

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – JANUARY 15, 2024 AT 2:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

**HOW TO JOIN**

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

Please click this URL to join. <https://us02web.zoom.us/j/86310011454>

Or join by phone:

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

Webinar ID: 863 1001 1454

**PAGE #**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

THAT the Agenda for the January 15, 2024 Regular Meeting of Council be accepted and passed.

**DISCLOSURE OF PECUNIARY INTEREST**

**CLOSED MEETING SESSION**

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

(b) personal matters about an identifiable individual, including municipal or local board employees;

Recommendation:

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

(b) personal matters about an identifiable individual, including municipal or local board employees;

**1. REPORTS**

- CAO 2024-001 Shared Fire Management Services Agreement 2024 - 2034

**2. REVIEW OF CLOSED SESSION MINUTES**

- December 11, 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 CAO 2024-001 Shared Fire Management Services Agreement 2024 – 2034.

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 December 11, 2023 Council Meeting.

## O'CANADA

### PRESENTATIONS

1. Andrew Coburn, Coburn Insurance Brokers Ltd., Broker of Record 001  
Colin Smith, Intact Public Entities, Regional Manager

Recommendation:

That the Council of the Township of Wellington North accept the proposed insurance coverage for the Township of Wellington North for the insurance renewal year beginning January 31, 2024 as applicable to the policies.

### RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the January 15, 2023 Regular Meeting of Council at : p.m. for the purpose of holding meetings under the Planning Act.

### COMMITTEE OF ADJUSTMENT

- A20/23, John Klassen (7820 Wellington Road 109)
- A21/23, Pinestone Construction (243 & 245 Schmidt Drive)

### RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the January 15, 2024 Regular Meeting of Council at : p.m.

### QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)

### ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, December 11, 2023 011

Recommendation:

THAT the minutes of the Regular Meeting of Council held on December 11, 2023 be adopted as circulated.

### BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

**ITEMS FOR CONSIDERATION**

1. MINUTES

- a. Mount Forest Business Improvement Area
  - Association Meeting, December 12, 2023 021
  - Annual General Meeting, November 15, 2023 025

Recommendation:  
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area Association Meeting held on December 12, 2023 and the Annual General Meeting held on November 15, 2023.

- b. Arthur Business Improvement Association, Annual General Meeting, December 13, 2023 030

Recommendation:  
THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Annual General Meeting held on December 13, 2023.

2. PLANNING

- a. Report DEV 2024-001, Consent Application B91-23, Derrick & Lynne Weber 033

Recommendation:  
THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-001 Consent Application B91-23, Derrick & Lynne Weber.

AND THAT Council support consent application B91-23 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 \$250.00 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 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;

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 DEV 2024-002, Consent Application B92-23, David Fletcher 038

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-002 Consent Application B92-23, David Fletcher.

AND THAT Council support consent application B92-23 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 \$250.00 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 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;

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 DEV 2024-003, Consent Application B93-23, Leroy Shantz 045

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-003 Consent Application B93-23, Leroy Shantz.

AND THAT Council support consent application B93-23 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 \$250.00 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 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;

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.

- d. Report DEV 2024-004, Consent Application B100-23, Gwen and Donald Cormack 052

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-004 Consent Application B100-23, Gwen & Donald Cormack.

AND THAT Council support consent application B100-23 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 \$250.00 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 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 retained lands be rezoned to permit the Agricultural Commercial Use to the satisfaction of the local municipality and the County of Wellington;

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.

- e. Report CBO 2024-002, Cachet Developments (Arthur) Inc. Amending Agreement – Lot 90 058

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-002 being a report on Cachet Developments (Arthur) Inc. Amending Agreement – Lot 90;

AND THAT Council designate Lot 90, Plan 61M248 (273 Dingman St) as a Class 4 Acoustic Area;

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

3. BUILDING

- a. Report CBO 2024-001, Building Permit Review December 2023 072

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-001 being the Building Permit Review for the month of December 2023.

4. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Report C&ED 2024-001 Saugeen Connects 2023 Year in Review 074

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-002 Saugeen Connects 2023 Year in Review.

- b. Report C&ED 2024-002 Additional Waste Collection in Downtown Areas 093

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-002 additional waste collection in downtown areas;

AND THAT Council authorize the Mayor and Clerk to enter into an agreement with the County of Wellington to provide weekly waste collection in the Arthur and Mount Forest downtown areas;

AND FURTHER THAT Council support the recommendation that the cost for this additional service be included in the 2024 operational budget with the opportunity for both BIA's to budget for this service in 2025.

- c. Report C&ED 2024-003 Business Improvement Association Update 096

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-003 Business Improvement Association Update; AND THAT Council approve the 2024 workplan, budget and tax levy of \$361.45 per property as presented and approved at the Nov. 15th, 2023, MF BIA Annual General Meeting,

AND FURTHER THAT Council approve the 2024 workplan, budget and tax levy of \$350.00 per property as presented and approved at the Dec 13th, 2023, Arthur BIA Annual General Meeting,

AND FURTHER THAT Council approve the following 2024 Directors for the Mount Forest BIA. Andrew Coburn, Dwight Benson, Jessica McFarlane, Maggie Schram, Kayla Morton, Amanda Boylan, Rachael Whetham, Allison Litt and Bill Nelson.

AND FURTHER THAT Council approve the following 2024 Directors for the Arthur BIA. Angela Alaimo, Gord Blyth, Jim Coffey, Paula Coffey, Money Dadwin, Sheila Faulkner, Tom Gorecki and Mitch Keirstead.

5. FINANCE

- a. Vendor Cheque Register Report, January 8, 2024 101

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated January 8, 2024.

6. FACILITIES

- a. Report FAC 2024-001, Mount Forest Agricultural Grounds Usage 106

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report FAC 2024-001 being a report on the Mount Forest Agricultural grounds usage after March 31, 2024;

AND THAT Council of the Township of Wellington North approve the proposed use of these lands as additional storage for Township use or for rental by the public;

AND FURTHER THAT Council direct staff to review this location as part of any future discussions related to additional recreational facilities required in the future.

7. ADMINISTRATION

- a. Report CAO 2024-002 Southgate Recreation Agreement 110

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2024-002 Southgate Recreation Agreement;

AND THAT the Council of the Corporation of the Township of Wellington North approve the draft agreement as outlined;

AND FURTHER THAT staff be directed to forward the draft agreement to the Township of Southgate for Council consideration;

AND FURTHER THAT if approved by Southgate, staff be directed to bring forward a by-law at a future meeting of Council;

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

- b. Report CLK 2024-001, Crossing Guard Safety 120

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 024-001 Crossing Guard Safety.

- c. Report CLK 2024-003, Clerk's Year End Review 123

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2024-003 Clerk's 2023 Year End Review.

8. COUNCIL

- a. Guelph Wellington Crime Stoppers Winter 2023/24 Newsletter 128

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the Guelph Wellington Crime Stoppers Winter 2023/24 Newsletter.

- b. Saugeen Conservation, correspondence dated December 15, 2023, notice from Ministry of Natural Resources and Forestry Regarding Fee Changes Associated with Planning, Development and Permitting Fees 129

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated December 15, 2023 from Saugeen Conservation, notice from Ministry of Natural Resources and Forestry Regarding Fee Changes Associated with Planning, Development and Permitting Fees.

- c. Grand River Conservation Authority
  - Correspondence dated December 22, 2023 regarding 2024 Grand River Conservation Authority Municipal Apportionment and Budget Vote Meetings 139
  - Report Number GM-10-23-80, dated October 27, 2023, regarding Budget 2024 – Draft #1 140

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority correspondence dated December 22, 2023 regarding 2024 Grand River Conservation Authority Municipal Apportionment and Budget Vote Meetings, and Report Number GM-10-23-80 dated October 27, 2023 regarding Budget 2024 – Draft #1.

**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 January 15, 2024 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

**CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Renken (Ward 1):

- Wellington North Cultural Roundtable
- Upper Grand Trailway Wellington Sub Committee
- Mount Forest Aquatic Ad Hoc Advisory Committee



Councillor Burke (Ward 2):

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

Councillor Hern (Ward 3):

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

Councillor McCabe (Ward 4):

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

Mayor Lennox:

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

**BY-LAWS**

- |                                                                                                                                                                                                                     |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| a. By-law Number 001-2024 being a by-law to authorize the execution of a License Agreement between the Corporation of the City of Guelph and the Corporation of the Township of Wellington North (Arthur Fire Hall) | 171 |
| b. By-law Number 002-2024 being a by-law to amend By-law 083-2022 being a by-law to enter into a Subdivision Agreement with Cachet Developments (Arthur) Inc.                                                       | 174 |

Recommendation:

THAT By-law Number 001-2024 and 002-2024 be read and enacted.

**CULTURAL MOMENT**

- |                                          |     |
|------------------------------------------|-----|
| • Celebrating Olive (Palmer) Diefenbaker | 178 |
|------------------------------------------|-----|

**CONFIRMING BY-LAW**

179

Recommendation:

THAT By-law Number 003-2024 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 January 15, 2024 be read and enacted.

**ADJOURNMENT**

Recommendation:

THAT the Regular Council meeting of January 15, 2024 be adjourned at \_\_: p.m.

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
Wellington North Growth Management Project Advisory Committee Meeting (via Zoom)	Tuesday, January 16, 2024	7:00 p.m.
Rural Ontario Municipal Association Conference, Toronto	Sunday, January 21, 2024 to Tuesday, January 23, 2024	
Regular Council Meeting	Monday, January 29, 2024	7:00 p.m.



# TOWNSHIP OF WELLINGTON NORTH 2024/2025 INSURANCE & RISK MANAGEMENT

Presented By:

Andrew Coburn - Coburn Insurance Brokers Ltd.  
Broker of Record

Colin Smith – Intact Public Entities  
Regional Manager

# Insurance Industry Update Township of Wellington-North

## State of the Insurance Industry

The insurance market is slightly shifting from the hard market we have experienced the last few years. We are now seeing single digit bottom line increases, a positive change from the high teens to low twenty's seen in the industry during the height of the hard market. Rate increases of 5-15% across all policies are not industry wide, more policy specific based on performance.

# Insurance Industry Update

## Township of Wellington-North

### Municipal Property Insurance

- Rate increases on property policies have reduced down to mid single digits
- Inflation has been the primary variable behind property premiums as 7% inflation is applied to all buildings
- Inflation as a result of shortages and increasing costs in labor, materials, supply chain constraints and ongoing project delays. As a result, insurers are placing high inflationary factors on property renewals to ensure adequate limits in the event of a claim. Inflationary factors have been between 6-11% on property policies

# Insurance Industry Update

## Township of Wellington-North

### Municipal Casualty Insurance

- Municipal insurance is complex and has unique elements when compared to traditional commercial and personal insurance. The most significant differentiator is the long tail nature of municipal liability claims. Furthermore, social inflation continues to impact the legal landscape. Society is more litigious and individuals demonstrate less accountability resulting in higher claims frequency and severity. In response, judges have awarded more contributory negligence to municipalities vs. plaintiffs because of their perceived deep pockets.
- Motor vehicle accident claims are the largest driver of claims costs and premiums. This is attributed to claim severity and the length of time it takes to reach resolution. In 2022 a County in Ontario closed a road claim from 2011. Although the municipality followed MMS, the award was in favor of the plaintiff and the municipality was attributed 100% liability (\$16M), double what was anticipated.
- Class action lawsuits are increasing in frequency due to certification process is now much easier and it is a desired target for plaintiff lawyers. Despite a municipality's innocence, class actions are more difficult and costlier to defend.

# Cyber Insurance

- Since product inception, Cyber insurance has continually been unprofitable for insurers. Rates have dramatically increased for three consecutive years resulting in premium increases between 50-100%
- As a result of advanced underwriting and rate adequacy coupled with the risk mitigation from Townships, this segment is starting to see signs of improvement
- Municipalities continue to be a focus, however the risk mitigation including proper data storage, Multi-Factor Authentication, cyber app's and emergency response plans have resulted in more favorable risk profile to insurers.

# Insurance Policies Township of Wellington-North



# Municipal Insurance Program

Policies to protect the Township's financial position:

- General Liability \$15,000,000
- Umbrella Liability Policy (two layers \$10M \$25M respectively)
- Property and Machinery Breakdown Policy
- Automobile Insurance Policy
- Comprehensive Crime Policy
- Cyber Liability
- Annual Low Risk Events Liability (Facility Users)

# Intact Public Entity Proposal

**Casualty**

Casualty/Primary Liability	\$157,351
Crime	\$1,785
Board Members Accident	\$310
Volunteers' Accident	\$210
Cyber	\$13,650
Facility User Solution	\$3,000

**Property**

Property	\$87,045
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**Automobile**

Owned Automobile	\$63,822
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**Excess**

Follow Form- 1st layer	\$4,132
Follow Form – 2nd layer	\$5,886

**Total Annual Premium: \$337,191**

# Year over Year Comparison

Corporation of the Township of Wellington North			
	2022-2023	2023-2024	2024-2025
Carrier	Intact Public Entities	Intact Public Entities	Intact Public Entities
<b>Population - Liability</b>			
GL Premium:	\$ 124,518.00	\$ 140,465.00	\$ 147,388.00
EIL Premium:	\$ 8,400.00	\$ 9,489.00	\$ 9,963.00
<b>Automobile - Premium</b>	\$ 51,384.00	\$ 59,094.00	\$ 63,822.00
<b>Blanket Property Inc. Boiler</b>	\$ 57,960.00	\$ 78,315.00	\$ 87,045.00
<b>Crime Premium</b>	\$ 1,700.00	\$ 1,785.00	\$ 1,785.00
<b>Umbrella Liability (1st layer) Premium</b>	\$ 3,543.00	\$ 3,826.00	\$ 4,132.00
<b>Umbrella Liability (2nd layer) Premium</b>	\$ 5,000.00	\$ 5,450.00	\$ 5,886.00
<b>Councillors Accident Premium</b>	\$ 783.00	\$ 822.00	\$ 310.00
<b>Volunteer Accident Premium</b>	\$ 200.00	\$ 210.00	\$ 210.00
<b>Annual Low Risk Events Liability Premium</b>	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>Annual Low Risk Events Liability Policy Fee</b>			
<b>Cyber Liability Premium</b>	\$ 9,000.00	\$ 13,800.00	\$ 13,400.00
<b>Cyber Liability Policy Fee</b>	\$ 250.00	\$ 250.00	\$ 250.00
<b>TOTAL PREMIUM</b>	<b>\$ 265,738.00</b>	<b>\$ 316,506.00</b>	<b>\$ 337,191.00</b>
<b>PERCENTAGE CHANGE</b>	<b>16%</b>	<b>19%</b>	<b>7%</b>



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – DECEMBER 11, 2023 AT 2:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING  
<https://www.youtube.com/watch?v=Qk-Bv7egMGo>**

**Members Present:**

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

**Staff Present:**

<b>Chief Administrative Officer:</b>	<b>Brooke Lambert</b>
<b>Director of Legislative Services/Clerk:</b>	<b>Karren Wallace</b>
<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
<b>Chief Building Official:</b>	<b>Darren Jones</b>
<b>Director of Finance:</b>	<b>Jerry Idialu</b>
<b>Human Resources Manager:</b>	<b>Amy Tollefson</b>
<b>Economic Development Officer:</b>	<b>Dale Small</b>
<b>Senior Project Manager:</b>	<b>Tammy Stevenson</b>
<b>Manager of Transportation Services:</b>	<b>Dale Clark</b>
<b>Manager Environment &amp; Development Services:</b>	<b>Corey Schmidt</b>
<b>Compliance Analyst:</b>	<b>Sara McDougall</b>
<b>Recreation Service Manager:</b>	<b>Tom Bowden</b>
<b>Director of Fire Services:</b>	<b>Chris Harrow</b>
<b>Senior Planner:</b>	<b>Jessica Rahim</b>

### **CALLING TO ORDER**

Mayor Lennox called the meeting to order.

### **ADOPTION OF THE AGENDA**

RESOLUTION: 2023-451

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Agenda for the December 11, 2023 Regular Meeting of Council be accepted and passed.

CARRIED

### **DISCLOSURE OF PECUNIARY INTEREST**

Councillor Burke declared an indirect pecuniary interest with the following:

Under the heading of Items for Consideration, 2. Planning:

- a. Report DC 2023-033, Consent Application B90-23 Alette Holsteins Ltd. as her employer prepared appendices for these items.

## 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;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

RESOLUTION: 2023-452

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:31 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;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

CARRIED

### 1. REPORTS

- Report EDO 2023-025 455 Dublin Street, Mount Forest
- Report TR 2023-013 2024 – Government Grant – 2024 Allocation

### 2. REVIEW OF CLOSED SESSION MINUTES

- November 20, 2023

### 3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2023-453

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:48 p.m.

CARRIED

RESOLUTION: 2023-454

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive report EDO 2023-025, 455 Dulin Street, Mount Forest

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-455

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2023-013 2024 – Government Grant – 2024 Allocation

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-456

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the November 20, 2023 Council Meeting.

CARRIED

## O'CANADA

## COUNTY COUNCIL UPDATE

Andrew Lennox, Mayor

The County Budget is not complete, but it appears a 4.8% increase to the tax levy. Included in the budget is the beginning of bridge replacements along Wellington Road 109 east of Arthur. The ten-year plan has one bridge per year being replaced in the next four years. The bridge replacement plan includes partial road closure with one lane of traffic being open. There is some possibility that more than one bridge could be done at a time. He would welcome feedback on that possibility. The first bridge anticipated is the one closest to Arthur.

Rural broadband is believed to have widely accessible broadband to all urban and rural residents in southwestern Ontario by the end of 2025. There may be some gaps, but SWIFT is working on finding ways to fill those gaps. There is only a little bit of Wellington North south of Arthur in the SWIFT project. They are trying to find people along those routes to have a box in their home to measure speed to ensure service quality that was anticipated with the installation is actually realized.

Homelessness is a growing problem across Guelph Wellington. It may be seen in our rural areas as well. If you see someone who is homeless or struggling contact Social Services. They have outreach workers to help people connect with services available.

## PRESENTATIONS

1. Michael Meunier, Project Lead, New Horizons
  - Report CLK 2023-039, New Horizons Seniors Helping Seniors

Mr. Meunier provided information about the programs offered, content, and statistics for the Novice Learners and the Experienced Learners programs. The programs are delivered in-person at no cost to participants. Thirty-one people enrolled in the Novice Learners program and twenty-nine people enrolled in the Experienced Learners program.

RESOLUTION: 2023-457

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-039 New Horizons Seniors Helping Seniors;

AND THAT staff be directed to apply for a grant in 2024 if funding becomes available.  
CARRIED

#### **RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT**

RESOLUTION: 2023-458

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the December 11, 2023 Regular Meeting of Council at 2:23 p.m. for the purpose of holding meetings under the Planning Act.

CARRIED

#### **COMMITTEE OF ADJUSTMENT**

- A13/23 Pinestone Construction (185 & 187 Schmidt Dr)
- A14/23 Pinestone Construction (180 & 182 Schmidt Dr)
- A16/23 Pinestone Construction (207, 209, 211 & 213 Schmidt Dr)
- A17/23 Pinestone Construction (217, 219, 221 & 223 Schmidt Dr)

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2023-459

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North resume the December 11, 2023 Regular Meeting of Council at 3:02 p.m.

CARRIED

#### **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

1. Regular Meeting of Council, November 20, 2023
2. Special Meeting of Council, November 29, 2023

RESOLUTION: 2023-460

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council held on November 20, 2023 and the Special Meeting of Council held on November 29, 2023 be adopted as circulated.

CARRIED

#### **BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

No business arising from previous meetings of Council.

#### **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

1b, 1c, 2a, 2d



**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

RESOLUTION: 2023-461

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT all items listed under Items For Consideration on the December 11, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Membership Meeting #9-2023 held on September 20, 2023 and Membership Meeting #10-2023 held on October 18, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Board of Directors meeting held on October 19, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report Prepared by Jessica Rahim, Senior Planner, County of Wellington, regarding 210 Gordon Street, Arthur, Zoning By-law Amendment ZBA20/23 - 9407949 Ontario Limited (Harvest View Estates);  
AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2023-034 regarding the Final Approval of the Cordon Canada Ltd. Site Plan Control Agreement.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2023-036 regarding the Final Approval of the 2763605 Ontario Inc. Site Plan Control Agreement.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-15 being a report on the City of Guelph By-law Enforcement Services;  
AND THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to sign the by-law to enter into an agreement with the City of Guelph for the purposes of providing By-law Enforcement Services to the Township of Wellington North.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-16 being the Building Permit Review for the month of October 2023.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-17 being the Building Permit Review for the month of November 2023.

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

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2023-04 being a report on the awarding of purchase of a SCBA fill station and compressor;

AND THAT Council accept this report and award the purchase to AJ Stone for a SCBA fill station and compressor for the amount of \$62,447 +HST.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-043 being a report on Public Information Centre – Capital Projects.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-044 being a report on Traffic regulation by-law update and to repeal By-law 130-22;

AND THAT Council approve the housekeeping amendments identified within this report;

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

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-045 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2023 Management Review Meeting Minutes.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-040 Heritage Designation.

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-014 Township of Wellington North Strategic Plan Implementation for information;

AND THAT Council of the Corporation of the Township of Wellington North endorse the implementation work-plan in principle;

AND FURTHER THAT Council directs staff to report back on the progress of the plan bi-annually.

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Barclay Nap, President, Wellington Federation of Agriculture regarding battery storage systems in Wellington County.

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Mayor Andrew Lennox to Hon. Paul Calandra, Minister of Municipal Affairs and Housing, dated November 30, 2023, regarding proposed legislation to reverse previous decisions on Municipal Official Plans/Official Plan Amendments.

THAT the Council of the Corporation of the Township of Wellington North receive the Mount Forest Community Garden Update.

THAT the Council of the Corporation of the Township of Wellington North receive the Saugeen Valley Conservation Authority 2024 Authority Meeting Schedule.

CARRIED

**CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

RESOLUTION: 2023-462

Moved: Councillor Renken

Seconded: Councillor Hern

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

CARRIED

RESOLUTION: 2023-463

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable Committee meeting held on November 29, 2023.

CARRIED

Burke removed herself from the meeting as she had previously declared a conflict with Report DC 2023-033.

RESOLUTION: 2023-464

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-033 being a report on Consent Application (Severance) B90-23 known as Part Lot 6, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B90-23 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 daylight triangles as described in the Municipal Servicing Standards of corner lots that are adjacent to municipal roads be deeded to the Township;

- THAT the severed lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development 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.

CARRIED

Councillor Burke returned to the meeting.

RESOLUTION: 2023-465

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2023-035 regarding the Final Approval of the Robert's Farm Equipment Sales Inc. Site Plan Control Agreement.

CARRIED

### **NOTICE OF MOTION**

No notice of motion tabled.

### **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Burke (Ward 2):

- Mount Forest BIA held a successful tree lighting event on November 24th.
- Mount Forest Aquatics Committee arranged a successful walking Christmas Home tour on November 25th with five homes participating.
- Mount Forest BIA meeting to be held December 12th.

Councillor Hern (Ward 3):

- Mount Forest Chamber of Commerce and Arthur BIA meetings this week.
- Arthur Chamber of Commerce Meeting scheduled for December 13th has been cancelled.
- Grand River Conservation Authority AGM is December 15th.

Councillor McCabe (Ward 4):

- ROMA final 2023 meeting was held on Friday, December 8th. He will bring report to Council in the new year.

### **BY-LAWS**

- a. By-law Number 112-2023 being a by-law to enter into a Mutual Drain Agreement with Maple Lane Farm Service Inc., Wyholm Farms Limited, Crescendo Farms Inc., Laverne and Erma Weber and The Township of Wellington North
- b. By-law Number 113-2023 being a by-law to adopt a budget including estimates of all sums required during 2024 for operating and capital, for purposes of the municipality

- c. By-law Number 114-2023 being a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 130-2022
- d. By-law Number 115-2023 being a by-law to authorize an Agreement for By-law Compliance Services
- e. By-law Number 116-2023 being a by-law to provide for an interim tax levy on all assessment within specific tax classes and to provide a penalty and interest rate for current taxes in default and tax arrears
- f. By-law Number 117-2023 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2024
- g. By-law Number 118-2023 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for The Township of Wellington North (Harvest View Estates)

RESOLUTION: 2023-466

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 112-2023, 113-2023, 114-2023, 115-2023, 116-2023, 117-2023 and 118-2023 be read a First, Second and Third time and enacted.

CARRIED

### **CULTURAL MOMENT**

- Celebrating Christmas time in Pioneer Canada

At Christmastime in pioneer Canada, the tree wasn't loaded with gifts, but those small log cabins were filled with love. Most pioneer families did not put up a Christmas tree, as log cabins were too small and most United Empire Loyalists were of English, Scottish, and Irish descent and the Christmas tree did not originate in those countries.

The Christmas tree came to Canada with settlers from Pennsylvania who were of German descent. When Queen Victoria's husband, Prince Albert, introduced the Christmas tree to England, then Canada took on the tradition.

British families had a custom of hanging greens. This was more appropriate in the cabins of Upper Canada. English greens consisted of ivy, mistletoe, and holly. These were not available during the winter months, so evergreen boughs were hung and made into garlands. They also had the Christmas tradition of the kissing ball. In Upper Canada, a garland was woven into a hanging ball that hung from the rafters. This ball took the place of the Christmas tree. Children made figures out of straw and yarn to decorate the Christmas ball and garland. Cookie dough figurines and gingerbread men were not used to decorate the tree until after 1860.

Stockings were hung on the mantle or bedposts. A gingerbread man may have been included, but it would have been molded by hand. Wooden rocking horses were often made for small children. The carver added a horsehair mane and tail; then, painted eyes and a saddle. The horse was a magnificent specimen of early Canadian handcrafts. It may look rustic, but it was made with love. Children made gifts for parents and siblings: potpourri, sachet, and pomander balls. Girls as young as five-

years-old could hem by hand and knit. Candy and cookies were made. The candy (fruit juice and peppermint flavours) were shaped into sticks or balls. Wild turkey or goose was served along with mincemeat pie and plum pudding made with hand-gathered fruit.

Knox Presbyterian Church in Conn has had an annual display of Nativities and International Christmases for the past 5 years. There are 500 plus nativities, as well as over 100 angels and the Christmas traditions of international countries along with a cookie recipe. The display is held on the first weekend of December each year.

Submitted by Councillor Penny Renken, Wellington North Cultural Roundtable

#### **CONFIRMING BY-LAW**

RESOLUTION: 2023-467

Moved: Councillor Hern

Seconded: Councillor Renken

THAT By-law Number 119-23 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 December 11, 2023 be read a First, Second and Third time and enacted.

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2023-468

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Regular Council meeting of December 11, 2023 be adjourned at 3:20 p.m.

CARRIED

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**MAYOR**

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**CLERK**



## MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES December 12th, 2023 @ 8:00 AM

Meeting Room Mount Forest Arena

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**CALLING TO ORDER** – Andrew Coburn; Chair Mount Forest BIA

### **PRESENT ATTENDEES**

Members: Dwight Benson, Kailyn Cudney, Dale Small, Andrew Coburn, Bill Nelson, Maggie Schram, Jessica McFarlane, Rachel Whetham, Allison Litt

Staff:

Community Members: Laura Majic

### **ABSENT ATTENDEES**

Kayla Morton, Amanda Boylan, Sherry Burke

### **WELCOME AND INTRODUCTIONS**

Andrew

### **REVIEW AND ADOPTION OF THE AGENDA**

Andrew

Bill motions to adopt the agenda, Maggie seconds. Motion carried.

### **ITEMS FOR DISCUSSION**

#### **1. Snow Removal - BMO Parkette**

Jessica

- Looking to confirm who is responsible for the snow removal of the parkette
- Snow removal of the BMO Parkette is responsibility of BMO as it is their property still
- However, it is a park and no other parks in town are snow removed

**2. Downtown Wifi Signs****Maggie**

- Maggie suggested we get window stickers for the WIFI window stickers
- Maggie has reached out to a few local makers but hasn't heard back yet
- Allison mentioned she has a client who makes signs and stickers, she is going to let her client know that Maggie is going to reach out
- Idea to have a QR code that leads back to our website - if design permits
- Maggie to reach out to Allison's contact and bring it to the next meeting
- Kailyn to send Mount Forest BIA logo to Maggie

**3. Garbage Can Replacement - New Design****Bill**

- Bill is working on getting some more designs and prices

**4. Weekly Garbage Pick Up - Main St****Bill**

- Proposal being presented to the municipality by the township
- \$480 a week, \$12,000 annually (26 weeks)
- Pick up would be at 6am
- Between Birmingham St and Queen St
- Dale is taking this to proposal to council to suggest the township pick up the cost of these pick-up
- If this is to move forward, BIA is to create mass notice for building and business owners regarding the extra pickup
- Estimated start would be 1st of February - to be confirm
- Bill motions to approve the suggestion to the municipality that they pick up the cost of the additional garbage pick ups. Jessica seconds. Motion carried.

**5. Christmas Tree****Dwight**

- 560 lights on the tree
- January 10-12-13 when the tree is expected to be removed
- Ideas for when to do it next year- Dwight thought perhaps the Thursday before the Friday night Christmas Parade to make it a weekend event, and to move the time of the lighting up to 5 or 6
- Dwight presented a project summary indicating the approximate cost of the project was \$2300

**6. Banners****Dwight**

- Dwight has reached out to a second company (Alpha Graphics - have done Elora/Fergus banners) they recommended a type of ink printing that get absorbed into the banner material and they believe they will last twice as long as the current ones
- \$100 a banner plus set up fee for a design if we want a different design
- \$75 hour rate for installation
- Design suggestions include - water tower, support local, high healthy happy, landmarks like bridge and saugeen river, welcome on the two end banners (x4)



- Bill motions to authorize Dwight to contact Alpha Graphics and get some designs up to \$500 in cost. Maggie seconds. Motion carried.
- Dwight to reach out to them for some designs to discuss

## 7. Snowflakes

**Dwight**

- Frames are good on current snowflakes, the LED lights are breaking down
- \$900 - \$950 plus tax each to replace for entire fixture
- Approx \$370 to re-rope and rewire existing frames that need new lights, this quote is for 8 units
- Would have to get the units to mississauga to be repaired
- Dwight suggests we do 12-14 - approx cost for 12 would be \$4440 plus taxes and transportation fees
- Bill motions to move forward with rewiring and re-ropeing 12-14 snowflakes and/or stars. Jessica seconds, Motion carried

## 8. Socials / 2024

**Kailyn**

- Quarterly updates - newsletter to share for events within that quarter, january quarter to recap 2023 BIA initiatives
- Discussed social media post ideas:
  - Pictures of business storefront windows for a social media post idea with the christmas decorations
  - historical photos - Mark McKenzie from the archives would be a good contact for history on photos
  - Meet the team (bia members) for one week, and an update or event for the following week
  - Holiday posts

## 9. Crosswalk

**Dale**

- Council have deferred the king and main crosswalk to 2025
- There are two crosswalks that will be implemented in 2024 which are outside of the BIA district
- Budget allocated for cross walk of \$20,000 to be moved forward to 2025

## 10. BIA 2024 Events Subcommittee

**Maggie**

- Maggie reaching out to the Chamber to discuss a quarterly event,
- Q1 - Family Day weekend event?
- Q2 - June - summer kick off?
- Q3 - Halloween? Saturday prior to Halloween
- Q4 - Christmas Tree Lighting/weekend event
- Subcommittee to be Maggie, Kailyn, Rachel, & Amanda
- Will be designing a bookmark or pamphlet to show upcoming events - potential to collaborate with the Chamber to list events
- Maggie to compile a list of prospective events to be listed on the bookmark / to plan our calendar

## NEW BUSINESS

- Dwight presents new business -

- Birmingham to Queen - Dwight feels like there are gaps in the lighting, or colour of lightbulbs are inconsistent in colour
- Dwight met with PUC and electrician to see if lighting can be rectified to make it brighter - the light poles belong to the town and they have a service contract with the PUC to work on the poles
- Dwight suggests lighting the town with 4000k - 5000k LED lights to brighten the downtown and suggests we share the cost with the town
- Lights and wiring would need to be replaced
- 43 lights downtown - changing the bulbs to LED would reduce the hydro being used & cut down on costs for the town
- Dwight to get quotes to refit the lights, installation, etc, calculate what the cost savings would be and present these to the town

### **1. NEXT MEETING**

January 9th 2023 in the Lower Leisure Room @ Mount Forest Arena

### **ADJOURNMENT**

**Meeting adjourned by Andrew.**



## MOUNT FOREST BUSINESS IMPROVEMENT

ANNUAL GENERAL MEETING MINUTES November 15th, 2023 @ 8:00 AM

### Lower Leisure Room Mount Forest Arena

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**CALLING TO ORDER** – Andrew Coburn; Chair Mount Forest BIA

#### **DIRECTORS PRESENT**

Jessica McFarlane, Maggie Schram, Dwight Benson, Andrew Coburn, Councillor Sherry Burke

#### **OTHER ATTENDEES**

Dale Small, Jaime Parker (Treasurer), Kailyn Cudney, Amanda Boylan, Peter Mohr (owner of Shoetopia), Laura Majic (owner of Colors from Afar), Pam Zmija

#### **APPROVAL OF AGENDA**

Dwight Benson motions to amend the agenda to add Allison Litt to the board of directors.

Jessica motions to amend the agenda to add Rachel Whetham to the board of directors.

Jessica motions to remove Claire Prentice from the board of the directors.

Moved by Maggie Schram and seconded by Jessica McFarlane to approve the agenda, as circulated. **Motion carried**

#### **ADOPTION OF MINUTES**

Moved by Jessica McFarlane and seconded by Dwight Benson to adopt the minutes from the Nov 9<sup>th</sup>, 2022, AGM as circulated with the Agenda. **Motion carried**

## COMMENTS FROM THE CHAIR

Andrew extends appreciation to everyone who came out. Andrew thanks the board for the commitment level of the members. We are eager as the BIA continues to grow as business owners extend interest in joining.

A year in review, the ReImagined Laneway was spearheaded by Jessica McFarlane and Maggie Schram. Dwight Benson spearheading the Heritage Building gardenscape as well as the Christmas Tree lighting alongside Sherry Burke. The BIA contributed to the Mount Forest Fireworks as well as the ongoing supply of the flower boxes downtown. Andrew thanks Wellington Produce Packaging for allocating us space for storage.

## 2023 TREASURER'S REPORT

Jaime went over the financial statement for the current term. Net Income \$52,738.68, Net Expenses \$63,330.83, Net Surplus (loss) -\$10,592.15.

Current bank balance \$48,135.43  
 Accounts Receivable \$8,000  
 Current HST Refund \$6,929.10  
 Accounts Payable \$1,407.52  
 Projected Bank Balance \$61,657.01

## 2024 WORKPLAN AND BUDGET PRESENTATION

Andrew presented the workplan and budget estimate as follows:

<b><u>Income</u></b>	
Projected Opening Balance	\$ 61,657
Property Owners Contributions (83 @ \$361.45)	\$ 30,000
Street Cleaning	\$ 2,875
HST Rebate	\$ 6,929
<b>Total Forecast Revenue</b>	<b>\$ 101,461</b>
<b><u>Expenses</u></b>	
Flowers (additional needed for upcoming season)	\$ 8,000
Storage (WPP)	\$ 500
Main St Beautification (ReImagined Laneway, Parkette, etc)	\$ 40,000

Event Marketing, Promotion (Fireworks, Christmas Tree Lighting, Retail ,etc.)	\$ 7,500
Christmas Decorations (Purchase and repair snowflakes, misc lighting, christmas tree)	\$ 4,000
Main St Maintenance (garbage can replacement)	\$ 16,000
Pole Wiring Expenses	\$ 3,000
Street/Parkette Cleaning	\$ 3,150
OBIAA Membership	\$ 500
BIA Admin Support	\$ 5,000
Accounting	\$ 750
Advertising, office, misc.	\$ 1,000
Bank Charges	\$ 100
Crosswalk	\$ 20,000
<b>Total Forecast Expenses</b>	\$ 109,500
<b>Ending Balance</b>	\$ (8,039)

Conversations were had about the town Wi-Fi regarding how to advertise it better, tables to the next meeting.

### **OVERVIEW OF 2024 AND BEYOND WORKPLANS**

- Cross Walk
- Hardscape Projects/ Reimagined Laneway
- Events
- Annual Expenses

### **MOTIONS TO APPROVE:**

- 2024 Workplan as presented

Moved by Maggie Schram and seconded by Dwight Benson to approve the 2024 work plan as presented. **Motion carried.**

- 2024 BIA Tax Levy to remain the same at \$361.45/per property

Moved by Maggie Schram and seconded by Dwight Benson to recommend to council that the 2024 BIA Tax Levy be set @ \$361.45/property (same as 2023). **Motion carried.**

### **CURRENT BUSINESS**

- Christmas Tree lighting is on November 24th, event is from 6-8 and lighting will be at 6:30
- Intention is to be both trees will be lit at 6:30 (Home Hardware Tree and Heritage Tree)
- Pictures with Santa is at Home Hardware
- Holstein Bells will be at the Clock Tower downtown from 6-7

### **MOTION TO RECOMMEND AND APPROVE BIA DIRECTORS**

Andrew Coburn; President  
 Dwight Benson  
 Bill Nelson  
 Jessica McFarlane  
 Councillor Sherry Burke  
 Kayla Morton  
 Maggie Schram

Remove Jayme Hewson  
 Remove Claire Prentice

Add Amanda Boylan  
 Add Rachel Whetham  
 Add Allison Litt

Dwight expresses that Allison Litt is looking to join the BIA board of directors.  
 Jessica expresses that Rachel Whetham is looking to join the BIA board of directors.

Moved by Jessica McFarlane seconded by Maggie Schram to add Rachel Whetham, Allison Litt, and Amanda Boylan to the BIA board of directors, as well as the removal of Jayme Hewson and Claire Prentice from the BIA board of directors. **Motion carried.**

### **CLOSING**

Councillor Sherry Burke thanks Andrew Coburn for his commitment and leadership as the President of the BIA.

**NEXT MEETING**

Proposed date of the next AGM is November 13th, 2024.

**ADJOURNMENT**

Moved by Andrew Coburn and seconded by Jessica McFarlane, meeting adjourned at 8:45am.



**Arthur Business Improvement Association**  
**MINUTES ARTHUR BIA ANNUAL GENERAL MEETING**  
**December 13, 2023 @ 7:30 PM : virtually via Zoom link**

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**BOARD MEMBER ATTENDEES:** Angela Alaimo Chair Gord Blyth; Secretary,  
 Jim Coffey, Paula Coffey Councilor Lisa Hern,  
 Mitch Keirstead non voting member

**OTHERS:** Bonnie McIntosh Chris McIntosh,  
 Murt Wolsley

**WELCOME AND INTRODUCTIONS:** Chair Angela called the meeting to order at 7:31 pm and thanked everyone for attending and asked everyone to introduce themselves.

**Motion 1 APPROVAL OF AGENDA** Moved by Gord Blyth and seconded by Jim Coffey to approve the agenda, as circulated. **Motion carried.**

**Motion 2 ADOPTION OF MINUTES** Moved by Lisa Hern and seconded by Gord Blyth to adopt the minutes from the Nov 16<sup>th</sup>, 2022, AGM as circulated. **Motion carried.**

**COMMENTS FROM THE CHAIR** Chair Angela described the various projects undertaken in 2023. Refocusing attention from the art alley due to anticipated renovation of that building by the municipality, the Board has proceeded with creating and acquiring new banners with Arthur Icons on one side and places of interest on the other together with 14 Pride banners that will be displayed on downtown poles. Thank you to Paula Coffey for her time and commitment to collecting pictures and to Carolyn Paquet for input in design. Continue planning of planters and baskets and acquiring a new supplier for the flower baskets, replacing garbage bins to replace the originals degraded due to weather conditions, acquiring an email address, an Instagram account that is managed by Paula Coffey, arranging for maintenance of the Poppy art with a thank you to the Township of Wellington North for its one time payment of the fee, and support of various Shop Local initiatives.

**2023 TREASURERS REPORT** Chair Angela presented the financial statements previously provided by Treasurer Tom Gorecki for the 2023 fiscal year.



**2024 WORKPLAN AND BUDGET PRESENTATION** Chair Angela discussed the draft 2024 workplan as provided by Treasurer Tom Gorecki and budget as follows:

Budget Projection 2023			
	Expense	Income	
Starting Balance			\$ 16,087.58
2023 Tax Levy (\$350/property)		\$ 19,250.00	
Township Loan Repayment Year 2 of 10	\$ 12,669.00		
Downtown Planters and baskets	\$ 4,500.00		
OBIAA membership	\$ 270.00		
Banners	\$ 3,000.00		
QR code implementation	\$2,000.00		
Event budget	600.00		
Closing Balance	\$ 23,039.00	\$ 19,250.00	\$12,298.58

Items for the Banners, QR code were added and it was decided that instead of allocation to local initiatives we would have an event budget.

**2024 Workplan Discussion:** Discussion followed on potential programs for the BIA to focus on in the future. Ideas discussed and generally supported include the following:

Banners and QR codes for description of places and persons	More use of OBIAA resources
Working with Jim Phillips, Chamber for hiring short term of administration assistant	Planters and baskets
Newsletter giving more support to downtown businesses	Working with Chamber for combined event calendar, after 5 programs

**Motion Three:** *Moved by Paula Coffey and seconded by Gord Blyth to approve the 2024 workplan and budget as amended.*

**Motion carried.**

**Motion Four:** Discussion followed and agreement that the 2014 Tax Levy should be kept the same at \$350.00 per property. Moved by Jim Coffey and seconded by Gord Blyth *that the Arthur BIA recommend to council that the 2024 BIA Tax Levy be set @ \$350.00/property which is the same as previous years.*

**Motion carried.**

**Motion Five** Prior to the meeting, owner/member Ray Hutchison nominated Mitch Kierstead to be his proxy to have a voting Board position. Chris McIntosh questioned whether a Board member could be someone who did not own property or a business in Arthur. Chair Angela read the bylaw and it was agreed that Mitch Kierstead would be put forward for approval by the Township. All other Board Members were asked if they would continue and non-Board Members were encouraged to put their name forward. After some discussion it was moved by Paula Coffey and seconded by Gord Blyth that the following names would be presented to council for approval as Directors of the Arthur BIA:

Chair

- Angela Alaimo

Treasurer

- Tom Gorecki

Directors (Voting):

- Gord Blyth
- Jim Coffey
- Paula Coffey
- Money Dadwan
- Sheila Faulkner,
- Mitch Keirstead,

**Motion carried.**

**ROUNDTABLE** Chair Angela opened the floor to anyone with concerns or questions. Murt Wolsley expressed concern for the location of the art alley and the impact it would have on the enjoyment of his property. Specifically he expressed concern that it would encourage people to meet and conduct illicit transactions in that space. His main concern is how the downtown area has changed and that there are issues arising as a result of an increased residential buildings. Lisa mentioned that there would be time to discuss the issues as the renovations will be several years in the future.

**DATE OF NEXT MEETING** The next Annual General Meeting for the Arthur BIA was scheduled for November 20<sup>th</sup>, 2024. The next regular Board of Directors Meeting for the Arthur BIA was not scheduled.

**ADJOURNMENT** The Arthur BIA Annual General Meeting was adjourned at 8:37 PM.



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Tammy Pringle, Development Clerk  
 REPORT #: DEV 2024-001  
 REPORT TITLE: Consent Application B91-23, Derrick & Lynne Weber

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-001 Consent Application B91-23, Derrick & Lynne Weber.

AND THAT Council support consent application B91-23 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 \$250.00 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 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;

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 REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject properties are located in the south east quadrant of the Township and are known as Part Lot 15, Concession 3, geographically known as 8612 & 8628 Line 2, in the former West Luther Township.

Proposed lot line adjustment is 0.33 hectares with 17.1m frontage, agricultural land to be added to abutting agricultural lot for future residence – Derrick & Lynne Weber.

Retained parcel is 40.75 hectares with 533.9m frontage, existing and proposed agricultural use with existing dwelling, barn, silos and sheds.

## ANALYSIS

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. Staff are advising the above recommendations.

## CONSULTATION

Staff have consulted with the Building, Planning & Development Department, Infrastructure Department, Environmental Services and Transportation Services in the Township as well as the County of Wellington, Planning and Development Department on its behalf.

## FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fees.

## ATTACHMENTS

DEV 2024-001 **APPENDIX A** - Severance Sketch No. 32326-23

Prepared by Matt De Jager at Van Harten Land Surveyors – Engineers, dated June 5<sup>th</sup>, 2023

DEV 2024-001 **APPENDIX B** - Aerial View of Subject Lands

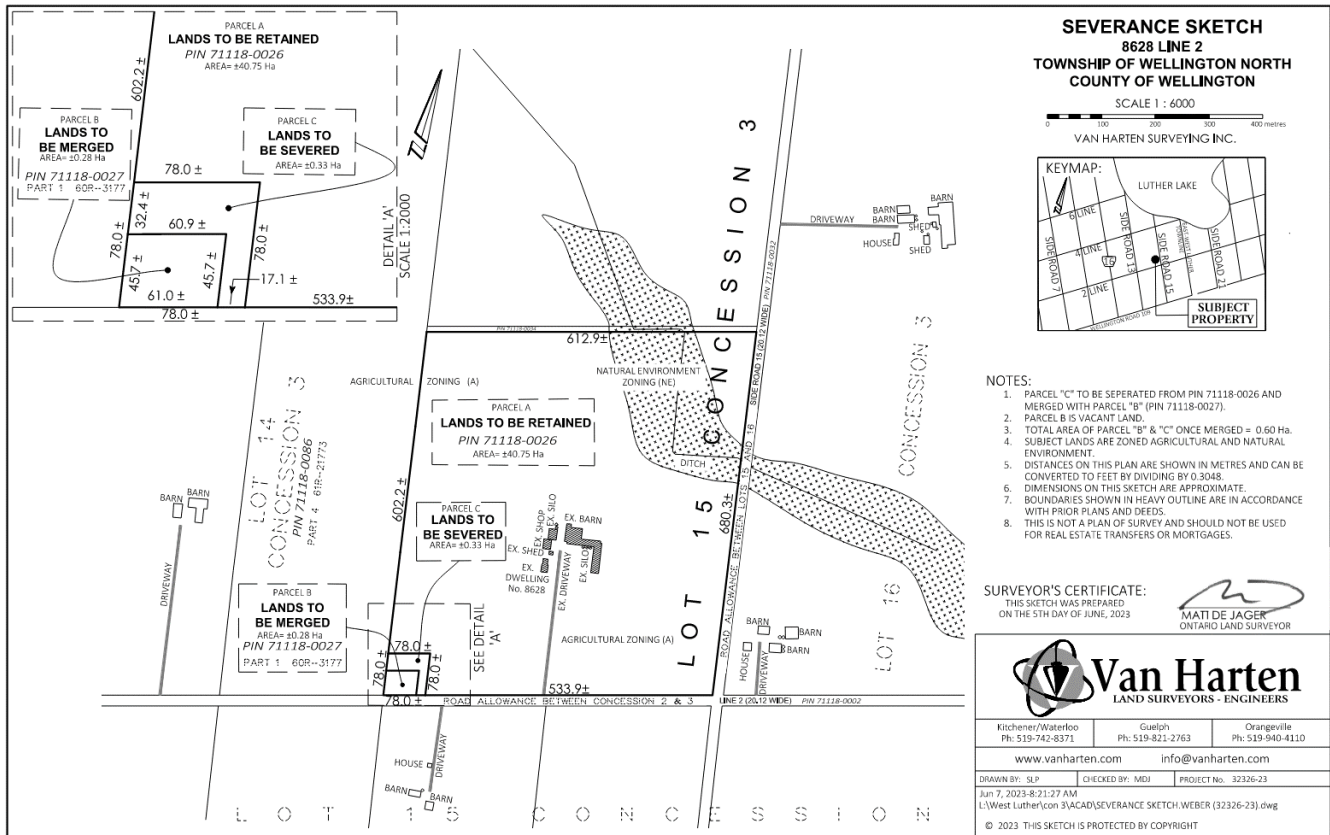
DEV 2024-001 **APPENDIX C** - Planning Report

Dated January 5, 2024, Asavari Jadhav, Planner, Planning and Development Department, County of Wellington: Report

## STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer







**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

<b>Application</b>	B91/23
<b>Location</b>	Part Lot 15, Concession TOWNSHIP OF WELLINGTON NORTH (WEST LUTHER)
<b>Applicant/Owner</b>	Derrick and Lynne Weber

**PRELIMINARY PLANNING OPINION:** This application for a lot line adjustment would sever a 0.33 ha (0.81 ac) vacant parcel and merge it with an abutting rural residential lot (8612 Line 2) approximately 0.28 ha (0.69 ac) in size. The newly merged lot lands would be approximately 0.61 ha (1.5 ac) in size. A 40.75 ha (99 ac) of agricultural parcel would be retained with existing dwelling, barn, shed, shop and silos.

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:

- That the purchasers take title of the severed and retained lands in the same manner as they hold their abutting land; and,
- That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

**A PLACE TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 states of PPS “Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons”.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include Grand River Conservation Authority Regulated Flood Plain. It is noted that the proposed lot line adjustment is completely within Prime Agriculture designation.

Section 10.3.5 permits lot line adjustments and states the following:

Lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims, and minor boundary adjustments. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- two abutting farms are merged (merged means the joining of farm parcels under the same ownership) and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- more viable agricultural operations will result;
- an undersized lot is made useable given the requirement for appropriate sewer and water systems. Lot line adjustments are deemed not to create new lots for the purposes of this plan.

The matters under Section 10.1.3 were also considered. No additional lots are being created as part of this lot line application.

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

**LOCAL ZONING BY-LAW:** The subject property is zoned Agricultural (A) and Natural Environmental (NE). The existing lot currently is undersized, and the application would increase the lot size to meet the minimum required lot size of 0.4 ha (1 ac) and will provide sufficient area for a dwelling and accessory building.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on January 2, 2024. Notice Cards were posted, and the survey sketch appears to meet the application requirements.

Asavari Jadhav, Planner  
 January 5, 2024



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Tammy Pringle, Development Clerk  
 REPORT #: DEV 2024-002  
 REPORT TITLE: Consent Application B92-23, David Fletcher

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-002 Consent Application B92-23, David Fletcher.

AND THAT Council support consent application B92-23 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 \$250.00 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 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;

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 REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject properties are located in the north east quadrant of the Township and are geographically known as 9427 Highway 6 in the former Arthur Township, and the lands geographically located directly north west of 9427 Highway 6, in the former Arthur Township.

Proposed lot line adjustment is 1.63 hectares with 35.7m frontage (Severance #1 on sketch), vacant land to be added to abutting rural residential lot – Barbara Fletcher



Retained parcel is 0.31 hectares with 20.1m frontage (Retained #1 on sketch), vacant land for proposed rural residential use (see B93-23)

## ANALYSIS

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. Staff are advising the above recommendations.

## CONSULTATION

Staff have consulted with the Building, Planning & Development Department, Infrastructure Department, Environmental Services and Transportation Services in the Township as well as the County of Wellington, Planning and Development Department on its behalf.

## FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fee.

## ATTACHMENTS

DEV 2024-002 **APPENDIX A** – Severance Sketch No. 23-9943

Prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated January 3, 2024

DEV 2024-002 **APPENDIX B** – Aerial View of Subject Lands

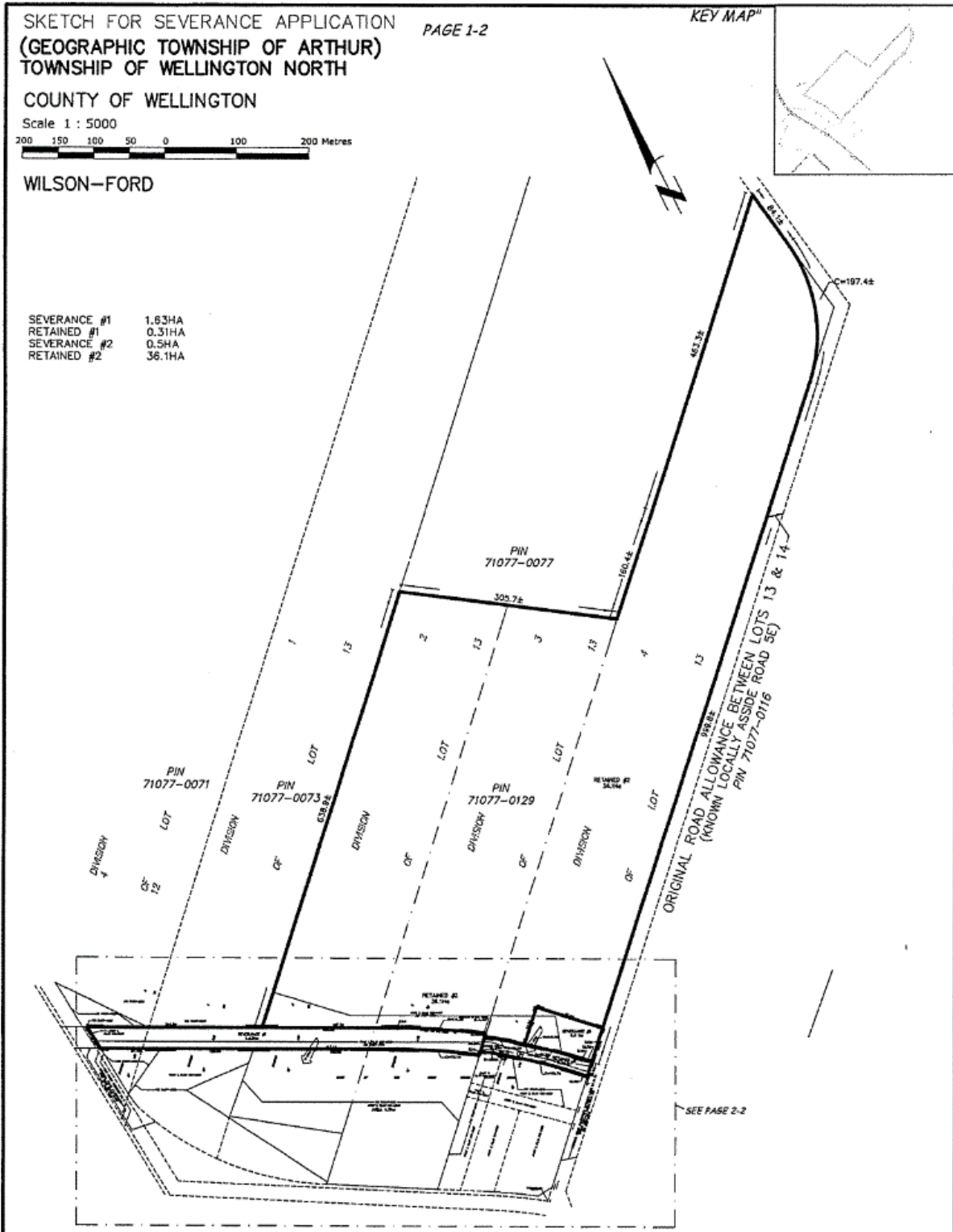
DEV 2024-002 **APPENDIX C** – Planning Report

Dated January 8, 2024, Asavari Jadhav, Planner, Planning and Development Department, County of Wellington: Report

## STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



SEVERANCE #1	1.63HA
RETAINED #1	0.31HA
SEVERANCE #2	0.5HA
RETAINED #2	36.1HA

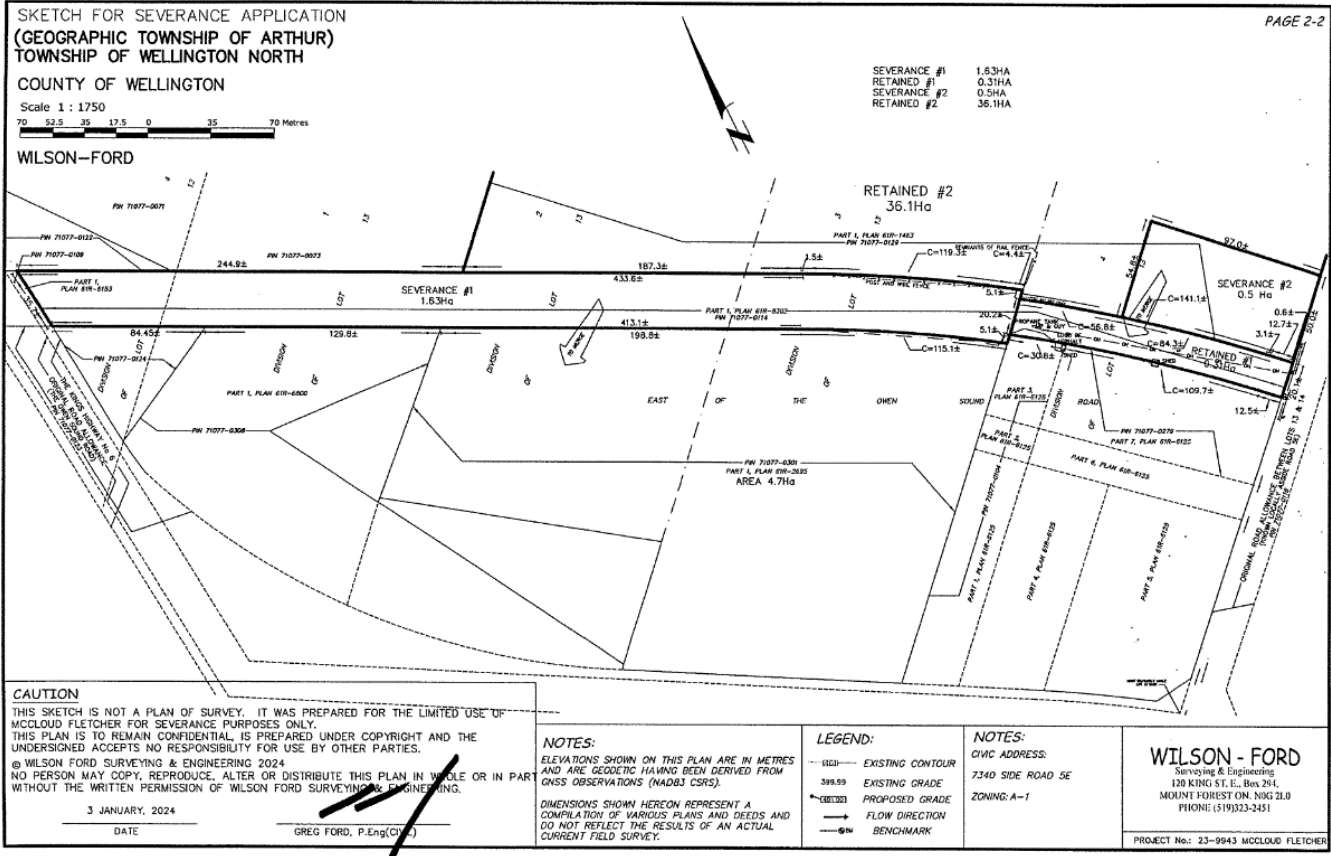
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3 JANUARY, 2024  
DATE

*[Signature]*  
GREG FORD, P.Eng. (CIVIL)

<p><b>NOTES:</b>                  ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND ARE GEODETIC HAVING BEEN DERIVED FROM GNSS OBSERVATIONS (NAD83 CSRS).                  DIMENSIONS SHOWN HEREON REPRESENT A COMPILATION OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.</p>	<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li> EXISTING CONTOUR</li> <li> EXISTING GRADE</li> <li> PROPOSED GRADE</li> <li> FLOW DIRECTION</li> <li> BENCHMARK</li> </ul>	<p><b>NOTES:</b>                  CIVIC ADDRESS: 7340 SIDE ROAD SE                  ZONING: A-1</p>
<p><b>WILSON - FORD</b>                  Surveying &amp; Engineering                  120 KING ST. E., Box 294,                  MOUNT FOREST ON, NOG 2L0                  PHONE (519)323-2451</p>		
<p>PROJECT No.: 23-9943 MC CLOUD FLETCHER</p>		

# APPENDIX A – Severance Sketch (2)



SEVERANCE #1	1.83Ha
RETAINED #1	0.31Ha
SEVERANCE #2	0.5Ha
RETAINED #2	36.1Ha

SKETCH FOR SEVERANCE APPLICATION  
 (GEOGRAPHIC TOWNSHIP OF ARTHUR)  
 TOWNSHIP OF WELLINGTON NORTH  
 COUNTY OF WELLINGTON

Scale 1 : 1750  
 70 52.5 35 17.5 0 35 70 Metres

WILSON-FORD

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3 JANUARY, 2024  
 DATE

GREG FORD, P.Eng(CIVIL)  
 \_\_\_\_\_

**NOTES:**  
 ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND ARE GEODETIC HAVING BEEN DERIVED FROM GNSS OBSERVATIONS (NAD83 CSRS).  
 DIMENSIONS SHOWN HEREON REPRESENT A COMPILATION OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

**LEGEND:**

- EXISTING CONTOUR
- EXISTING GRADE
- PROPOSED GRADE
- FLOW DIRECTION
- BENCHMARK

**NOTES:**  
 CIVIC ADDRESS:  
 7340 SIDE ROAD SE  
 ZONING: A-1

**WILSON - FORD**  
 Surveying & Engineering  
 120 KING ST. E., Box 204,  
 MOUNT FOREST ON, NIG 2L0  
 PHONE (519)323-2451

PROJECT No.: 23-9943 MCCLLOUD FLETCHER





**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**

B92/23  
 Part Lot 13, Divisions 1, 2, 3 and 4, Concession EOSR 9  
 Part Lot 12, Division 4, Concession EOSR 9  
 TOWNSHIP OF WELLINGTON NORTH (Arthur Township)

**Applicant/Owner**

David Fletcher

**PRELIMINARY PLANNING OPINION:** This lot line adjustment application will sever 1.63 ha (4.02 ac) of vacant land (former CN rail line) owned by the applicant and merge it with the abutting rural residential parcel (9427 Highway 6). The newly merged parcel would be approximately 6.24 ha (15.41 ac) in size with an existing dwelling and accessory structures. A 0.31 ha (0.76 ac) of vacant land (former CN rail line) would be retained.

This application is related to lot line application B93/23.

Subject to the Committee being satisfied that the proposed lot line adjustment is ‘minor’ planning staff have no concerns with the application provided that the following matters are addressed as conditions:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land;
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent; and
- c) That any concerns of the Conservation Authority can be adequately addressed.

**PLACES TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of recent changes to the Growth Plan means the natural heritage system policies will continue to apply, however will only apply to the natural heritage systems mapped in the County Official Plan.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 states “Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons”.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL, HAMLET (Riverstown) and CORE GREENLANDS. Identified features include Saugeen Valley Conservation Authority regulated Hazard Lands.

Lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims, and minor boundary adjustments. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- two abutting farms are merged (merged means the joining of farm parcels under the same ownership) and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- more viable agricultural operations will result;
- an undersized lot is made useable given the requirement for appropriate sewer and water systems. Lot line adjustments are deemed not to create new lots for the purposes of this plan.

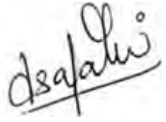
The matters under Section 10.1.3 were also considered including item k) “that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage depth” and item m) “that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations”.

No additional building lots are being created as part of this lot line application.

**WELL HEAD PROTECTION AREA:** The subject lands are not located in a Well Head Protection Area.

**LOCAL ZONING BY-LAW:** The subject property is zoned Site-Specific Agricultural (A-1), Natural Environment (NE) and Site-Specific Hamlet Commercial (C5-35) that permits an auto body repair shop. The proposed merged parcel meets the minimum lot frontage and area requirements of the A-1 zone.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on January 2, 2024. Notice Cards were posted, and the survey sketch appears to meet the application requirements. 044



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Asavari Jadhav, Planner  
January 8, 2024



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Tammy Pringle, Development Clerk  
 REPORT #: DEV 2024-003  
 REPORT TITLE: Consent Application B93-23, Leroy Shantz

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-003 Consent Application B93-23, Leroy Shantz.

AND THAT Council support consent application B93-23 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 \$250.00 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 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;

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 REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject properties are located in the north east quadrant of the Township and are geographically known as 7340 Sideroad 5 E, in the former Arthur Township along with the land directly to the southwest.

Proposed lot line adjustment is 0.5 hectares with 50m frontage (Severance #2 on sketch), existing agricultural use to be added to abutting rural residential lot – David Fletcher. Note: related to B92-23

Retained parcel is 36.1 hectares with 999.8m frontage (Retained #2 on sketch), existing and proposed agricultural use.

**ANALYSIS**

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. Staff are advising the above recommendations.

**CONSULTATION**

Staff have consulted with the Building, Planning & Development Department, Infrastructure Department, Environmental Services and Transportation Services in the Township as well as the County of Wellington, Planning and Development Department on its behalf.

**FINANCIAL CONSIDERATIONS**

The municipality will realize \$250.00 in clearance fees.

**ATTACHMENTS**

DEV 2024-003 **APPENDIX A** - Severance Sketch No. 23-9943

Prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated January 3, 2024

DEV 2024-003 **APPENDIX B** - Aerial View of Subject Lands

DEV 2024-003 **APPENDIX C** - Planning Report

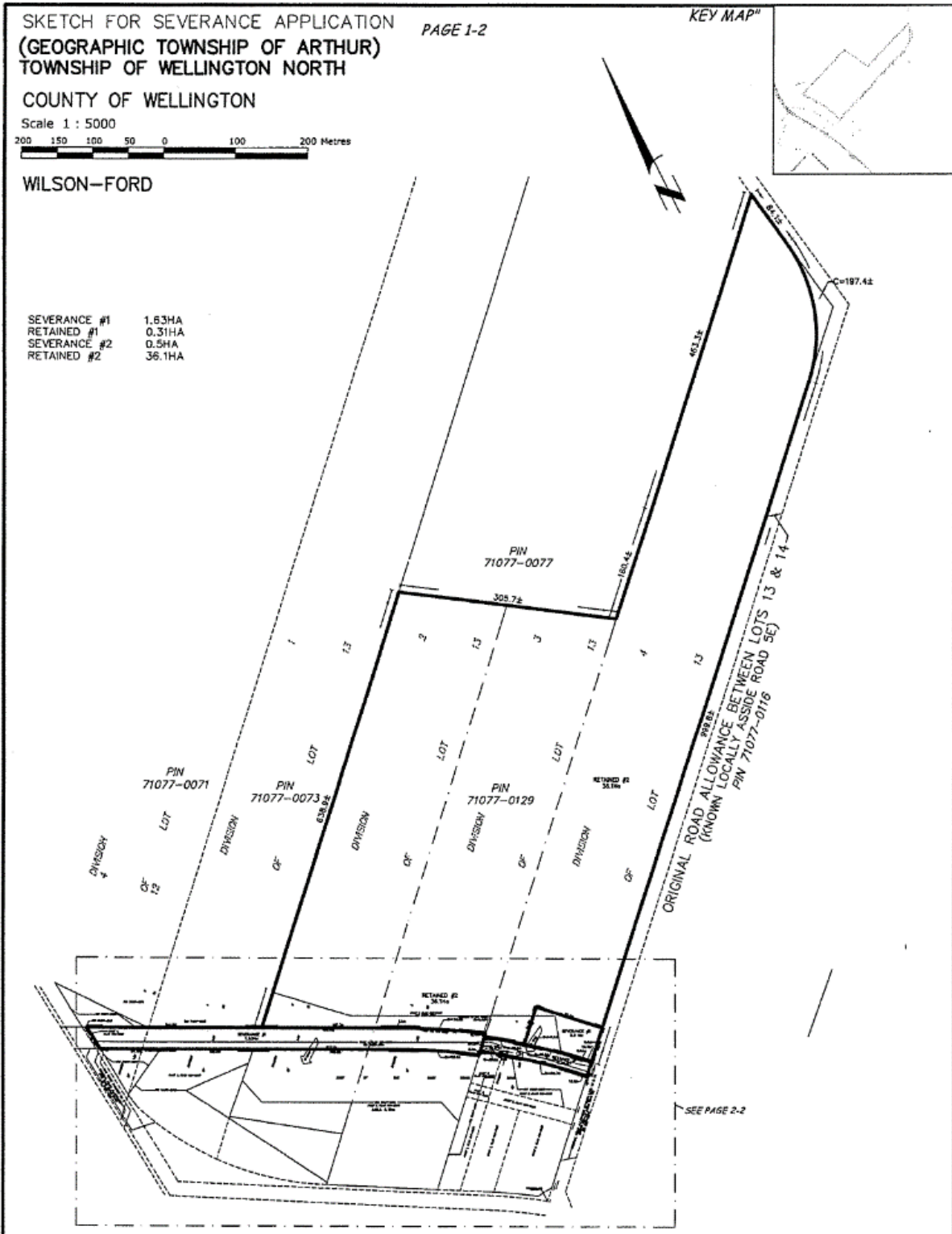
Dated January 8, 2024, Asavari Jadhav, Planner, Planning and Development Department, County of Wellington: Report

**STRATEGIC PLAN 2024**

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer





**CAUTION**  
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3 JANUARY, 2024  
 DATE

GREG FORD, P.Eng (CIVIL)

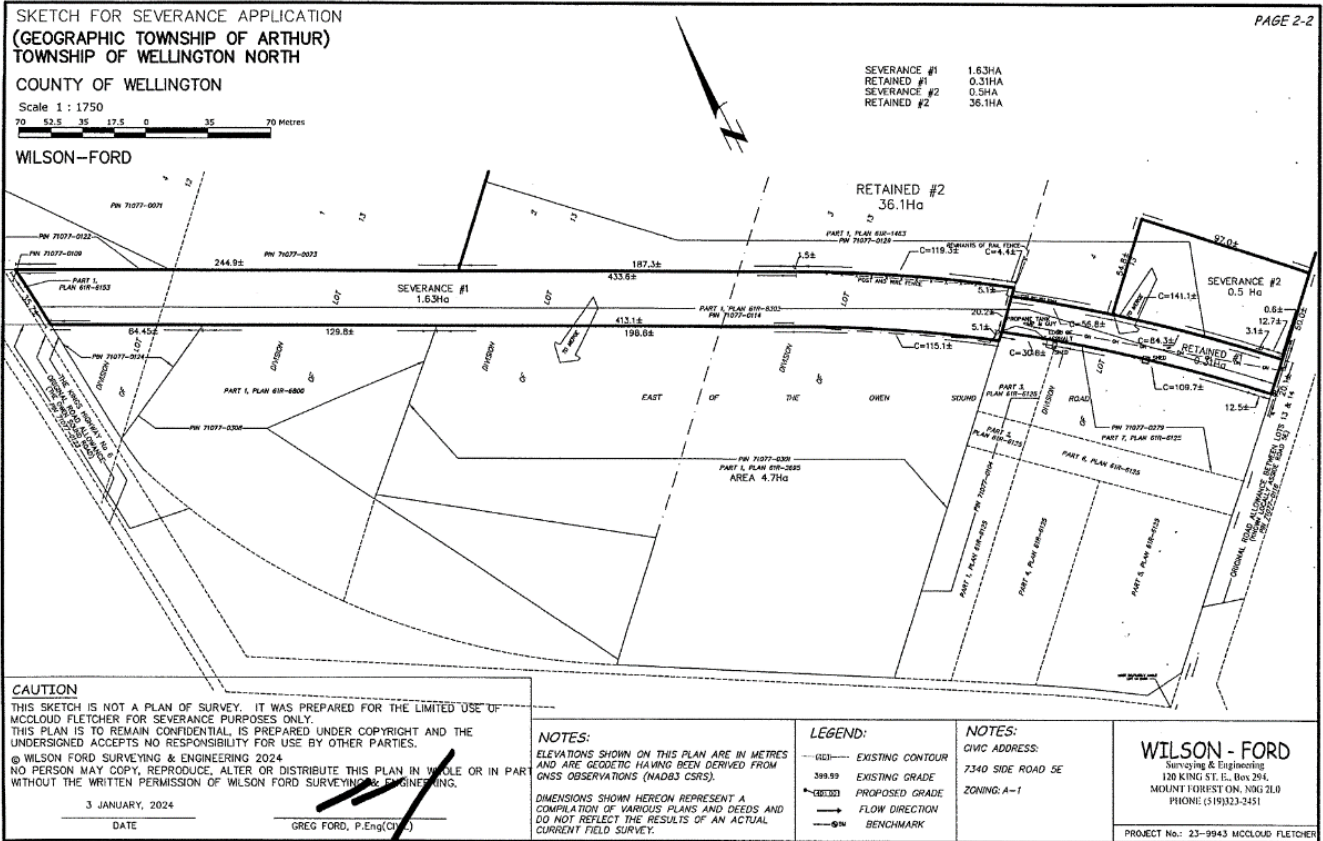
**NOTES:**  
 ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND ARE GEODETIC HAVING BEEN DERIVED FROM GNSS OBSERVATIONS (NAD83 CSRS).  
 DIMENSIONS SHOWN HEREON REPRESENT A COMPILATION OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

**LEGEND:**  
 - - - - - EXISTING CONTOUR  
 399.99 EXISTING GRADE  
 (101.00) PROPOSED GRADE  
 → FLOW DIRECTION  
 - BM BENCHMARK

**NOTES:**  
 CIVIC ADDRESS: 7340 SIDE ROAD 5E  
 ZONING: A-1

**WILSON - FORD**  
 Surveying & Engineering  
 120 KING ST. E., Box 294,  
 MOUNT FOREST ON, N1G1 2L0  
 PHONE (519)323-2431

PROJECT No.: 23-9943 MCLOUD FLETCHER







**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

<b>Application</b>	B93/23
<b>Location</b>	Part Lot 13, Divisions 2, 3 and 4, Concession EOSR TOWNSHIP OF WELLINGTON NORTH (Arthur Township)
<b>Applicant/Owner</b>	Leroy Shantz

**PRELIMINARY PLANNING OPINION:** This lot line adjustment application will sever 0.5 ha (1.23 ac) of vacant agricultural parcel (Severance #1) and merge with a portion of abutting vacant abandoned CN rail line (Retained #1) of 0.31 ha (0.76 ac). The newly merged parcel would be approximately 0.81 ha (2 ac) in size. A 35.66 ha (88.11 ac) agricultural parcel would be retained with existing Agricultural Commercial use.

This application is related to lot line application B92/23.

Subject to the Committee being satisfied that the proposed lot line adjustment is ‘minor’ Planning staff have no concerns with the application provided that the following matters are addressed as conditions:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land;
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent;
- c) That safe driveway access is provided to the satisfaction of the local municipality;
- d) That servicing can be accommodated on the site to the satisfaction of the local municipality;
- e) That any concerns of the Conservation Authority can be addresses adequately; and
- f) That the applicant provides, to the satisfaction of the local Municipality, an MECP acknowledged Record of Site Condition for the severed parcels which provides:
  - i. Evidence that the site is not contaminated, and no remediation is required;
  - ii. Or that the required site remediation has taken place.

**PLACES TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of recent changes to the Growth Plan means the natural heritage system policies will continue to apply, however will only apply to the natural heritage systems mapped in the County Official Plan.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 states “Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons”.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include Saugeen Valley Conservation Authority regulated Hazard Lands. The severed parcel is completely within the Prime Agriculture designation.

Lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims, and minor boundary adjustments. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- two abutting farms are merged (merged means the joining of farm parcels under the same ownership) and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- more viable agricultural operations will result;
- an undersized lot is made useable given the requirement for appropriate sewer and water systems. Lot line adjustments are deemed not to create new lots for the purposes of this plan.

The matters under Section 10.1.3 were also considered including item k) “that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage depth” and item m) “that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations”.

No additional building lots are being created as part of this lot line application.

Further, the proposed lot line adjustment is with an abandoned CN Railway line to facilitate construction of a dwelling, Section 4.5.2 of the Plan provides policy direction for dealing with contaminated sites, including the following:

Development will not be permitted on contaminated sites. Development may only proceed once a contaminated site is restored such that no adverse effect will result from any on-site activity associated with the proposed use. Therefore, planning staff have recommended a condition that the applicant is required to provide an MECP acknowledgment Record of Site Condition for the lands which provide evidence that the site is not contaminated and no remediation is required, or that the required site remediation has taken place.

**WELL HEAD PROTECTION AREA:** The subject lands are not located in a Well Head Protection Area.

**LOCAL ZONING BY-LAW:** The subject property is zoned Site-Specific Agricultural (A-1), Agricultural Commercial (AC) and Natural Environment (NE). The severed parcel is complexly within the A zone. The vacant retained parcel #1 is created as result of Lot Line Adjustment application B92-23 is undersized, and the current application would increase the lot size to meet the minimum required lot size of 0.4 ha (1ac) and will provide sufficient area to facilitate construction of a dwelling.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on January 2, 2024. Notice Cards were posted, and the survey sketch appears to meet the application requirements.



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Asavari Jadhav, Planner  
January 8, 2024



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Tammy Pringle, Development Clerk  
 REPORT #: DEV 2024-004  
 REPORT TITLE: Consent Application B100-23, Gwen & Donald Cormack

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-004 Consent Application B100-23, Gwen & Donald Cormack.

AND THAT Council support consent application B100-23 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 \$250.00 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 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 retained lands be rezoned to permit the Agricultural Commercial Use to the satisfaction of the local municipality and the County of Wellington;

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 REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject properties are located in the north west quadrant of the Township and are known as Part Lot 6, Divisions 3 & 4, WOSR geographically known as 9724 Highway 6 and Part Lot

6, Divisions 1 & 2, WOSR geographically known as 9754 Highway 6 in the former Arthur Township.

Proposed lot line adjustment is 27.3 hectares with 864m frontage, agricultural land to be added to abutting agricultural parcel – Cleon B. Weber

Retained parcel is 19.8 hectares with 296m frontage, existing agricultural use for proposed agricultural commercial use with existing dwelling, barns and accessory buildings.

## ANALYSIS

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. Staff are advising the above recommendations.

## CONSULTATION

Staff have consulted with the Building, Planning & Development Department, Infrastructure Department, Environmental Services and Transportation Services in the Township as well as the County of Wellington, Planning and Development Department on its behalf.

## FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fees.

## ATTACHMENTS

DEV 2024-004 **APPENDIX A** - Severance Sketch No. 37828-23

Prepared by Jeffrey Buisman at Van Harten Land Surveyors - Engineers, dated November 30th, 2023

DEV 2024-004 **APPENDIX B** - Aerial View of Subject Lands

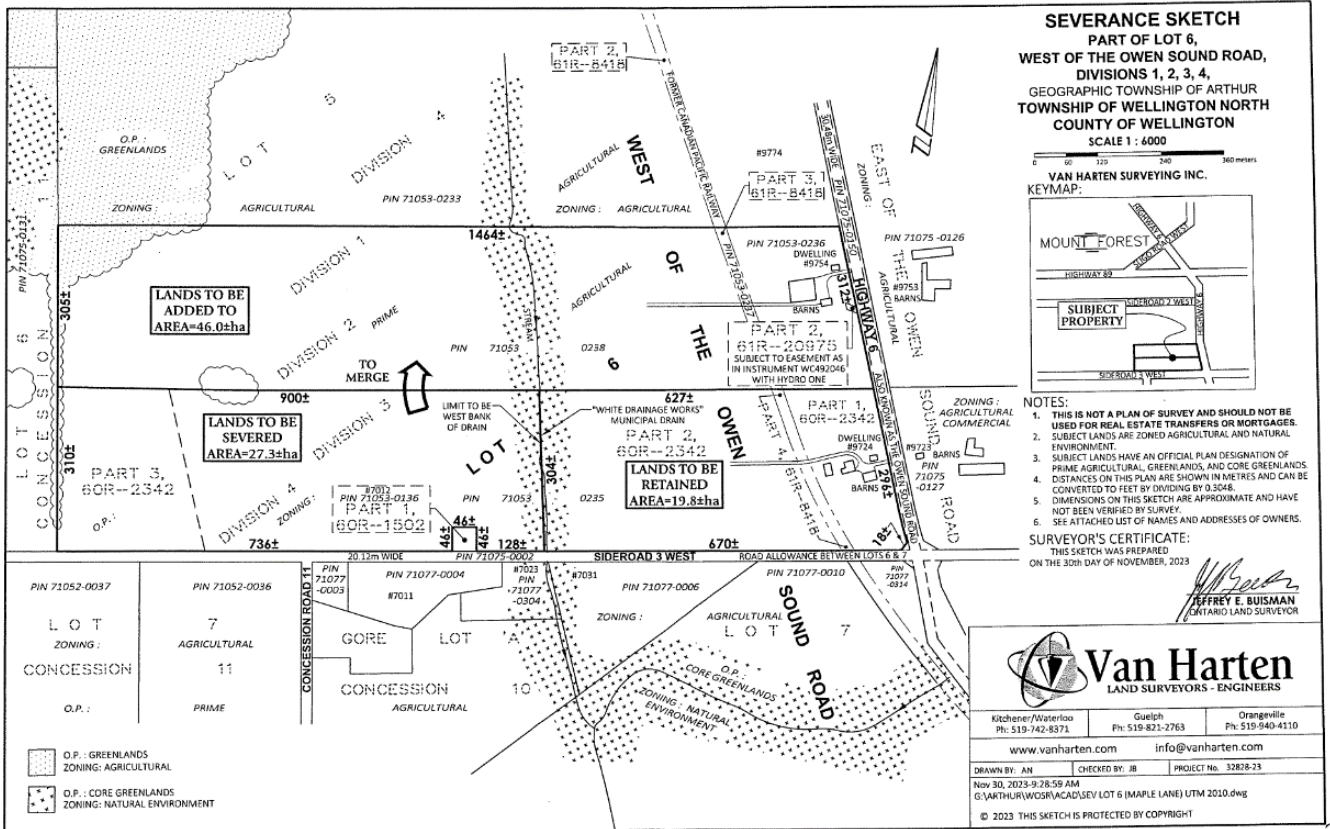
DEV 2024-004 **APPENDIX C** - Planning Report

Dated January 5, 2024, Asavari Jadhav, Planner, Planning and Development Department, County of Wellington: Report

## STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer









**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

<b>Application</b>	B100/23
<b>Location</b>	Part Lots 6, Division 3 & 4 WOSR TOWNSHIP OF WELLINGTON NORTH (Arthur Township)
<b>Applicant/Owner</b>	Gwen and Donald Cormack

**PRELIMINARY PLANNING OPINION:** This application for proposed lot line adjustment would sever 27.3 ha (67.45 ac) of vacant agricultural parcel and merge with an abutting agricultural parcel with existing dwelling and barns. The newly merged parcel to be approximately 73.3 ha (181.12 ac) in size. A 19.8 ha (48.92 ac) agricultural parcel will be retained. The proposed retained land is intended to operate as an Agricultural Commercial use (farm equipment dealership). The existing dwelling, barns and accessory buildings will be demolished.

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 any concerns of the Conservation Authority can be adequately addressed;
- b) That the retained lands be rezoned to permit the Agricultural Commercial Use to the satisfaction of the local municipality and the County of Wellington;
- c) That safe driveway access can be provided to the satisfaction of the appropriate road authority;
- d) That the purchasers take title of the severed and retained lands in the same manner as they hold their abutting land; and
- e) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

**A PLACE TO GROW:** No concerns.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 allows lot adjustments in prime agricultural area for legal and technical reasons. Legal and technical is defined as “severances for purposes of easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.” Section 2.3.3.4 of the PPS also states that all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected.

The proposed retained land is intended to operate as an Agricultural Commercial use (farm dealership). As per Section 2.3.3.1 permitted uses within prime Agriculture include agricultural uses, agriculture-related uses and on-farm diversified uses. Further, Section 2.3.3.1 states that the “Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.”

Regarding MDS, Planning staff are satisfied that MDS I is not applicable to the proposed lot line adjustment. Furthermore, having considered MDS Guideline #35 and the proposed Agricultural Commercial use (farm equipment dealership) planning staff have no MDS concerns.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include a Saugeen Valley Conservation Authority Regulated Hazard Lands. The proposed lot line adjustment is within the Greenland system.

As per Section 6.4.3, agriculture-related uses are permitted within Prime Agriculture Areas. Section 6.4.5 states that “Small scale agriculture-related businesses as required to serve agriculture and directly related to farm operations may be allowed in appropriate locations and subject to zoning provisions, where they are needed in close proximity to farms.”

Section 10.2.1 b) allows minor boundary adjustments where there are no negative impacts to the Greenland feature. The application sketch indicates that the proposed lot line is within the Greenland system. Therefore, a condition requiring any concerns raised by the Conservation Authority has been added.

Further, Section 10.3.5 permits lot line adjustments and states the following:

Lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims, and minor boundary adjustments. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- two abutting farms are merged (merged means the joining of farm parcels under the same ownership) and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- more viable agricultural operations will result;
- an undersized lot is made useable given the requirement for appropriate sewer and water systems. Lot line adjustments are deemed not to create new lots for the purposes of this plan.

The matters under Section 10.1.3 were also considered.

Section 10.3.3 states that the “New lots for agriculture-related uses should be kept to a minimum size necessary for the use and appropriate water and sewage systems.”

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

**LOCAL ZONING BY-LAW:** The subject property is zoned Agricultural and Natural Environmental. The proposed merges lot meets the minimum lot area and frontage requirements. A condition has been recommended that requires the retained parcel to be rezoned to permit the proposed Agricultural Commercial use (farm equipment dealership).

**SITE VISIT INFORMATION:** The subject property was visited and photographed on January 2, 2024. Notice Cards were posted, and the survey sketch appears to meet the application requirements.



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Asavari Jadhav, Planner  
January 5, 2024



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Darren Jones, Chief Building Official  
 REPORT #: CBO 2024-002  
 REPORT TITLE: Cachet Developments (Arthur) Inc. Amending Agreement – Lot 90

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-002 being a report on Cachet Developments (Arthur) Inc. Amending Agreement – Lot 90;

AND THAT Council designate Lot 90, Plan 61M248 (273 Dingman St) as a Class 4 Acoustic Area;

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

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- DC 2022-028 Cachet Developments (Arthur) Inc. Draft Plan of Subdivision 23T-20202
- DC 2022-025 Cachet Developments (Arthur) Inc. Draft Plan of Subdivision 23T-20202

### BACKGROUND

Cachet Developments (Arthur) Inc. (the Developer) is the owner/builder of Draft Plan of Subdivision 23T-20202 located on Preston Street North between Smith Street and Domville Street in Arthur, Ontario. The subdivision consists of 133 single detached dwellings, 64 townhouse dwelling units, storm water management pond, park blocks and new municipal streets.

As part of the required documents submitted by the Developer a Noise Feasibility Study prepared by HGC Engineering, dated March 18, 2021 with a subsequent Addendum Letter dated June 9, 2021 (Attachment No. 2) was provided. This study identified three potentially significant sources of sound. Musashi Auto Parts Canda Inc. located to the west and northwest, Ministry of Transportation Arthur Patrol Yard located to the southwest and Lafarge Canada Inc. located further west of Musashi Auto Parts Canada Inc.

Option 1, Mitigation at the Development Only, was selected from the recommendations of the Noise Feasibility Study prepared by HGC Engineering, dated June 9, 2021. Therefore, a 2.3m high noise barrier is to be constructed of solid construction with a surface density of no less than 20 kg/m<sup>2</sup> for the rear and side yard of Lot 90, as per Landscape Drawings. Additionally, the dwelling on Lot 90 should be designed such that there are no noise sensitive spaces on the west façade and no 2<sup>nd</sup> storey windows to the noise sensitive spaces on the south façade. The dwelling on Lot 90 should also be set back such that the building provides shielding for the dwellings on Lots 91 to 94 from the nearby industrial facility. For example, Lot 90 should have a rear yard setback of 7m and Lots 91 to 94 have a rear yard setback of 8m.

The developer has submitted a request to amend the approved noise mitigation measures (Attachment No.1). They state that it is impractical to construct the dwelling on Lot 90 such that there are no noise sensitive spaces on the west façade and no 2<sup>nd</sup> storey windows to the noise sensitive spaces on the south façade.

## ANALYSIS

In support of their request the Developer has provided an addendum to the Noise Feasibility Study prepared by HGC Engineering, dated December 1, 2023. The recommendation is to proceed with Option 3.

Option 3 is to designate Lot 90 as a Class 4 Acoustic Area. This designation provides relaxed (higher) daytime and nighttime sound level limits from that otherwise permitted in a semi-urban area, for both indoor and outdoor areas. A Class 4 Acoustic Area also permits receptor-based noise control measures (noise walls, specific construction techniques and materials, etc.) to be used within a proposed new sensitive land use within the vicinity of industrial uses. Class 4 Areas require formal recognition of the classification by the land use planning authority.

Class 4 would allow elevated criteria of 60 dBA during the day and 55 dBA at night at the facades and 55 dBA in rear yards. Mitigation to meet Class 2 limits would include designing the building facades with sound level excesses with no windows to noise sensitivities spaces facing the industry, as noted in Option 1. Other municipalities such as Hamilton, Stouffville, Welland, Mississauga, Vaughan, Burlington, Goderich and Toronto have provided this designation for residential lands when mitigation is significant due to sound levels from an existing commercial/industrial facility and where the increased residential density is desired. With a Class 4 designation, the following mitigation is required:

1. The dwelling will require air conditioning.
2. A 2.0 m high noise barrier for the rear yard is recommended.
3. Upgraded building and glazing constructions for the dwelling with a Class 4 designation. Brick exterior façade constructions along with a minimum STC-33 rating for all windows into sensitive spaces to further protect the interior spaces of the dwellings.

4. An additional warning clause is required to be included in the property and tenancy agreements and offers of purchase and sale for all dwelling units with a Class 4 designation:

Type F:

“Purchasers/tenants are advised that sound levels due to the adjacent industry are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed.”

The noise barrier as referenced above should be of a solid construction with a surface density of no less than 20 kg/m<sup>2</sup>. The noise barrier may be constructed from a variety of materials such as wood, brick, pre-cast concrete or other concrete/wood composite systems provided that it is free of gaps or cracks.

#### CONSULTATION

Triton Engineering Services Ltd. peer reviewed the Addendum to the Noise Feasibility Study prepared by HGC Engineering, dated December 1, 2023 and agree that Option 3 is Acceptable/preferable.

#### FINANCIAL CONSIDERATIONS

None.

#### ATTACHMENTS

1. Request from Cachet Developments (Arthur) Inc. dated January 3, 2023
2. Addendum #2 – Lot 90, Noise Feasibility Study, dated December 1, 2023

#### STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

The logo for Cachet Homes, featuring the word "CACHET" in a bold, serif font inside a dark rectangular frame with a gold border.

Darren Jones  
Chief Building Official  
Township of Wellington North  
7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

January 3, 2024

**RE: Request for Class 4 designation  
LOT 90  
Cachet Preston Subdivision**

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On behalf of Cachet Homes, we are kindly requesting the Township consider a Class 4 designation under the MECP guidelines. At the time of subdivision approval, the Class 4 designation had not been explored, however, the recommendations of noise mitigation without the Class 4 designation require a 5m noise fence/wall to be constructed. That fence would be constructed on private property and then maintained by the future homeowner. We see this as a problem, given the fact that maintenance and replacement on such a structure would be quite challenging, not to mention the visual impact of a 5m barrier on Preston Street, as well as on the adjacent neighboring houses, is not something Cachet believes in.

As such, our noise consultants have proposed an alternative noise mitigation solution which would require the Township to accept a Class 4 designation through the MECP on the one Lot 90. This will require several things to occur, including:

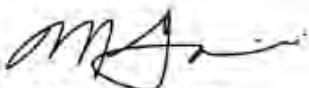
- Fitting the house with air conditioning (Cachet to implement through the building process);
- 2m high noise fence as opposed to 5m (Cachet to implement the fence prior to occupancy);
- Upgraded building glazing (brick façade) – already implemented;
- Upgraded windows of STC-33 – Cachet has already implemented STC-36 windows;
- Additional warning clause to be registered on title;

All of these mitigation factors are well within ours and the Township's control to implement. And, if the outcome of the implementation is the reduction of a 5m fence, and in our opinion an eye sore, we feel it is in the best interests of all those involved to implement them.

Thank you for your consideration of the above, and if there are any questions please do not hesitate to contact us.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Gagliardi".

Marcus Gagliardi  
Cachet Homes



Howe Gastmeier Chapnik Limited  
2000 Argenta Road, Plaza One, Suite 203  
Mississauga, Ontario, Canada L5N 1P7  
t: 905.826.4044

December 1, 2023

**Cachet Developments (Arthur) Inc.**  
**361 Connie Crescent, Suite 200**  
**Concord, ON L4K 5R2**

**Via Email: Marcus Gagliardi [marcus@cachethomes.com](mailto:marcus@cachethomes.com)**

**Re: Addendum #2 – Lot 90, Noise Feasibility Study, Proposed Residential Development**  
**321 Domville Street, Arthur, Ontario**

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As requested, HGC Engineering has prepared this letter as an addendum to our noise study titled “Noise Feasibility Study Proposed Residential Development, 321 Domville Street, Arthur, Ontario” dated March 18, 2021 and subsequent Addendum letter dated June 9, 2021. This addendum has been prepared to provide updated noise control measures based on the latest draft plan of subdivision dated February 23, 2022, attached as Figure 1 as it relates to Lot 90 only. Refer to the noise study and June 2021 letter for description of the site and surrounding land uses, noise sources, Ministry of Environment, Conservation and Parks (MECP) noise guidelines and assessment methodology. The updated analysis, results and noise control recommendations are summarized below for Lot 90.

### **Revised Assessment & Results**

A revised stationary noise assessment was conducted based on the latest draft plan of subdivision, the siting plan and architectural drawings for Lot 90. The noise source assumptions as outlined in the March 18, 2021 noise study were used. The building setback as shown on the latest plan was used. The dwellings on Lot 90 to 94 are located with sufficient rear yard setbacks as per the recommendation of June 4, 2021 letter such that the dwelling on Lot 90 provides attenuation for Lots 91 to 94 from the noise at the Works Yard. The siting plan for Lot 90 is attached as Figure 2.

The calculations consider the acoustical effects of distance and shielding by the buildings. The predicted sound levels due to the loader and trucking activities (arriving, idling and departing) at the closest façade of the proposed residences during an assumed worst-case busiest hour operating scenario, are summarized in Table 1 and on Figure 3.



ACOUSTICS



NOISE



VIBRATION



**Table 1: Predicted Steady Sources Sound Levels at Subject Site (Lot 90) during a Worst-case Operating Scenario Hour [dBA]**

Receptor	Criteria Day/ Eve/Night (dBA)	Daytime & Evening (07:00-23:00)	Night-time (23:00-07:00)
Lot 90	50 / 50 / 45	51	51
Lot 90 OLA	50 / 45 / --	49	--

**Recommendations**

There are stationary noise excesses expected at the closest proposed dwelling (Lot 90) to the Arthur Patrol Yard/Works Yard to the southwest. The following conceptual mitigations are provided, and three options are outlined below. The mitigation measures may be subject to change and refinement if additional information is obtained on the industrial uses which are different to the assumptions made in the assessment or the dwelling setbacks are different.

Option 1

- 1) A 2.3 m high noise barrier for the rear yard of Lot 90.
- 2) The dwelling on Lot 90 should be designed such that there are no windows to noise sensitive spaces on the west façade and no 2<sup>nd</sup> storey windows to noise sensitive spaces on the south facade (for example, bungalows).

Option 2

- 3) A 4.9 m high noise barrier along the side and rear lot line of Lot 90. Noise barrier location shown on Figure 4.

Option 3 – Class 4 Designation for Lot 90

It is understood that Options 1 and 2 are considered difficult to implement due to the desirability of a corner lot with upper storey windows and the high noise barrier requirements.

Option 3 is to request the Town of Arthur to designate Lot 90 as a Class 4 acoustic area. This designation provides relaxed (higher) daytime and nighttime sound level limits from that otherwise permitted in a semi-urban area, for both indoor and outdoor areas. A Class 4 Area also permits receptor-based noise control measures (noise walls, specific construction techniques and materials, etc.) to be used within a proposed new sensitive land use within the vicinity of industrial uses. Class 4 Areas require formal recognition of the classification by the land use planning authority.

Class 4 would allow elevated criteria of 60 dBA during the day and 55 dBA at night at the facades and 55 dBA in rear yards. Mitigation to meet Class 2 limits would include designing the building facades with sound level excesses with no windows to noise sensitivities spaces facing the industry, as noted in

Option 1. Other municipalities such as Hamilton, Stouffville, Welland, Mississauga, Vaughan, Burlington, Goderich and Toronto have provided this designation for residential lands when mitigation is significant due to sound levels from an existing commercial/industrial facility and where the increased residential density is desired.

With a Class 4 designation, the following mitigation is required:

- 1) The dwelling will require air conditioning.
- 2) A 2.0 m high noise barrier for the rear yard is recommended.
- 3) Upgraded building and glazing constructions for the dwelling with a Class 4 designation. Brick exterior façade constructions along with a minimum STC-33 rating for all windows into sensitive spaces to further protect the interior spaces of the dwellings.
- 4) An additional warning clause is required to be included in the property and tenancy agreements and offers of purchase and sale for all dwelling units with a Class 4 designation:

Type F:

“Purchasers/tenants are advised that sound levels due to the adjacent industry are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed.”

The noise barrier as referenced above should be of a solid construction with a surface density of no less than 20 kg/m<sup>2</sup>. The noise barrier may be constructed from a variety of materials such as wood, brick, pre-cast concrete or other concrete/wood composite systems provided that it is free of gaps or cracks.

The following table summarizes the recommendations made in this letter.

**Table 2: Summary of Noise Control Requirements and Noise Warning Clauses for Lot 90**

Mitigation Option	Acoustic Barrier	Ventilation	Type of Warning Clause	Upgrade Building Façade Construction or Design
1	✓	--	A	✓ <sup>(1)</sup>
2	✓	--	A	--
3 (Class 4)	✓	Central A/C	A, F	STC-33

Note: -- no specific requirement

OBC – Ontario Building Code

✓ An acoustical consultant should review the site/grading and architectural plans to specify building envelope components with sufficient acoustical insulation and or review/refine mitigation measures for stationary noise based on the approved designation for Lot 90 land.

(1) No windows to noise sensitive spaces facing commercial and industrial facilities, west and south façade of Lot 90 in a Class 2 scenario.

## Implementation

- 1) Prior to the issuance of building permits for this development, a Professional Engineer qualified to perform acoustical services in the Province of Ontario shall review the builder's plans (siting and architectural) to ensure that the sound control measures as recommended in this report have been incorporated in their entirety.
- 2) Prior to the issuance of occupancy permits for this development, the municipal building inspector or a Professional Engineer qualified to provide acoustical engineering services in Ontario shall certify that the sound control measures have been properly installed and constructed, as required.

## Limitations

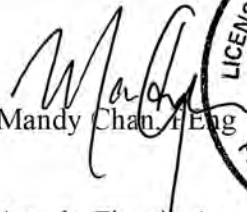
This document was prepared solely for the addressed party and titled project or named part thereof, and should not be relied upon or used for any other project without obtaining prior written authorization from HGC Engineering. HGC Engineering accepts no responsibility or liability for any consequence of this document being used for a purpose other than for which it was commissioned. Any person or party using or relying on the document for such other purpose agrees, and will by such use or reliance be taken to confirm their agreement to indemnify HGC Engineering for all loss or damage resulting therefrom. HGC Engineering accepts no responsibility or liability for this document to any person or party other than the party by whom it was commissioned.

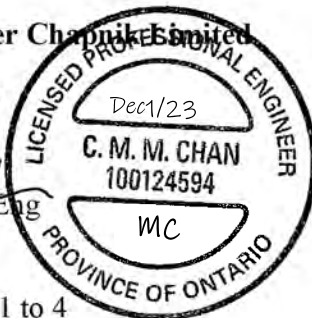
Any conclusions and/or recommendations herein reflect the judgment of HGC Engineering based on information available at the time of preparation and were developed in good faith on information provided by others, as noted in the report, which has been assumed to be factual and accurate. Changed conditions or information occurring or becoming known after the date of this report could affect the results and conclusions presented.

We trust that this is sufficient information for your present needs. Please do not hesitate to call if you have any further questions or require additional information.

Yours truly,

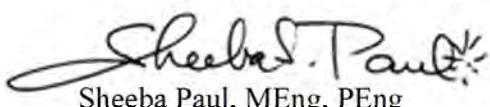
Howe Gastmeier Chapman Limited

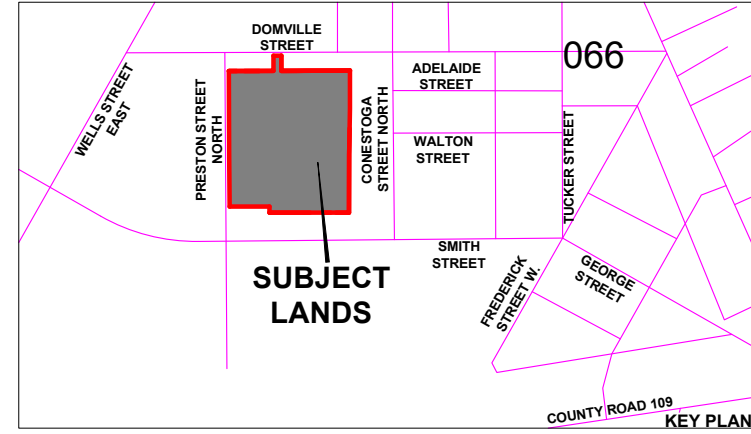
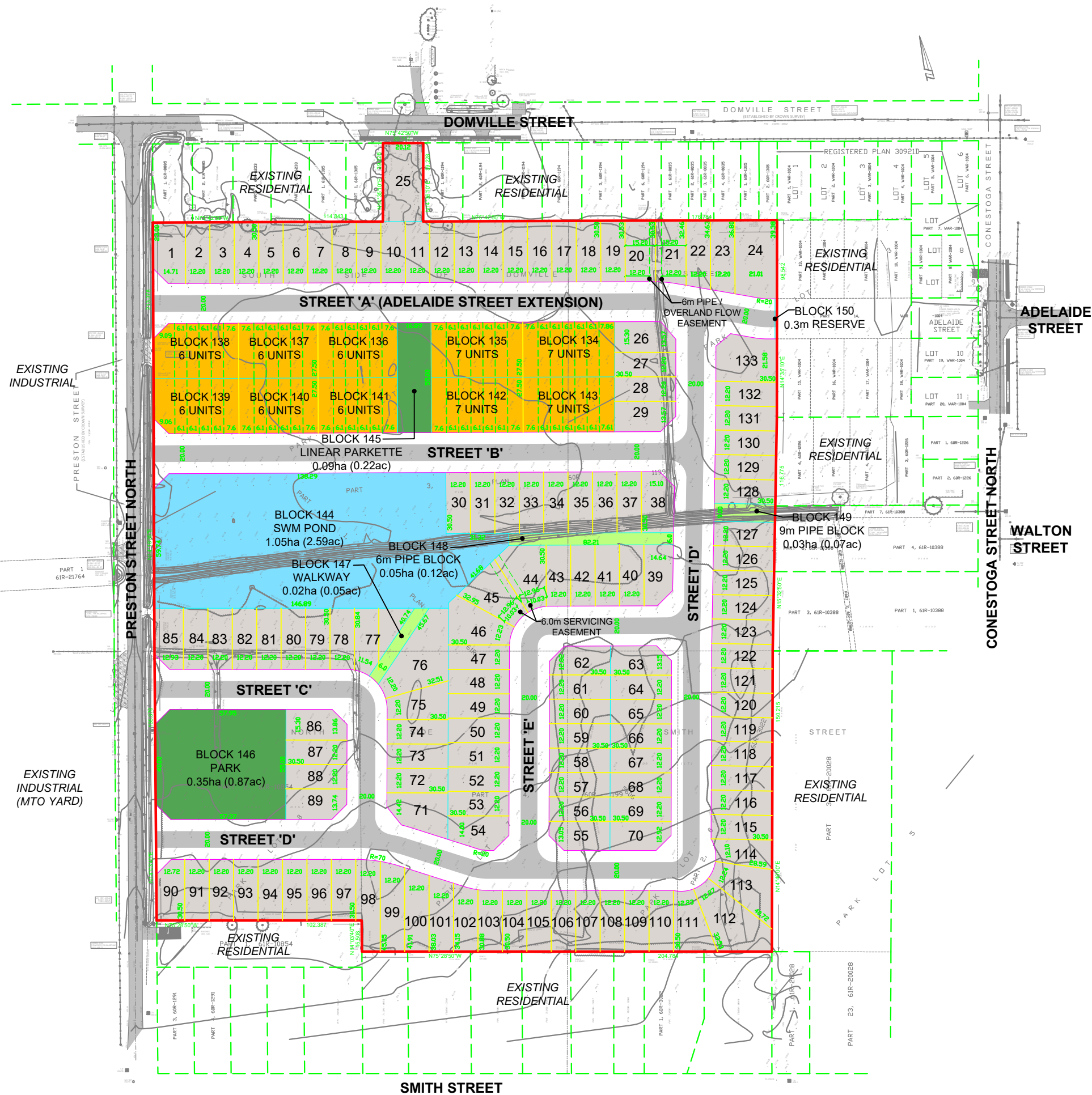
  
Mandy Chan, PEng

  
Dec 1/23  
C. M. M. CHAN  
100124594  
MC  
PROVINCE OF ONTARIO

Attach: Figures 1 to 4

Reviewed by:

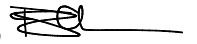
  
Sheeba Paul, MEng, PEng



**DRAFT PLAN OF SUBDIVISION  
23T-2022  
CACHET DEVELOPMENTS (ARTHUR) INC.**

**LEGAL DESCRIPTION**  
PART OF PARK LOTS 6, 7 & 8  
NORTH SIDE OF SMITH STREET  
PART OF PARK LOTS 3 & 4  
SOUTH SIDE OF DOMVILLE STREET  
CROWN SURVEY  
(GEOGRAPHIC VILLAGE OF ARTHUR)  
TOWNSHIP OF WELLINGTON NORTH  
COUNTY OF WELLINGTON

**OWNERS CERTIFICATE**  
I HEREBY AUTHORIZE GLEN SCHNARR & ASSOCIATES INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE TOWNSHIP OF WELLINGTON NORTH FOR APPROVAL.

SIGNED  DATE JULY 27, 2020  
RAMSEY SHAHEEN, A.S.O.  
CACHET DEVELOPMENTS (ARTHUR) INC.

**SURVEYORS CERTIFICATE**  
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE CORRECTLY AND ACCURATELY SHOWN.

SIGNED  DATE JULY 27, 2020  
JAMIE LAWS, O.L.S.  
VAN HARTEN SURVEYING INC.

**ADDITIONAL INFORMATION**  
(UNDER SECTION 51(17) OF THE PLANNING ACT) INFORMATION REQUIRED BY CLAUSES A,B,C,D,E,F,G, J & L ARE SHOWN ON THE DRAFT AND KEY PLANS.

- H) MUNICIPAL AND PIPED WATER TO BE PROVIDED
- I) SANDY LOAM AND CLAY LOAM
- K) SANITARY AND STORM SEWERS TO BE PROVIDED

**LAND USE SCHEDULE**

LAND USE	LOTS / BLOCKS	AREA (ha)	AREA (ac)	UNITS
10.7m-12.2m (35'-40') DETACHED	1-133	5.47	13.52	133
6.1m (20') TOWNHOUSE	134-143	1.17	2.89	64
SWM POND	144	1.05	2.59	
PARK/LINEAR PARKETTE	145,146	0.45	1.11	
WALKWAY	147	0.02	0.05	
6m PIPE BLOCKS	148,149	0.08	0.20	
0.3m RESERVE	150	0.00	0.00	
20m ROW (LENGTH: 1,456m)		2.98	7.36	
<b>TOTAL</b>	<b>150</b>	<b>11.22</b>	<b>27.73</b>	<b>197</b>

**NOTES**  
-DAYLIGHT TRIANGLE DIMENSIONS: 7.5m x 7.5m  
-MINIMUM SETBACKS:  
-FRONT YARD: 5m (6m for Garages)  
-MINIMUM EXTERIOR YARD: 3m for Singles, 4.5m for Townhouses  
-MINIMUM REAR YARD: 7.6m for Singles, 6.7m for Townhouses

Figure 1: Draft Plan of Subdivision

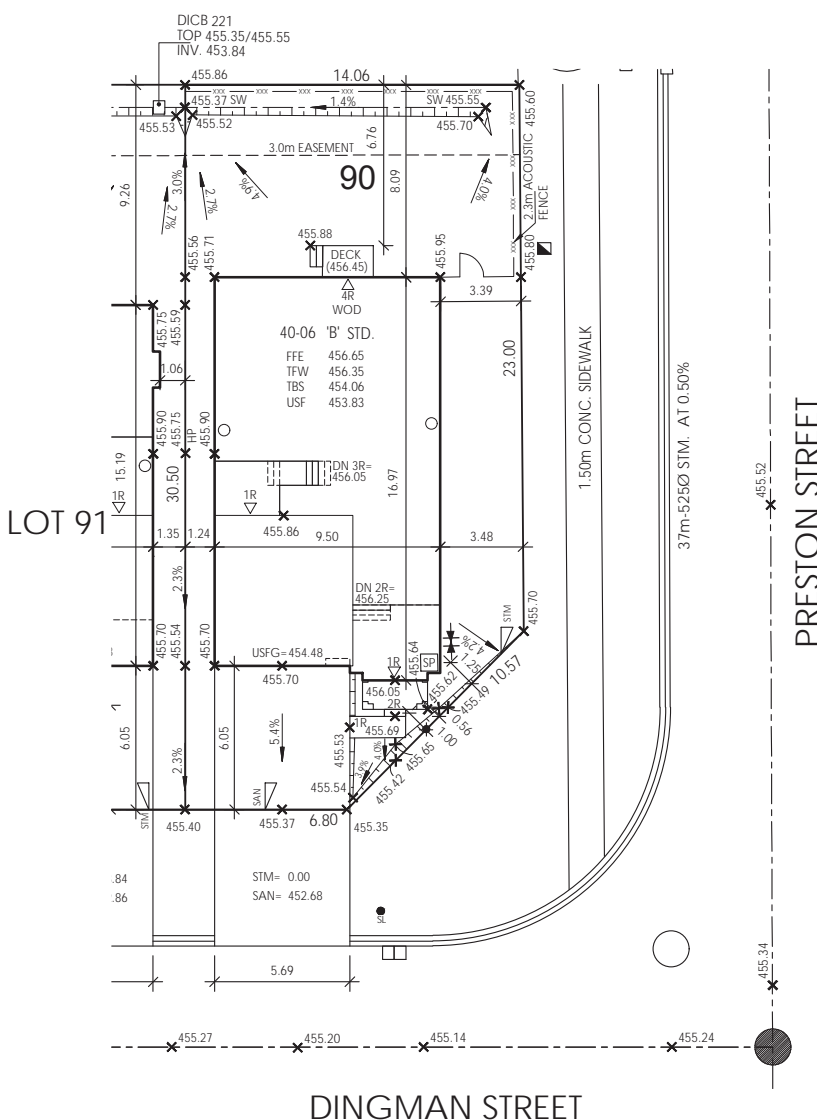
**BUILDING STATISTICS**

REG. PLAN No.	
ZONE	R1C-XX
LOT NUMBER	LOT 90
LOT AREA(m) <sup>2</sup>	404.73
BLDG AREA(m) <sup>2</sup>	157.38
LOT COVERAGE(%)	38.9
PORCH & DECK (m) <sup>2</sup>	6.18
TOTAL LOT COVERAGE(%)	40.4
No. OF STOREYS	2
MEAN HEIGHT(m)	8.51

**LEGEND**

FFE FINISHED FLOOR ELEVATION	☐ SUMP PUMP
TFW TOP OF FOUNDATION WALL	☐ BELL PEDESTAL
TBS TOP OF BASEMENT SLAB	☐ CABLE PEDESTAL
USF UNDER SIDE FOOTING	☐ CATCH BASIN
USFR UNDER SIDE FOOTING @ REAR	☐ DBL. CATCH BASIN
USFG UNDER SIDE FOOTING @ GARAGE	☐ ENGINEERED FILL
TEF TOP OF ENGINEERED FILL	☐ HYDRO CONNECTION
R NUMBER OF RISERS TO GRADE	☐ FIRE HYDRANT
WOD WALKOUT DECK	☐ STREET LIGHT
LOB LOOKOUT BASEMENT	☐ MAIL BOX
WOB WALK OUT BASEMENT	☐ TRANSFORMER
WUB WALK UP BASEMENT	☐ SEWER CONNECTIONS 2 LOT
REV REVERSE PLAN	☐ WATER CONNECTION
STD STANDARD PLAN	☐ WATER VALVE CHAMBER
△ DOOR	☐ HYDRANT AND VALVE
☐ WINDOW	☐ HYDRO METER
☐ AIR CONDITIONING	☐ GAS METER
☐ DOWN SPOUT TO PLASH PAD	☐ MANHOLE - STORM
☐ DOWNSPOUT CONNECTED TO SIM SWALE DIRECTION	☐ MANHOLE - SANITARY
→	☐ CHAINLINK FENCE
---	☐ PRIVACY FENCE
---	☐ SOUND BARRIER

NOTE: USE IS BASED ON 150mm (6") FOOTING DEPTH. CONTRACTOR TO CONFIRM WITH WORKING DRAWINGS FOR SPECIFIC SIZES THAT MAY SUPERSEDE THIS SIZE.



**ISSUED OR REVISION COMMENTS**

NO.	DESCRIPTION	DATE	DWN	CHK
1	ISSUED FOR REVIEW	12-OCT-22	RP	
2	REVISED PER ENG COMM	10-NOV-22	RP	
3	ISSUED FINAL	06-DEC-22	RP	MSA



**RN DESIGN**

WWW.RNDESIGN.COM  
T: 905-738-3177  
WWW.THEPLUSGROUP.CA

I, MARTHA SANDOVAL DECLARE THAT I HAVE REVIEWED AND TAKEN DESIGN RESPONSIBILITY FOR THE DESIGN WORK ON BEHALF OF RN DESIGN LTD. UNDER DIVISION C, PART-3 SUBSECTION 3.2.4 OF THE BUILDING CODE. I AM QUALIFIED AND THE FIRM IS REGISTERED IN THE APPROPRIATE CLASSES / CATEGORIES.

QUALIFIED DESIGNER BCIN: 103017  
FIRM BCIN: 26995  
DATE: DEC-7-2022

*[Signature]*

**BENCHMARK**

ELEVATIONS ARE BASED ON GPS OBSERVATIONS FROM PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM, WITH HEIGHTS CONVERTED TO ORTHOMETRIC ELEVATIONS ON THE CVGD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL Hiv2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.

**NOTES**

- ALL UNITS WILL HAVE SUMP PUMP WHICH WILL OUTLET TO THE STORM CONNECTION AS PER TOWNSHIP STANDARD S2, SHOWN ON DET -3.
- EXTENDED FOOTINGS AS REQUIRED FOR LOTS 6-7, 16-17, 20-21, 44-45, 76-77, 93-94, 102-103, 118-119, AND 123-124, BLOCK 139-140, AND 142-143 AS DIRECTED BY SOIL CONSULTANT.
- BUILDING FOOTINGS MUST NOT ENCR OACH INTO THE STORM SEWER EASEMENT.

**Figure 2: Lot 90 Site Plan**

**GRADING CERTIFICATION**

I HEREBY CERTIFY THAT THE PROPOSED GRADING, BUILDING TYPE AND APPURTENANT DRAINAGE WORKS COMPLY WITH SOUND ENGINEERING DESIGN AND THE PROPOSED GRADING IS IN CONFORMITY FOR DRAINAGE AND RELATIVE ELEVATION WITH THE OVERALL GRADING, DRAINAGE PLANS FOR THE CACHET DEVELOPMENTS (ARTHUR) INC.

EXCLUDED FORM THIS CERTIFICATION ARE THE DETAILED DESIGN AND CONSTRUCTION OF THE BUILDING, RETAINING WALLS AND OTHER STRUCTURES.

**A. JAWORSKI**  
100103267  
LICENSED PROFESSIONAL ENGINEER  
PROVINCE OF ONTARIO  
DATE: Dec 08, 2022

URBTECH ENGINEERING INC.

**CLIENT**  
Cachet Developments(Arthur) Inc.

**PROJECT/LOCATION**  
The Village of Arthur ON

**DRAWING**  
SITE PLAN

<b>DRAWN BY</b>	<b>SCALE</b> 1:250
<b>PROJECT No.</b> 20016	<b>LOT NUMBER</b> LOT 90

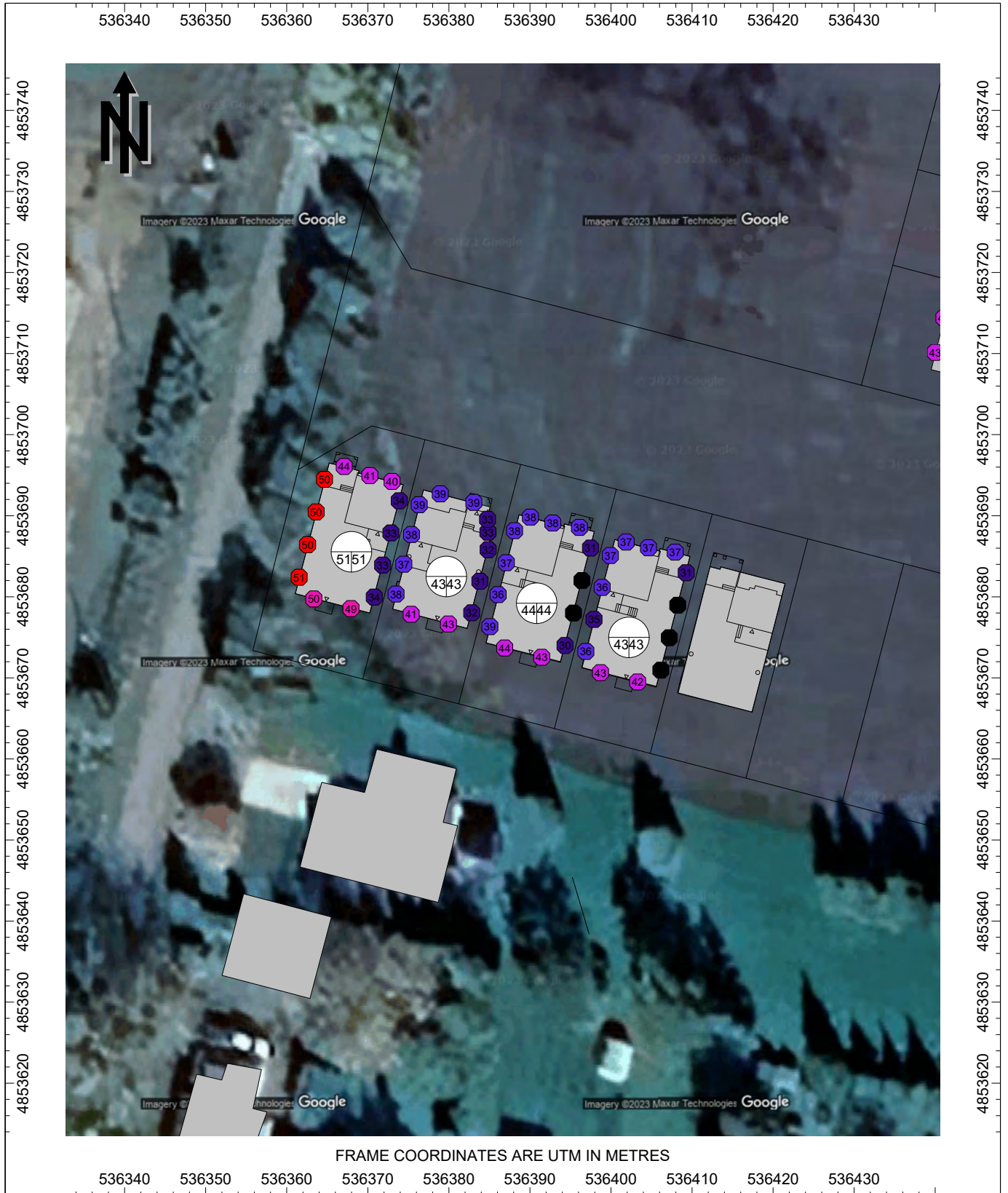


Figure 3: Predicted Stationary Noise Sound Levels

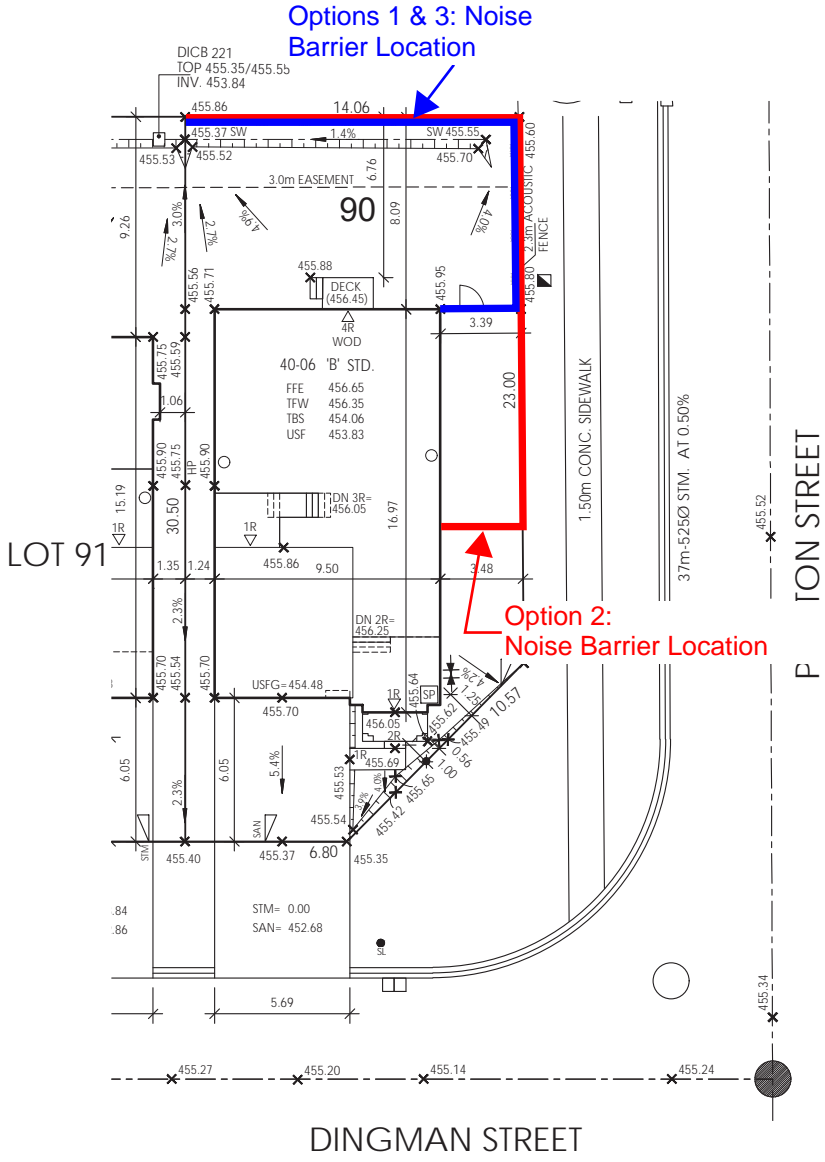
**BUILDING STATISTICS**

REG. PLAN No.	
ZONE	R1C-XX
LOT NUMBER	LOT 90
LOT AREA(m) <sup>2</sup>	404.73
BLDG AREA(m) <sup>2</sup>	157.38
LOT COVERAGE(%)	38.9
PORCH & DECK (m) <sup>2</sup>	6.18
TOTAL LOT COVERAGE(%)	40.4
No. OF STOREYS	2
MEAN HEIGHT(m)	8.51

**LEGEND**

FFE FINISHED FLOOR ELEVATION	☐ SUMP PUMP
TFW TOP OF FOUNDATION WALL	☐ BELL PEDESTAL
TBS TOP OF BASEMENT SLAB	☐ CABLE PEDESTAL
USF UNDER SIDE FOOTING	☐ CATCH BASIN
USFR UNDER SIDE FOOTING @ REAR	☐ DBL. CATCH BASIN
USFG UNDER SIDE FOOTING @ GARAGE	☐ ENGINEERED FILL
TEF TOP OF ENGINEERED FILL	☐ HYDRO CONNECTION
R NUMBER OF RISERS TO GRADE	☐ FIRE HYDRANT
WOD WALKOUT DECK	☐ STREET LIGHT
LOB LOOKOUT BASEMENT	☐ MAIL BOX
WOB WALK OUT BASEMENT	☐ TRANSFORMER
WUB WALK UP BASEMENT	☐ SEWER CONNECTIONS 2 LOT
REV REVERSE PLAN	☐ WATER CONNECTION
STD STANDARD PLAN	☐ WATER VALVE CHAMBER
DOOR	☐ HYDRANT AND VALVE
WINDOW	☐ HYDRO METER
AIR CONDITIONING	☐ GAS METER
DOWN SPOUT TO PLASH PAD	☐ MANHOLE - STORM
DOWN SPOUT CONNECTED TO STM SWALE DIRECTION	☐ MANHOLE - SANITARY
→	☐ CHAINLINK FENCE
---	☐ PRIVACY FENCE
---	☐ SOUND BARRIER

NOTE: USE IS BASED ON 150mm (6") FOOTING DEPTH. CONTRACTOR TO CONFIRM WITH WORKING DRAWINGS FOR SPECIFIC SIZES THAT MAY SUPERSEDE THIS SIZE.



**ISSUED OR REVISION COMMENTS**

NO.	DESCRIPTION	DATE	DWN	CHK
1	ISSUED FOR REVIEW	12-OCT-22	RP	
2	REVISED PER ENG COMM	10-NOV-22	RP	
3	ISSUED FINAL	06-DEC-22	RP	MSA

**RN DESIGN**

WWW.RNDESIGN.COM  
T:905-738-3177  
WWW.THEPLUSGROUP.CA

I, MARTHA SANDOVAL DECLARE THAT I HAVE REVIEWED AND TAKEN DESIGN RESPONSIBILITY FOR THE DESIGN WORK ON BEHALF OF RN DESIGN LTD. UNDER DIVISION C, PART-3 SUBSECTION 3.2.4 OF THE BUILDING CODE. I AM QUALIFIED AND THE FIRM IS REGISTERED IN THE APPROPRIATE CLASSES / CATEGORIES.

QUALIFIED DESIGNER BCIN: 103017  
FIRM BCIN: 26995

DATE: DEC-7-2022

SIGNATURE: *[Signature]*

**BENCHMARK**

ELEVATIONS ARE BASED ON GPS OBSERVATIONS FROM PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM, WITH HEIGHTS CONVERTED TO ORTHOMETRIC ELEVATIONS ON THE CVGD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL Hiv2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.

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  - BUILDING FOOTINGS MUST NOT ENCOACH INTO THE STORM SEWER EASEMENT.

**Figure 4: Noise Barrier Locations**

**GRADING CERTIFICATION**

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EXCLUDED FROM THIS CERTIFICATION ARE THE DETAILED DESIGN AND CONSTRUCTION OF THE BUILDING, RETAINING WALLS AND OTHER STRUCTURES.

Dec 08, 2022  
A. JAWORSKI  
100103267  
LICENSED PROFESSIONAL ENGINEER  
PROVINCE OF ONTARIO

URBTECH ENGINEERING INC. DATE Dec 08, 2022

CLIENT  
Cachet Developments(Arthur) Inc.

PROJECT/LOCATION  
The Village of Arthur ON

DRAWING  
SITE PLAN

DRAWN BY	SCALE
PROJECT No.	LOT NUMBER
20016	LOT 90

## SUBDIVISION AMENDING AGREEMENT

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2024.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(the "Township")  
OF THE FIRST PART

-and-

**CACHET DEVELOPMENTS (ARTHUR) INC.**  
(the "Developer")  
OF THE SECOND PART

**WHEREAS** the Developer is the registered and beneficial owner of the real property described as LOT 90, PLAN 61M248; TOWNSHIP OF WELLINGTON NORTH (PIN: 71096-0254 (LT)) (the "**Lot**");

**AND WHEREAS** the Developer obtained approval of a draft plan of subdivision with conditions pursuant to subsection 51(25) of the *Planning Act* on July 29, 2021 (the "**Plan**");

**AND WHEREAS** the Developer and the Township entered into a Subdivision Agreement made as of July 11, 2022, and registered in the Land Registry Office for the Land Titles Division in Wellington (No. 61) on July 20, 2022, as Instrument No. WC679707 (the "**Subdivision Agreement**");

**AND WHEREAS** the Plan was registered on September 8, 2022, as Plan 61M248, which included the Lot;

**AND WHEREAS** Section 8.18 of the Subdivision Agreement provides that the Township may, with the consent of the then registered owner of any land within the Plan, amend the Subdivision Agreement insofar as it specifically affects such land or any part thereof;

**AND WHEREAS** the Developer and the Township wish to make certain amendments to the Subdivision Agreement affecting the Lot in accordance with the terms and conditions of this Subdivision Amending Agreement;

**NOW THEREFORE** in consideration of the covenants and premises of this agreement, the sum of two dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as:

1. **Amendment.** The following provision shall be inserted to Schedule "M" of the Subdivision Agreement, immediately after paragraph 8(a) as paragraph 8(b):

“(b) The Developer shall insert in all future agreements of purchase or lease agreements for Lot 90 the following warning clauses:

- i. ‘Purchasers/tenants are advised that due to the proximity of the adjacent MTO Patrol Yard/Works Yard, noise from the facility may at times be audible.’
- ii. ‘Purchasers/tenants are advised that sound levels due to the adjacent MTO Patrol Yard/Works Yard are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed.’”



2. **Terms Unchanged.** Except as otherwise provided in this Subdivision Amending Agreement, all other terms, covenants and provisions of the Subdivision Agreement remain in full force and effect.
3. **Registration.** The Developer hereby consents to the registration of this Subdivision Amending Agreement on title to the Lot and covenants to obtain and register such documentation from its mortgagee(s) or encumbrancer(s) as may be deemed necessary by the Township to postpone and subordinate their interest(s) in the Lot to the interest of the Township, so that this Subdivision Amending Agreement shall take effect and have priority as if it had been executed and registered before the execution and registration document(s) creating the interests of the mortgagee(s) or encumbrancer(s) in the Lot.
4. **Successors & Assigns.** The covenants, agreement, conditions and undertakings herein contained on the part of the Developer shall run with the land and shall be binding upon it and upon its successors and assigns as owners and occupiers of the said lands from time to time.

THIS AGREEMENT is executed by the Township this \_\_\_\_ day of \_\_\_\_\_, 2024.

**THE CORPORATION OF  
THE TOWNSHIP OF WELLINGTON NORTH**  
Per:

\_\_\_\_\_  
Andy Lennox – Mayor

\_\_\_\_\_  
Karren Wallace - Clerk

We have authority to bind the corporation.

THIS AGREEMENT is executed by the Owner this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CACHET DEVELOPMENTS (ARTHUR) INC.**  
Per:

\_\_\_\_\_  
Ramsey Shaheen – Vice President  
I have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 361 Connie Crescent, Suite 200, Vaughan, ON, L4K 5R2

DEVELOPER'S PHONE NUMBER: 905-764-1983

DEVELOPER'S EMAIL ADDRESS: ramsey@cachetdevelopments.com



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Darren Jones, Chief Building Official  
 REPORT #: CBO 2024-001  
 REPORT TITLE: Building Permit Review December 2023

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-001 being the Building Permit Review for the month of December 2023.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- CBO 2023-017 being the Building Permit Review for the month of November 2023

### BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES
Single Family Dwelling	3	1,600,000.00	9,000.00
Multi Family Dwelling	2	1,200,000.00	8,800.00
Additions / Renovations	1	5,000.00	130.00
Garages / Sheds	0	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00
Commercial	3	6,715,000.00	37,221.58
Assembly	0	0.00	0.00
Industrial	1	51,000.00	923.00
Institutional	0	0.00	0.00
Agricultural	1	298,300.00	1,919.00
Sewage System	2	35,000.00	1,040.00
Demolition	1	10,000.00	130.00
Monthly Total	14	9,914,300.00	59,163.58
Total Year to Date	317	128,247,550.00	807,709.91

## ANALYSIS

12 Month Average	26	10,607,295.83	66,842.49
10 Year Monthly Average	9	2,871,830.00	24,567.38
10 Year, Year to Date Average	273	55,870,839.20	447,178.33

## CONSULTATION

None

## FINANCIAL CONSIDERATIONS

None

## ATTACHMENTS

None

## STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



2023

# Year In Review

A quick run-through: goal progress check, milestones, and strategic goals.

# How Did We Get Here?

In March 2017, SEDC and five municipalities—Brockton, Hanover, Minto, Wellington North, and West Grey—joined forces to kickstart a collaborative venture known as "Saugeen Connects." Fast forward to May 2021, and we welcomed Arran-Elderslie as an additional municipal partner, followed by the inclusion of South Bruce in 2022.

Our shared mission revolves around fostering positive impacts on local economic growth, championing the development and retention of youth, supporting the growth and longevity of businesses. We also recognize the importance of workforce development as a central pillar, within this framework, immigration plays a crucial role, encompassing residents, workers, entrepreneurs, business owners, operators, and investors.

Together, we're dedicated to shaping a thriving and inclusive future for our region.



# Community Future Award

2019

***Award of Excellence  
for Community  
Economic  
Development***

for Saugeen Connects



# 2023 Review

**01** — YOUTH

**02** — WOMEN

**03** — WORKFORCE

**04** — SUCCESSION MATCHING  
& PLANNING



# SSUP

## Student Start Up Program

### 1. Robust Applicant Interest (75 applicants):

- The receipt of 75 applications is a clear indication of the program's popularity and the demand for opportunities among the youth.

### 2. Inclusive Acceptance (60 accepted youth):

- Accepting 60 out of the 75 applicants underscores the program's commitment to inclusivity and its mission to provide opportunities to a substantial number of young individuals.

### 3. Vibrant Entrepreneurial Ecosystem (58 youth-operated businesses):

- The creation and operation of 58 businesses by the youth showcase the program's success in cultivating a vibrant entrepreneurial ecosystem.

### 4. Sustainability and Growth (11 returning businesses):

- The return of 11 businesses demonstrates the sustainability and impact of the program on young entrepreneurs.
- This accomplishment suggests that the program is not only successful in initiating new ventures but is also instrumental in supporting the continued growth of existing ones.

SSUP Highlight 2023

SSUP Highlight 2023

SSUP Highlight 2023

### Ella Legge

Blue's Bites | Municipality of Arran-Elderslie

"Blue's Bites are homemade horse treats! Made with steel cut oats, black strap molasses, flax meal, flour, apple, water.



Blue's bites are for Equestrians in Grey & Bruce, and we ship all over Canada!"

[saugeenconnects.com/youth](http://saugeenconnects.com/youth)



### Dillon Moran

Balls From The 9th | Municipality of Brockton

Balls From The 9th is dedicated to helping golfers restock their golf balls while also promoting sustainability on the golf course. Dillon specializes in collecting, refurbishing, and reselling high-quality, reused golf balls!



[saugeenconnects.com/youth](http://saugeenconnects.com/youth)



### Landon Calvert

Landon's Egg Co. | Municipality of South Bruce

"Hello. My name is Landon Calvert and I am 13 years old. Landon's Egg Co. is a small business that was established in 2019. The eggs that I sell are free range heirloom eggs. I have 18 chickens laying fresh eggs right now. We sell brown, dark brown, white and blue eggs. I started this business because I like farming and decided to take care of chickens!"



[saugeenconnects.com/youth](http://saugeenconnects.com/youth)





# SSUP

## Student Start Up Program

### 5. Financial Support for Ventures (\$13,550 in Grants):

- The awarding of \$13,550 in Start-up, Final, and Bonus Grants is a tangible representation of the program's commitment to providing essential financial support to budding businesses.
- This financial injection not only aids in the immediate success of the ventures but positions the program as a key player in fostering economic growth within the community.

### 6. Holistic Support (Market reimbursements for youth):

- The expansion of the program to include Market reimbursements for youth signifies a forward-thinking approach to entrepreneurship support.
- This holistic support acknowledges that success goes beyond the initial stages, encompassing ongoing operational aspects of the businesses and ensuring sustained growth.

### 7. Community Endorsement and Support (18 Sponsors):

- Bringing in 18 sponsors is a significant achievement, showcasing the program's ability to garner external support and recognition.
- Sponsorship not only provides financial backing but also highlights the program's positive impact, garnering trust and endorsement from the community at large.

SSUP Highlight 2023

SSUP Highlight 2023

SSUP Highlight 2023

### Deja Burnett

Art Life! | Town of Hanover

"My name is Deja Burnett. I am 11 years old going into the 7th grade. I have been making art for a long time. I sell paintings, mugs, planters and picture frames. My art is hand made and is for anyone who likes art!"



[saugeenconnects.com/youth](https://saugeenconnects.com/youth)



### Jacob Seddon

Seddon Soil Sampling | Township of Wellington North

"I provide soil sampling services to farmers wanting the best yield for their crops by gathering vital information about the soil. Soil samples are sent to a lab to be analyzed and the results are documented on a field sketch. My goal is to continue to learn and be a part of the agriculture industry. I enjoy working outdoors and look forward to helping people figure out how to best grow their crops!"



[saugeenconnects.com/youth](https://saugeenconnects.com/youth)



### Rea Wepler

R.W. Calf Co. | Town of Minto

"I'm Rea Wepler, I am heading into Gr 6 and my business is the R.W Calf Company. I am purchasing week-old beef crossed with dairy calves and raising them for market."



I am excited to take my farming experience from living on a dairy, sheep and chicken farm and turn it into my summer business!"

[saugeenconnects.com/youth](https://saugeenconnects.com/youth)



# SSUP

## Student Start Up Program



"I am very thankful to participate in the SSUP Program for the first time! The funding I will receive from SSUP allows me to run my business, and helps me get closer to my dreams of becoming a carpenter. SSUP offers knowledgeable work shops with valuable information to help you to be successful with your business!"

***Keegan Hill, KH Carpentry***



"Through the SSUP program I have learned that sometimes it can be hard to find time to run your business, so its important that you make time for your business. I am very passionate about the environment and try my best to be eco-friendly, so I wanted to start my own business which encouraged others to be eco-friendly as well, SSUP let me do that!"

***Ashlyn Lantz, Bee Wrapped***



"The SSUP grant has been great for me so far, it has helped me realize that anything is possible if you have enough determination and perseverance, that I can make anything work even if others say no and never say no to something (within reason) as it might be change your life."

***Charles Bolton, Mutts on The Move***

# SSUP

## Student Start Up Program

### Youth Acceptance (208 participants):

- The fact that 208 youths have been accepted into the program since inception in 2019 is a testament to its ability to attract and engage young individuals.
- This demonstrates a substantial interest and trust from the youth community, showcasing the program's relevance and effectiveness.

### Creation of Small Businesses (182 new businesses):

- The impact on the entrepreneurial landscape is profound, with 182 new small businesses emerging from the program since inception in 2019.
- This statistic not only indicates the program's success in nurturing entrepreneurial skills but also suggests a positive economic influence on the community.

### 2023 Year End BBQ (over 100 participants, families, sponsors):

- The Year End BBQ with over 100 participants, along with their families and sponsors, signifies a strong sense of community and support built around the program.
- Such events are crucial for networking, building relationships, and fostering a sense of belonging among program participants and their broader community.



# WOWSA

Women of Wellington Saugeen Area

## 1. Diverse Event Offerings (8 events with networking, workshops, and seminars):

- Hosted eight events throughout the year with a focus on networking, workshops, and seminars. This diverse range of activities indicates a holistic approach to community development, providing participants with opportunities for skill enhancement, knowledge sharing, and professional networking.

## 2. Strategic Collaboration (Partnership with Saugeen Connects for International Women's Day):

- Partnering with Saugeen Connects for the International Women's Day event reflects a strategic and collaborative approach to advocacy and empowerment.
- This partnership likely extended the reach of the event, fostering a sense of unity and collective effort in promoting gender equality and women's achievements.

## 3. Impressive Attendance (Hosted over 200 attendees):

- Hosting over 200 attendees at the events signifies a strong community response and interest in the topics and activities offered by WOWSA.
- The high attendance is indicative of the organization's ability to create engaging and meaningful events that resonate with a diverse audience.

Host Municipality: LAUNCHIT



# WOWSA

## SHOW ME THE MONEY!

.....

Launchit, Minto, Wednesday, Oct, 25th, 6-8pm



Rose Austin  
Saugeen Economic Development Corporation



Julia Reiter  
Futurpreneur



Gigi Aggarwal  
PARO



Manpreet Kaur Sangha  
Business to Bruce



Courtney Miller  
Grey County Business Enterprise Centre

Host Municipality



# WOMEN WHO ROCK!

## FEATURING 'JUST HEART' TRIBUTE CONCERT

.....

Friday, November 10th - Hanover

5-6:30pm - Network and a light meal at Cravings Family Restaurant

7-9:30pm - 'Just Heart' Tribute Concert at the Hanover Civic Theatre  
+ VIP treatment & A special treat from The Crazy Baker!

Ticket purchase deadline of October 20th!

Host Municipality



# SPARKLE & SHOP!

## A WOMEN-OWNED HOLIDAY BUSINESS TOUR

.....

Neustadt, Friday, December 1st, 12:00-5:00PM

Embrace the spirit of the season and support women-owned businesses at WOWSA's exclusive Neustadt Women's Business Tour!

- Enjoy discounts, samples and tours from 6 participating businesses!
- Ticket holders are invited to meet at the Saugeen Economic Development Corporation for cheese, wine, a charming seasonal gift, and cupcakes!
- Ticket holders will learn about SEDC's women-based products and resources!

The perfect rendezvous before embarking on the Women-Owned Business Tour!

# WOWSA

Women of Wellington Saugeen Area

## 4. Promotion of Women-Owned Businesses

### (Spotlight features for 7 women-owned businesses):

- Aiding in the promotion of spotlight features for seven women-owned businesses is a direct contribution to fostering a supportive ecosystem for female entrepreneurs.
- This effort not only highlights and celebrates the achievements of these businesses but also contributes to the broader goal of promoting gender diversity and inclusivity in the business community.

## 5. Community Building through Networking (Workshops and Seminars):

- The inclusion of networking, workshops, and seminars in the events is a testament to WOWSA's commitment to community building and skill development.
- These activities likely provided attendees with valuable opportunities to connect, learn, and collaborate, contributing to the overall professional and personal growth of participants

Saugeen Connects SPOTLIGHT: WOMEN-OWNED BUSINESS 083

### Meet the entrepreneur



*Nicole Wise*

**HARLEYS** NICOLE WISE  
Owner, Harleys Pub & Perk Inc.

WOWSA

Saugeen Connects SPOTLIGHT: WOMEN-OWNED BUSINESS

### Meet the entrepreneurs



*Erin Kiers & Trina Reid*

**HYBRID DETOX** ERIN KIERS & TRINA REID  
Owners, Hybrid Hair & Detox Spa

WOWSA

Saugeen Connects SPOTLIGHT: WOMEN-OWNED BUSINESS

### Meet the entrepreneur



*Espe Eusebio*

**YOGAbarn.** ESPE EUSEBIO  
Owner, YOGAbarn.

WOWSA



What's The Buzz About, Agri-Tourism



WOWSA Wellness Day



Show Me The Money



International Women's Day



Women Who Rock



Sparkle & Shop

# AWE

Advancing Women Economically (AWE)

The Advancing Women Economically (AWE) achieved notable milestones in 2023:

- Successfully hosted the 3rd annual AWE Webinar Series
- Partnered with **WOWSA** for the celebration of **International Women's Day** and the Webinar series launch.
- Engaged **18 participants** through **10 impactful webinars**.
- **Distributed \$4,776** to aid women in overcoming economic barriers.
- Impactful reach with over 58 women helped since the inception of the AWE program in 2021.
- Promoted the Saugeen Connects/SEDC AWE loan product to address specific barriers.
- SEDC Disbursed **5 AWE Loans**, totaling **\$70,500.00**, supporting women entrepreneurs in their ventures.

## ADVANCING WOMEN ECONOMICALLY

Email  
[andrea@sbdc.ca](mailto:andrea@sbdc.ca) to  
register or call  
519-799-5750 X301

**Lunchtime Learning Sessions | Monday | 11AM - 1PM**



**Week 1:** Join us for our International Women's Day launch on **March 8th, 6 PM - 9 PM** featuring keynote speaker Malissa Bryan of the Rainbow Diversity Institute

### Through a Series of 10 Virtual Webinars

<b>March 13th</b>	Week 2: How to be visible & active in a rural community
<b>March 20th</b>	Week 3: How to promote to your target audience
<b>March 27th</b>	Week 4: Branding 101
<b>April 3rd</b>	Week 5: How to succeed in an industry dominated by men
<b>April 10th</b>	Week 6: How to level up your business this year with self-care
<b>April 17th</b>	Week 7: How to apply for Grants
<b>April 24th</b>	Week 8: Keeping your financials on track
<b>May 1st</b>	Week 9: Start your business roadmap
<b>May 8th</b>	Week 10: Building brand equity for your future

**100%  
VIRTUAL**

\*Upon completion of all sessions and required paperwork, you may qualify for \$500 to help overcome barriers and invest in your future.\*



# AWE

Advancing Women Economically (AWE)

The AWE Series curated webinars with a strategic focus, aiming to empower women by providing practical and marketable business skills, fostering entrepreneurship, and nurturing leadership qualities. These sessions were designed to equip women with the tools needed for personal and professional growth in the business sphere.

***“The webinars gave me new found hope that I am not alone. I was feeling very defeated in my business and I looked forward to sessions for new ideas, and strategies, and to hear how other woman are doing in the small business world and the challenges that they face are similar to mine.” - Brittany Weber***

***“The training has helped [me] gain knowledge on the nitty gritty of operating a small business. Each session gave me a new perspective on how I can show up in my own business to be successful.” - Stephanie Hood***



**INTERNATIONAL WOMEN'S DAY**  
**Presents:** **Keynote Speaker** **Wednesday, March 8, 2023**  
**MALISSA BRYAN** **6PM-9PM**  
**Neustadt Community Hall**  
**TICKETS \$25 PER PERSON**



Join us for our International Women's Day **March 8th, from 6 PM to 9 PM** featuring keynote speaker Malissa Bryan of the Rainbow Diversity Institute, a panellist discussion with local inspiring business owners, networking and dinner provided by Harley's Pub & Perk

For more information email [andrea@sfdc.ca](mailto:andrea@sfdc.ca) or visit [www.saugeenconnects.com](http://www.saugeenconnects.com)



**Lunchtime Learning Sessions | Monday | 11AM - 1PM**  
Week 1: Join us for our International Women's Day launch on **Wednesday, March 8th, 6 PM - 9 PM** featuring keynote speaker Malissa Bryan of the Rainbow Diversity Institute and dinner provided by Harley's Pub & Perk

- Through a Series of 10 Virtual Webinars**
- March 13th** Week 2: How to be visible & active in a rural community
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  - April 24th** Week 8: Keeping your financials on track
  - May 1st** Week 9: Start your business roadmap
  - May 8th** Week 10: Building brand equity for your future
  - May 15th** Week 11: Networking Luncheon (In-person)

Email [andrea@sfdc.ca](mailto:andrea@sfdc.ca) to register or call 519-799-5750 X301  
\*Upon completion of all sessions and required paperwork, you may qualify for \$500 to help overcome barriers and invest in your future.\* For more information, visit [www.saugeenconnects.com](http://www.saugeenconnects.com)





# WORKFORCE

Employers & Newcomers

## 1. Supporting Local Business Growth:

- Strengthening the community's economic foundation by promoting job opportunities and providing training in key sectors such as healthcare, manufacturing, and more.
- Fostering partnerships with local businesses to align workforce development with the evolving needs of growing industries.

## 2. Empowering Newcomers:

- Facilitating integration and support for newcomers, both to Canada and the local area, through the dissemination of comprehensive newcomer information guides tailored to our communities.
- Curating and sharing a centralized repository of newcomer information and resources to streamline the transition process and enhance the inclusivity of our workforce.

## 3. Community Collaboration:

- Actively promoting and participating in local workforce initiatives such as the Four County Labour Market Board to contribute to the overall economic vitality of the region.
- Advocating for and endorsing Connect2Jobs to bolster connections between job seekers and employers, fostering a collaborative approach to workforce development within our community.



# WORKFORCE

Employers & Newcomers

Saugeen Connects involvement with Workforce is on hold until January 2024, as its a RAC Workforce Collaboration.

- Project is covering workforce development for the time being.

*In the past we have undertaken Workforce projects such as ..*

## Saugeen Connects Bus Tour Project

- Partnership with the Newcomer Centre of Peel, hosted an Investor Tour to five local municipalities.
- The tour brought 30 potential Investors into our area where we had an opportunity to showcase our communities and to present to them a variety of local Investment opportunities.
  - 89.9% rated the event as 'excellent'.
  - 55.6% of participants had NO prior knowledge of the places they visited, expanding their knowledge of our area.



# SUCCESSION

## MATCHING

- Developing succession planning toolkit, that leverages Succession Matching as a tool.
- Targeting 1-2 new business signups on SM (per partner/community).
- Working to offer webinar series in 2024.
- Provide SM codes upon completion.
- Targeting marketing to business owners and service providers in coordination with webinar series.
- Working promotion into SEDC Sponsorships (I.E., Grey Bruce Farmers Week).
- 23 SM coupon codes have been used to date.
  - 2 have been used in this past fiscal year.



# SUCCESSION PLANNING

- Working on developing new workshop series in January 2024.

A look at the 2022 webinar series, which is being used as a model for 2024.

- 15 people signed up.
- 9 people filled out their applications and sent them back (60%).
- 33% of participants inquired about the coupon codes.

**Webinar #1: Laura Hoffmaster - Monday, November 21, 2022 from 1PM - 2:30PM (zoom)**



Introduction session on Succession Planning - What it is and why you need it if you own a business.

**Webinar #2: Chad Metcalf - Tuesday, November 22, 2022 from 1PM - 2:30PM (zoom)**



Taking a hands on approach to preparing your business for succession. Chad Metcalf, founder and president of Value Streams Solutions is a recognized leader in process improvement. Chad has helped guide manufacturing companies and 3rd party buyers in transitioning their business.

**Webinar #3: Andrea DeGroot - Wednesday, November 23, 2022 from 1PM - 2:30PM (zoom)**



Andrea DeGroot is an Agricultural Transition Specialist with Farm Credit Canada and will help guide your agricultural business to the next stage succession planning with family or an external partner. Joining Andrea will be Tax Consultant Larry Batte from MNP to discuss tax preparation and planning.

**Webinar #4: Business Evaluator - Thursday, November 24, 2022 from 1PM - 2:30PM (zoom)**



Join Steven Hacker and Danae Li, Chartered Business Valuators with MNP, to understand how to evaluate your business and gain knowledge about your equity.

**Webinar #5: Alison Anderson & Jamie Doherty - Friday, November 25, 2022 from 1PM - 2:30PM (zoom)**



Join Alison Anderson, CEO and Founder of Succession Matching and find out how Succession Matching helps businesses transition, plan for succession and match buyers with potential sellers.



## 2023 STRATEGIC PLAN

### WOWSA

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

### SUCCESSION MATCHING

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

### YOUTH

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

### WORKFORCE

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

### WOMEN

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

# Thank You!

In reflection, this year has been marked by significant achievements and community-driven initiatives. As we embark on our mission for 2024, our focus is on cultivating positive influences on local economic growth. We are dedicated to championing the development and retention of our youth, nurturing the growth and sustainability of local businesses, and orchestrating a united effort to expand and develop our local workforce. Through these endeavors, we aspire to construct a vibrant and inclusive community that flourishes on cooperative efforts, resilience, and lasting prosperity.

Together, we look ahead to a future filled with continued growth, inclusivity, and prosperity for all members of our vibrant community.





## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Dale Small, Economic Development Officer  
 REPORT #: C&ED 2024-002  
 REPORT TITLE: Additional Waste Collection in Downtown Areas

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-002 additional waste collection in downtown areas;

AND THAT Council authorize the Mayor and Clerk to enter into an agreement with the County of Wellington to provide weekly waste collection in the Arthur and Mount Forest downtown areas;

AND FURTHER THAT Council support the recommendation that the cost for this additional service be included in the 2024 operational budget with the opportunity for both BIA's to budget for this service in 2025.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

None

### BACKGROUND

Last fall the Mount Forest BIA reached out to the Township and asked staff to investigate the possibility of additional waste collection in the downtown areas. The BIA was interested in trying to find solutions for downtown stores and residents above storefronts not being able to store their waste and no space for larger garbage bins.

The BIA also noted that they were also experiencing frequent occurrences where garbage was being put out on the off week which was causing issues from a downtown beautification perspective and frequently required Township staff to collect and dispose of the garbage.

### ANALYSIS

As part of a staff review, it was identified that in the spring of 2023, Centre Wellington, in an effort to deal with similar issues in Fergus and Elora, had entered into an agreement with the County for additional waste collections. As part of this contract Waste Management now

provide waste collection to the downtown areas during weeks when regularly scheduled waste collection does not occur.

Township staff discussed this additional service with the County of Wellington, and it was determined that:

- Waste Management is willing to provide similar service to Downtown Arthur & Mount Forest
- The additional cost would be a total of \$480/week/\$12,480 annual (\$480 @ 26 weeks)
- Collection on the additional weeks would need to occur as early as 6:00am.

If approved, waste collection on the additional weeks would take place on Thursday. In Mount Forest, the downtown area for pickup will be from Queen Street at the south to Birmingham Street at the north. In Arthur, collection would take place from Frederick Street in the north to Eliza Street at the south.

## CONSULTATION

Township staff consulted with Centre Wellington, the County of Wellington as well as the local BIAs to determine if an increase in the service level for waste disposal would be feasible.

## FINANCIAL CONSIDERATIONS

Capital: None

Operating: Based on the limited ability of the BIAs to fund this cost in 2024, staff are recommending that the additional cost be absorbed by the township in 2024. Township staff have identified the County BR&E allocation of \$25,000, provided annually, as a potential funding source to cover the unbudgeted increment of this cost.

Waste Management will bill the County monthly for this work and the County will bill the Township at or near the end of 2024. Estimated 2024 cost, based on a March start, is \$10,000.

Staffing Implications: None

## ATTACHMENTS

None

## STRATEGIC PLAN 2024

- Deliver quality, efficient community services aligned with the Township's mandate and capacity



How: Additional pickup will assist the BIA's downtown revitalization/beautification<sup>095</sup> efforts as well as our Main Street tenants who have minimal space to be able to store their garbage.

Approved by: Brooke Lambert, Chief Administrative Officer ☒



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Dale Small, Economic Development Officer  
 REPORT #: C&ED 2024-003  
 REPORT TITLE: Business Improvement Association Update

### RECOMMENDED MOTION

The Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-003 Business Improvement Association Update;

AND THAT Council approve the 2024 workplan, budget and tax levy of \$361.45 per property as presented and approved at the Nov. 15<sup>th</sup>, 2023, MF BIA Annual General Meeting,

AND FURTHER THAT Council approve the 2024 workplan, budget and tax levy of \$350.00 per property as presented and approved at the Dec 13<sup>th</sup>, 2023, Arthur BIA Annual General Meeting,

AND FURTHER THAT Council approve the following 2024 Directors for the Mount Forest BIA. Andrew Coburn, Dwight Benson, Jessica McFarlane, Maggie Schram, Kayla Morton, Amanda Boylan, Rachael Whetham, Allison Litt and Bill Nelson.

AND FURTHER THAT Council approve the following 2024 Directors for the Arthur BIA. Angela Alaimo, Gord Blyth, Jim Coffey, Paula Coffey, Money Dadwin, Sheila Faulkner, Tom Gorecki and Mitch Keirstead.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- EDO 2020-030 Mount Forest & Arthur Business Improvement Associations
- EDO 2021-031 Mount Forest & Arthur Business Improvement Associations
- EDO 2022-030 Mount Forest & Arthur Business Improvement Associations

### BACKGROUND

As part of an Economic Development program, Downtown Revitalization is a key priority and strategic activity in Wellington North and has been for many years. Council and staff leadership, as well as the creation of the Arthur BIA and revitalization of the Mount Forest BIA ,has placed

the Township in an exceptionally good position with respect to these activities. Further, it has enabled us to establish a sustainable model to support future Downtown Revitalization programs.

The following is a brief overview of some of the key events and milestones over the years from a Downtown Revitalization perspective:

2012	WN established our first <b>Community Improvement Program</b> . Since then, 161 applicants have received support with the total dollar value of improvements made conservatively estimated at +\$4.1 million.
2016	Doug Griffiths and his <b>13 Ways to Kill Your Community</b> came to Northern Wellington with an interesting perspective on what not to do!
2017	Partnered with Wellington County, to learn from Roger Brooks and the “ <b>20 Ingredients of an Outstanding Downtown</b> ” (included as attachment A) which we continue to use as a guide for our Downtown Revitalization programs.
2018	Provincial <b>Main Street Revitalization</b> funding received, and revitalization teams established in Arthur & Mount Forest to support Main Street priorities that included the installation of Poppy Art, new entranceway & service club signage, etc.
2019	Partnering with the Arthur Chamber, <b>Your Town Rising</b> was contracted to do a downtown walk-about and panel discussion on Main Street opportunities.
2020	<b>Arthur BIA</b> established, and downtown improvements included Outdoor Gym, additional Poppy Art, Christmas Snowflake decorations, etc.
2021	Leveraged <b>Connecting Link</b> funding with the Arthur BIA and Downtown improvements included, curb extension, outdoor gym, banners, benches, planters.
2022	Partnering with the MF BIA, <b>Rural Economic Development (RED)</b> funding was leveraged to help support the Downtown Parkette, Mural, Downtown Wi-Fi, and alleyway improvements.
2023	<b>Community Improvement Program</b> updated to reflect a Green Energy Grant and council commitment to support the CIP program through to at least 2028.

In 2024 and beyond, Downtown Revitalization will continue to be a priority area of focus. Current plans include:

- Consider re-engaging Your Town Rising.
- Partner with the County to launch a Downtown BR+E initiative.
- Submit a RED grant application to support Downtown Revitalization programs.
- Main & King Pedestrian Crossing in 2025

## ANALYSIS

As a Committee of Council, the Arthur and Mount Forest BIA must hold an Annual General Meeting to provide their members with the opportunity to vote on the workplan, budget, tax levy and Director nominations. Once the AGM's are held Wellington North council must then approve these motions and nominations.

## Mount Forest BIA

The Mount Forest BIA has had another good year in 2023 and with the current Directors and workplan is well positioned for the future. In Council's agenda package, there is a copy of the minutes from the MF BIA AGM of Nov. 15<sup>th</sup>, 2023. Included in the minutes is an overview of the 2024 budget and workplan and the following motions were passed at the AGM and now require final approval by Council:

- That the 2024 M.F. BIA workplan and budget be approved as presented
- That the 2024 M.F. BIA Tax levy be set at \$361.45/property. (same level as previous years)
- That the 2024 M.F. BIA Directors be approved as follows: Andrew Coburn, Kayla Morton, Dwight Benson, Jessica McFarlane, Bill Nelson, Maggie Schram, Amanda Boylan, Rachael Whetham, and Allison Litt.

All current Directors for the Mount Forest BIA remain very active and wish to continue for another year. New Directors being recommended for the first time include Amanda Boylan, Rachael Whetham & Allison Litt. Kailyn Cudney returns as the BIA administrator and Jaime Parker from Behind the Walls Bookkeeping is contracted to perform Treasurers duties. Councillor Burke is the Council Representative on the MF BIA.

## Arthur BIA

Also in Council's agenda package is a copy of the minutes from the Arthur BIA AGM of Dec 13<sup>th</sup>, 2023. Included in the minutes is an overview of the 2024 budget and workplan and the following motions were passed at the AGM and now require final approval by Council:

- That the 2024 Arthur BIA workplan and budget be approved as presented
- That the 2024 Arthur BIA Tax levy be set at \$350.00/property. (same level as previous years)
- That the 2024 Arthur BIA Directors be approved as follows: Angela Alaimo, Tom Gorecki, Gord Blyth, Paula Coffey, Jim Coffey, Sheila Faulkner, Money Dadwan & Mitch Keirstead.

All current Directors for the Arthur BIA wish to continue for another year and the only new Director being nominated is Mitch Keirstead as a result of a proxy from an existing property owner. Councillor Hern is the Council Representative on the Arthur BIA.

## CONSULTATION

By conducting these AGM's, the BIA has met the conditions set out in their by-laws and have provided the opportunity for consultation and to receive input from their members.

Staff are in support of the Director nominations as well as the 2024 workplans and decision to keep the tax levy's the same as previous years. This will continue to enable the BIA's to move forward with their downtown revitalization goals and objectives and long-term plans.

## FINANCIAL CONSIDERATIONS

Capital: None

Operating: None

Staffing Implications: Staff support to the BIA's is included in the EDO budget.

## ATTACHMENTS

C&ED 2024-003 Attachment A; 20 Ingredients of an Outstanding Downtown

## STRATEGIC PLAN 2024

- Shape and support sustainable growth.  
How: Establishing and funding the BIA's through a BIA Tax levy ensures a sustainable funding model is in place for continued downtown improvements

Approved by: Brooke Lambert, Chief Administrative Officer

# The 20 Ingredients of an Outstanding Downtown



**1 Razor sharp focus**  
Food, art, entertainment, antiques, wine, nightlife...



**2 The Action Plan**  
Your to-do list from A to Z. It takes a whole community to win.



**3 Critical mass**  
10 eateries, 10 retail shops, 10 open after 6, in three blocks.



**4 Anchor tenants**  
Shops, restaurants, activities people will travel for.



**5 Consistent hours**  
Businesses open common days and hours.



**6 Living, staying downtown**  
Condos, loft apartments, hotels, and inns.



**7 Pioneers with vision**  
And patient money, who take the chance and make the investment.



**8 Just one block**  
Concentrate on creating one awesome block. Your demonstration project.



**9 Four hour parking**  
Better yet, all-day parking within two blocks.



**10 Public restrooms**  
Relieved shoppers and visitors spend more. Open after 5:00!



**11 A Programmed Plaza**  
250 days of activity a year. Retailers will follow - in droves.



**12 Community gateways**  
First impressions are critical. Add directions to downtown.



**13 Wayfinding system**  
Vehicular & pedestrian wayfinding, pole banners, visitor info kiosks.



**14 Downtown gateways**  
Create a sense of place and sense of arrival. You're here!



**15 An Intimate setting**  
Just one traffic lane each direction and crosswalks every half block.



**16 Blade signs**  
Retail signs perpendicular to traffic. Consistent height and width.



**17 Sidewalk cafe dining**  
Beautification, umbrellas, lighting = incredible ambiance.



**18 Curb appeal**  
70% of first-time sales come from curb appeal. Beautification pays!



**19 Constant activity**  
Activities and entertainment. Bring downtown to life!



**20 Give downtown a name**  
A name makes it a destination, not a geographic designation.



1/08/24

**Township of Wellington North**  
**VENDOR CHEQUE REGISTER REPORT**  
**Payables Management**

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<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
79920	Arthur Foodland	12/05/23	\$6,950.00
79921	Arthur ACE Hardware	12/05/23	\$29.36
79922		12/05/23	\$400.00
79923		12/05/23	\$400.00
79924	Cdn Tire Associate Store	12/05/23	\$56.44
79925	Chalmers Fuels Inc	12/05/23	\$1,853.00
79926		12/05/23	\$400.00
79927		12/05/23	\$400.00
79928	Dependable Emergency Vehicles	12/05/23	\$4,070.68
79929	EC King Contracting	12/05/23	\$146,497.17
79930	Eramosa Engineering Inc.	12/05/23	\$10,123.64
79931	Hydro One Networks Inc.	12/05/23	\$2,321.32
79932		12/05/23	\$553.67
79933		12/05/23	\$400.00
79934	Municipal Finance Officer's As	12/05/23	\$412.45
79935	Mildmay Tent Rental	12/05/23	\$247.14
79936	Ministry of Finance	12/05/23	\$65.00
79937	MOLOK NORTH AMERICA LTD	12/05/23	\$134.75
79938	Perfectmind Inc	12/05/23	\$6,780.00
79939		12/05/23	\$350.00
79940		12/05/23	\$400.00
79941	Troll Bridge Creek Inc.	12/05/23	\$648.00
79942	Enbridge Gas Inc.	12/05/23	\$3,620.28
79943	Wellington Catholic Dist Sch B	12/05/23	\$137,057.82
79944	WHITE'S WEARPARTS LTD	12/05/23	\$12,300.05
79945	Wightman Telecom Ltd.	12/05/23	\$135.43
79946		12/05/23	\$400.00
EFT0005937	Agrisan SC Pharma	12/05/23	\$12,737.91
EFT0005938	Arthur Home Hardware Building	12/05/23	\$469.40
EFT0005939	B. Richardson Transport Ltd.	12/05/23	\$2,156.10
EFT0005940	Broadline Equipment Rental Ltd	12/05/23	\$89.27
EFT0005941	CARQUEST Arthur Inc.	12/05/23	\$892.64
EFT0005942	Cedar Signs	12/05/23	\$841.16
EFT0005943	CFRS Inc.	12/05/23	\$255,488.71
EFT0005944	Coffey Plumbing, Div. of KTS P	12/05/23	\$917.00
EFT0005945	Conseil scolaire catholique Mo	12/05/23	\$4,298.13
EFT0005946	County of Wellington	12/05/23	\$2,916,407.96
EFT0005947	Decker's Tire Service	12/05/23	\$1,828.34
EFT0005948	Central Square Canada Software	12/05/23	\$19,810.14
EFT0005949	Excel Business Systems	12/05/23	\$479.37
EFT0005950	Grand River Conservation Auth	12/05/23	\$465.00
EFT0005951	Ideal Supply Inc.	12/05/23	\$380.93
EFT0005952	J J McLellan & Son	12/05/23	\$680.83

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005953	Conseil Scolaire Viamonde	12/05/23	\$4,158.27
EFT0005954	Maple Lane Farm Service Inc.	12/05/23	\$51.62
EFT0005955		12/05/23	\$214.69
EFT0005956		12/05/23	\$333.12
EFT0005957	Mike Lucas	12/05/23	\$980.28
EFT0005958	Ont Clean Water Agency	12/05/23	\$25,654.78
EFT0005959	Purolator Inc.	12/05/23	\$5.25
EFT0005960	Resurface Corporation	12/05/23	\$305.10
EFT0005961	Rural Routes Pest Control Inc.	12/05/23	\$97.02
EFT0005962	Saugeen Community Radio Inc.	12/05/23	\$1,356.00
EFT0005963	Suncor Energy Inc.	12/05/23	\$6,045.29
EFT0005964	Superior Tire Sales & Service	12/05/23	\$25.20
EFT0005965	Upper Grand Dist School Board	12/05/23	\$802,269.58
EFT0005966		12/05/23	\$161.19
EFT0005967	Young's Home Hardware Bldg Cen	12/05/23	\$164.19
79947	Arthur ACE Hardware	12/13/23	\$285.36
79948	B & L Farm Service Ltd.	12/13/23	\$31,916.85
79949		12/13/23	\$320.47
79950	Chalmers Fuels Inc	12/13/23	\$230.10
79951	Cloudpermit Inc.	12/13/23	\$37,269.66
79952	Compass Minerals Canada	12/13/23	\$11,443.77
79953	Crombie Property Holdings Limi	12/13/23	\$8,334.29
79954	Eastlink	12/13/23	\$536.75
79955	ECOpainters	12/13/23	\$2,147.00
79956	Epoch's Garage Ltd	12/13/23	\$28.72
79957	Leverne Ferguson	12/13/23	\$67,370.34
79958	Hopkins Unlimited Inc.	12/13/23	\$15,594.00
79959	Hydro One Networks Inc.	12/13/23	\$761.15
79960	Kurt Penwarden Tree Services	12/13/23	\$9,153.00
79961		12/13/23	\$934.17
79962		12/13/23	\$350.00
79963	PepsiCo Beverages Canada	12/13/23	\$1,493.87
79964	PlayPower LT Canada, Inc.	12/13/23	\$47.25
79965		12/13/23	\$100.00
79966	Royal Bank Visa	12/13/23	\$20,518.99
79967	Royal Canadian Legion	12/13/23	\$70.00
79968	Linda Saunders	12/13/23	\$1,746.00
79969	Sterling Backcheck Canada Corp	12/13/23	\$113.23
79970	Architects Tillmann Ruth Robin	12/13/23	\$3,066.54
79971	Trevor Roberts Auto Repair Inc	12/13/23	\$356.78
79972	Township of Guelph Eramosa	12/13/23	\$50.00
79973	Enbridge Gas Inc.	12/13/23	\$3,792.88
79974	Workplace Safety & Prevention	12/13/23	\$336.74
EFT0005968	A J Stone Company Ltd.	12/13/23	\$1,322.22
EFT0005969	Arthur Home Hardware Building	12/13/23	\$325.36
EFT0005970	Arthurs Fuel	12/13/23	\$1,985.40
EFT0005971	B M Ross and Associates	12/13/23	\$3,181.40
EFT0005972	Broadline Equipment Rental Ltd	12/13/23	\$529.12
EFT0005973	Canadian Ramp	12/13/23	\$1,108.67



Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005974	CARQUEST Arthur Inc.	12/13/23	\$362.57
EFT0005975	Cimco Refrigeration	12/13/23	\$4,653.35
EFT0005976	ClearTech Industries Inc.	12/13/23	\$351.81
EFT0005977	Cook's Garage	12/13/23	\$1,931.97
EFT0005978	Decker's Tire Service	12/13/23	\$265.55
EFT0005979	Duncan, Linton LLP, Lawyers	12/13/23	\$5,578.19
EFT0005980	Eric Cox Sanitation	12/13/23	\$1,242.08
EFT0005981		12/13/23	\$632.49
EFT0005982	Hort Manufacturing (1986) Ltd.	12/13/23	\$1,489.83
EFT0005983	Ideal Supply Inc.	12/13/23	\$303.54
EFT0005984	International Trade Specialist	12/13/23	\$792.49
EFT0005985		12/13/23	\$24.78
EFT0005986		12/13/23	\$282.49
EFT0005987	Ont Mun Water Association	12/13/23	\$1,133.50
EFT0005988	Ont Clean Water Agency	12/13/23	\$73,144.54
EFT0005989	PACKET WORKS	12/13/23	\$553.70
EFT0005990	Paul Dray Legal Services	12/13/23	\$734.50
EFT0005991	Resurface Corporation	12/13/23	\$203.40
EFT0005992	Risolv IT Solutions Ltd	12/13/23	\$11,120.32
EFT0005993	ROBERTS FARM EQUIPMENT	12/13/23	\$1,036.24
EFT0005994	Sanigear	12/13/23	\$419.43
EFT0005995	Shred All Ltd.	12/13/23	\$186.45
EFT0005996	Steed and Evans Limited	12/13/23	\$76,465.41
EFT0005997	Stephen Hale	12/13/23	\$1,774.10
EFT0005998	Suncor Energy Inc.	12/13/23	\$10,547.19
EFT0005999	T&T Power Group	12/13/23	\$12,354.43
EFT0006000	Tri-Mech Inc.	12/13/23	\$408.27
EFT0006001		12/13/23	\$43.50
EFT0006002	UnitedCloud Inc.	12/13/23	\$562.48
EFT0006003	Wellington Advertiser	12/13/23	\$315.41
EFT0006004	Wellington Comfort Systems Ltd	12/13/23	\$591.10
EFT0006005	Wellington North Power	12/13/23	\$8,344.80
EFT0006006		12/13/23	\$271.19
EFT0006007	Young's Home Hardware Bldg Cen	12/13/23	\$262.49
EMIT00000000000002	Staples Professional	12/13/23	\$0.00
79975	2495535 Ontario Inc.	12/19/23	\$1,301.85
79976	Alltreat Farms	12/19/23	\$35,420.69
79977	Arthur ACE Hardware	12/19/23	\$98.92
79978		12/19/23	\$144.00
79979	Bell Mobility	12/19/23	\$1,304.84
79980		12/19/23	\$300.00
79981	Cedar Creek Tools Ltd	12/19/23	\$732.24
79982	Chalmers Fuels Inc	12/19/23	\$7,742.90
79983	Dingwall Investments Inc.	12/19/23	\$4,300.00
79984	Eastlink	12/19/23	\$536.75
79985	Horrigan Overhead Doors 2019	12/19/23	\$8,451.27
79986	Hydro One Networks Inc.	12/19/23	\$63.36
79987	Jim's Auto Service	12/19/23	\$183.46
79988	Michelin North America (Canada)	12/19/23	\$2,356.64

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
79989		12/19/23	\$1,240.80
79990	TD Wealth	12/19/23	\$1,276.52
79991	Waste Management	12/19/23	\$1,380.60
79992	Wightman Telecom Ltd.	12/19/23	\$1,138.28
79993	Workplace Safety & Ins Board	12/19/23	\$15,839.08
EFT0006008	ABC Recreation Ltd.	12/19/23	\$1,356.00
EFT0006009	A J Stone Company Ltd.	12/19/23	\$555.96
EFT0006010	Arthur Home Hardware Building	12/19/23	\$103.66
EFT0006011	BackSpace Computer	12/19/23	\$4,576.50
EFT0006012	Brandt Cambridge	12/19/23	\$3,100.67
EFT0006013		12/19/23	\$293.79
EFT0006014	CARQUEST Arthur Inc.	12/19/23	\$624.81
EFT0006015	CG Equipment	12/19/23	\$2,638.34
EFT0006016	Coffey Plumbing, Div. of KTS P	12/19/23	\$6,827.46
EFT0006017	Cordes Enterprise	12/19/23	\$553.70
EFT0006018	County of Wellington	12/19/23	\$14,919.50
EFT0006019	Canadian Union of Public Emplo	12/19/23	\$3,243.13
EFT0006020	CW AND COMPANY	12/19/23	\$7,855.46
EFT0006021	Decker's Tire Service	12/19/23	\$474.60
EFT0006022	Dewar Services	12/19/23	\$1,088.92
EFT0006023	Eric Cox Sanitation	12/19/23	\$982.12
EFT0006024	FOXTON FUELS LIMITED	12/19/23	\$289.44
EFT0006025	Ideal Supply Inc.	12/19/23	\$173.64
EFT0006026	International Trade Specialist	12/19/23	\$172.81
EFT0006027	K Smart Associates Limited	12/19/23	\$10,855.07
EFT0006028	Maple Lane Farm Service Inc.	12/19/23	\$344.74
EFT0006029		12/19/23	\$421.56
EFT0006030		12/19/23	\$347.50
EFT0006031	Mike Lucas	12/19/23	\$169.50
EFT0006032	Ont Mun Employee Retirement	12/19/23	\$87,906.38
EFT0006033	PETRO-CANADA	12/19/23	\$3,726.66
EFT0006034	Wellington Advertiser	12/19/23	\$733.90
79994	Abell Pest Control Inc	1/04/24	\$78.69
79995	Arthur Foodland	1/04/24	\$6.98
79996	Arthur ACE Hardware	1/04/24	\$1,174.42
79998	Cedar Creek Tools Ltd	1/04/24	\$19.82
79999	Chalmers Fuels Inc	1/04/24	\$1,567.58
80000	Dayson Industrial Services Inc	1/04/24	\$158,976.82
80001		1/04/24	\$1,900.00
80002	Fergus Monuments	1/04/24	\$226.00
80003	Firehall Bookstore	1/04/24	\$147.63
80004	Hydro One Networks Inc.	1/04/24	\$2,567.03
80005	International Water Supply Ltd	1/04/24	\$47,913.50
80006		1/04/24	\$293.79
80007	Kenilworth Feed Service Ltd.	1/04/24	\$910.14
80008		1/04/24	\$1,900.00
80009		1/04/24	\$1,900.00
80010	Mount Forest Memorials	1/04/24	\$48,419.37
80011	Mt Forest & District Chamber o	1/04/24	\$1,025.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
80012	Midtown Auto Repair	1/04/24	\$127.13
80013	Motolog Coating Ltd	1/04/24	\$423.75
80014	Owen Sound Highway Maintenance	1/04/24	\$25,613.77
80015	Peavey Mart	1/04/24	\$12.42
80016		1/04/24	\$11,668.64
80017	Royal Canadian Legion	1/04/24	\$70.00
80018		1/04/24	\$180.00
80019	Telizon Inc.	1/04/24	\$772.82
80020	Architects Tillmann Ruth Robin	1/04/24	\$6,133.08
80021		1/04/24	\$1,900.00
80022	WATSON & ASSOCIATES ECONOMISTS	1/04/24	\$628.28
80023	Wellington Catholic Dist Sch B	1/04/24	\$8,213.47
EFT0006035	A J Stone Company Ltd.	1/04/24	\$12.43
EFT0006036	Arthur Agricultural Society	1/04/24	\$140.00
EFT0006037	CARQUEST Arthur Inc.	1/04/24	\$359.33
EFT0006038	Coffey Plumbing, Div. of KTS P	1/04/24	\$220.35
EFT0006039	Conseil scolaire catholique Mo	1/04/24	\$324.84
EFT0006040	County of Wellington	1/04/24	\$252,661.37
EFT0006041	Delta Elevator Co. Ltd.	1/04/24	\$492.84
EFT0006042	Duncan, Linton LLP, Lawyers	1/04/24	\$54,754.60
EFT0006043		1/04/24	\$74.35
EFT0006044	Ideal Supply Inc.	1/04/24	\$86.58
EFT0006045	J.A. Porter Holdings (Lucknow)	1/04/24	\$367.25
EFT0006046	J J McLellan & Son	1/04/24	\$982.46
EFT0006047	KORE Mechanical Inc.	1/04/24	\$2,789.20
EFT0006048	McLean Taylor Construction Lim	1/04/24	\$44,131.43
EFT0006049	Mount Forest Victory Church	1/04/24	\$310.36
EFT0006050	Ontario One Call	1/04/24	\$98.03
EFT0006051	Paul Davis of Guelph Wellingto	1/04/24	\$5,095.70
EFT0006052	Pryde Truck Service Ltd.	1/04/24	\$5,756.11
EFT0006053	Purolator Inc.	1/04/24	\$52.48
EFT0006054	REALTAX Inc.	1/04/24	\$1,469.00
EFT0006055	Reeves Construction Ltd	1/04/24	\$1,326.82
EFT0006056	Risolv IT Solutions Ltd	1/04/24	\$2,284.33
EFT0006057	Royal Crown Construction	1/04/24	\$16,576.33
EFT0006058	Shred All Ltd.	1/04/24	\$113.00
EFT0006059		1/04/24	\$547.73
EFT0006060	Suncor Energy Inc.	1/04/24	\$7,172.91
EFT0006061	Terryberry	1/04/24	\$533.90
EFT0006062	Town of Minto	1/04/24	\$70,600.00
EFT0006063	Triton Engineering Services	1/04/24	\$20,665.53
EFT0006064	Upper Grand Dist School Board	1/04/24	\$74,439.08
EFT0006065	Viking Cives Ltd	1/04/24	\$505.98
EFT0006066	Wellington North Power	1/04/24	\$85,870.97
	Total Amount of Cheques:		\$6,055,707.78



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2023-12-29  
 MEETING TYPE: Open  
 SUBMITTED BY: Tom Bowden, Manager of Recreation Services  
 REPORT #: FAC 2024-001  
 REPORT TITLE: Mount Forest Agricultural Grounds Usage

### RECOMMENDED MOTION

THAT The Council of the Corporation of the Township of Wellington North receive Report FAC 2024-001 being a report on the Mount Forest Agricultural grounds usage after March 31, 2024;

AND THAT Council of the Township of Wellington North approve the proposed use of these lands as additional storage for Township use or for rental by the public;

AND FURTHER THAT Council direct staff to review this location as part of any future discussions related to additional recreational facilities required in the future.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- Report OPS 2023-019
- Report OPS 2020-037
- By law # 040-21

### BACKGROUND

The Township of Wellington North currently has an existing agreement with the Mount Forest Agricultural Society (MFAS) which was to expire on August 17, 2024. This agreement was established in 2021. Previously, there was an agreement between the Town of Mount Forest and the MFAS that was in effect for twenty-five years.

In accordance with the agreement the Township of Wellington North received a letter dated March 31, 2023, requesting that the agreement be cancelled on March 31, 2024, by the MFAS.

At the May 8, 2023, Council meeting Council directed staff to develop a plan related to the future use of this site and associated structures (two agricultural barns, bleachers and announcers stand). Please see Attachment 1 (Aerial Map of the site).

Staff have reviewed the site, conducted internal discussions, and have consulted various community groups to determine potential uses. As such staff is recommending the following;

- That the smaller barn (which runs north and south) be utilized by the Wellington North Recreation department for storage of summer lawn and ball maintenance equipment and supplies:
- That the other building (which runs east and west) be rented out to a local not for profit group/organizations for storage.
- That the bleachers be repurposed at other Township facilities soccer fields, ball diamonds, or as extra bleachers for the Fireworks Festival.
- That the announcer stand be considered as a potential future site for a bandshell/pavilion for use for ball tournaments or music in the park events. More review required.

### Recreation Master Plan

Recommendation #40 of the Recreation Master Plan references the future need for another ball diamond in Mount Forest. Staff note that this site may be an ideal location for an additional diamond when the need arises in the next five to ten years.

## CONSULTATION

Staff have consulted internally and with two not for profit organizations regarding the potential use of this site.

## FINANCIAL CONSIDERATIONS

Capital  
None

Operating  
Approximately \$3000.00 for insurance and hydro in the 2024 operating budget.

Staffing Implications  
None

## ATTACHMENTS

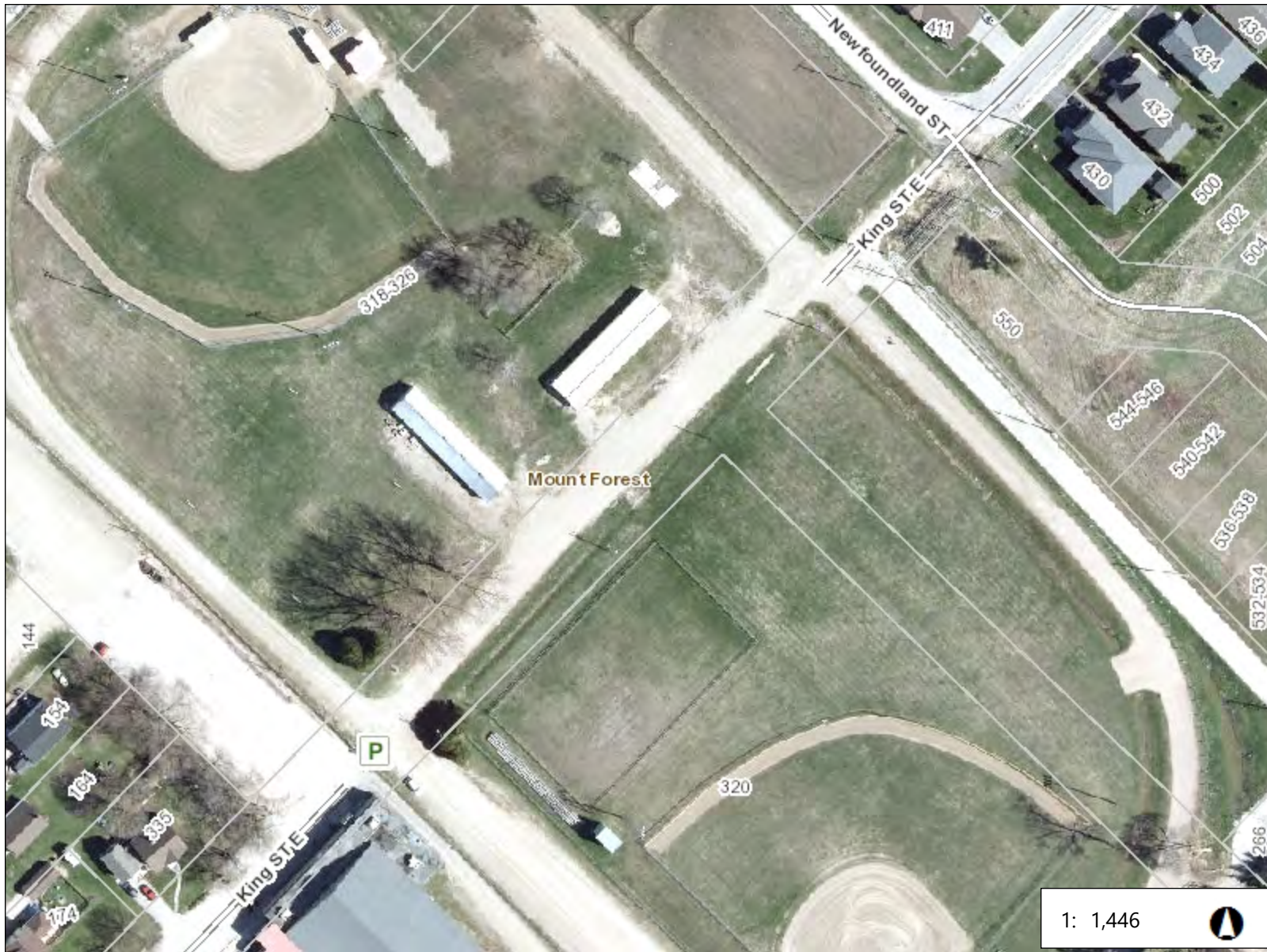
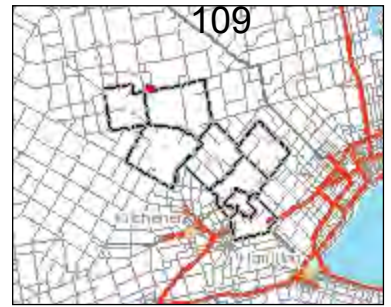
FAC 2021-001 Attachment A – Aerial Map

## STRATEGIC PLAN 2024

- Shape and support sustainable growth.  
How:

- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How: Continuing to develop land for recreational use and enhance recreation services and by using this site for storage ensures the Township can deliver these services efficiently (less time spent drive equipment across town).
- Enhance information sharing and participation in decision-making.  
How:
- N/A Core-Service

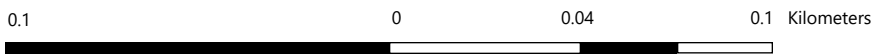
Approved by: Brooke Lambert, Chief Administrative Officer



**Legend**

- Municipal Offices
- OPP Stations
- Hospitals
- Fire Stations
- Information Centres
- Schools
- Post Offices
- Arenas
- Community Centres
- Curling Rinks
- Libraries
- Museums
- Park Parking Lots
- County Garages
- Parcels
- Bridges
- Roads**
  - Local Road
  - County Road
  - Highway
- Railways
- Trails
- Waterbodies
- Watercourses
- Urban Centres and Hamlets
- Municipalities

1: 1,446



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



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-29  
 MEETING TYPE: Open  
 SUBMITTED BY: Brooke Lambert, Chief Administrative Officer  
 REPORT #: CAO 2024-002  
 REPORT TITLE: Southgate Recreation Agreement

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2024-002 Southgate Recreation Agreement;

AND THAT the Council of the Corporation of the Township of Wellington North approve the draft agreement as outlined;

AND FURTHER THAT staff be directed to forward the draft agreement to the Township of Southgate for Council consideration;

AND FURTHER THAT if approved by Southgate, staff be directed to bring forward a by-law at a future meeting of Council;

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

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- CAO 2023-008 Recreation, Parks and Leisure Committee Update
- OPS 2021-034 Southgate and Recreation
- By-law No. 013-20 Consolidated Recreation Parks and Leisure Procedure By-Law
- By-law 014-20 Consolidated Southgate Recreation Agreement
- Schedule A By-law 014-20 Consolidated Terms of Reference

### BACKGROUND

The Township of Wellington North has a long history of collaborating with partners to achieve its goals. The Mount Forest Sports Complex is evidence of this partnership, with an ongoing financial contribution to the facility from the Township of Southgate to allow community members access to this high quality recreation complex.



In August 2023, Council approved report CAO 2023-008 which directed staff to work with the Township of Southgate to develop standard operating procedures as they relate to the consideration of items pertaining to the Mount Forest Sports Complex. As part of this work, staff also reviewed the agreement between the two municipalities related to the annual financial contribution from Southgate to Wellington North supporting the ice-related activities.

## ANALYSIS

In the Fall of 2023, staff from the Township of Wellington North and Southgate met to develop the standard operating procedures (SOPs) that would allow both parties to have input into decisions from both an administrative and Council perspective. Further, staff reviewed the associated financial contribution agreement. A revised draft of the agreement, including the proposed SOP is included in Attachment A.

Highlights of this agreement include:

- Continued management of the Mount Forest Sports Complex (the Facility) by the Township of Wellington North
- Annual reporting related to the operation, use and budget of the Facility to both Wellington North Council and Southgate Council
- A simplified annual contribution of \$25,000 from Southgate to Wellington North to continue to support the Facility as well as the broader use by the larger community
- A renewed five-year time frame for this agreement (from January 1, 2024 – December 31, 2028)

### Mount Forest and Area Sports Complex - Annual Report

In 2023, ice usage showed a strong re-bound following the pandemic years of 2020-2022. There were 785 sessions with over 2060 hours (with the majority of sessions related to Minor Sports). Other usage highlights include:

- Mount Forest Meeting Room - 785 hours used
- Mount Forest Auditorium – 1808 hours used
- Mount Forest Lower Leisure Hall – 460 hours used
- Mount Forest Patriots Blue Line Club – 144 hours used
- Mount Forest Plume Room – 406 hours used
- Mount Forest Arena Floor – 227 hours used

As of December, total revenues in 2023 for the facility were \$369,763 with expenses totaling \$649,487. The following table demonstrates the 5-year trend both pre-pandemic and post. As demonstrated, use and associated budget items seem to be returning to pre-pandemic levels.

**Table 1 - 5 Year Financials**

	2019	2020	2021	2022	2023*
Revenue	\$355,937	\$189,915	\$142,312	\$260,900	\$369,763
Expenses	\$676,892	\$522,599	\$451,274	\$593,021	\$649,487

\*As of December 2023 – Not Finalized

In 2023 several capital projects were completed, including:

- Painting all the dressing rooms
- Painting the auditorium
- Painting of the auditorium kitchen and bar
- Conversion of the upper leisure hall to office space
- Replacement of all AED machines
- Purchase of two new coolers for the Auditorium Kitchen

Unfortunately, usage statistics are not broken down by resident location. That said, a review of the sports organizations that use the facility include: Mount Forest Minor Hockey, Wellington North Ringette, Skate Canada, Arthur Minor Hockey, Wellington Height Hockey Clubs, Mount Forest Patriots and several adult shinny groups.

The Mount Forest Sports Complex has on average sixty-seven hour of ice usage per week. From that usage Mount Forest Minor Hockey is our largest renter utilizing approximately thirty-eight hours of ice weekly from September to April. Mount Forest Minor Hockey registers approximately three hundred and fifty boys and girls per season.

The arena floor hosts several large events each summer: the Louise Marshall Hospital Galla, The Mount Forest Lion's host a live concert and a craft show and The Fireworks Festival utilize the building during their weekend event.

#### Recreation Service Enhancements

2023 saw several broader recreational service enhancements as staff partnered with various community organizations to bring sponsored recreation opportunities (free walking track), pickleball and an expanded summer day-camp program. The Township continues to offer these services to residents of both Wellington North and the surrounding area and is grateful to the Township of Southgate for their financial assistance that contributes to this ability. For example, in 2023, approximately 15% of registrations for the Summer Day Camp program were for residents outside Wellington North – including 7% from Southgate.

#### CONSULTATION

Staff consulted with both the Recreation and Community & Economic Development divisions in order to better understand usage patterns and the financials. Staff also consulted with the Township of Southgate to identify information that might be helpful for future years reporting.

#### FINANCIAL CONSIDERATIONS

Capital  
None

## Operating

The 2024 operating budget was approved as part of the 2024 budget process and reflects the current Southgate contribution. If the Township of Southgate does not approve the proposed financial contribution of \$25,000 for the 2025 budget, this will need to be reflected and the budget amended as appropriate

Staffing Implications - None

## ATTACHMENTS

### CAO 2024-002 Draft Recreation Agreement

Choose an item. Choose an item.

Choose an item. Choose an item.

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How: By partnering with neighbouring municipalities it allow the Township to continue offering recreation options at affordable costs to both our local and neighbouring community.
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

**THIS AGREEMENT** made in duplicate this \_\_\_\_ day of January 2024

**BETWEEN:**

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

And

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

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

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

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

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

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

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

1. The Recreation Team of Wellington North under the direction of the Chief Administrative Office (hereinafter called the "CAO") will provide direction for the management of the Mount Forest and District Sports Complex and the

programs offered therein (hereinafter called the "Facility") on behalf of Wellington North.

2. The CAO, or designate, will report in writing to Wellington North Council on the operation of the Facility on an annual basis. The report will include financial information and general information with respect to the operations of the facility including information on events being held, major maintenance and repairs, seasonal operations, etc.
3. Periodically report to Wellington North Council on net annual revenue, operating and capital costs, including grants, for which Southgate is providing assistance, which includes year-round "ice oriented" or "ice surface" activities at the Facility.
4. An amount of \$25,000 will be paid to the Township of Wellington North by the Township of Southgate on an annual basis by the first of March each year. A copy of the annual report related to the Facility will also be forwarded to Southgate Council for information.
5. This is a 5-year agreement starting January 1, 2024 and terminating on December 31, 2028
6. Southgate, as part of this agreement, shall delegate representation related to the Facility to the Chief Administrative Officer, and will participate in discussions and any potential decisions as per the Standard Operating Procedure (SOP) included in this agreement as "Schedule A".

*[The remainder of this page intentionally left blank.]*

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

THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH

---

Andrew Lennox, Mayor

---

Karren Wallace, Clerk

THE CORPORATION OF THE TOWNSHIP  
OF SOUTHGATE

---

John Woodbury, Mayor

---

Dave Milliner, Deputy Clerk



Schedule A  
to the Wellington North-Southgate Recreation Agreement

**Standard Operating Procedure**

**WELLINGTON NORTH RECREATION VISION STATEMENT**

Ensuring affordable, inclusive and high-quality recreation, parks and leisure opportunities through effective communication and combined community efforts.

**ROLE/PURPOSE**

This Standard Operating Procedure will guide any discussions or potential for decision making around the Mount Forest and District Sports Complex by the Township of Wellington North and the Township of Southgate. This Standards Operating Procedure may also be employed if there are other recreation matters of joint interest.

1. Identification of issue of joint interest by municipal CAO (either)
2. Matter is discussed at the CAO level and municipal and or other stakeholder consultation conducted (if required)
3. CAOs to seek common recommendations or alternatives based on municipal perspective

If matter is for information:

4. CAO to circulate recommendations internally to a) staff and b) Council (if required). This could be done formally or informally as appropriate.
5. Any feedback will be provided to the CAO for subsequent discussions between Township administration.

If matter is for decision:

6. Steps 1 - 5 above.
7. WN CAO to prepare a staff report for Council Consideration – Recommendations may be contingent upon Southgate Council approval.
8. Following WN Council decision, staff report submitted to Southgate Council for decision (next possible meeting).
9. CAOs to implement any follow-up from discussions.



## **GUIDING PRINCIPLES**

The guiding principles articulate the core beliefs, values and overall direction that the Township of Wellington North and its partners should strive to achieve over time.

1. **Opportunities for All:** Foster community and individual wellbeing through accessible and inclusive leisure opportunities for people of all ages and abilities.
2. **Meaningful Engagement & Communication:** Effectively share information and involve residents in decisions impacting their community.
3. **Working Together to Achieve Shared Goals:** Engage and support volunteers and community partners in the coordinated delivery of initiatives that enhance public access to needed services and facilities.
4. **Responsive Facilities, Parks & Trails:** Provide a range of thoughtfully designed amenities that respond to demonstrated needs, with a view toward maximizing public access, utilization and sustainability.
5. **Customer-Focused Services:** Demonstrate accountability by upholding consistently high standards in customer service, programs and policies, and maintenance practices.
6. **Commitment Toward Financial Sustainability:** Provide value through the efficient use of resources, balanced application of user fees, integrated decision-making and pursuit of non-municipal funding sources.

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## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk  
 REPORT #: CLK 2024-001  
 REPORT TITLE: Crossing Guard Safety

### RECOMMENDED MOTION

The Council of the Corporation of the Township of Wellington North receive for information Report CLK 024-001 Crossing Guard Safety.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

The Township of Wellington North employs six part time crossing guards with one back up guard. In general:

- Crossing guards are situated at the busiest intersections in the township
- Two are located in Arthur and four are located in Mount Forest
- They work from 8:00 am to 9:00 am and 3:00 pm to 4:00 pm

On December 7, 2023, Township staff received an email from a parent at the Victoria Cross School location, who indicated she and her son were almost hit by a car while the crossing guard was on the street with the stop sign up. The Clerk reported the incident to the police and they are investigating the incident as well as increasing patrols at all locations.

Unfortunately the issues with crossing guards is not limited to Mount Forest. In April 2023, the Township also had a call from a guard in Arthur who advised that there had been more than near miss incident – and that speeding is common as is profane language from drivers. The police stepped up patrols in response.

### ANALYSIS

Due to the repeated issues at this location (Victoria Cross School) as well as the volume of vehicle and foot traffic, the Township has decided to pilot the placement of a second crossing guard on a two month trial basis.

Each guard is located at a crossing that is determined to be a workplace under the Occupational Health and Safety Act and as such the employer has an obligation to ensure the safety of a worker. A worker has the right to refuse unsafe work.

After the two month trial, in consultation with the crossing guards, school and police, Township staff will review the situation and provided recommendations to Council as to whether or not to proceed with two guards at that location on a more permanent basis. This may impact the future operating budget and would need to be considered as part of the 2025 budget process.

## CONSULTATION

School staff, Wellington County OPP, crossing guards employed by Wellington North and parents/witnesses.

## FINANCIAL CONSIDERATIONS

Capital N/A

### Operating

The financial implication will affect the operating budget; we will have a negative variance since this additional amount were not included in the budget for 2024. Staff will review the operating budget and look to re-allocated the required funding from within existing funding sources.

### Staffing Implications

The cost of hiring a crossing guard for ten hours a week for eight weeks is \$1,768.00

## ATTACHMENTS

CLK 2024-001 Schedule A Notice to the public of safety of crossing guards-circulated via social media and website

## STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



## SAFETY OF CROSSING GUARDS AND STUDENTS

The Township of Wellington North is committed to providing a safe working environment for all employees. Crossing guards are employees of the township and as such have a right to refuse unsafe work. This week there was an incident that could have led to serious injury of not only the municipal employee but children and parents using the crossing.

The police have been notified and are investigating and will step up patrols, however responsibility is on the driver of a vehicle. If you see something unsafe, please write down the details and a license number and report it to the OPP call centre 1-888-310-1122 or report it on-line [Ontario Provincial Police](#)

Let's all do our part in keeping our employees and children safe.



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-01-15  
 MEETING TYPE: Open  
 SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk  
 REPORT #: CLK 2024-003  
 REPORT TITLE: Clerk's 2023 Year End Review

### RECOMMENDED MOTION

The Council of the Corporation of the Township of Wellington North receive for information Report CLK 2024-003 Clerk's 2023 Year End Review.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- CLK 2023-003 Clerk's Department 2022 year end review
- CLK 2022-003 Clerk's Department 2021 year end review
- CLK 2021-002 Clerk's Department 2020 year end review
- CLK 2020-001 Clerk's Department 2019 year end review
- CLK 2019-002 Clerk's Department 2018 year end review
- CLK 2018-008 Clerk's Department 2017 year end review
- CLK 2017-004 Clerk's department 2016 year end review
- CLK 2016-005 Admin & Finance Clerk's Dept 2015 year end review

### BACKGROUND

A Municipal Clerk is one of two statutory roles required for each Ontario municipality, the other being a municipal Treasurer. Under the Municipal Act (the Act) a Deputy Clerk has all the powers and duties under the Act as the Clerk.

In January 2023, the Clerk's department was comprised of three full time employees including the Director of Legislative Services/Clerk, Deputy Clerk and Business Support Coordinator.

Crossing guards fall under the purview of the Clerk's department and there are currently 4 guards in Mount Forest and 2 guards in Arthur with one back up position who covers both Mount Forest and Arthur.

The Clerk's department manages the Mount Forest Cemetery with the Urban Lead Supervisor and staff conducting the actual burials and maintenance.

The Clerk's department also works closely with all departments to ensure continuity of service and to provide assistance as required including CAO, Finance, Fire, Building, Economic Development and Operations.

In 2023 the Clerk sat on the Joint Health & Safety Committee, Wellness Committee, Safe Communities, Wellington Clerks group, Senior Management Committee, and the Municipal Emergency Control Group.

The Clerk's department is responsible for

- Council support including agendas and minutes
- Telephones, faxes, printers and copiers
- Vital statistics, marriage, death
- Licencing
  - Kennel
  - Door to door sales
  - Food truck and food stands
  - Dogs
  - Lottery
- Cemetery
- Livestock claims
- Animal control
- Support as required to CAO, building, fire, operations, economic development, finance
- Civic addressing
- Burn permits
- Records management
- Municipal drains
- Title searches
- Signing and registration on title of agreements, if required

Attached as Schedule "A" is a listing of the daily activities and metrics provided by the Clerk's department in 2023.

The Clerk's department completed these special projects in 2023:

### **2022 Municipal Election**

Finished outstanding reports, filings and notices for the 2022 election. In 2024 we will begin to use Elections Ontario's voter's list as this responsibility has been moved to their jurisdiction from MPAC.

### **Council Orientation**

Provided orientation to Council on the following topics:

- Roles of Council and staff
- Integrity Commissioner
- Code of Conduct
- Municipal Conflict of Interest

- Lottery licensing

### **Records Management**

The Clerk's department is systematically moving toward full electronic records management in Wellington North, recognizing that it will be a step by step, department by department process.

This is a two part process, one that involved shipping over 100 boxes of paper files to Image Advantage to be scanned and uploaded into the FileHold software. There are currently 18,000 documents in the system and staff have entered searchable metadata on approximately 60% of the documents.

It is anticipated the system will be rolled out to all staff for use in the spring of 2024.

### **Cemetery**

A new columbarium was installed in the cemetery in December of 2023 to meet the growing desire for people to have their ashes in a columbarium as opposed to a standard burial in a plot. In 2024 we will make a recommendation to create plots for burials of urns as opposed to using a full grave for urn burials. The entranceway pillars and sign was damaged by an unknown individual and those repairs will be undertaken in 2024 as well as repairs to a raised flower bed.

### **Animal Control**

Much staff time was spent on the animal control portfolio as a result of two animal owners. In October 2023 the Justice accepted a guilty plea by one party for four offences and imposed a suspended sentence and a one year probation order to not commit the same offences again. The other party did not appear and some matters were adjourned to April 2024. An ex parte trial was conducted with the Clerk testifying and the Justice made a finding of guilt on nine offences and imposed fines under the Provincial Offences Act in the amount of \$2,250.00. Additionally a probation order was issued for eight months.

### **Training and Education**

- AMCTO annual conference June of 2023
- Provincial Offence Training September 2023
- JHSC Certification Part One
- AMCTO Clerk Level 1
- Wellington Clerk group meetings (4 times a year)

In 2024 staff will take the following training

- AMCTO Clerk Level 2
- JHSC Certificate Part One
- AMCTO annual conference June 2024

## **ANALYSIS**

Over the past several years the Clerk's department has worked to review our service delivery and move to a more efficient process. Dog tags are now sold and processed by Docupet,

although some tags are still purchased through the municipal office. 99% of burn permits and licensing for kennels, food stands and vehicles and donation boxes are electronic.

Most of the minutes, by-laws, contracts, agreements, purchase/sale documents are signed electronically using docusign.

There are some items such as animal control, lottery and marriage licensing, dangerous dog designations that are labour intensive and without legislative or regulated changes at the provincial level will continue to be “wet ink”.

The metrics show there were 2188 dog license sold in 2017 but that has dropped to just over 1173 in 2023. In 2017 we had a contractor canvass the municipality. When we entered into an agreement with Docupet in 2019, there is a provision where they will go door to door to remind people to purchase a license. COVID restricted the ability to conduct door to door reminders in 2020 and 2021. Staff are working with Docupet to have the municipality canvassed in 2024.

The two most labour intensive core services provided by the Clerk’s department is Council agenda, minutes and meetings as well as cemetery sales and burials. There is very little opportunity to move cemetery services toward streamlining through technology although posting a listing of all individuals interred in the cemetery as well as listing them on Find a Grave has reduced the amount of genealogy search requests by outside parties.

Staff will be investigating agenda management software with a view to including the cost in the 2025 budget.

## CONSULTATION

Clerk department staff and cemetery staff.

## FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report for information.

## ATTACHMENTS

CLK 2024-003 Schedule A - Activities and metrics

## STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



**SCHEDULE A**

127

<b>ITEM</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>CEMETERY</b>					
Registration of Deaths	124	138	194	212	198
Burial Permits	0	62	126	145	120
Lot transfers	2	5	nil	nil	2
Standard plot sale	7	11	43	12	15
Niche/Columbarium sale	5	4	9	16	16
Columbarium inurnments	11	6	5	17	16
Standard burial	13	15	18	21	21
Cremated remains standard plot	12	6	21	17	17
Winter storage	8	11	12	13	8
Burn Permits issued	493	596	362	359	381
Dog licenses issued WN	1558	609	285	279	273
Dog licenses issued Docupet	91	923	975	958	906
Dangerous dog designations	1	2		1	3
Civic Addresses	53	26	32	9	10
Lottery licenses issued	22	46	27	22	32
Lottery license report review					127
Marriage licenses issued	26	10	30	47	37
Livestock Claims	6	2	2	6	3
By-laws	124	104	123	145	120
Clerk reports	37	21	35	24	40
Licenses kennel food donation box	9	6	9	15	21

**MEETINGS/AGENDAS/MINUTES**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Council	22	23	27	30	27
Closed	12	15	16	17	17
Committee of Adjustment	4	9	13	13	14
Public Meetings	9	7	11	11	12
Court of Revision	nil	2	Nil	Nil	1



WINTER 2023/24

# CSGW NEWS



**CRIME STOPPERS**  
GUELPH WELLINGTON  
1-800-222-TIPS (8477)  
www.csgw.tips

## CSI AWARDS

CSGW has been recognized at the international level in 2023 with two awards in the 0-300,000 population category:

**1. Media TV award** in partnership with Victim Services Wellington and Wellington County OPP, of video created for Human Trafficking in Wellington County campaign, entitled 'Her Story' produced by Tivoli Films.



**2. Media Radio** in partnership with The Grand 101.1 for segment entitled "Swap Talk" with episode that focused on the impact the local CSGW program has made on community safety.



## CSGW ROAD SIGNS

Our 2023 campaign launched in May has proven very successful. A great opportunity to show your support for your community. Find out more, and join our current sponsors who are represented throughout Guelph, Fergus and Elora:

**Brad Barbour Cooperators; Craig Janzen Cooperators, Servpro; Desjardins-Agent Brant Hobbin; Guelph Family Martial Arts, Rotary Club of Guelph Wellington, Desjardins-Agent Joe Migliaccio, and Royal LePage.**

Contact us: [info@csgw.tips](mailto:info@csgw.tips)

## CRIME STOPPERS MONTH

January 2024 is Crime Stoppers month which is recognized nationally with 67 programs represented in Canada.

**JOIN OUR TEAM!** This year our local program is encouraging volunteerism in our communities.



## UPCOMING TRIVIA NIGHT EVENT

CSGW will be offering a new fundraiser in partnership with Delta Hotels in Guelph, planned for **Thursday March 7th 2024**. Stay tuned to our social media and CSGW website for further details.

[www.csgw.tips](http://www.csgw.tips)

## Program STATS

Since inception from 1988 through November 2023

Tips.....	23,736
Arrests .....	1,613
Charges Laid.....	4,607
Property Recovered.....	\$10,645,769
Narcotics Seized .....	\$29,088,824
Authorized Rewards.....	\$188,110

December 15<sup>th</sup>, 2023

To All Watershed Municipalities, Councils, and CAOs,

I am writing to you as the Acting General Manager/Secretary-Treasurer of the Saugeen Valley Conservation Authority (SVCA) regarding an important development concerning conservation authority fees for the year 2024.

The Ministry of Natural Resources and Forestry issued a new directive, as detailed in their letter dated December 13th. This directive, under the authority of subsection 21.3 (1) of the Conservation Authorities Act, extends the Minister's Direction issued on December 28, 2022, which mandated that conservation authorities should not alter fees related to planning, development, and permitting for the calendar year 2023. This extended Direction, effective from January 1, 2024, to December 31, 2024, is now similarly applicable to the fees for the same programs and services as specified for the year 2023. (Ministry's letter is attached).

This directive presents a significant challenge for SVCA. The budget for 2024, approved earlier by the SVCA Board of Directors, had incorporated a portion of the recommended increases from our 2023 Fee Review. These increases were crucial and approved by the Board with the intention of moving SVCA towards achieving cost recovery through our Environmental Planning and Regulation (EPR) fees. The provincial directives that restrict SVCA's ability to generate revenue, along with the continued decrease in direct funding from the province to Conservation Authorities, pose substantial challenges and have serious implications for our operational and financial stability.

The unexpected extension of the 2023 fee structure into 2024 impacts our financial planning and operational capabilities. In response to this development, we find it necessary to revisit and potentially revise our 2024 budget. This revision aims to accommodate the constraints imposed by the new Direction while continuing to effectively manage our conservation responsibilities.

We understand the implications this might have on our collaborative efforts and relationships with your respective councils and administrations. Therefore, the SVCA intends to propose new budgetary measures in the new year, which will be shared with you for review.

I appreciate your understanding and cooperation in this matter. SVCA remains committed to working collaboratively with all watershed municipalities to ensure the sustainable management and conservation of our shared natural resources.

Please feel free to reach out should you have any questions or require further clarification regarding this issue.

Sincerely,



Erik Downing  
General Manager/Secretary-Treasurer (Acting)  
Saugeen Valley Conservation Authority  
[e.downing@svca.on.ca](mailto:e.downing@svca.on.ca) | 519-364-1255 ext. 241

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley St W  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel.: 416-314-2301**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416-314-2301

December 13, 2023

**TO:** All Conservation Authorities**SUBJECT:** Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

---

I am writing with regards to conservation authority fees for the 2024 year. As you are aware, a Minister's Direction ("Direction") was issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year. I have provided a copy of this previous direction for your reference.

Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction that extends the previous Direction for the upcoming year (attached to this letter as Attachment A). The Direction will be in effect from January 1, 2024 to December 31, 2024 and applies to fees for the same programs and services specified in the Direction that was in effect for 2023.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at 705-761-4831 or [jennifer.keyes@ontario.ca](mailto:jennifer.keyes@ontario.ca).

Sincerely,



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act* permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix “A” of this Direction (the “**Conservation Authorities**” or each, a “**Conservation Authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service

(Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2024 (the "**Effective Date**").

Attachment A

7. The term of this Direction is the period from the Effective Date to December 31, 2024 (the “**Term**”).

#### **Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the  
**Minister of Natural Resources and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 13, 2023

## APPENDIX A

## LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
[bhorner@abca.on.ca](mailto:bhorner@abca.on.ca)

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
[kfurlanetto@crca.ca](mailto:kfurlanetto@crca.ca)

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
[generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca)

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
[cdarling@cloca.com](mailto:cdarling@cloca.com)

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
[quentin.hancard@cvc.ca](mailto:quentin.hancard@cvc.ca)

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
[tim.pidduck@crowevalley.com](mailto:tim.pidduck@crowevalley.com)

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6  
Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)



**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
[mmajchrowski@kawarthaconservation.com](mailto:mmajchrowski@kawarthaconservation.com)

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
[elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
[r.baldwin@lsrca.on.ca](mailto:r.baldwin@lsrca.on.ca)

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
[jmaxwell@lprca.on.ca](mailto:jmaxwell@lprca.on.ca)

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
[mark.peacock@ltvca.ca](mailto:mark.peacock@ltvca.ca)

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
[rhonda.bateman@lrc.on.ca](mailto:rhonda.bateman@lrc.on.ca)

**Maitland Valley CA**

Box 127  
1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
[pbeard@mvca.on.ca](mailto:pbeard@mvca.on.ca)

**Mattagami Region CA**

100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
[david.vallier@timmins.ca](mailto:david.vallier@timmins.ca)

**Mississippi Valley CA**

10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
[smcintyre@mvc.on.ca](mailto:smcintyre@mvc.on.ca)

**Niagara Peninsula CA**

250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
[csharma@npca.ca](mailto:csharma@npca.ca)

**Nickel District CA**

199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
[carl.jorgensen@conservationsudbury.ca](mailto:carl.jorgensen@conservationsudbury.ca)

**North Bay-Mattawa CA**

15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
[chitra.gowda@nbmca.ca](mailto:chitra.gowda@nbmca.ca)

**Nottawasaga Valley CA**

8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
[dhevenor@nvca.on.ca](mailto:dhevenor@nvca.on.ca)

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
[richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
[sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca)

**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Jennifer Stephens  
[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
[cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca)

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Carl Bickerdike  
[cbickerdike@nation.on.ca](mailto:cbickerdike@nation.on.ca)

**St. Clair Region CA**

205 Mill Pond Crescent  
Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**

101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**

1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annettt@thamesriver.on.ca](mailto:annettt@thamesriver.on.ca)



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

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

December 22, 2023

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

Dear Karren Wallace

**Re: 2024 Grand River Conservation Authority Municipal Apportionment and Budget Vote Meetings**

Please be advised that the General Membership Meeting of the Grand River Conservation Authority (GRCA) will be held on January 26, 2024, at 9:30 a.m., to consider approval of the 2024 Municipal Apportionment. In addition, the Annual General Meeting of the GRCA will be held on Friday, February 23, 2024, at 9:30 a.m., to consider approval of the 2024 Budget.

Attached is the most recent draft of the 2024 Budget, which was presented to the GRCA General Membership on October 27, 2023. Based on board direction to staff, this draft budget includes a Total Municipal Apportionment of \$13,292,000 which represents a 2.5% increase over 2023. The Municipal Apportionment, if approved, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 402/22: Budget and Apportionment.

The attached draft 2024 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2024. Also included is a calculation of the 2024 Municipal Apportionment for participating municipalities. Should you have any questions concerning the draft Budget or the Municipal Apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-10-23-80

**Date:** October 27, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2024 – Draft #1

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## Recommendation:

THAT Report Number GM-10-23-80 - Budget 2024 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

## Summary:

This report summarizes the first draft of the 2024 Budget. The final budget for 2024 will be presented for approval at the February 24, 2024 Annual General Meeting. See Attachment A “Budget 2024 Timetable” for additional details on budget timelines.

Budget 2024- Draft #1 reflects the continuation of programs and services delivered in 2023 and maintains breakeven results. Total draft expenditures for 2024 are \$34,442,188. For context, the October 2022 draft budget for 2023 included expenditures of \$33,279,188. Preliminary budget financial figures are outlined in Attachment G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Capital Maintenance, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment (in prior years referred to as Municipal General Levy)
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 2.5% (or \$324,000) to \$13,292,000 in 2024. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Attachment C “Budget 2024 Municipal funding breakdown”.

As required under *O.Reg.687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Attachment B “Programs & Services Inventory” outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D “Summary of Municipal Apportionment” details the municipal apportionment and MOU funding requests by participating municipalities.

**TABLE A -BUDGET 2024 EXPENDITURES**

	2024	2023 (Oct draft)	Increase/(decrease)
<b>EXPENDITURES</b>			
Operating Expenses	\$29,066,688	\$28,148,688	\$918,000
Capital Expenses	\$4,419,000	\$4,104,000	\$315,000
Special Projects	\$840,000	\$840,000	\$0
Funding to Reserve (hydro)	\$116,500	\$116,500	\$0
<b>TOTAL</b>	<b>\$34,442,188</b>	<b>\$33,209,188</b>	<b>\$1,233,000</b>

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

## Report:

### A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

*O. Reg. 402/22 - Budget and Apportionment* also defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

*O. Reg. 402/22* requirements came into force for the 2024 budget process. See Attachment A – Budget 2024 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

### B. OPERATING BUDGET

In general, the 2024 budget assumes the same level of program and service delivery as provided in 2023. Any exceptions to specific program areas are included in the commentary below as applicable.

#### (a) Resource Planning

- Resource Planning fee revenue declined in 2023 and therefore this draft of the budget reduced revenue by \$100,000.
- Compensation and benefits costs reduced by \$50,000 to recognize vacancy and/or rate savings which have resulted historically (budget assumes no change in staffing complement).

#### (b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2023 revenue of \$110,000 assumes no decrease in occupancy during 2024.
- The budgeted net result for this program is a \$25,000 deficit.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2023/24 contracts have been completed. The first draft of the budget assumes that 2023/24 school contracts will be extended for the 2024/25 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2024 budgeted revenue of \$10,500,000 is approximately \$1,000,000 less than projected revenue of \$11,500,000 for 2023.
- Operating expenses are being increased by \$350,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs.
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2023 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$50,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no further cutbacks in the provincial Section 39 grant for the period April 1, 2023 to March 31, 2024 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Funding

- The 2024 Budget includes \$12,275,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,017,000 for Category 2 MOU Programs for a total of \$13,292,000 which is a \$324,000 (or 2.5%) increase over the 2023 General Municipal Levy of \$12,968,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2023. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2022, the reserve balance is approximately \$2.0 million.
- The strategy for Budget 2024 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) to assist with some of the deliverables required by the new regulations and to fund the Outdoor Environmental Education program deficit (\$312,000).



(j) Compensation and Benefits and Staffing Comments:

- The 2024 draft budget includes a 3% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, and benefit cost increases. In addition, one administrative position is being added to the budget.
- Non-union salary adjustments are required to be approved by the General Membership which is typically presented in November or December for the subsequent year.
- Union wage adjustments have been incorporated into the budget in accordance with the Collective Agreement which is effective until December 31, 2025.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. Funding until March 2024 was secured. The province, which currently fully funds this program, has not guaranteed funding for future years, nor has it announced an end to program funding.

**C. CAPITAL & MAJOR MAINTENANCE BUDGET**(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$1,500,000. Any demands that arise more than that amount can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Staff continue to seek funding to repair and update the water control infrastructure from provincial and federal government. Government funding included in budget 2024 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,650,000 of fee revenue and \$350,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$379,000 for Information Systems and \$240,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Attachment G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

**D. SPECIAL PROJECTS**

- (a) Special projects do not rely on Municipal Apportionment funding.
- (b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$840,000 in spending. By the time the 2024 budget is finalized, special project spending, along with

matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$840,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$40,000 Species at Risk Program

(d) New Guelph Lake Nature Centre Building

To date, the purchasing process for this project has not commenced, therefore, a reliable cost estimate is not available. The final budget draft will incorporate this project as applicable with funding to be provided via donations and potentially using GRCA reserves.

## **E. RESERVES**

For 2024, reserves are budgeted to decrease by \$331,500. Significant budgeted drawdowns to reserves include \$350,000 for Conservation Area capital projects, \$315,000 to fund the Environmental Education deficit, \$100,000 to fund one staff position, \$379,000 for Information Systems, and \$240,000 for Motor Pool. See Attachment E 'Summary of Reserves' for details of reserve movements budgeted for 2024. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 24, 2023 meeting.

## **F. CATEGORY 2 – WATERSHED SERVICES**

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Wastewater Optimization Program
- Groundwater Resources
- Watershed Services

See Attachment F 'Budget 2024 Category 2 - Watershed Services Program Breakdown'

This budget assumes that all participating municipalities will enter into a Memorandum of Agreement with the GRCA and agree to apportioning the funding requirements using MCVA, the same as Category 1 apportionment and the same method that was used in prior years.

## **G. MUNICIPAL APPORTIONMENT (referred to as General Municipal Levy in prior years)**

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Attachment D 'Budget 2024 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined *in O. Reg. 402/22 Section (7)*. Agreements with participating municipalities for Category 2 programs and services have not been finalized therefore the funding allocation is subject to change and would be communicated and agreed to accordingly if applicable.

#### **OTHER MAJOR ASSUMPTIONS**

- (a) Cottage Lot Rental Program revenue increased by 2.5% or \$57,000 in accordance with the Residential Tenancy Act.
- (b) Total Insurance expense increased by 5% or \$24,000 to reflect 2023 rate increases and projected 2024 rate increases.
- (c) Total Property Tax expense increased \$20,000.
- (d) Admin Operating expense held constant.
- (e) Other Operating expenses increased between 0% and 5% as applicable.
- (f) Motor Pool charge-out rates held constant.
- (g) Computer charge-out rates held constant.

#### **H. SIGNIFICANT OUTSTANDING BUDGET ITEMS**

- (a) Year 2023 Carry forward Adjustments  
2023 Surplus carry forward - this draft of the 2024 Budget assumes a \$100,000 surplus carryover from year 2023. The actual "2023 Net Surplus" will be incorporated into the 2024 budget.
- (b) 2023 Special Projects carry forward  
Any projects commenced in year 2023 and not completed by December 31, 2023 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures  
A final determination of the amount of spending to be added to the Budget 2024 (i.e. unspent amounts from 2023, new projects) will be made, including use of reserves for 2024 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECI funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses  
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Environmental Education  
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Attachment A: Budget 2024 Timetable
- Attachment B: Budget 2024 Program and Services Inventory
- Attachment C: Budget 2024 Municipal Funding Breakdown
- Attachment D: Budget 2024 Summary of Municipal Apportionment
- Attachment E: Budget 2024 Summary of Reserves
- Attachment F: Budget 2024 Category 2 - Watershed Services Program breakdown
- Attachment G: Statement of Operations & Detailed Program and Services Statements

**Financial Implications:**

Budgeted spending for 2024 is \$34,442,188 (2023: \$33,279,188) which includes transfers of \$116,500 to reserves. This first draft of the budget includes a municipal general levy increase of \$324,000 (or 2.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- An aging infrastructure in the Conservation Areas and aging Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.
- Meeting new regulation reporting requirements (Conservation Area Strategy, etc.)

**Other Department Considerations:**

None

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**Approved by:**

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## Grand River Conservation Authority

## Budget 2024 Timetable

October 27, 2023

- Oct 27, 2022: Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes
- November 2023: Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section
- Nov & Dec 2023: Consultation with Participating Municipalities as requested
- December 15, 2023: Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting
- December 22, 2023: Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget
- Jan 26, 2024: Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities.
- Feb 23, 2024: Final 2024 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNRF

ATTACHMENT B

Grand River Conservation Authority  
**PROGRAMS AND SERVICES INVENTORY**  
**BUDGET 2024**

to General Meeting October 27th, 2023

Programs & Services Inventory		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
CATEGORY 1	Watershed Resources-Planning	1,416,100	1,303,600			37,500	75,000		1,416,100	-
	FFW & Flood Plain Mapping	1,101,000	911,662			164,338	25,000		1,101,000	-
	Water Control Structures	3,628,700	2,593,350			985,350	50,000		3,628,700	-
	Resource Planning	2,609,600	1,525,600		1,044,000	40,000			2,609,600	-
	Conservation Lands Mgmt	2,871,900	2,629,900		42,000		200,000		2,871,900	-
	Source Protection Planning	640,000	-			640,000			640,000	-
	<b>Total Category 1</b>	<b>12,267,300</b>	<b>8,964,112</b>		<b>1,086,000</b>	<b>1,867,188</b>	<b>350,000</b>	<b>-</b>	<b>12,267,300</b>	<b>-</b>
			73%	0%	9%	15%	3%	0%	100%	
General Operating	<b>General Operating Expenses (note 5)</b>	<b>4,449,188</b>	<b>3,310,888</b>		<b>250,000</b>		<b>684,000</b>	<b>204,300</b>	<b>4,449,188</b>	<b>-</b>
			74%	0%	6%	0%	15%	5%	100%	
CATEGORY 2	<b>CATEGORY 2 Watershed Services</b>	<b>1,868,000</b>	<b>1,017,000</b>	<b>850,000</b>			<b>1,000</b>		<b>1,868,000</b>	<b>-</b>
			54%	46%	0%	0%	0%	0%	100%	
CATEGORY 3	Tree Planting/Nursery Program	892,900			580,000			312,900	892,900	-
	Conservation Services	82,200				30,000		52,200	82,200	-
	Environmental Education	912,000			600,000		312,000		912,000	-
	Property Rentals	1,109,200			3,038,000			(1,928,800)	1,109,200	-
	Hydro Production	212,000			580,000			(368,000)	212,000	-
	Conservation Areas	11,432,000			10,571,000		351,000	510,000	11,432,000	-
	Administrative Support (note 6)	1,217,400						1,217,400	1,217,400	-
<b>Total Category 3</b>	<b>15,857,700</b>	<b>-</b>	<b>-</b>	<b>15,369,000</b>	<b>30,000</b>	<b>663,000</b>	<b>(204,300)</b>	<b>15,857,700</b>	<b>-</b>	
			0%	0%	97%	0%	4%	-1%	100%	
<b>TOTAL Programs &amp; Services</b>		<b>34,442,188</b>	<b>13,292,000</b>	<b>850,000</b>	<b>16,705,000</b>	<b>1,897,188</b>	<b>1,698,000</b>	<b>-</b>	<b>34,442,188</b>	<b>-</b>
			39%	2%	49%	6%	5%	0%	100%	

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 39% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2023 General Municipal Levy funding totalled \$12,968,000. Therefore Municipal funding is increasing by \$324,000 (or 2.5%) to \$13,292,000 in 2024 compared to 2023.  
**General Operating Expenses** include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 5
- NOTE 6 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority  
**MUNICIPAL FUNDING BREAKDOWN (note 1)**

**BUDGET 2024**

to General Meeting October 27th, 2023

**ATTACHMENT C**

	2024	2023
	Municipal Apportionment	Municipal Levy
CATEGORY 1 - Mandatory	8,964,112	
General Operating Expenses	3,310,888	
CATEGORY 2 - Municipally Requested MOU's (note 2)	1,017,000	
Matching Admin & Mtce Levy		449,688
Non-Matching Admin & Mtce Levy		11,568,312
Capital Maintenance Levy		950,000
	<b>13,292,000</b>	<b>12,968,000</b>
	<i>dollar Increase</i>	324,000
	<i>percentage Increase</i>	2.5%

**Note 1**

Funding under special agreements with Municipalities is not included in above municipal funding breakdown (i.e. RWQP, Subwatershed studies)

**Note 2**

Participation of all member municipalities for Category 2 programs and services has not been confirmed as at Oct 27/23. Adjustments may be applicable.

**Grand River Conservation Authority  
Summary of Municipal Apportionment - 2024 Budget**

*DRAFT - October 27th, 2023*

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
<b>Total</b>		<b>355,872,351,049</b>	<b>213,107,216,762</b>	<b>100.00%</b>	<b>3,310,888</b>	<b>8,964,112</b>	<b>1,017,000</b>	<b>13,292,000</b>	<b>12,968,000</b>	<b>2.5%</b>

\*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.



**Grand River Conservation Authority**  
**BUDGET 2024 - SUMMARY of RESERVES**

ATTACHMENT E

General Meeting - October 27th, 2023

	BUDGET 2023	"NET CHANGE" INCREASE/(DECREASE) 2023 VS 2024	DETAILS OF "NET CHANGE" BUDGET 2023			BUDGET 2024
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
<b>Type A: GRCA Controlled</b>						
<b>Operating Reserves (designated)</b>						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,231,833	0	0			1,231,833
Small Office Equipment	8,013	0	0			8,013
Personnel	1,039,112	(65,000)	0		(65,000) OUT- Vacation Accrual, Wages	974,112
Transition	2,003,704	(357,000)	55,000		(412,000) OUT-\$100K Staff Position, \$312,000 Environmental Education	1,646,704
Forestry	1,347,640	35,000	35,000			1,382,640
Information Systems and Technology	1,063,602	(344,000)	35,000	1,437,000	(1,816,000) IN-Chargebacks; OUT-Operating/Capital costs	719,602
Cottage Operations	1,215,650	35,000	35,000			1,250,650
Grand River Watershed Management Plan	116,939	3,000	3,000			119,939
Planning Enforcement	542,179	16,000	16,000			558,179
Property Rental Expenses	757,976	20,000	20,000			777,976
Watershed Restoration	276,275	8,000	8,000			284,275
Master Planning	439,958	15,000	15,000			454,958
Water Management Operating NEW-2022	850,000	25,000	25,000			875,000
Motor Pool Equipment	1,445,368	(185,000)	55,000	1,300,000	(1,540,000) IN-Chargebacks;OUT-Operating/Capital costs	1,260,368
Motor Pool Insurance	95,064	3,000	3,000			98,064
<b>Capital Reserves (designated)</b>						
Water Control Structures	2,759,473	25,000	75,000		(50,000) OUT-Water Control Structures major repairs	2,784,473
Cambridge Desiltation Pond	4,709	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	3,709
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Stabilization/Capital	7,049,262	(140,000)	210,000		(350,000) OUT-Cons Area Capital costs	6,909,262
Gauges	901,275	(70,000)	30,000		(100,000) OUT-Gauge costs	831,275
<b>Capital Reserves (undesignated)</b>						
General Capital Reserve	1,314,608	151,500	35,000	116,500	IN-Hydro Generation Revenue	1,466,108
<b>Total Type A: GRCA Controlled</b>	<b>24,895,023</b>	<b>(825,500)</b>	<b>655,000</b>	<b>2,853,500</b>	<b>(4,334,000)</b>	<b>24,069,523</b>
<b>Type B: Reserves with Outside Control/Interest</b>						
<b>With MNRF Interest (Capital Reserves)</b>						
Gravel	263,716	4,000	5,000		(1,000) OUT-Gravel Pit License	267,716
Land Sale Proceeds Reserve	22,606,367	479,000	579,000		(100,000) OUT-\$100K Demolition costs	23,085,367
<b>With School Board Interest (Operating Reserves)</b>						
App's Nature Centre	75,501	2,000	2,000			77,501
Laurel Creek Nature Centre	123,611	3,000	3,000			126,611
Guelph Lake Nature Centre	142,487	3,000	3,000			145,487
Taquanyah Nature Centre	23,197	1,000	1,000			24,197
Shade's Mills Nature Centre	79,836	2,000	2,000			81,836
<b>Total Type B: Outside Control/Interest</b>	<b>23,314,715</b>	<b>494,000</b>	<b>595,000</b>	<b>0</b>	<b>(101,000)</b>	<b>23,808,715</b>
<b>TOTAL</b>	<b>\$48,209,738</b>	<b>(331,500)</b>	<b>\$1,250,000</b>	<b>\$2,853,500</b>	<b>(\$4,435,000)</b>	<b>\$47,878,238</b>

## ATTACHMENT F

**BUDGET 2024 - CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN***Draft October 27, 2023 to General Meeting*

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$ 285,000	\$ (50,000)	\$ 235,000	Municipal Funding
Conservation Services	\$ 1,339,000	\$ (800,000)	\$ 539,000	Municipal Funding
Water Quality	\$ 148,000	\$ (1,000)	\$ 147,000	
Water Quality - Waste Water Optimization Program	\$ 87,600		\$ 87,600	
Water Quality - Groundwater Resources	\$ 8,400	\$ -	\$ 8,400	
Watershed Sciences & Collaborative Planning *				
<b>TOTAL</b>	<b>\$ 1,868,000</b>	<b>\$ (851,000)</b>	<b>\$ 1,017,000</b>	

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

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
BUDGET 2024**

	<b>New Regulations</b>		<b>NEW REGS Budget 2023 (draft Oct version)</b>	<b>NEW REGS Budget 2024</b>
	<b>Category</b>	<b>P&amp;S Ref #</b>		
<b><u>REVENUE</u></b>				
<b><u>Municipal</u></b>				
Municipal Apportionment	Category 1	various	11,976,000	12,275,000
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000
Other	Category 2	8	850,000	850,000
			<b>13,818,000</b>	<b>14,142,000</b>
<b><u>Government Grants</u></b>				
MNRF Transfer Payments	Category 1	various	449,688	449,688
Source Protection Program-Provincial	Category 1	various	640,000	640,000
Other Provincial	Category 1	various	737,500	737,500
Other Provincial	Category 3	various	30,000	30,000
Federal	Category 1	various	40,000	40,000
			<b>1,897,188</b>	<b>1,897,188</b>
<b><u>Self Generated</u></b>				
User Fees and Sales				
<i>Resource Planning</i>	Category 1	4	1,144,000	1,044,000
<i>Tree Planting</i>	Category 3	9	580,000	580,000
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,500,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000
Property Rentals	Category 3	12	2,981,000	3,038,000
Hydro Generation	Category 3	13	580,000	580,000
Grand River Conservation Foundation	Category 1,2,3	various	27,000	27,000
Investment Income	General Operating	7	1,350,000	1,400,000
			<b>17,248,000</b>	<b>17,855,000</b>
<b>Total Self-Generated Revenue</b>			<b>17,248,000</b>	<b>17,855,000</b>
<b>TOTAL REVENUE</b>			<b>32,963,188</b>	<b>33,894,188</b>

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
BUDGET 2024**

	<b>New Regulations</b>		<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget</b>
	<b>Category</b>	<b>P&amp;S Ref #</b>	<b>(draft Oct version)</b>	<b>2024</b>
<b>EXPENSES</b>				
<b>OPERATING</b>				
Watershed Management	Category 1	1	1,276,000	1,306,100
Flood Forecasting and Warning	Category 1	2	895,000	911,000
Water Control Structures	Category 1	3	2,143,200	2,128,700
Resource Planning	Category 1	4	2,551,800	2,569,600
Conservation Lands Management	Category 1	5	2,954,600	2,871,900
Source Protection Program	Category 1	6	640,000	640,000
General Operating Expenses	General Operating	7	3,495,788	3,830,188
Watershed Services	Category 2	8	1,043,000	1,068,000
Tree Planting	Category 3	9	867,300	892,900
Conservation Services	Category 3	10	81,200	82,200
Environmental Education	Category 3	11	775,100	912,000
Property Rentals	Category 3	12	1,095,200	1,109,200
Hydro Production	Category 3	13	95,500	95,500
Conservation Areas	Category 3	14	9,037,000	9,432,000
Administrative Support	Category 3	15	1,198,000	1,217,400
<b>Total OPERATING Expenses</b>			<b>28,148,688</b>	<b>29,066,688</b>
<b>CAPITAL</b>				
Watershed Management	Category 1	1	110,000	110,000
Flood Forecasting and Warning	Category 1	2	190,000	190,000
Water Control Structures	Category 1	3	1,500,000	1,500,000
Conservation Areas	Category 3	13	2,000,000	2,000,000
Information Systems	General Operating	16	290,000	379,000
Motor Pool	General Operating	16	14,000	240,000
<b>Total Capital Expenses</b>			<b>4,104,000</b>	<b>4,419,000</b>
<b>SPECIAL</b>				
Resource Planning	Category 1	4	40,000	40,000
Conservation Services	Category 2	8	800,000	800,000
<b>Total SPECIAL PROJECTS Expenses</b>			<b>840,000</b>	<b>840,000</b>
<b>Total Expenses</b>			<b>33,092,688</b>	<b>34,325,688</b>
<b>Gross Surplus</b>			<b>(129,500)</b>	<b>(431,500)</b>
<b>Prior Year Surplus Carryforward</b>			<b>100,000</b>	<b>100,000</b>
<b>Net Funding FROM/(TO) Reserves</b>			<b>29,500</b>	<b>331,500</b>
<b>NET SURPLUS</b>			<b>0</b>	<b>0</b>

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

**How much does it cost, and who pays for it?**

draft Bud 2023(Oct)

**Expenditures and Funding to Reserves**

Compensation and Benefits	1,013,900	1,044,000
Administration Expenses	197,000	197,000
Other Operating Expenses	65,100	65,100
<b>Total OPERATING Expenditures</b>	<b>1,276,000</b>	<b>1,306,100</b>
Instrumentation	60,000	60,000
Water Quality Monitoring Equipment	50,000	50,000
<b>Total CAPITAL Expenditures</b>	<b>110,000</b>	<b>110,000</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,386,000</b>	<b>1,416,100</b>
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**Funding**

**Municipal**

Municipal Apportionment (levy)	1,273,500	1,303,600
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**Government Grants**

Other Provincial	37,500	37,500
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**Funding From Reserves**

Gauges	75,000	75,000
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<b>TOTAL FUNDING</b>	<b>1,386,000</b>	<b>1,416,100</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #2 - Flood Forecasting and Warning  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
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(draft Oct version)

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	551,000	567,000
Administration Expenses	236,000	236,000
Other Operating Expenses	108,000	108,000
<b>Total OPERATING Expenditures</b>	<b>895,000</b>	<b>911,000</b>
Hardware	88,000	88,000
Stream Gauges	102,000	102,000
<b>Total CAPITAL Expenditures</b>	<b>190,000</b>	<b>190,000</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,085,000</b>	<b>1,101,000</b>
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**Funding**

**Municipal**

Municipal Apportionment (levy)	835,662	911,662
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**Government Grants**

MNRF Transfer Payments	164,338	164,338
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**Funding From Reserves**

Floodplain Mapping Projects & Gauges	25,000	25,000
Water Management Operating	60,000	0

<b>TOTAL REVENUE</b>	<b>1,085,000</b>	<b>1,101,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #3 - Water Control Structures  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	1,399,500	1,441,000
Administration Expenses	29,200	29,200
Insurance	199,000	143,000
Property Taxes	170,700	170,700
Other Operating Expenses	344,800	344,800
<b>Total OPERATING Expenditures</b>	<b>2,143,200</b>	<b>2,128,700</b>
<b>Total CAPITAL Expenditures</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,643,200</b>	<b>3,628,700</b>

**Funding**

**Municipal**

Municipal Apportionment (levy)	2,537,850	2,593,350
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**Government Grants**

MNRF Transfer Payments	285,350	285,350
Provincial	700,000	700,000

**Funding From Reserves**

Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000
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<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,643,200</b>	<b>3,628,700</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #4 - Resource Planning  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

### How much does it cost, and who pays for it?

#### Expenditures and Funding to Reserves

Compensation and Benefits	2,275,200	2,293,000
Administration Expenses	221,900	221,900
Other Operating Expenses	54,700	54,700
<b>Total OPERATING Expenditures</b>	<b>2,551,800</b>	<b>2,569,600</b>
Species at Risk	40,000	40,000
<b>Total SPECIAL PROJECT Expenditures</b>	<b>40,000</b>	<b>40,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,591,800</b>	<b>2,609,600</b>

#### Funding

##### **Municipal**

Municipal Apportionment (levy)	1,362,800	1,525,600
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##### **Government Grants**

Federal	40,000	40,000
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##### **Self Generated**

Solicitor Enquiry Fees	90,000	80,000
Permit Fees	500,000	470,000
Plan Review Fees	554,000	494,000

##### **Funding from Reserves**

Water Management Operating Reserve	45,000	-
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<b>TOTAL REVENUE</b>	<b>2,591,800</b>	<b>2,609,600</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #5 - Conservation Lands Management  
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	1,789,700	1,813,000
Administration Expenses	165,100	165,100
Insurance	201,000	60,000
Property Taxes	285,200	305,200
Other Operating Expenses	513,600	528,600
<b>Total OPERATING Expenditures</b>	<b>2,954,600</b>	<b>2,871,900</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,954,600</b>	<b>2,871,900</b>
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**Funding**

**Municipal**

Municipal Apportionment (levy)	2,712,600	2,629,900
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**Self Generated**

Timber Sales	15,000	15,000
Donations - Foundation	27,000	27,000

**Funding From Reserves**

Land (Demolitions)	100,000	100,000
Transition Reserve (Staffing)	100,000	100,000

<b>TOTAL REVENUE</b>	<b>2,954,600</b>	<b>2,871,900</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #6 - Source Protection Program  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures**

Compensation and Benefits	490,000	490,000
Administration Expenses	50,000	50,000
Other Operating Expenses	90,000	90,000
Water Budget - Technical Studies	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>640,000</b>	<b>640,000</b>

**Funding**

**Government Grants**

Provincial	640,000	640,000
<b>TOTAL FUNDING</b>	<b>640,000</b>	<b>640,000</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #7 General Operating Expense  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
(draft Oct version)	

How much does it cost, and who pays for it?

**Expenditures and Funding to Reserves**

Compensation and Benefits	2,327,500	2,441,000
Administration Expenses	370,000	370,000
Insurance	63,500	284,500
Other Operating Expenses	804,788	804,688
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)
<b>Total OPERATING Expenditures</b>	<b>3,495,788</b>	<b>3,830,188</b>
Interest Income	1,250,000	1,250,000
<b>Total FUNDING to RESERVES</b>	<b>1,250,000</b>	<b>1,250,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,745,788</b>	<b>5,080,188</b>

**Funding**

**Municipal**

Municipal Apportionment (levy)	3,253,588	3,310,888
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**Self Generated**

Investment Income	1,350,000	1,400,000
Personnel	65,000	65,000

<b>TOTAL REVENUE</b>	<b>4,668,588</b>	<b>4,775,888</b>
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<b>Net Surplus/(Deficit)</b>	<b>(77,200)</b>	<b>(304,300)</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #8 - Watershed Services - CAT 2  
BUDGET 2024**

NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
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**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	825,100	850,000
Administration Expenses	117,900	118,000
Other Operating Expenses	100,000	100,000
<b>Total OPERATING Expenditures</b>	<b>1,043,000</b>	<b>1,068,000</b>
RWQP Grants	800,000	800,000
<b>Total SPECIAL PROJECT Expenditures</b>	<b>800,000</b>	<b>800,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,843,000</b>	<b>1,868,000</b>

**Funding**

**Municipal**

Memorandums of Understanding Apportionment	992,000	1,017,000
Municipal Other	850,000	850,000

**Funding From Reserves**

Cambridge Desiltation Pond	1,000	1,000
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<b>TOTAL REVENUE</b>	<b>1,843,000</b>	<b>1,868,000</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #9 Tree Planting Program  
BUDGET 2024**

	<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
	(draft Oct version)	
<b>How much does it cost, and who pays for it?</b>		
<b><u>Expenditures and Funding to Reserves</u></b>		
Compensation and Benefits	278,000	287,000
Administration Expenses	30,900	30,900
Other Operating Expenses	558,400	575,000
<b>Total OPERATING Expenditures</b>	<b>867,300</b>	<b>892,900</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>867,300</b>	<b>892,900</b>
<b><u>Funding</u></b>		
<b>Self Generated</b>		
Nursery	400,000	400,000
Landowner Contributions (Tree Planting)	180,000	180,000
<b>TOTAL REVENUE</b>	<b>580,000</b>	<b>580,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(287,300)</b>	<b>(312,900)</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #10 - Conservation Services  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	26,000	27,000
Administration Expenses	33,200	33,200
Other Operating Expenses	22,000	22,000
<b>Total OPERATING Expenditures</b>	<b>81,200</b>	<b>82,200</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>81,200</b>	<b>82,200</b>

**Funding**

**Government Grants**

Other Provincial	30,000	30,000
<b>TOTAL REVENUE</b>	<b>30,000</b>	<b>30,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(51,200)</b>	<b>(52,200)</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #11 - Environmental Education  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation & Benefits	574,500	642,000
Administration Expenses	57,000	57,000
Other Operating Expenses	143,600	213,000
<b>Total OPERATING Expenditures</b>	<b>775,100</b>	<b>912,000</b>
 Guelph Lake Nature Centre		
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>0</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>775,100</b>	<b>912,000</b>
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**Funding**

**Self Generated**

Nature Centre Revenue - Schools	500,000	600,000
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**Funding from Reserves**

Transition Reserve		312,000
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<b>TOTAL REVENUE</b>	<b>500,000</b>	<b>912,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>(275,100)</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #12 - Property Rentals  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	456,000	470,000
Administration Expenses	37,500	37,500
Other Operating Expenses	601,700	601,700
<b>Total OPERATING Expenditures</b>	<b>1,095,200</b>	<b>1,109,200</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,095,200</b>	<b>1,109,200</b>

**Funding**

**Self Generated**

Belwood	1,040,000	1,066,000
Conestogo	1,245,000	1,276,000
Agricultural	250,000	250,000
Residential	110,000	110,000
Miscellaneous	336,000	336,000
<b>TOTAL REVENUE</b>	<b>2,981,000</b>	<b>3,038,000</b>
<b>Net Surplus/(Deficit)</b>	<b>1,885,800</b>	<b>1,928,800</b>



**GRAND RIVER CONSERVATION AUTHORITY  
P&S #13 - Hydro Production  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
(draft Oct version)	

### How much does it cost, and who pays for it?

#### Expenditures and Funding to Reserves

Compensation and Benefits	70,000	70,000
Other Operating Expenses	25,500	25,500
<b>Total OPERATING Expenditures</b>	<b>95,500</b>	<b>95,500</b>
General Capital/Land Sale Proceeds	116,500	116,500
<b>Total FUNDING to RESERVES</b>	<b>116,500</b>	<b>116,500</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>212,000</b>	<b>212,000</b>

#### Revenue

##### **Government Grants**

Provincial	0	0
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##### **Self Generated**

Hydro Production-Belwood	265,000	265,000
Hydro Production-Conestogo	260,000	260,000
Hydro Production-Guelph	40,000	40,000
Hydro Production-Elora	15,000	15,000
Miscellaneous Income	0	0

##### **Funding from Reserves**

Land Sale Proceeds	0	0
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<b>TOTAL REVENUE</b>	<b>580,000</b>	<b>580,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>368,000</b>	<b>368,000</b>
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**GRAND RIVER CONSERVATION AUTHORITY**  
**P&S #14 - Conservation Areas**  
**BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget</b>	<b>Budget</b>
<b>2023</b>	<b>2024</b>
(draft Oct version)	

### How much does it cost, and who pays for it?

#### Expenditures and Funding to Reserves

Compensation and Benefits	5,033,000	5,224,000
Administration Expenses	215,000	220,000
Property Tax	65,000	65,000
Other Operating Expenses	3,724,000	3,923,000
<b>Total OPERATING Expenditures</b>	<b>9,037,000</b>	<b>9,432,000</b>
<b>Total CAPITAL Expenditures</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>11,037,000</b>	<b>11,432,000</b>

#### Funding

##### **Self Generated**

Brant	1,100,000	1,175,000
Byng Island	1,000,000	1,100,000
Belwood Lake	400,000	375,000
Conestogo Lake	550,000	600,000
Elora Gorge	2,000,000	2,100,000
Elora Quarry	450,000	450,000
Guelph Lake	1,300,000	1,400,000
Laurel Creek	650,000	650,000
Pinehurst Lake	850,000	900,000
Rockwood	1,250,000	1,300,000
Shade's Mills	450,000	450,000
<b>Total Fee Revenue</b>	<b>10,000,000</b>	<b>10,500,000</b>

Miscellaneous Income (Luther)	71,000	71,000
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##### **Funding From Reserves**

Gravel	1,000	1,000
Conservation Areas - Capital Projects	500,000	350,000

<b>TOTAL REVENUE</b>	<b>10,572,000</b>	<b>10,922,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>(465,000)</b>	<b>(510,000)</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #15 - Administrative Support - CATEGORY 3  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
(draft Oct version)	

How much does it cost, and who pays for it?

**Expenditures and Funding to Reserves**

Compensation and Benefits	648,600	668,000
Administration Expenses	100,900	100,900
Insurance	208,500	208,500
Other Operating Expenses	240,000	240,000
LESS: Recovery of Corporate Services Expenses		
<b>Total OPERATING Expenditures</b>	<b>1,198,000</b>	<b>1,217,400</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,198,000</b>	<b>1,217,400</b>
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**Funding**

<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>(1,198,000)</b>	<b>(1,217,400)</b>
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**GRAND RIVER CONSERVATION AUTHORITY**  
**P&S #16 - Supplemental Information - Information Systems and Motor Pool**  
**BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

### How much does it cost, and who pays for it?

#### Expenditures

##### Information Systems

Compensation and Benefits	1,290,000	1,329,000
Administrative Expenses	25,500	25,500
Software and Hardware Maintenance	187,500	187,500
Supplies and Services	54,000	54,000
<b>Total OPERATING Expenditures</b>	<b>1,557,000</b>	<b>1,596,000</b>
<b>Capital Expenses</b>	<b>170,000</b>	<b>220,000</b>
<b>LESS Internal Charges</b>	<b>(1,437,000)</b>	<b>(1,437,000)</b>
<b>NET Unallocated Expenses</b>	<b>290,000</b>	<b>379,000</b>

##### Motor Pool

Compensation and Benefits	312,000	321,000
Administrative Expenses	26,000	26,000
Insurance	50,600	63,000
Motor Pool Building and Grounds Maintenance	10,400	10,000
Equipment, Repairs and Supplies	286,000	336,000
Fuel	254,000	284,000
<b>Total OPERATING Expenditures</b>	<b>939,000</b>	<b>1,040,000</b>
<b>Capital Expenses</b>	<b>375,000</b>	<b>500,000</b>
<b>LESS Internal Charges</b>	<b>(1,300,000)</b>	<b>(1,300,000)</b>
<b>NET Unallocated Expenses</b>	<b>14,000</b>	<b>240,000</b>

<b>TOTAL EXPENDITURES</b>	<b>304,000</b>	<b>619,000</b>
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#### Funding

<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>
Gross Surplus (Deficit)	(304,000)	(619,000)
Funding From Reserves	3,041,000	3,356,000
Funding to Reserves	(2,737,000)	(2,737,000)
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>

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

**BY-LAW NUMBER 001-2024**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A LICENSE AGREEMENT BETWEEN THE CORPORATION OF THE CITY OF GUELPH AND THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH (Arthur Fire Hall)**

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. The Mayor and the Chief Administrative Officer are authorized and directed to execute a License Agreement in the form, or substantially the same form, as attached in Schedule 1.

**READ AND PASSED THIS 15TH DAY OF JANUARY, 2024.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**LICENSE EXTENSION AND AMENDING AGREEMENT**

**THIS LICENSE EXTENSION AND AMENDING AGREEMENT** made this 15 day of January, 2024.

**BETWEEN:**

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

(hereinafter referred to as "**Wellington North**")

of the FIRST PART

AND

**THE CORPORATION OF THE CITY OF GUELPH**

(hereinafter referred to as "**Guelph**")

of the SECOND PART

**WHEREAS:**

1. Wellington North is the owner of the lands and building located at 103 Smith Street, Arthur, Ontario and legally described as Part Lot 2, Survey Carroll's Arthur Village; Part Lot 3, Survey Carroll's Arthur Village; Part Lot J, Survey Hollinger's Arthur Village; Parts 2, 4, 5 & 6, Reference Plan 60R-2026; Wellington North and identified as PIN 71094-0125 ("**Wellington North Lands**"); and
2. Wellington North and Guelph entered into a License Agreement dated December 31, 2018 (the "**License Agreement**") for the Wellington North Lands which commenced on January 1, 2019 and ends on December 31, 2023 (the "**Term**");
3. Section 4 of the License Agreement provides that Guelph shall have an option to extend the License Agreement for one (1) additional and separate term of five (5) years.
4. Wellington North and the Guelph have also agreed to certain other amendments, as more thoroughly described herein;

**NOW THEREFORE** in consideration of the following terms, the parties covenant and agree as follows:

1. Pursuant to Section 4 of the License Agreement, the Term of the License Agreement shall be extended commencing January 1, 2024 and ending on December 31, 2028 (the "**Extension Term**").
2. During the Extension Term, Guelph shall pay to Wellington North a license fee calculated as follows:
  - a. For the period between January 1, 2024 to December 31, 2024, the license fee shall be Two Thousand Canadian Dollars (\$2,000.00) plus H.S.T., per month;
  - b. For each and every calendar year thereafter commencing January 1, 2025, the license fee shall be increased from Two Thousand Canadian Dollars (\$2,000.00) by the Consumer Price Index (All Items) for Ontario as published by Statistics Canada (the "**CPI**") each August in the preceding calendar year. For certainty, the license fee shall be calculated by applying the August CPI net increase for each calendar year to the then-relevant license fee, which shall represent the license fee to be payable per month effective January 1 for the subsequent calendar year. Wellington North shall provide notice in writing on or before November 1 of each year to Guelph to advise Guelph of Wellington North's calculations which calculations are to be reviewed and approved by Guelph. In the event of any disagreement on the said calculations, Wellington North and Guelph staff shall meet to resolve any calculation discrepancies. For clarity, any license fee shall be payable monthly and any H.S.T. shall be in addition to the monthly license fee calculated for any given year.

(collectively the "**Extension License Fee**")

3. Guelph shall have a further option to extend the License Agreement for one (1) additional and separate term of five (5) years commencing on January 1, 2029 and ending on December 31, 2033 (the “**Second Extension Term**”) on terms and conditions to be agreed to by both Wellington North and Guelph.
4. This License Extension and Amending Agreement, when executed by the parties shall constitute a binding agreement which shall enure to and be binding on the said parties, as well as the administrators, successors, and permitted assigns of each party.
5. Any capitalized terms used in this License Extension and Amending Agreement but not defined shall have the meanings ascribed to them in the License Agreement.
6. This License Extension and Amending Agreement shall be read together with the License Agreement. Save and except for the foregoing amendments, the parties agree that all other terms and conditions of the License Agreement shall remain in full force and effect.
7. This License Extension and Amending Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada, as applicable.
8. This License Extension and Amending Agreement may be executed by the parties hereto in separate counterparts, each of which so executed shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument and, notwithstanding the date of execution, shall be deemed to bear the effective date set forth above. The parties consent and agree to the use of electronic signatures pursuant to the *Electronic Commerce Act, 2000 S.O.2000, c. 17*, as amended from time to time, with respect to the execution of this License Extension and Amending Agreement.

**IN WITNESS WHEREOF** the parties herein have hereunto executed this License Extension and Amending Agreement as of the date first set out above.

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

Per: \_\_\_\_\_  
 Name: Andrew Lennox  
 Title: Mayor

Per: \_\_\_\_\_  
 Name: Karren Wallace  
 Title: Clerk

I/We have authority to bind the Corporation.

**THE CORPORATION OF THE CITY GUELPH**

PER: \_\_\_\_\_  
 Name: Zain Khan  
 Title: Associate Solicitor, Realty Services  
 Zain.Khan@guelph.ca

I have authority to bind the Corporation.

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

**BY-LAW NUMBER 002-2024**

**BEING A BY-LAW TO AMEND BY-LAW 083-2022 BEING A BY-LAW TO ENTER INTO A SUBDIVISION AGREEMENT WITH CACHET DEVELOPMENTS (ARTHUR) INC.**

**WHEREAS**, the Township of Wellington North deems it expedient to amend By-law 083-2022.

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. **THAT** By-law 083-2022 be amended pursuant to Schedule A attached hereto.

**READ AND PASSED THIS 15<sup>th</sup> DAY OF JANUARY, 2024.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**



## SUBDIVISION AMENDING AGREEMENT

THIS AGREEMENT made this 15 day of January, 2024.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(the "Township")  
OF THE FIRST PART

-and-

**CACHET DEVELOPMENTS (ARTHUR) INC.**  
(the "Developer")  
OF THE SECOND PART

**WHEREAS** the Developer is the registered and beneficial owner of the real property described as LOT 90, PLAN 61M248; TOWNSHIP OF WELLINGTON NORTH (PIN: 71096-0254 (LT)) (the "**Lot**");

**AND WHEREAS** the Developer obtained approval of a draft plan of subdivision with conditions pursuant to subsection 51(25) of the *Planning Act* on July 29, 2021 (the "**Plan**");

**AND WHEREAS** the Developer and the Township entered into a Subdivision Agreement made as of July 11, 2022, and registered in the Land Registry Office for the Land Titles Division in Wellington (No. 61) on July 20, 2022, as Instrument No. WC679707 (the "**Subdivision Agreement**");

**AND WHEREAS** the Plan was registered on September 8, 2022, as Plan 61M248, which included the Lot;

**AND WHEREAS** Section 8.18 of the Subdivision Agreement provides that the Township may, with the consent of the then registered owner of any land within the Plan, amend the Subdivision Agreement insofar as it specifically affects such land or any part thereof;

**AND WHEREAS** the Developer and the Township wish to make certain amendments to the Subdivision Agreement affecting the Lot in accordance with the terms and conditions of this Subdivision Amending Agreement;

**NOW THEREFORE** in consideration of the covenants and premises of this agreement, the sum of two dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as:

1. **Amendment.** The following provision shall be inserted to Schedule “M” of the Subdivision Agreement, immediately after paragraph 8(a) as paragraph 8(b):
 

“(b) The Developer shall insert in all future agreements of purchase or lease agreements for Lot 90 the following warning clauses:

  - i. ‘Purchasers/tenants are advised that due to the proximity of the adjacent MTO Patrol Yard/Works Yard, noise from the facility may at times be audible.’
  - ii. ‘Purchasers/tenants are advised that sound levels due to the adjacent MTO Patrol Yard/Works Yard are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed.’”
  
2. **Terms Unchanged.** Except as otherwise provided in this Subdivision Amending Agreement, all other terms, covenants and provisions of the Subdivision Agreement remain in full force and effect.
  
3. **Registration.** The Developer hereby consents to the registration of this Subdivision Amending Agreement on title to the Lot and covenants to obtain and register such documentation from its mortgagee(s) or encumbrancer(s) as may be deemed necessary by the Township to postpone and subordinate their interest(s) in the Lot to the interest of the Township, so that this Subdivision Amending Agreement shall take effect and have priority as if it had been executed and registered before the execution and registration document(s) creating the interests of the mortgagee(s) or encumbrancer(s) in the Lot.
  
4. **Successors & Assigns.** The covenants, agreement, conditions and undertakings herein contained on the part of the Developer shall run with the land and shall be binding upon it and upon its successors and assigns as owners and occupiers of the said lands from time to time.

THIS AGREEMENT is executed by the Township this 15th day of January, 2024.

**THE CORPORATION OF  
THE TOWNSHIP OF WELLINGTON NORTH**  
Per:

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Andrew Lennox – Mayor

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Karren Wallace - Clerk

We have authority to bind the corporation.

THIS AGREEMENT is executed by the Owner this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CACHET DEVELOPMENTS (ARTHUR) INC.**

Per:

\_\_\_\_\_  
Ramsey Shaheen – Vice President  
I have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 361 Connie Crescent, Suite 200, Vaughan, ON, L4K 5R2

DEVELOPER'S PHONE NUMBER: 905-764-1983

DEVELOPER'S EMAIL ADDRESS: ramsey@cachetdevelopments.com



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

## CULTURAL MOMENT FOR JAN 15TH CELEBRATES OLIVE (PALMER) DIEFENBAKER

Thinking back, has there ever been a teacher in your life who has left a profound influence on you as an adult?

Such was the case of a teacher, Olive Palmer. Olive was born in Roland, Manitoba in 1902. Her father, Charles Freeman was a Baptist Minister and Olive first met a young John Diefenbaker in Saskatoon at the church where her father was preaching. He was studying Law at the University of Saskatchewan. Shortly after, Olive's family moved to Ontario for the ministry.



She attended McMaster University and Teacher's College majoring in French and in 1933, began teaching in Guelph where she met Harry Palmer, a lawyer, her first husband. He died suddenly in 1936 leaving Olive and a daughter Caroline. Olive went back to teaching and was given a job at Arthur District High School where she taught until 1940 when she moved to Owen Sound to begin a new career as the director of child guidance for The Ontario Department of Education.

She reunited with John Diefenbaker in 1951 and they were married in 1953 in Toronto. Olive revisited Arthur with her husband John Diefenbaker in 1962 and throughout his time as Prime Minister of Canada 1957-1963, was an asset to his campaign team for her ability to remember names, her charm and being able to speak fluent French. Olive Diefenbaker died in 1976 in Ottawa as a former wife of our 13<sup>th</sup> Prime Minister but in Arthur for many former students, she was Mrs. Palmer.

Submitted by Bonny McDougall, Wellington North Cultural Roundtable

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

**BY-LAW NUMBER 003-2024**

**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  
JANUARY 15, 2024**

**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 January 15, 2024 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 AND PASSED THIS 15TH DAY OF JANUARY, 2024.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**