Procedure By-law

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information Report CLK 2023-038 Procedure By-law;

AND THAT Council authorize the Mayor and Clerk to sign the Procedure by-law at the November 20, 2023 meeting.

AND FURTHER THAT the By-law will become effective January 1, 2024.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2021-034 Procedure by-law
 CLK 2020-016 Amendment to Procedure By-law
 CLK 2019-012 Procedure By-law
 CLK 2017-016 Procedure By-law
 CLK 2017-003 amending the Procedure By-law
 CLK 2016-077 Procedure By-law
 CLK 2016-062 Procedure by-law

BACKGROUND

The Municipal Act, Section 238(2) provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

The Township of Wellington North's Procedure By-law 111-2021, provides that the By-law shall be reviewed once in a term of Council.

Revisions/additions and amendments are as follows:

Amendments

Deputations are now limited to 5 minutes (from 10 minutes)

Any individual or group invited to make a presentation to council is limited to a maximum of ten (10) minutes (from 15 minutes)

Open and closed meeting of Council-removed all the exemptions that were listed as they are in the Municipal Act

Three readings of by-laws are now only necessary for by-laws under the Drainage Act to adopt the final engineers report

4.1 Councillors may attend no more than 3 consecutive meetings of Council remotely, unless approved by a majority vote of Council. (from 2 meetings)

Deleted

Duties of the Chief Administrative Officer - this is in the CAO's job description and not a procedure of Council

Duties of the Clerk - this is in the Clerk's job description and not a procedure of Council

All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise – this is an internal direction for staff, not related to the procedure of Council.

Participants shall use their best efforts to connect to the meeting via online video or telephone no later than 15 minutes prior to the commencement of the meeting - this is not necessary anymore, people well versed in zoom meeting

A member of Council shall announce if they wish to leave a meeting for any reason prior to adjournment and their departure will be recorded in the minutes - the recording of meeting is sufficient and the minutes will reflect when a Member leaves

If a member of Council who previously declared they were leaving a meeting, rejoins the meeting, their return to the meeting shall be recorded in the minutes - the recording of meeting is sufficient and the minutes will reflect when a Member returns to the meeting

Addition

3.2 Any Member or staff who wish to have separate discussion on any item on the agenda shall notify the Clerk by noon on the day of the meeting

4.1 The Indigenous Land Acknowledgement shall be recited at the Inaugural meeting of a new term of Council

4.2 The Indigenous Land Acknowledgement may be recited at the call of the Chair

19.2 For the purpose of published agendas, delegations have until 11:00 a.m. on the day of the meeting to notify the Clerk they wish to register as a delegation or to submit written comments

19.2.1 For the purpose of 19.2, late deputations may only address items that are listed on the agenda - this give individuals the opportunity to speak on items on the agenda that they wouldn't have known about until after the agenda is posted

19.3 Deputations shall only be on matters that are under the jurisdiction of the municipality – there is no point in someone deputating about an issue outside of Council's jurisdiction

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving the report or adopting the Procedure By-law.

ATTACHMENTS

Schedule A Procedure By-law

STRATEGIC PLAN 2019 - 2022

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

Yes

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>

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

BY-LAW NUMBER XXX-2023

**BEING PROCEDURE BY-LAW FOR GOVERNING THE CALLING,
PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL,
COMMITTEES AND LOCAL BOARDS AND TO REPEAL BY-LAW
NO. 111-2021.**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for governing the calling, place and proceedings of meetings; and that the procedure by-law shall provide for public notice of meetings,

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

1. THAT the Mayor and Clerk are authorized to execute the Procedure By-law.
2. THAT this By-law shall come into effect upon the final passing thereof
3. THAT By-law No. 111-21 is hereby repealed.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
xxTH DAY OF xxxx, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

BEING A BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL, COMMITTEES AND LOCAL BOARDS

PRINCIPLES

- (1) The rules set out in this Procedural By-law are to be interpreted in accordance with these principles and all applicable law.
- (2) Council is the decision making body and the decisions of Council are paramount in all matters within its authority. It is the role of Council's Committees to make recommendations to Council, but not to decide any matter unless specifically delegated to that Committee, so that the primacy of Council is preserved.
- (3) These principles and rules facilitate the decision making of Council and are to be liberally interpreted so as to administer meetings in a manner which,
 - a. Is respectful of all participants.
 - b. Balances debate with the need to make recommendations and decisions in a timely manner.
 - c. Establishes clear outcomes.
 - d. Provides for the hearing/consideration of input from interested parties in a pragmatic way.
 - e. Respects the statutory regime in which the Township of Wellington North operates.
- (4) The business of Council is to be conducted by all parties with respect and courtesy, even where there is vigorous debate or disagreement.

5 GENERAL PROVISIONS

Application and Interpretation

- 5.1 This By-law (referred to as the "Procedure By-law") establishes the rules of order for Council, Committee and Local Board Meetings.
- 5.2 In an event of conflict between the Procedure By-law and legislation, the provisions of the legislation prevail.
- 5.3 A specific statement or rule in this Procedure By-law has greater authority than a general one.
- 5.4 If there is a conflict between two or more rules in the Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may rely on the Clerk's interpretation of previous rulings and practices, and on the principles established by this By-law.
- 5.5 Rulings of the Chair may be overturned by a successful challenge determined by a majority vote of those present and voting. Challenges to the Chair are to be put in this manner: "Shall the ruling of the Chair be overturned?"

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6 DEFINITIONS

In this By-law, the following terms shall have the following meanings:

- 6.1 “Acting Mayor” means a Member of Council appointed to fulfill the duties of the Mayor in their absence.
- 6.2 “Awards/Recognition/Declaration” means a formal recognition by Council of an individual, group or organization for a significant event or achievement.
- 6.3 “Committee” means any standing, advisory, ad hoc, or other committee, subcommittee or similar entity of which at least 50 per cent of the Members are also Members of one or more Councils or local boards.
- 6.4 “Declared Emergency” means the Mayor or Acting Mayor has declared a situation or an impending situation caused by the forces of nature, an accident, an intentional act, or otherwise, that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and/or economic stability.
- 6.5 “Deputation” means a person or group permitted to address Council or committee.
- 6.6 “Electronic Device” means a computer, cellphone, smartphone, personal digital assistant, smartwatch, tablet, voice recorder, camera, or any other similar device.
- 6.7 “Electronic Participation” means participating remotely in any open or closed meeting via an electronic device and has the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 6.8 “Friendly Amendment” means the motion under debate is amended with the consent of the mover and seconder, in keeping with the general intent and without the requirement for an amending motion to be made.
- 6.9 “Hybrid meeting” means a meeting where Members use a combination of electronic participation outside the regular meeting place while other Members participate in person at the regular meeting place.
- 6.10 “Local Board” means a local board as defined in the Municipal Act, 2001, and generally means a body established by Council, whose Membership is approved by Council, and which carries out a municipal purpose, but is not otherwise excluded from the definition by a provision of that Act
- 6.11 “Meeting” means any regular, special, remote or other meeting of a Council, of a local board or of a committee of either of them, where a quorum of Members is present, AND Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

- 6.12 “Motion” means a proposal, moved and seconded by Members to adopt, amend or otherwise deal with a matter.
- 6.13 “Notice of Motion” means a written notice submitted to the Clerk respecting a substantive matter not on the agenda for discussion at a Meeting of Council, seeking inclusion of the substantive matter on a future agenda.
- 6.14 “Presentation to Council” means an individual, group or organization invited by Council or staff to present material or information.
- 6.15 “Point of Order” means an issue to which a Member calls attention to:
- 6.15.1 A breach of the rules of order pursuant to this by-law.
 - 6.15.2 A defect in the constitution of any meeting.
 - 6.15.3 The use of improper, offensive or abusive language.
 - 6.15.4 Notice of the fact that the matter under discussion is not within the scope of the proposed motion.
 - 6.15.5 Any other informality or irregularity in the proceeding of the meeting.
- 6.16 “Point of Privilege” means a request to the Chair to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Council Members or of Council as a whole, despite other pending business currently before Council.
- 6.17 “Recorded Vote” means, on the request of a Member, the noting in the minutes of the name and vote of every Member on any motion, unless a Member is disqualified from voting.
- 6.18 “Special Meeting” means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

7 PROCEDURES AND ORDER OF BUSINESS

- 7.1 The Clerk shall prepare an agenda for each meeting and the order of business will be as shown in this by-law. Minor modifications to the matters included or the order of business may be made during the preparation of the agenda.
- a) Call to order
 - b) Adoption of the agenda
 - c) Disclosure of pecuniary interest(s)
 - d) Closed session
 - e) Rise and report from closed session
 - f) O Canada
 - g) County Council Member update (once monthly)
 - h) Awards/Recognition/Declarations
 - i) Presentations
 - j) Public meeting under the Planning Act
 - k) Resume Regular meeting of Council
 - l) Passage of by-laws arising from a Public Meeting
 - m) Adoption of minutes of Council/Public Meeting(s)/Closed session

- n) Business arising from previous meeting of Council
- o) Deputations
- p) Identification of agenda items requiring separate discussion
- q) Adoption of agenda items not requiring separate discussion
- r) Consideration of agenda items identified for separate discussion
- s) Notice of Motion
- t) Community Group Meeting Program report by Councillors
- u) By-laws
- v) Cultural Moment
- w) Confirmatory by-law
- x) Closed session (if necessary)
- y) Adjournment

- 7.2 Any Member or staff who wish to have separate discussion on any item on the agenda shall notify the Clerk by noon on the day of the meeting.
- 7.3 The Clerk shall ensure that the minutes of the last Council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.
- 7.4 The order of business of the Council shall be in the order in which it stands on the agenda unless the Chair with the consent of Council amends the order.
- 7.5 A majority vote of Council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

8 INDIGENOUS LAND ACKNOWLEDGEMENT

- 8.1 The Indigenous Land Acknowledgement shall be recited at the Inaugural meeting of a new term of Council.
- 8.2 The Indigenous Land Acknowledgement may be recited at the call of the Chair.

9 MANNER OF VOTING AND RULES OF DEBATE

- 9.1 On an unrecorded vote, a show of hands shall determine the decision of Council.
- 9.2 Every Member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.
- 9.3 If Member refuses to vote, where not prohibited by interest or otherwise, that Member shall be considered to have voted in the negative.
- 9.4 Any question in which there is a tie vote shall be deemed to be defeated.
- 9.5 Every Member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more Members wish to speak, the Chair will determine which Member requested to speak first and they shall have the floor.

- 9.6 When a Member is speaking, no other Member shall interrupt him or her except to raise a Point of Order or Point of Privilege.
- 9.7 A Member shall not speak more than once to the same question without the consent of the Chair. A Member, in speaking to a question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of Council.
- 9.8 When the Chair calls for the vote on a question, every Member shall remain in his or her seat and not speak to any other Member or make any noise or disturbance until the result of the vote has been declared.

10 ELECTRONIC MEETING PARTICIPATION

- 10.1 Electronic or hybrid participation shall be permitted in open meetings by Members, deputations, presenters, consultants and staff.
- 10.2 When participating electronically, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
- 10.3 When participating electronically, all microphones should be muted unless the participant is speaking.
- 10.4 Any Member of Council participating electronically should indicate they wish to speak by physically raising their hand and keeping it raised until the Chair acknowledges their request.
- 10.5 Any Member of staff wishing to speak, shall turn their webcam and microphone on and wait until the Chair addresses them and when finished to turn their webcam and microphone off.
- 10.6 Participants shall ensure the background display is neutral and does not show any:
 - 10.6.1 Political messages.
 - 10.6.2 Support for a particular cause.
 - 10.6.3 Profane graphics or words.
 - 10.6.4 Offensive logos or messaging that could be construed to violate any legislation or laws.
- 10.7 Any Member, staff, participant, deputation, presenter, consultant who wishes to attend the meeting electronically shall ensure they have the proper technology to facilitate their taking part in the meeting.
- 10.8 Should a Member lose connectivity during the meeting, provided there is quorum, the meeting will proceed in their absence.
- 10.9 Should a presenter, deputation, consultant lose connectivity during their presentation, the Chair will move to the next item on the agenda and return to the presenter, deputation, consultant if they establish a connection.

- 10.10 Anyone participating electronically in a closed meeting shall ensure there are no other individuals who can hear or observe the closed meeting discussion.
- 10.11 Councillors may attend no more than 3 consecutive meetings of Council remotely, unless approved by a majority vote of Council.

11 MOTIONS

- 11.1 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 11.2 Only one motion may be on the floor at any given time.
- 11.3 A friendly amendment motion is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion and often only as clarification of intent and without the requirement for an amending motion to be made.
- 11.4 Substantial amendments to a motion that has been moved and seconded, shall be brought forward by an amending motion. The amending motion shall be in writing, moved and seconded and voted on prior to the original motion being voted on.
- 11.5 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the Members.
- 11.6 After the Chair calls for a vote on a motion or a motion as amended, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- 11.7 A Member may, immediately before or after a vote, request the count be recorded. All Members present, who are not prohibited from voting by interest of otherwise, will orally announce his or her vote to be recorded in the minutes.

12 NOTICE OF MOTION

- 12.1 A Member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the Member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on a future agenda.
- 12.2 At the subsequent meeting, the motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

13 RECONSIDERATION

- 13.1 A resolution may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the Members to reconsider.

13.2 No resolution shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of Council without a vote of Council.

14 DUTIES OF THE CHAIR

14.1 The Chair may or shall, as may be appropriate in the circumstances:

- 14.1.1 Open the meeting by calling all Members to order;
- 14.1.2 Announce the business of Council in the order in which it appears on the agenda;
- 14.1.3 Receive all motions presented by Members of Council;
- 14.1.4 call for debate and call the vote on all motions which are moved and seconded, and to announce the result of the vote;
- 14.1.5 Vote on all matters unless there is specific legislation that prohibits it;
- 14.1.6 Decline to put to vote motions which violate the rules of procedure in this by-law;
- 14.1.7 Ensure the Members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
- 14.1.8 Sign all by-laws, resolutions and minutes of Council as required;
- 14.1.9 Inform Members and the public, when necessary of a point of order or procedure;
- 14.1.10 Provide a ruling on a point of order, privilege, or procedure;
- 14.1.11 Expel any person for improper conduct at a meeting;
- 14.1.12 Recess a meeting at any time for not more than 10 minutes;
- 14.1.13 Adjourn the meeting when business is concluded;
- 14.1.14 Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.
- 14.1.15 Preserve the order and decorum and decide points of order and (personal) privilege, however a Member may verbally appeal the Mayor's decision to Council for a final decision.

15 EX OFFICIO

15.1 The Mayor shall be an ex-officio Member of all committees and shall have full voting rights. The Mayor shall be included in the calculation of quorum for a Meeting only when present.

16 ACTING HEAD OF COUNCIL

16.1 In the absence of the Mayor, Councillors are appointed as Acting Head of Council as follows:

- 1st quarter of year (January to March) - Councillor, Ward One
- 2nd quarter of year (April to June) - Councillor, Ward Two
- 3rd quarter of year (July to September) - Councillor, Ward Three
- 4th quarter of year (October to December) - Councillor, Ward Four

16.2 The alternate Acting Head of Council has all the rights, powers, and authority of the Mayor as Head of Council.

16.3 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the Members present to Chair the meeting.

16.4 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish the role.

17 DUTIES OF THE MEMBERS

17.1 Attend scheduled meetings.

17.2 Vote on all matters unless there is specific legislation that prohibits it.

17.3 Vote on all motions put to a vote unless to do so would result in a conflict of interest.

17.4 Respect the Rules of Order as set out in this Procedure By-law.

17.5 Remain silent in their seats while voting until the Chair or Clerk announces the result.

17.6 Refrain from using any offensive, disrespectful or unparliamentarily language.

17.7 Respect and follow the decisions of Council or Committee;

17.8 Respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so.

17.9 Comply with the ruling of the Chair and Council's decisions.

17.10 Comply with all policies, not limited to, the Councillor Code of Conduct Policy and the Council / Staff Relations Policy.

18 PRESENTATIONS

18.1 Any individual or group invited to make a presentation to Council is limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further ten (10) minutes is approved by Council with a show of hands.

18.2 The number of presentations will be limited to two (2) at any meeting.

19 DEPUTATIONS

19.1 Any individual or group making a deputation to Council shall submit a deputation request form to the Clerk's office by 12 noon on the Tuesday preceding the Council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the Council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise.

19.2 For the purpose of published agendas, delegations have until 11:00 a.m. on the day of the meeting to notify the Clerk they wish to register as a delegation or to submit written comments.

19.2.1 For the purpose of 19.2, late deputations may only address items that are listed on the agenda.

- 19.3 Deputations shall only be on matters that are under the jurisdiction of the municipality.
- 19.4 All deputations shall be limited to a maximum of five (5) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of Council.
- 19.5 The number of deputations shall be limited to two (2) at any meeting.
- 19.6 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new Council is in place as a result of a municipal election unless Council passes a motion in favour of having the individual or group make another deputation.
- 19.7 An individual or group may make a deputation on a particular subject to either Council or committee but shall not be permitted to make a deputation to both Council and committee on the same subject.
- 19.8 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and committee.
- 19.9 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.
- 19.10 When the subject matter of a deputation is such that a decision of Council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, Council shall direct that a staff report be brought to a meeting prior to any decision of Council being made.
- 19.11 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputant's request, Council may move a motion to support the deputation's request.

20 DECORUM

- 20.1 Unless otherwise authorized by the Chair, all Members, staff and persons appearing as delegations and presenters shall address Council through the Chair and only when recognized to do so.
- 20.2 All persons attending a Meeting shall exercise proper decorum, and shall adhere to the instructions of the Chair in that regard.
- 20.3 Members attending a meeting shall not:
- 20.3.1 Use offensive words against Members, officer, staff or guest.
 - 20.3.2 Speak on any subject other than the subject in debate.
 - 20.3.3 Create a disturbance in the meeting.

- 20.3.4 Interrupt the Member who has the floor except to raise a Point of Order or Privilege.
- 20.3.5 Disobey the rules of Council or a decision of the Chair or Council on questions of order or practice or upon the interpretation of the rules of the Council.
- 20.3.6 Speak on any issue that is before the Courts or Administrative Tribunals, unless the issue is on the agenda for discussion.

20.4 On a majority vote of Council the Chair may request that a Member apologize to Council for disruptive behaviour;

21 QUORUM

- 21.1 If quorum has not been met within fifteen (15) minutes after the time appointed for a meeting, the Council or committee shall adjourn until the next meeting date.
- 21.2 The Clerk shall record the names of the Members present at the time of adjournment.
- 21.3 All Members participating in an electronic open or closed meeting shall be counted as quorum.
- 21.4 If connectivity is lost during a meeting that results in a lack of quorum, the Chair shall wait 15 minutes to enable the Member to restore connectivity. If quorum is not met after 15 minutes the Chair shall adjourn the closed meeting.

22 CURFEW

- 22.1 Meetings shall be adjourned four (4) hours after commencement.
- 22.2 A resolution may be passed before the expiration of four (4) hours to permit the meeting to continue past curfew.

23 NOTICE OF MEETINGS

- 23.1 The Clerk shall provide notice of a meeting by:
 - 23.1.1 Providing Council with a regular agenda by each Thursday preceding a meeting day; and
 - 23.1.2 Posting the agenda to the Township Website.
- 23.2 Where a matter may be considered for discussion in closed session, whenever possible, written notice on the agenda will include:
 - 23.2.1 The fact the meeting will be closed to the public as provided by the appropriate legislation.
 - 23.2.2 The general nature of the matter to be considered at the Closed meeting.
- 23.3 The agenda, and supporting documentation for all Council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date unless extenuating circumstances arise.

- 23.4 If a special meeting of Council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.
- 23.5 If a meeting is held as a result of a Declared Emergency, the notice provisions may be suspended.
- 23.6 The failure of any person receiving the notice of a meeting shall not affect the validity of the meeting, nor any decisions, recommendations or actions from that meeting.
- 23.7 If Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the meeting and the actions taken at the meeting are not invalidated.

24 MEETING LOCATION DATES AND TIMES

- 24.1 Council or committee may, by resolution, alter the date, location and/or time of a meeting provided that notice of the change is posted at the municipal office, and on the municipal website.
- 24.2 In the event of extenuating circumstances or inclement weather, the date, place and time of any meeting may be postponed or changed by the Clerk, in consultation with the Mayor and/or CAO, by advising as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting of Council or Committee. Notice shall be provided to the public by placing information on the Township website and through established social media streams.
- 24.3 In-person meetings of Council will be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.
- 24.4 Meetings may be held at other locations within the Township from time to time with notice provided in accordance with the notice provisions in this by-law.
- 24.5 In the case of a Declared Emergency, a meeting of Council may be held at another location within or outside of the boundaries of the municipality, if notice is provided in accordance with the notice provisions in this by-law.
- 24.6 A meeting of Council together with a Council of one or more other municipalities for the consideration of matters of common interest, may be held within a municipality outside of Wellington North and notice shall be provided in accordance with notice provisions in this by-law.
- 24.7 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.
- 24.8 The schedule of regular Council meetings shall approved annually by Council on or before November and shall be posted on the municipal website.

24.9 If a public or statutory holiday falls on the Monday designated for holding a Council meeting, Council will meet on the day set out in the posted meeting schedule as approved by Council.

25 REGULAR MEETING OF COUNCIL

25.1 Regular Meetings of Council or Committee shall be held in accordance with the schedule adopted by Council, except when otherwise directed by a resolution of Council or Committee.

26 CANCELLATION OR POSTPONEMENT OF MEETINGS

26.1 Any meeting may be cancelled or postponed if:

26.1.1 Quorum cannot be achieved.

26.1.2 By Council resolution.

26.1.3 In the event of an emergency.

26.1.4 Where in the event of a remote meeting, connectivity is lost by all Members and staff.

26.1.5 Where the Meeting is deemed no longer required by the Mayor and/or Clerk.

26.2 The Clerk shall provide Notice of the cancellation or postponement of a Meeting on the Township website and social media. Where time is limited, a Notice shall be posted on the main entrance of the Municipal Office.

27 SPECIAL MEETING OF COUNCIL

27.1 The Mayor may, at any time, call a special meeting of Council with twenty-four (24) hours notice to the Clerk and Members of Council.

27.2 A special meeting of Council may be called upon the petition of a majority of the Members of Council and the petition shall state the business to be considered at the special meeting.

27.3 The petition shall state the time and date of the special meeting, not less than twenty-four (24) hours from the date of the submission of the petition.

27.4 The Clerk shall provide notice of a special meeting of Council or a re-scheduled meeting not less than twenty-four (24) hours before the appointed time of the meeting on the municipal website.

27.5 No business other than that stated in the notice shall be considered at a special meeting of Council.

28 EMERGENCY MEETING OF COUNCIL

28.1 Notwithstanding any other provision in this Procedure By-law, the Mayor, at any time, may call an Emergency Meeting of Council when the matter to be considered is of such an urgent nature that the timelines set out in this By-law must be

abridged. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

29 OPEN AND CLOSED MEETINGS OF COUNCIL

- 29.1 All meetings or part of a meeting shall be open to the public unless otherwise authorized by the Municipal Act
- 29.2 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.
- 29.3 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 29.4 A resolution shall be passed to adjourn the closed session. The resolution shall set out:
- 29.4.1 The fact the meeting will be closed to the public in accordance with a specified provision of the Municipal Act.
 - 29.4.2 The general nature of the matter to be considered, to the extent disclosure does not undermine the purpose of the closed session.
- 29.5 If closed session items are not completed before the scheduled time for the open meeting, Council may:
- 29.5.1 Consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting.
 - 29.5.2 Consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion.
 - 29.5.3 Proceed in closed session until all the agenda items have been considered.

30 INAUGURAL MEETING OF COUNCIL

- 30.1 The 2026 Inaugural meeting of Council shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario.
- 30.2 The inaugural agenda shall include:
- 30.2.1 Indigenous Land Acknowledgement.
 - 30.2.2 Declaration of Office in accordance with the provisions of the Act.
 - 30.2.3 Address by the Mayor.
 - 30.2.4 Confirmatory By-law.
- 30.3 The inaugural agenda may include any other item that the Clerk deems necessary.
- 30.4 The Clerk will preside at the Inaugural Meeting until the Declarations of Office for all Members are made.

31 PROCEDURE BY-LAW FOR BOARDS, COMMITTEES, AD-HOC and ADVISORY COMMITTEES

31.1 The rules and regulations contained in this by-law shall be observed in all proceedings of Council, committees, ad-hoc and advisory committees and local boards, with such necessary changes being made to reflect the context;.

31.2 Notwithstanding section 26.1 should a committee, ad-hoc, advisory committee or local board establish their own procedure by-law with the consent of Council, the procedure by-law so adopted shall apply.

32 SUSPENSION OF RULES IN THE PROCEDURE BY-LAW

32.1 Rules of order provided for in this Procedure By-law may be suspended by a two-thirds (2/3) vote of Council or Committee, with the exception of the following circumstances:

32.1.1 Where required by law.

32.1.2 Contractual agreement binding the Township.

32.1.3 Amending this procedure by-law.

32.1.4 Quorum requirements.

33 AMENDMENT OR REPEAL OF PROCEDURE BY-LAW

33.1 No amendment or repeal of this Procedure by-law, or any part of it, shall be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous meeting. Waiving of the notice provisions in this section shall not be permitted.

34 MINUTES

34.1 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.

34.2 All minutes and by-laws shall be signed by electronic methods if the Clerk deems it necessary.

34.3 Minutes of meetings shall be taken without note or comment and shall contain the following information:

a) The place, date and time of the meeting.

b) The name of the Chair and record of the attendance of the Members.

c) Adoption of the minutes of previous meeting(s).

d) All other proceedings of the meeting.

35 BY-LAWS

35.1 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.

- 35.2 All by-laws with the exception of the confirmation by-law shall be approved by one resolution, unless the by-law has been identified to be approved by resolution separately.
- 35.3 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.
- 35.4 A by-law shall be passed to confirm all actions taken by Council at a meeting.

36 VIDEO AND AUDIO RECORDING

- 36.1 The use of video or audio recording equipment or devices by Members of the public or media during an open meeting is permitted within the areas designated for that purpose by the Clerk.

37 REVIEW OF BY-LAW

- 37.1 The Procedure By-law shall be reviewed once in each term of Council.

38 REPEAL OF PREVIOUS PROCEDURE BY-LAW

- 38.1 By-law Number 111-2021 is hereby repealed effective January 1, 2024.

39 EFFECTIVE DATE

- 39.1 This By-law shall be effective on January 1, 2024.

October 27th, 2023

Dear Municipal Council Members,

Enclosed is the 2024 Draft Budget for Saugeen Valley Conservation Authority (SVCA). The 2024 Draft Budget aligns with SVCA's current strategic planning endeavors as well as the changes to the *Conservation Authorities Act*. It underscores key priorities such as fostering organizational resilience, enhancing public safety and accessibility through improved signage, investing in capital assets, and ensuring compliance with the *Conservation Authorities Act* amendments.

This draft proposes a municipal levy increase of \$216,256 from the 2023 allocation. The budget increase is primarily reflective of the recent changes to the *Conservation Authorities Act*. These changes created a shift in payment structure, that delineated some levies into cost apportioning agreements, and some programs previously offset by self-generated revenue, are now to be billed in whole or in part as Category 1 programs and services.

While these shifts and a rise in watershed assessments are out of our control, SVCA staff actively worked to minimize the budget increase for 2024, while ensuring we stay both compliant and impactful in our work.

The development fee freeze implemented by the province does have a designated conclusion date of December 31st, 2023. As with any legislative framework, the province retains the authority to amend its Acts at its discretion. If the fee freeze is extended beyond December 31st, 2023, SVCA will revisit and revise the 2024 SVCA draft budget.

While this draft budget is intended for circulation amongst watershed councils, it's important to clarify that, based on recent correspondence regarding Category 2 & 3 programming with SVCA staff, there's no need for a by-law or motion.

At the November 30th meeting of the Authority, the SVCA Board of Directors will consider approval of the 2024 Draft Budget.

Saugeen Valley Conservation Authority remains committed to collaboratively working with its municipal partners to protect and enhance our collective watershed. We welcome the opportunity to present the draft budget to your respective councils upon request.

Sincerely,



Erik Downing, General Manager/Secretary-Treasurer (Acting)
Saugeen Valley Conservation Authority

Encl: 2024 Draft SVCA Budget

Cc: Authority Members, SVCA (via e-mail)

2024 Corporate Services Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
Administration, Finance, HR	Corporate services	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of the CA.	Enabling Service	1	\$708,500	\$841,800	No
	Financial services	Accounting and payroll.	Enabling Service	1			No
	Legal expenses	Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses.	Enabling Service	1			No
	Governance	Supporting CA Board of Directors, Advisory Committees, and the office of the GM/S-T.	Enabling Service	1			No
	Asset management	Asset management planning, facilities, fleet, and property management.	Enabling Service	1			No
Communications	Natural hazards communications, outreach, and education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Inclusive of public events, materials, social media services, and general media relations.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1	\$125,000	\$127,200	No
	Communications and marketing	General communications and marketing support for the CA.	Enabling Service	1			No
	Education and community events	Public education, community event development, execution, and support.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1			No
	Public awareness and communications	General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private forestry/planting, education, stewardship).	CAA s.21(1)(q)	3	\$7,100	\$7,100	Yes
Environmental Education	Curriculum delivery	Program development and delivery.	CAA s.21(1)(a) & (q)	3	\$94,550	\$0	Yes
	Day camp programming	Program development and execution for summer and PA Day camp programs.	CAA s.21(1)(a) & (q)	3			Yes
	Day camp programming	Program development and execution for summer day camp programs with the Town of Hanover.	CAA s.21(1)(a) & (q)	2	\$6,300	\$0	Yes
GIS/IT/IM	Information technology & management / GIS	Data management, records retention. Development and use of systems to collect and store data and to provide geospatial representations of data.	Reg. 686/21 s.1(3)	1	\$179,600	\$199,800	No
	Natural hazards technical Studies and information management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide geospatial representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1			No
				TOTAL	\$1,121,050	\$1,175,900	

Category of Program or Service – Corporate Services	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$928,800
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$0
TOTAL	\$928,800

2024 Environmental Planning and Regulations Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
Environmental Planning	Section 28.1 - permit administration and compliance activities	Reviewing and processing permit applications, associated technical reports, conducting site inspections, communication with applicants, agents, and consultants. Investigation and enforcement of regulatory compliance.	Reg. 686/21 s.8	1	\$1,184,300	\$1,132,300	No
	Review under other legislation	Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Section 28 permit requirements.	Reg. 686/21 s.6	1			No
	Municipal plan input and review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNDMNRF.	Reg. 686/21 s.7	1			No
	Technical studies and policy review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management.	Reg. 686/21 s.1	1			No
				TOTAL	\$1,184,300	\$1,132,300	

Category of Program or Service – Environmental Planning & Regulations	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$31,800
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$0
TOTAL	\$31,800

2024 Forestry and Lands Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
Conservation Lands	Strategy for CA owned or controlled lands and management plans	Guiding principles, objectives, including for an authority's land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories.	Reg. 686/21 s.9(1)1	1	\$43,500	\$43,500	No
	Development and maintenance of a land inventory	Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including, location, surveys, site plans, maps, acquisition date, and how the parcel was acquired.	Reg. 686/21 s.9(1)3	1	\$43,500	\$43,500	No
	Section 29 Minister's regulation for CAs	Conservation areas enforcement and compliance.	Reg. 686/21 s.9(1)4	1	\$501,900	\$564,925	No
	Management, operation, and maintenance of CA owned lands	Management and maintenance of CA owned lands including stewardship, restoration, and ecological monitoring.	Reg. 686/21 s.9(1)2	1			No
	Passive recreation use, infrastructure and management planning	Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions, and other capital assets.	Reg. 686/21 s.9(1)1	1			No
	Land acquisition and disposition policy	The development of one or more policies governing land acquisitions and land dispositions.	Reg. 686/21 s.9(1)1	1			No
	Forestry – hazard tree and biodiversity management	Management of hazard/diseased trees and the management of biodiversity and invasive species on CA owned lands.	Reg. 686/21 s.9(1)2	1			No
	Campgrounds on CA owned land	Management, operation, and maintenance of campgrounds on CA owned land.	CAA s. 21(1)(m)	3	\$1,199,480	\$979,600	No
	Land acquisition and disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing CA land holdings. Disposition of lands considered surplus to the vision, mandate, and strategic goals of the CA.	CAA s.21(1)(c)	3	Variable	Variable	Yes
	Land lease and agreement management	Management of current and future land leases and property agreements. These leases and agreements help drive land-based revenues to offset the costs associated with management and maintenance of CA land holdings.	CAA s.21(1)(c) & (d)	3	\$20,300	\$25,100	No
Forestry	Forestry – forest management operations on CA owned lands	Forestry services, planting and/or woodlot management on CA owned land.	Reg. 686/21 s.9(1)2	1	\$214,580	\$303,600	No
	Forestry – for private landowners	Forestry services and/or woodlot management for private landowners. Reforestation, tree sales, management planning, MFTIP, advice, tree marking.	CAA s.21(1)(g) & (o)	3	\$194,000	\$225,000	No
Stewardship	Watershed stewardship and restoration	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners.	CAA s.21(1)(g) & (o)	3	\$1,870	\$0	Yes
Fleet	Fleet	Management and maintenance of CA fleet.	Enabling service	1	\$181,000	\$285,500	No
				TOTAL	\$2,400,130	\$2,470,725	

Category of Program or Service – Forestry and Lands	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$885,825
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$0
TOTAL	\$885,825

2024 Water Resources Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
Core Watershed Based Resource Management Strategy	Develop and implement a strategy for the CA	Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development. Implementation and reporting.	Reg. 686/21 s.8, Reg. 686/21 s.12(1)3, Reg. 686/21 s.12(4)	1	-	-	No
Water Management	Ice management plan	Determine how ice within the jurisdiction may increase the risk of natural hazards. Outline risk mitigation. Develop and implement plan.	Reg. 686/21 s. 4	1	-	-	No
	Water and erosion infrastructure asset management plan	Develop and implementation of plan. Annual reporting.	Reg. 686/21 s.5	1	-	-	No
	Flood forecasting and warning	Daily data collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions; including flood event forecasting. Flood warning and communications. Maintenance of equipment.	Reg. 686/21 s.2	1	\$275,800	\$271,050	No
	Low water response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team.	Reg. 686/21 s.3	1	\$926,750	\$743,900	No
	Water and erosion infrastructure operational plan	Develop and implementation of plan. Annual reporting.	Reg. 686/21 s.5	1			No
	Flood and erosion control infrastructure	Maintenance and inspection on flood and erosion control structures, as required. Including projects dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and from municipal partners.	Reg. 686/21 s.5	1			No
	Technical studies and policy review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management.	Reg. 686/21 s.1	1			No
	Category 2 programs and services	Programs and services provided by a CA on behalf of a municipality.	Reg. 687/21	2	\$0	\$27,790	Yes
Drinking Water Source Protection	Source protection authority role as set out in the <i>Clean Water Act</i>	Source Protection Area and Region liaison, technical support, support to the source protection committee, preparation of reports and attendance at meetings, activities required by the <i>Clean Water Act, 2006</i> and its regulations.	Reg. 686/21 s.13	1	\$6,450	\$6,450	No
Watershed Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	50+ year CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management.	Reg. 686/21 s.12(1)2, Reg. 686/21 s.12(3)	1	\$30,000	\$30,240	No
	Provincial Groundwater Monitoring Network (PGMN)	20+ year CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.	Reg. 686/21 s.12(1)1 Reg. 686/21 s.12(2)	1			No
	SVCA Water Quality Monitoring Network – chemistry	Surface water quality sampling and reporting over 15 sites.	CAA s.21(1)(a)	3	\$119,050	\$93,310	Yes
	SVCA Water Quality Monitoring Network - benthic	Benthic collection and reporting at 20 sites. 20+ year CA/MECP partnership in the Ontario Benthos Biomonitoring Network.	CAA s.21(1)(a)	3			Yes
	Conservation Ontario Watershed Report Cards	A plain language, data driven reporting document released every 5 years describing watershed conditions in a CA.	CAA s.21(1)(a)	3			Yes
TOTAL					\$1,358,050	\$1,172,740	

Category of Program or Service – Water Resources	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$441,046
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$0
TOTAL	\$441,046

2024 Saugeen Valley Conservation Authority Budget

Category of Program or Service – Summary	Levy	Self Generated	Reserves	Cost Apportioning	Special Levy	Other
Category 1: Mandatory Programs and Services	\$2,287,471	\$1,561,910	\$221,586	\$0	\$302,948	\$219,850
Category 2: Non-mandated program or service delivered to municipality through an agreement	\$0	\$0	\$0	\$0	\$43,100	\$0
Category 3: Programs and services are cost-apportioned with municipalities	\$0	\$1,187,400	\$68,600	\$100,410	\$0	\$0
TOTAL	\$2,287,471	\$2,749,310	\$290,186	\$100,410	\$346,048	\$219,850
TOTAL 2024 BUDGET	\$5,993,275					

2024 Budget by Municipality

Municipality	2023 Levy	2024 Levy	Levy \$ Change	2024 Cost Apportioning
Municipality of Arran-Elderslie	\$51,937	\$56,962	\$5,025	\$2,500
Municipality of Brockton	\$178,827	\$196,379	\$17,552	\$8,620
Township of Chatsworth	\$62,008	\$67,958	\$5,950	\$2,983
Municipality of Grey Highlands	\$89,868	\$98,630	\$8,762	\$4,329
Town of Hanover	\$135,498	\$148,386	\$12,888	\$6,514
Township of Howick	\$5,565	\$6,124	\$559	\$269
Township of Huron-Kinloss	\$114,758	\$126,807	\$12,049	\$5,566
Municipality of Kincardine	\$362,257	\$398,215	\$35,958	\$17,480
Town of Minto	\$56,271	\$62,218	\$5,947	\$2,731
Municipality of Morris-Turnberry	\$4,184	\$4,359	\$175	\$191
Town of Saugeen Shores	\$435,734	\$483,041	\$47,307	\$21,203
Municipality of South Bruce	\$100,286	\$111,578	\$11,292	\$4,898
Township of Southgate	\$141,332	\$162,742	\$21,410	\$7,144
Township of Wellington North	\$81,626	\$89,834	\$8,208	\$3,943
Municipality of West Grey	\$251,064	\$274,237	\$23,173	\$12,038
TOTAL	\$2,071,215	\$2,287,471	\$216,256	\$100,410

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

BY-LAW NUMBER 102-2023

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

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

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

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

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:
 - Schedule “A” - Administration
 - Schedule “B” - Building Department
 - Schedule “C” - Cemeteries
 - Schedule “D” - Fire/Rescue
 - Schedule “E” - Licensing & Lotteries
 - Schedule “F” - Planning Department
 - Schedule “G” - Engineering and Transportation
2. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
3. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.

4. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act, 2001*.
5. **THAT** this by-law shall be known as the "Fees and Charges By-law".
6. **THAT** this by-law shall come into force effective January 1, 2024.
7. **THAT** By-law Number 127-2022 be repealed on January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6TH DAY OF NOVEMBER, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**SCHEDULE "A"
ADMINISTRATION**

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

SCHEDULE "B"
BUILDING DEPARTMENT

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .45	\$260.00 \$260.00 \$260.00
1.2	Residential Occupancies (Group C) New Construction a) Single family detached b) Semi-detached/Row-house per unit c) Apartment per unit	FLAT RATE (includes \$260.00 admin fee)	
			\$3,000.00 \$2,200.00 \$1,200.00
1.3	Residential Occupancies (Group C) Addition/Renovation a) New construction b) Basement with ceiling height $\geq 6'-11"$ (2,100 mm) c) Renovation/alteration less than 500 Sq. Ft. d) Renovation/alteration greater than 500 Sq. Ft. e) Attached garage or carport f) Detached garage or carport g) Accessory building h) Deck/porch/veranda	.91 .32 .00 .32 .39 .39 .19 .19	\$260.00 \$260.00 \$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00
1.4	Business and Mercantile Occupancies (Group D & E) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .39	\$260.00 \$260.00 \$260.00
1.5	Industrial Occupancies (Group F) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.52 .00 .39	\$260.00 \$260.00 \$260.00
1.6	Agricultural and Farm Building a) New livestock/Ag processing buildings and additions i. First 10,000 Sq. Ft. ii. Over 10,000 Sq. Ft. b) Livestock renovations c) Sheds/shops d) Quonset/economy structure e) Silos/grain bins f) Manure storage or Pit silos i. Uncovered ii. Covered iii. Roof over existing	.31 .26 .02 .17 .12 .05 .05 .12 .07	\$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00 \$130.00 \$130.00 \$130.00

**SCHEDULE "B" (CONTINUED)
BUILDING DEPARTMENT**

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.7	Temporary Structure		
	a) Portables, meteorological towers, etc. b) Special occasion tent		\$260.00 \$130.00
1.8	Septic Systems		
	a) All classes, new or replacement		\$520.00
	b) Tank replacement c) Leaching bed replacement		\$130.00 \$390.00
1.9	Commercial Wind Turbines	\$260 admin. plus \$59 per \$1,000 of const. value	
2.0	Buildings or Structures that do not fit elsewhere in this Schedule	\$260 admin. plus \$13 per \$1,000 of const. value	
3.0	Demolition Permit		
	a) Class "A" b) Class "B"		\$130.00 \$520.00
4.0	Conditional Permit		
	Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1		\$260.00
5.0	Transfer permit		\$260.00
6.0	Change of Use (no construction)		\$130.00
7.0	Reapplication		\$130.00
8.0	Inspection of wood burning appliance installation		\$130.00
9.0	Pool Enclosure Fence		\$130.00
10.0	L.L.B.O. inspections and letters for occupant loads		\$130.00
11.0	Certificate of Compliance – Building and Zoning		\$100.00
12.0	Works Damage/Lot Grading where applicable	Deposit	Fee
		\$1,900.00	\$100.00

NOTE TO SCHEDULE

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

SCHEDULE "C" CEMETERIES

DESCRIPTION	FEE
<u>SALES</u>	
Single Grave 3 ½ feet x 10 feet (plot \$900.00) (Care and Maintenance Fund included) (40% of selling price \$600.00)	\$1,500.00
Single niche to accommodate two urns (Niche \$1,275.00) Care and Maintenance Fund (\$225.00)	\$1,500.00
Scattering Garden (\$105.00) Care and Maintenance Fund (\$70.00)	\$175.00
<u>INTERMENT/INURNMENT</u>	
Adult	\$1,000.00
Child (12 years and under)	\$300.00
Cremated remains in standard plot	\$400.00
Double depth charge – extra	\$175.00
Inurnment in niche	\$250.00
Scattering garden	\$150.00
<u>Surcharges:</u>	
Saturday funerals until 12 noon & holidays - standard burial	\$365.00
Saturday funerals until 12 noon & holidays - cremated remains & scattering garden	\$240.00
Saturday funerals until 12 noon & holidays – niche	\$130.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
Winter burial charge if ordered by Public Health	Standard rate plus all charges
<u>DISINTERMENT</u>	
Standard burial	\$1,000.00
Cremated remains	\$400.00
<u>VAULT STORAGE</u>	
\$185.00	
<u>MONUMENT INSTALLATIONS</u>	
Staking fee	\$50.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	NIL
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	\$100.00
Upright Marker (under 4 ft.)	\$200.00
Upright Marker (over 4 ft.)	\$400.00
<u>ADMINISTRATION</u>	
Transfer of Interment Rights or resale to municipality	\$100.00
Research per hour	\$50.00

Assisting as Pallbearer (min 1 hour)	\$50.00/hr
<u>OTHER</u> Rental of any equipment	Rate charged

**SCHEDULE "D"
FIRE/RESCUE**

DESCRIPTION	FEE
Inspections: By Request Only Single Residence Institution / Industrial / Commercial Apartments / Condominiums	\$100.00 \$125.00 \$100.00 plus \$10.00 per unit
Fire Search Fees / Approvals Fire Reports Fire investigation reports	\$200.00 \$200.00
Motor Vehicle Incidents: Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly	Current rates established and published by the MTO for fire responses to MTO roads
Administration & Enforcement: Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills	Current rates established and published by the MTO for fire responses to MTO roads Clean up costs to cover materials used Plus Administration Fee of \$50.00 per hour
Open Air Burning: Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	Current rates established and published by the MTO for fire responses to MTO roads Plus Administration Fee of \$50.00 per hour per Fire-fighter
Securing of Premises after a fire	\$50.00 per hour per Fire-Fighter

**SCHEDULE "D" (CONTINUED)
FIRE/RESCUE**

DESCRIPTION	FEE
<p>False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.</p> <p>First False Alarm - Warning n/c</p> <p>Second False Alarm n/c</p> <p>Third False Alarm \$600.00</p> <p>Four or More False Alarms \$1,200.00</p>	
Fire Alarm Monitoring/Fire Watch	\$450.00 per vehicle per hour \$255.00 per half hour thereafter
Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission	\$150.00
Fire Safety Plan Review	\$150.00
Fire Extinguisher Training	\$100.00 per hour
Mobile/Seasonal Vendors Inspection	\$25.00
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	\$200.00 per container

Extraordinary Expenses

If Wellington North Fire responds to a fire or other emergency at a property and determines, or the Officer in Charge determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Wellington North Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Wellington North Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

**SCHEDULE "E"
LICENCING AND LOTTERIES**

DESCRIPTION	FEE
Animal Control	
New Kennel Licence	\$500.00*
Renewal of Kennel License	\$250.00*
	*plus inspection fee charged by animal control officer
Licensing a dog	\$20.00
Replacement tag	\$10.00
Enumeration Charge	\$10.00
Impounding a Dog	\$150.00
Boarding Fees for an impounded dog / day	\$25.00
Additional Charges may apply pursuant to the Canine Control Bylaw	
Business Licensing Fees	
Food Vehicle Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Replacement license	\$25.00
Administrative Penalty	\$300.00
Donation Box removal	Actual cost of labour

DESCRIPTION	FEE
Lottery Licences	
• Raffle	\$20.00
• Blanket	\$20.00
• Bingo	\$20.00
• Other	\$20.00
Break Open Tickets	\$10.00 per box

**SCHEDULE "F"
PLANNING**

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance		\$2,500.00
Zoning Amendment		\$10,000
Holding Zone Removal By-law		\$1,000.00
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement		\$1,000.00
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements		\$250.00
Part Lot Control		\$1,000.00
Clearances for Severance Conditions		\$250.00
Cash in Lieu of Parkland		\$7,500.00 per unit
Fee for services provided by Municipal employees		\$125.00 (per hour, per employee)
Copy of Zoning By-law		\$30.00
	ADMINISTRATION (non-refundable)	DEPOSIT (refundable)
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$10,000.00	\$15,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	\$6,000.00	\$5,000.00
Site Plan Control Approval and Agreement • Minor	\$2,000.00	\$3,500.00
Site Plan Control Approval and Agreement • Complex	\$3,000.00	\$6,000.00
Site Plan Control Amendments	\$300.00	\$700.00
Lot Grading/surface Works Security Deposit	\$100.00	\$1,900.00
Development Agreement	\$2,000.00	\$5,000.00
Pre-consult	\$500.00	Deposit required as listed above for corresponding application
Pre-servicing Application		\$7,000.00
Site Alteration Application		\$7,000.00

DEPOSITS

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

**SCHEDULE "G"
ENGINEERING AND TRANSPORTATION**

DESCRIPTION	INSPECTION FEE	*DAMAGE DEPOSIT
Urban/Rural Damage	\$100	\$1,900.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. *Damage Deposit Fees shall be collected when a Building Permit is issued.		
a) Requires up to 12m culvert (up to and including 600mm) including inspection fee	\$100.00	\$2,400.00 **
b) Entrance up to 12m that does not require a culvert including inspection fee	\$100.00	\$1,700.00 **
** Note: Items a & b above within Schedule "G" can be increased in width by 3m increments to a maximum of 20m. Each additional 3m increment carries an associated additional cost of \$600.00.		
	FEE	
Cost of hidden driveway sign installed		\$100.00
Equipment Rental rate – at the discretion of the township. (available only to Township of Wellington North ratepayers)		\$150.00/hr
Labourer/Driver Rate		\$60/hr
Fee for services provided by municipal employees		\$125.00 (per hour, per employee)
Sewage Allocation Application		\$250.00/development
Watermain Form 1 Authorization		\$1,500.00
Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA):		
a) Storm Sewer (adding, changing, replacing or extending)		\$3,000.00
b) Quality Device, i.e. Oil/Grit Separator		\$2,500.00 (each appurtenance)
c) Stormwater Management Facility		\$5,000.00 (each system)
d) Low Impact Development		\$3,700.00
e) Sanitary (sewage) Sewer (adding, changing, replacing or extending)		\$3,000.00
f) Sanitary Sewage Pumping Station or Forcemain		\$5,000.00 (each facility or forcemain)
g) Sanitary appurtenance (examples: odour and corrosion control, etc.)		\$3,000.00 (each appurtenance)
h) Review of CLI ECA Amendment Application for MECP submission		\$1,000.00 (each system)



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

CULTURAL MOMENT FOR NOV 6TH CELEBRATES, LIEUTENANT SAMUEL LEWIS HONEY V.C.

Samuel Lewis Honey was born in Conn, Ontario on Feb 9, 1894. Known as Lew, he was the eldest son of Rev. George and Metta Honey. Rev. Honey was the Methodist minister of the Conn circuit churches and would have occupied the Methodist parsonage at the corner of Maple St and Hwy 89 in Conn until 1896 when Rev. Honey was called to Listowel.



The Honey's home in Conn

Samuel obtained a teaching certificate and then graduated in 1914 with a certificate in the study of teaching methods and took a course as a cadet instructor. He had planned to enter college but instead enlisted on Jan 22, 1915. He was promoted to Acting Sergeant during basic training and was in Devonport, England on Oct 31, 1915. Because of his Acting rank, Honey went to Aldershot to take special courses in physical training and bayonet fighting and then taught these courses at Bramshott Camp until August 1916.

After attaining the rank of Sergeant that same month, he was transferred to the 78th Infantry Battalion, and went to France. On Feb 22nd, 1917, he earned the Military Medal for Gallantry for raiding a German trench and covering his platoon while under heavy grenade fire. At the Battle of Vimy Ridge in April 1917 he earned the Distinguished Conduct Medal for leadership and maintaining morale in the face of extremely heavy fire. He became Lieutenant in 1917. After Vimy Ridge, he returned to Bramshott Camp, became an instructor, then attended an officers' training course before returning to the front in October 1917. His regiment pushed through three positions before taking the heavily fortified German position in Bourlon Wood. On Sept 27, 1918, all of the commanding officers were killed, and Honey assumed command. On that date he won his Victoria Cross. He rushed a German position single-handed, capturing the guns and ten prisoners. Then went out alone after dark to locate a German post and returned with a party to capture it. He was wounded on Sept 29th and died on Sept 30th, 1918, the last day of the 78th Battalion's attack.



Honey was idolized by his men. He was buried in France. In July 1964, a plaque was unveiled in front of Westcott United Church in Conn where it remained until 2008. After the church closed, the plaque was moved to the front of the Legion in Mount Forest. In 1975, his family presented his medals to the Canadian War Museum in Ottawa.

Submitted by Councillor Penny Renken on behalf of the Wellington North Cultural Roundtable

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

BY-LAW NUMBER 103-2023

**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
NOVEMBER 6, 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 November 6, 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 6TH DAY OF NOVEMBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK