

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – JULY 22, 2024 AT 7:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 6:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

**HOW TO JOIN**

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

Please click this URL to join. <https://us02web.zoom.us/j/86506372794>

Or join by phone:

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

Webinar ID: 865 0637 2794

**PAGE #**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

THAT the Agenda for the July 22, 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 educational or training sessions:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

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:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

1. REPORTS

- CLK 2024-018, Committee of Adjustment

2. REVIEW OF CLOSED SESSION MINUTES

- June 24, 2024

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 for information Report CLK 2024-018, Committee of Adjustment.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the June 24, 2024 Council Meeting.

**O'CANADA**

**RECESS TO MOVE INTO COURT OF REVISION**

Recommendation:

That the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of July 22, 2024 for the purpose of holding a Court of Revision for the Arthur Drain 6.

**RESUME REGULAR MEETING OF COUNCIL**

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the July 22, 2024 Regular Meeting of Council at : .

**PRESENTATIONS**

Angela Stanley, CEO Wellington Health Care Alliance 001

- LMH Hospital Update

**DEPUTATIONS**

a. Thomas Potts 014

- Request Council to reconsider renovations to the existing pool on Parkside Drive

**QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)**

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

1. Regular Meeting of Council, July 8, 2024 020

2. Public Meeting, July 8, 2024 026

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on July 8, 2024 be adopted as circulated.

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

**ITEMS FOR CONSIDERATION**

1. PLANNING

- a. Planning Report prepared by Jamie Barnes, Junior Planner and Jessica Rahim, Senior Planner, County of Wellington, dated July 12, 2024 regarding 61M248 Part of Lots 23, 24, and 133, 401 and 405 Adelaide St., 101 Dingman St., Zoning By-law Amendment (ZBA 12/24), Removal of Holding (H) Provision 048

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Jamie Barnes, Junior Planner and Jessica Rahim, Senior Planner, County of Wellington, dated July 12, 2024 regarding 61M248 Part of Lots 23, 24, and 133, 401 and 405 Adelaide St., 101 Dingman St., Zoning By-law Amendment (ZBA 12/24), Removal of Holding (H) Provision.

2. BUILDING

- a. Report CBO 2024-008, Lease Extension Minister of Infrastructure (9135 Highway 6) 053

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-008, Lease Extension Minister of Infrastructure (9135 Highway 6);

AND THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into the Fifth Lease Extension and Amending Agreement with His Majesty the King in right of Ontario as represented by the Minister of Infrastructure.

3. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Report C&ED 2024-029, Community Improvement Plan 055

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-029 Community Improvement Plan;

AND THAT Council approve a Façade Improvement Loan and Grant Program in the amount of \$1,000 to Walsh's Pharmacy, Mount Forest.

- b. Report C&ED 2024-031, Volunteer Celebration and Newcomer Welcome 059

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive report C&ED 2024-031 being a report on the upcoming Volunteer Celebration and Newcomer Welcome;

AND THAT Council invite all volunteers and newcomers in our community to join us on Thursday, September 12, 2024, from 11:00 a.m. to 2 p.m. at the Mount Forest and District Sports Complex for a Volunteer Celebration and Newcomer Welcome.

- c. Report C&ED 2024-033 Wellington North Cultural Roundtable 062

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-033 being a report on members of the Cultural Roundtable;

AND FURTHER THAT Council receives the resignation of the following members effective immediately: June Turner, Sue Doherty and Gerald Townsend.

4. FINANCE

- a. Vendor Cheque Register Report, July 15, 2024 065

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated July 15, 2024

5. INFRASTRUCTURE

- a. Report INF 2024-011, Service Connection Policy 071

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-011 being a report on Service Connection Policy;

AND THAT Council adopt the Service Connection Policy in a form substantially the same as shown in Attachment A;

AND FURTHER THAT Council adopt the Approved Service Connection Contractor List in a form substantially the same as shown in Attachment B;

AND FURTHER THAT Council direct staff to revise the fees and charges by-law associated with service connection permit fees to remove those no longer applicable and include:

- Service Connection Permit Pre-Consultation Fee \$300
- Service Connection Demolition Permit Application and Inspection Fee \$300
- Service Connection Demolition Deposit \$3,000
- Low Pressure Sanitary Service Connection Fee \$1,000

- Storm Service Connection Fee \$1,700
- Service Connection Permit – New Service Application and Inspection (1 service) Fee \$1,500
- Service Connection Permit – New Service Application and Inspection (2 services) Fee \$2,000
- Service Connection Permit – New Service Application and Inspection (3 services) Fee \$2,250
- Service Connection New Service Permit Deposit – 100% cost of construction up to a maximum of \$20,000

b. Report INF 2024-012, 393 Parkside Drive Lion Roy Grant Pool 093

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-012 being a report on 393 Parkside Drive Lion Roy Grant Pool;

AND THAT Council direct staff to reduce the tendering period to 3 weeks for the Lion Grant Pool Demolition instead of the typical 45 day period (as outlined by the Procurement Policy 003-2018);

AND FURTHER THAT Council direct staff to protect the future expansion of the waterworks facility to allow for future growth including the installation of a new water tower to the west of the existing well house.

c. Report INF 2024-013, Municipal Office and Works Yard in Kenilworth Asphalt Replacement 100

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-013 being a report on the Municipal Office and Works Yard in Kenilworth asphalt replacement;

AND THAT Council authorize the addition of the Municipal Office and Works Yard parking lot to the 2024 Asphalt Program in the amount of \$135,061.50 plus – not to exceed the approved 2024 Capital Budget of \$1,444,700;

AND FURTHER THAT Council authorize the Senior Project Manager or their designate to sign any necessary agreements with the successful bidder to execute this project.

6. ADMINISTRATION

a. Report CLK 2024-017 Cemetery Maintenance Update 102

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2024-017 cemetery maintenance update.

7. COUNCIL

- a. County of Wellington Planning Committee Report, prepared by Sarah Wilhelm, Manager of Policy Planning, dated June 13, 2024, regarding County Official Plan Review – Progress Report #11 107

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington Planning Committee Report, prepared by Sarah Wilhelm, Manager of Policy Planning, dated June 13, 2024, regarding County Official Plan Review – Progress Report #11.

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

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

Recommendation:

THAT all items listed under Items For Consideration on the July 22, 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 061-2024 being a by-law to amend By-law 018-19 being a by-law to establish a code of conduct for members of Council, local board, committee and advisory committee members of the Township of Wellington North          | 115 |
| b. By-law Number 062-2024 being a by-law to authorize a Fifth Lease Extension and Amending Agreement   | 116 |
| c. By-law Number 063-2024 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North. (Removal of Holding (H) Provision, Cachet, 401 & 405 Adelaide Street, and 101 Dingman Street) | 124 |

Recommendation:

THAT By-law Number 061-2024, 062-2024, and 063-2024 be read and passed.

### CULTURAL MOMENT

- |                                |     |
|--------------------------------|-----|
| • Celebrating Charles McKellar | 127 |
|--------------------------------|-----|

### CONFIRMING BY-LAW

128

Recommendation:

THAT By-law Number 064-2024 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 July 22, 2024 be read and passed.

### ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of July 22, 2024 be adjourned at :\_\_ p.m.

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
Mount Forest Chamber of Commerce, Mount Forest Chamber Office	Tuesday, July 23, 2024	4:30 p.m.
Civic Holiday, Office Closed	Monday, August 5, 2024	
Regular Council Meeting	Monday, August 12, 2024	2:00 p.m.
Mount Forest BIA, Mount Forest Sports Complex Meeting Room	Tuesday, August 13, 2024	8:00 a.m.
Mount Forest Chamber of Commerce, Mount Forest Chamber Office	Tuesday, August 13, 2024	4:30 p.m.
Arthur Chamber of Commerce, Arthur Chamber Office	Wednesday, August 14, 2024	5:30 p.m.
Regular Council Meeting	Monday, August 26, 2024	7:00 p.m.
Wellington North Farmers' Market, King Street, Victory Church, Mount Forest	Every Saturday until September 28th	






**WELLINGTON HEALTH CARE ALLIANCE**

GROVES MEMORIAL COMMUNITY HOSPITAL | PALMERSTON AND DISTRICT HOSPITAL | LOUISE MARSHALL HOSPITAL


# LMH Hospital Update

PRESENTED BY: Angela Stanley, President & CEO


# 2023/2024 WHCA Statistics

 EMERGENCY DEPARTMENT VISITS	GMCH <b>21,311</b>
	NWHC <b>24,662</b>

GMCH <b>1,157</b>	 ONCOLOGY VISITS
NWHC <b>1,077</b>	

 HOSPITAL ADMISSIONS	GMCH <b>3,210</b>
	NWHC <b>1,178</b>

GMCH <b>5.7</b> days	 AVG LENGTH OF STAY
NWHC <b>7.1</b> days	

 PROCEDURES (SURGICAL/ ENDO)	GMCH <b>2,923</b>
	NWHC <b>1,320</b>

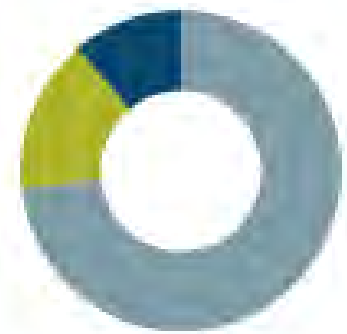
GMCH <b>1,100</b>	 LAB PROCEDURES
NWHC <b>793</b>	

 BIRTHS	GMCH <b>585</b>
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# 2023/2024 WHCA Financials

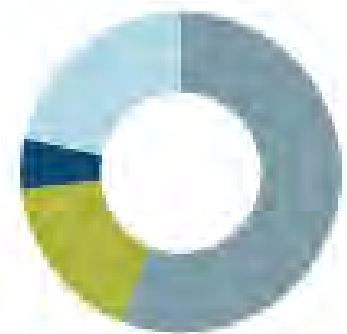
## North Wellington Health Care LOUISE MARSHALL HOSPITAL | PALMERSTON AND DISTRICT HOSPITAL



### SOURCES OF REVENUE

Province of Ontario Funding	\$23,240,406
Physician Emergency & On Call	\$4,927,968
Patient & Miscellaneous	\$3,524,223

**TOTAL REVENUE \$31,692,597**



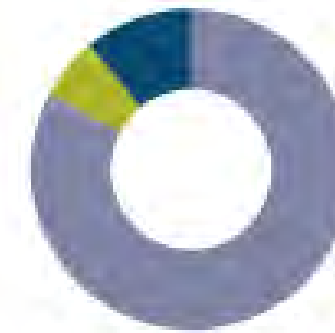
### EXPENSES BY TYPE

Staff Salary & Benefits	\$17,856,548
Medical Staff & Physician Fees	\$5,493,743
Drugs and Medical Supplies	\$1,617,726
Other Expenses	\$6,850,570

**TOTAL EXPENSES \$31,818,587**

**NWHC SURPLUS (\$125,990)**

## Groves Memorial Community Hospital



### SOURCES OF REVENUE

Province of Ontario Funding	\$34,976,267
Physician Emergency & On Call	\$2,643,103
Patient & Miscellaneous	\$4,593,469

**TOTAL REVENUE \$42,212,839**



### EXPENSES BY TYPE

Staff Salary & Benefits	\$28,201,773
Medical Staff & Physician Fees	\$5,167,634
Drugs and Medical Supplies	\$3,227,358
Other Expenses	\$8,243,493

**TOTAL EXPENSES \$44,840,258**

**GMCH SURPLUS (\$2,627,419)**

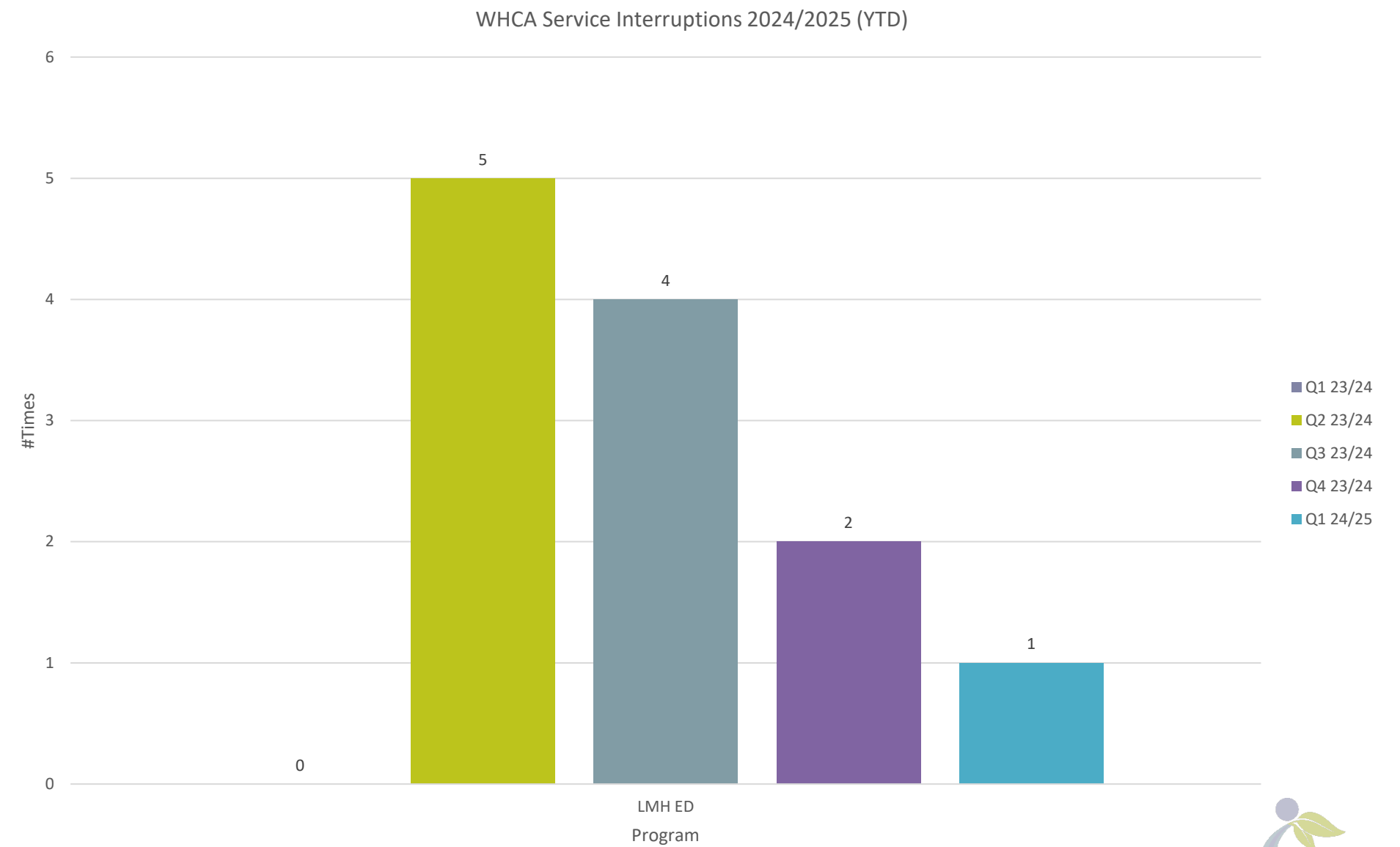


# LOUISE MARSHALL HOSPITAL

## Health Care Recruitment & Retention



- Ontario hospitals are dealing with a health human resource shortage
- Why do closures occur?:
  - Last minute sick calls
  - Interfacility transfers
- Over the past twelve months, we have made great strides in healthcare recruitment and planning for clinical services to meet the current and future healthcare needs of our Wellington North communities



# WELLINGTON NORTH **PHYSICIAN** RECRUITMENT



Louisa Marshall Hospital Physicians Past, Present and Future



# Primary Care

## WELCOME:

- After 40 years of service, Dr. Hugh Perrin retired in June 2024
- Dr. Natalya O'Neill, former Mount Forest Family Medicine Resident, take over Dr. Perrin's practice

## ADDITIONAL PHYSICIAN SUPPORT:

- Dr. Kevin Kim, former Mount Forest Family Physician Resident, providing Louise Marshall Hospital ED support
- Dr. Amanda Hincks, former Mount Forest Family Physician Resident, providing locum coverage

## NEW NURSE PRACTITIONER (NP) CLINIC OPENS IN HARRISTON

- NP led clinics provide ongoing health care, education and illness prevention to anyone in need of primary care
- The Minto-Mapleton Family Health Team recently opened an NP led-clinic for patients in need of a primary care provider





# LOUISE MARSAHLL HOSPITAL NURSE RECRUITMENT



# New Nurses

## CLINICAL EXTERN PROGRAM

- Nurturing future nurses through WHCA's Clinical Extern Program (CEN)
- Second and third year students gain hands-on experience in various clinical areas
- WHCA has had great success in hiring these externs for full or part-time roles

## SUCCESS

Since Summer 2023 the following new nurses have been hired at LMH:

- 10 new Registered Nurses, 5 of which are new graduates, 2 of these hires completed their capstone (or consolidation) hours with North Wellington Health Care
- 3 new Registered Practical Nurses, one of which is a new graduate.



Karah Newman, LMH RN Clinical Ext





# ALWAYS BE RECRUITING...

## HEALTH CARE TRAINING IN MOUNT FOREST

- Offering training for **all** health care disciplines is key to helping with health care recruitment
- Currently, we have trainees in our lab and nursing departments, as well as with our physicians
- The goal -focus our energies on significantly increasing the number of trainees to experience living and working here



Patti Dillman, LMH Lab Tech and student



Dr. Goytisolo with medical resident trainee



# ALWAYS BE RECRUITING...

## SOUTHERN ONTARIO PHYSICIAN RECRUITMENT ALLIANCE (SOPRA)

- WHCA joined in 2023 – purpose is to provide a collective strategy for international recruitment that works for Southern Ontario
- Goal is to increase lead generation outside of Ontario – with efforts focusing on US, UK, and Australia

## LOCAL CAREER FAIRS

- Continue to attend Ontario Medical School Career fairs to attract new grads to work and live in our Wellington North communities

## NEW PHYSICIAN RECRUITMENT VIDEO LAUNCHED

- With the financial support from Wellington North we were able to create a promotional video of why physicians should choose to live, work and train here

Come for the job, but stay for the people



Mount Forest and Surrounding Area is home to...



# RETENTION EFFORTS

## Continuing Education

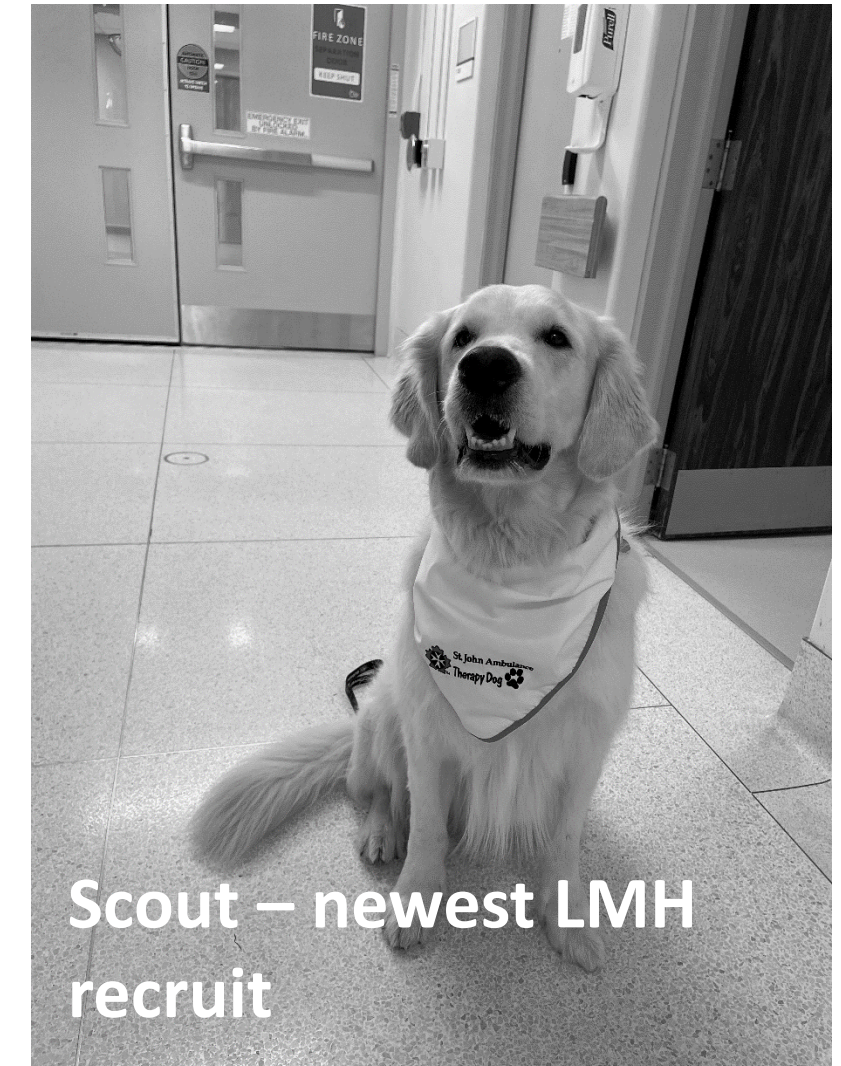
- Helping nurses stay current on their skills is a requirement – throughout the year educational sessions take place at LMH on a wide range of topics

## Care Cart

- WHCA Leaders launched a new wellness program last year to deliver snacks to staff every other week

## New Therapy Dog Program

- Recently launched a new pet therapy program for staff and patients – bring comfort, joy and companionship



# COMMUNITY SUPPORT

- If you know someone who is in medical, nursing or in a health care related field of training – encourage them to look at Louise Marshall Hospital as a place to work or learn
- Be kind to our health care workers – they are all doing an amazing job to care for our patients and the appreciation they receive from our community goes a long way in retaining staff
- If you have children in high school – encourage them to look at health care as a career – there are so many options and programs available
- Thank you to the municipality for their continued financial support of our health care recruitment efforts – we could not have achieved the success this past year without your support!



# QUESTIONS?





TOWNSHIP OF WELLINGTON NORTH  
DEPUTATION REQUEST FORM

Name of Deputant	Thomas Potts		
Attending as an Individual <input checked="" type="checkbox"/>	Representing a Group/Business/Organization <input type="checkbox"/>		
Name of Group/Business/Organization:			
Address:			
Email:		Phone:	
Meeting Type:	Council <input checked="" type="checkbox"/>	Committee <input type="checkbox"/>	Meeting Date: Tuesday, July 23, 2024

SUBJECT MATTER: Provide a description of the deputation and the agenda item number if applicable- no more than 150 words

would like to address council decision to not repair existing pool and build a new pool for millions of dollars

RECOMMENDATION/REQUEST OF COUNCIL: What action would you like Council to take-no more than 25 words

Reconsider renovations to the existing pool on Parkside Dr.

ESTIMATED FINANCIAL IMPACT \$1,000,000

Capital

Operational

I acknowledge that my deputation is limited to five (5) minutes

I have attached the written deputation with this submission.

Signature: \_\_\_\_\_

Electronic Signature Accepted

Date: July 15, 2024

Please submit to:

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com) | Phone 519-848-3620 Ext 4227

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

Thank you very much for the opportunity<sup>015</sup> to discuss what might be a hot potato subject in our community. My name is Tom Potts a long time resident of Mount Forest, approximately 40 years and am here to express concerns in regards to the accountability and transparency of our local government about the circumstances and requirements of a new pool facility. My hope is that a revaluation might be considered. Although I do not claim to be an expert or overly knowledgeable in regards to aquatic facilities the fact that our community of Mount Forest has not had an operational pool for an extended period of time is a travesty and shameful to say the least. The local options require travel and I believe are at their current capacity. The current proposition of a new replacement is estimated at over 5 million dollars and the time frame of usage is

vague. I can guarantee that cost overruns<sup>016</sup> of similar projects recently will definitely occur as we experienced with the construction of the new community centre and arena. The fact that our existing facility could be repaired and upgraded at a pittance of the cost and much shorter time should have been public knowledge and considered long before a decision was made to construct a new pool. I would not abandon the new pool project, but simply want to provide the option for swimming facilities while the process is taking place.

Public knowledge and the welfare of our community should be paramount in the decision making of our community and taxpayers. The facts remain that an outdoor pool will only be utilized approximately 3 months. The expense of an indoor pool is exorbitant, unaffordable and unrealistic. Staffing will remain an



issue regardless, but if a more cost effective medium term solution is available, why not allow the public to be aware, and provide a viable alternative for the next 10 or 20 years. Numerous other communities have shut down their pools due to financial constraints and this is something to take into consideration.

I realize that accessibility and other upgrades would be required to the current facility, and this would escalate the cost, but an opportunity and an option remains that I believe should have been further researched, explored and brought to the public's attention.

I apologize if I have ruffled any feathers, but accountability of our tax dollars, and more importantly the physical, mental and general well being of community and youth are much more relevant than a new pool pipe dream that may never be obtained if

fundraising doesn't meet the lofty goals<sup>018</sup> that are required.

It may seem old school, but I have the mentality or mindset of fix what you have, instead of building a new facility. Lefty loosey right tighty doesn't always work, but I just hope that council would possibly consider this as an alternative or possibility. My suggestion would be that a more extensive evaluation of the possibility of modernizing and rehabilitating our current pool should be considered.

I have been invested in this community for the better part of my life and want my boys and family to have the same opportunities that I have managed to have here. Thank you very much for your time and consideration, and if anyone wishes to question me further in regards to my thoughts or lack of knowledge of the

aforementioned subjects please feel free<sup>019</sup>  
to ask.

Thank you.

Yours sincerely

Tom Potts

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – JULY 8, 2024 AT 2:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING  
<https://www.youtube.com/watch?v=d2ahbZjeo-s>

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

**Staff Present:**  
**Chief Administrative Officer:** Brooke Lambert  
**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Director of Finance:** Jeremiah Idialu  
**Human Resources Manager:** Amy Tollefson  
**Chief Building Official:** Darren Jones  
**Senior Project Manager:** Tammy Stevenson  
**Manager of Transportation Services:** Dale Clark  
**Manager Community & Economic Development:** Mandy Jones  
**Economic Development Officer:** Robyn Mulder  
**Community Development Coordinator:** Mike Wilson  
**Recreation Service Manager:** Tom Bowden  
**Director of Fire Services:** Chris Harrow  
**Deputy Fire Chief:** Callise Loos  
**Senior Planner:** Jessica Rahim

#### **CALLING TO ORDER**

Mayor Lennox called the meeting to order.

#### **ADOPTION OF THE AGENDA**

RESOLUTION: 2024-216

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the July 8, 2024 Regular Meeting of Council be accepted and passed.

CARRIED

#### **DISCLOSURE OF PECUNIARY INTEREST**

Councillor Burke declared a pecuniary interest with the following:

#### **PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING**

- a. By-law Number 058-2024 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Concession 12 Part Lot 2 with a civic address of 9598 Lover's Lane, Wellington North, Shirley and Reg Small)

for the following reason:

Her employer prepared appendices for the application.

and;

## ITEMS FOR CONSIDERATION

### 2. PLANNING

- c. Report DEV 2024-022, Notice of Decision Received for Consent Application B26-24 & B38-24

for the following reason:

Her employer prepared appendices for Consent Application B26-24 Lloyd & Miriam Martin.

## **O'CANADA**

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

RESOLUTION: 2024-217

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the July 8, 2024 Regular Meeting of Council at 2:03 p.m. for the purpose of holding meetings under the Planning Act.

CARRIED

## **COMMITTEE OF ADJUSTMENT**

- A05/24 Pinestone Construction Inc. (210 Schmidt Drive)

## **PUBLIC MEETING**

- Clark Brothers Contracting, Zoning By-law Amendment 10/24
- Shirley and Reg Small, Zoning By-law Amendment 11/24

## **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2024-218

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North resume the Jul 8, 2024 Regular Meeting of Council at 2:42 p.m.

CARRIED

## **PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING**

- b. By-law Number 058-2024 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Concession 12 Part Lot 2 with a civic address of 9598 Lover's Lane, Wellington North, Shirley and Reg Small)

Councillor Burke left the Council Chambers as she had previously declared an indirect pecuniary interest with By-law Number 058-2024.

RESOLUTION: 2024-219

Moved: Councillor Renken

Seconded: Councillor Hern

THAT By-law Number 058-2024 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read and passed. (Concession

12 Part Lot 2 with a civic address of 9598 Lover's Lane, Wellington North, Shirley and Reg Small)  
CARRIED

Councillor Burke returned to the Council Chambers.

#### **QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)**

No questions on agenda items registered.

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

1. Regular Meeting of Council, June 24, 2024

RESOLUTION: 2024-220

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council held on June 24, 2024 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**

2c, 3a, 4a

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

RESOLUTION: 2024-221

Moved: Councillor Renken

Seconded: Councillor Hern

THAT all items listed under Items For Consideration on the July 8, 2024 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 Arthur BIA meeting held on May 5, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive minutes of the Maitland Valley Conservation Authority Membership Meeting #5-2024 held on May 15, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Meeting held on June 28, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Jessica Rahim, Senior Planner, dated June 14th, 2024, regarding 391 Main Street N., Mount Forest, WT Land Corp (Brad Wilson), Zoning By-law Amendment (ZBA 08/24).

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 021-2024 regarding the final approval of the 5053745 Ontario Inc. Site Plan Control Agreement.

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK Accessibility Standards Policy and Multi Year Accessibility Plan;  
AND THAT Council adopt the Accessibility Standards Policy;  
AND FURTHER THAT Council adopt the Multi Year Accessibility Plan.

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2024-010, Strategic Plan Update (Mid-year Review);  
AND THAT the Council of the Corporate of the Township of Wellington North approve the expenditure of \$15,000 from the operating budget, for the implementation of the strategic plan communication initiatives.

CARRIED

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

Councillor Burke left the Council Chambers as she had previously declared an indirect pecuniary interest with B26-24 Lloyd & Miriam Martin.

RESOLUTION: 2024-222

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2024-022 regarding the Notice of Decision for the following Consent Applications, received from the County of Wellington Planning and Land Division Committee:

- B26-24 Lloyd & Miriam Martin, Part Lot 13, Concession 5 known as 7517 Sideroad 6 E in the former Arthur Township (Severance); and

CARRIED

Councillor Burke returned to the Council Chambers

RESOLUTION: 2024-223

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2024-022 regarding the Notice of Decision for the following Consent Applications, received from the County of Wellington Planning and Land Division Committee:

- B38-24 Peter & Elaine Ballinger, Part Lot 9, Concession 5, known as 8384 Line 4 in the former West Luther Township (Severance)

CARRIED

RESOLUTION: 2024-224

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-028 Community Improvement Plan;

AND THAT Council approve a Public Art Grant in the amount of \$1,250 to Casa Verde Imports, Arthur.

CARRIED

RESOLUTION: 2024-225

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2024-002 for information;

AND THAT Council adopt the Community Risk Assessment.

CARRIED

### **NOTICE OF MOTION**

No notice of motion tabled.

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

Councillor Burke (Ward 2):

- Fireworks Festival Committee is looking for volunteers

### **BY-LAWS**

- a. By-law Number 059-2024 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part of Park Lot 1 W/S of Main St. and E/S of Foster St. with civic address of 391 Main St. N Mount Forest, Wellington North)

RESOLUTION: 2024-226

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 059-2024 be read and passed.

CARRIED

### **CULTURAL MOMENT**

- Celebrating the Village of Kenilworth

### **CONFIRMING BY-LAW**

RESOLUTION: 2024-227

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 060-2024 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 July 8, 2024 be read and passed.

CARRIED



**ADJOURNMENT**

RESOLUTION: 2024-228

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Regular Council meeting of July 8, 2024 be adjourned at 3:09 p.m.

CARRIED

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 PUBLIC MEETING MINUTES JULY 8, 2024 AT 2:00 P.M.  
 HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING  
<https://www.youtube.com/watch?v=d2ahbZjeo-s>

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

**Staff Present:**

<b>Chief Administrative Officer:</b>	Brooke Lambert
<b>Director of Legislative Services/Clerk:</b>	Karren Wallace
<b>Deputy Clerk:</b>	Catherine Conrad
<b>Director of Finance:</b>	Jeremiah Idialu
<b>Human Resources Manager:</b>	Amy Tollefson
<b>Chief Building Official:</b>	Darren Jones
<b>Senior Project Manager:</b>	Tammy Stevenson
<b>Manager of Transportation Services:</b>	Dale Clark
<b>Manager Community &amp; Economic Development:</b>	Mandy Jones
<b>Economic Development Officer:</b>	Robyn Mulder
<b>Community Development Coordinator:</b>	Mike Wilson
<b>Recreation Service Manager:</b>	Tom Bowden
<b>Director of Fire Services:</b>	Chris Harrow
<b>Deputy Fire Chief:</b>	Callise Loos
<b>Senior Planner:</b>	Jessica Rahim

### CALLING TO ORDER

Mayor Lennox called the meeting to order.

### DISCLOSURE OF PECUNIARY INTEREST

Councillor Burke declared an indirect pecuniary interest with Application A11/24 Shirley and Reg Small as her employer had prepared appendices to the application.

### OWNERS/APPLICANT

ZBA 10/24 Clark Brothers Contracting Ltd.

### LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Plan Crown Svy Part Park Lots 1 and 2, S Macaulay St, RP;61R20566, Part 1. with a civic address of 510 Eliza St, Arthur, Wellington North. The subject property is approximately 2.04 ha (5.04 ac).

### PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone the subject lands from Industrial (M1) to a Site Specific Industrial (M1-x) Zone to facilitate the construction of a ready-mix concrete plant and recognize a reduced lot frontage. Additional relief may be considered at this meeting.

## **NOTICE**

Notices were mailed to property owners within 120 meters of the subject property as well as the applicable agencies and posted on the subject property on June 13, 2024.

## **PRESENTATIONS**

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

- Planning Report dated June 28, 2024

Teeswater Concrete Presentation

- Ron Davidson, Ron Davidson Land Use Planning Consultant Inc – Planning Justification Report
- Matt Nelson, GEI Consultants – Site Servicing, ECA and Concrete Ontario Audit Process
- Slavi Grozev, RWDI Consulting Engineers and Scientists – Noise Expert
- Sarah Pellat, RWDI Consulting Engineers and Scientist – Air Quality Expert
- Aaron Armstrong, Teeswater Concrete

## **CORRESPONDENCE FOR COUNCIL'S REVIEW**

Jessica Conroy, Resource Planner, grand River Conservation Authority

- Email dated June 26, 2024 (No Objection)

John M. Alati, Davies Howe, correspondence dated July 8, 2024

- Written submissions of North Arthur Developments Inc. (Cashet), opposing application

## **REQUEST FOR NOTICE OF DECISION**

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

## **MAYOR OPENS FLOOR FOR COMMENTS/QUESTIONS**

No comments or questions from the floor.

## **COMMENTS/QUESTIONS FROM COUNCIL**

Councillor McCabe inquired about the projected yearly output. Mr. Armstrong stated they believe it will be economically sustainable and are proposing a year-round plant. They currently serve Arthur with their other plants. This will cut down on the amount on the roads and be closer to the market.

Councillor Burke asked if there will be haul routes similar to gravel pits. Mr. Armstrong commented that it will depend on where it is being delivered. Aggregate coming into the site would not be going through town.

Councillor Renken inquired how many employees and the number of trucks there will be. Mr. Armstrong responded that there will be five to eight ready-mix trucks, a full-time loader operator, and a full-time plant manager. There is room on the site for

some licenced mechanics and apprentices. There could be upwards of ten to twelve employees to start and they hope to grow as the market grows.

Councillor Burke left the meeting as she had previously declared an indirect pecuniary interest with Application ZBA 11/24 Shirley & Reg Small.

#### **OWNERS/APPLICANT**

ZBA 11/24 Shirley & Reg Small

#### **LOCATION OF THE SUBJECT LAND**

The land subject to the proposed amendment is described as Concession 12 Part Lot 2 with a civic address of 9598 Lover's Lane, Wellington North. The subject property is approximately 19.31 ha (47.73 ac) in size.

#### **PURPOSE AND EFFECT OF THE APPLICATION**

The purpose and effect of the proposed amendment is to rezone the subject lands from Agricultural (A) Zone to Site Specific Agricultural (A-2) Zone. This application is seeking to rezone the retained agricultural portion of the property to prohibit any future residential development. This rezoning is a condition of severance application B13/24, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever a 0.41 ha (1.01 ac) rural residential parcel with an existing dwelling and shed. A 18.9 ha (46.72 ac) vacant agricultural parcel will be retained. Additional relief may be considered at this meeting.

#### **NOTICE**

Notices were mailed to property owners within 120 meters of the subject property as well as the applicable agencies and posted on the subject property on June 14, 2024.

#### **PRESENTATIONS**

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

- Planning Report dated June 28, 2024

#### **CORRESPONDENCE FOR COUNCIL'S REVIEW**

Vivian Vanceeder, Environmental Planning Technician, Saugeen Conservation

- Letter dated March 25, 2024 RE: Severance B13-24 (No Objection)

#### **REQUEST FOR NOTICE OF DECISION**

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

#### **MAYOR OPENS FLOOR FOR COMMENTS/QUESTIONS**

Gary Williamson, Applicant's Agent, was present to answer questions and provided background information regarding the application

#### **COMMENTS/QUESTIONS FROM COUNCIL**

No comments or questions from Council.

Councillor Burke returned to the meeting.

**ADJOURNMENT**

RESOLUTION: PM-2024-007

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Public meeting of July 8, 2024 be adjourned at 2:42 p.m.

CARRIED

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**MAYOR**

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**CLERK**



Redefining possible.

# AIR QUALITY AND NOISE INFORMATION SESSION

**Presented by: Sarah Pellatt / Slavi Grozev**

# Noise - Ontario Applicable Guidelines and Standards

# Compliance Process Overview

- Requirement for noise compliance comes under **Section 9** of the **EPA**
- Applications (**ECAs/EASRs**) need to show noise compliance
- **Noise Pollution Control (NPC)** publications provide Ministry guidelines for noise compliance
- Applications are reviewed and approved by MECP professional engineers



# Predictable Worst-Case Scenario


- Need to present the “predictable worst-case” noise impact
- “All sources on” = maximum flexibility, but may not be the “predictable worst-case” scenario
- Predictable worst-case may include:
  - Time-averaging of operations
  - Turning off daily periodical sources and infrequent sources

# Example Site

## From Planning to Operating

# Permitting

- Submitted noise model and noise report to MECP
- MECP engineers discussed operations with Teeswater/RWDI
- Environmental Compliance Approval issued


 Ministry of the Environment  
 Ministère de l'Environnement, de la Protection

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**ENVIRONMENTAL COMPLIANCE**

Teeswater Concrete Ltd.  
 1201 Bruce County Road 6  
 South Bruce, Ontario  
 N0G 2S0

Site Location: 341076 Grey Road 28  
 Hanover Town, County of Grey  
 N4N 3B9

*You have applied under section 20.2 of Part II.1 of the Environmental Protection Act (Environmental Protection Act) for approval of:*

**Description Section**

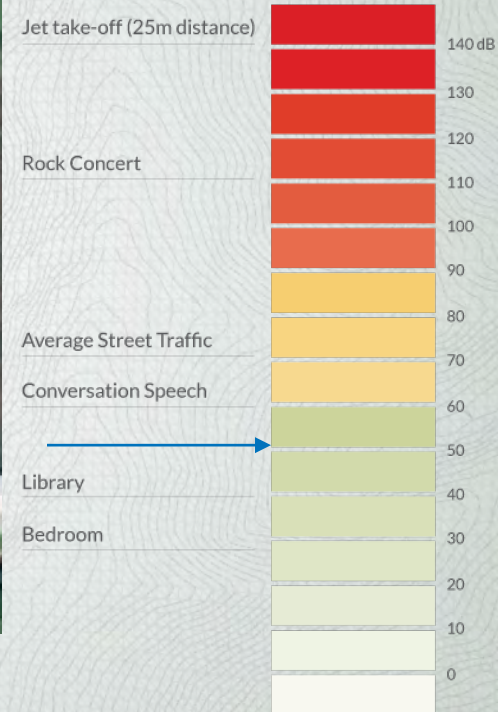
A ready-mix concrete batching facility, consisting of the following processes and supplies:

- aggregate materials, including gravel, limestone, and sand, delivery, storage and handling;
- cementitious materials, including Portland cement and additives, delivery, storage and handling;
- concrete batching;
- ready-mix truck loading and shipping; and
- fugitive emissions from the delivery, storage and transfer of materials associated with the above processes.

# Predicted Arthur Site

# Predicted Sound Levels

- Based on MECP-approved Hanover noise model
- Arthur plant will be more enclosed than Hanover site, thus actual sound levels to be lower
- Future plant to be quieter than existing Clark Brothers operations



# Air Quality - Ontario Applicable Guidelines and Standards

# Compliance Process Overview

- Under Section 9 of the Environmental Protection Act (EPA) - Facilities that release contaminants to air are required to obtain approval.
- For facilities such as Teeswater, this takes the form of an Environmental Compliance Approval (**ECA**).
- In order to obtain an ECA, the facility must demonstrate compliance with the air quality criteria.
- ECA Applications are reviewed and approved by MECP professional engineers.
- MECP has authority to inspect any facility at any time to ensure they are operating in accordance with their permit.

# Steps to Obtain an ECA

- Develop a reasonable maximum operating scenario
- Assess all emissions to air from the facility
- Predict off-site concentrations using an approved dispersion model
- Compare to MECP standards, guidelines, and screening levels
- Prepare an Emission Summary and Dispersion Modelling (ESDM) report
- Prepare a Best Management Practices Plan for fugitive dust or odour (if applicable)
- Submit the application package to the MECP for review and approval



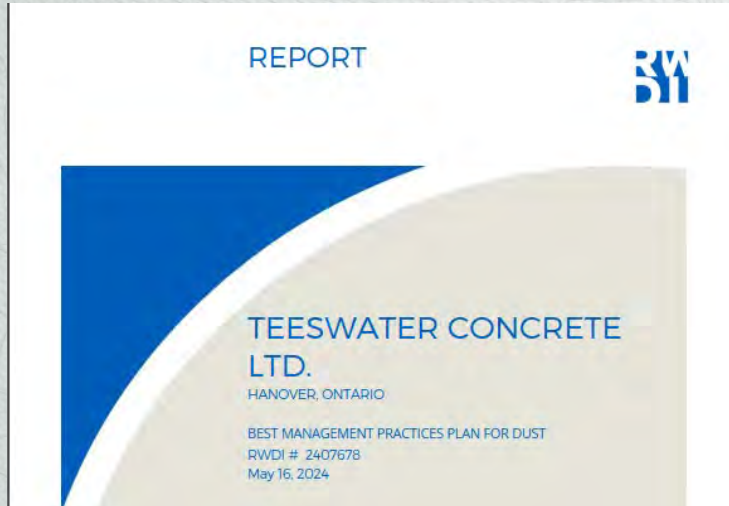
# Example Site

## From Planning to Operating

# Example Teeswater Hanover Site

- Maximum operating scenario – delivery, production, shipping all at maximum daily capacity
- Emissions calculated using conservative emission factors from the US EPA and MECP
- Sources entered into dispersion model
- Grid of receptors at and beyond property line assessed
- Cumulative impact assessed (all sources operating at once)
- **All predicted concentrations were below the applicable air quality criteria**


# BMPP for Dust



- BMPP for Dust developed based on discussions between Teeswater and RWDI
- Provides controls for fugitive dust sources such as material handling and on-site traffic
- Includes inspection, monitoring, and record keeping requirements
- Follows “Plan, Do, Check, Act” process
- As part of an inspection, MECP will check that BMPP is being followed.

# Permitting

- Submitted ESDM report, dispersion modelling files, and Dust BMPP to MECP
- MECP engineers discussed operations with Teeswater/RWDI
- Environmental Compliance Approval issued



Ministry of the Environment  
Ministère de l'Environnement, de la Protection  
et du Changement climatique

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**ENVIRONMENTAL COMPLIANCE**

Teeswater Concrete Ltd.  
1201 Bruce County Road 6  
South Bruce, Ontario  
N0G 2S0

Site Location: 341076 Grey Road 28  
Hanover Town, County of Grey  
N4N 3B9

*You have applied under section 20.2 of Part II.1 of the Environmental Protection Act (Environmental Protection Act) for approval of:*

**Description Section**

A ready-mix concrete batching facility, consisting of the following processes and supplies:

- aggregate materials, including gravel, limestone, and sand, delivery, storage and handling;
- cementitious materials, including Portland cement and additives, delivery, storage and handling;
- concrete batching;
- ready-mix truck loading and shipping; and
- fugitive emissions from the delivery, storage and transfer of materials associated with the above processes.

# Arthur Site

# Arthur Site

- Air quality assessment would need to be completed.
  - Compliance with air quality criteria will be required in order to obtain an ECA.
- Arthur plant will be more enclosed than Hanover site, thus actual dust levels expected to be lower.
- Approach taken would be similar to Hanover but will take into account the specific site plans and operation plans for the Arthur facility.





Redefining possible.

THANK YOU!



## PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development  
Department

**DATE:** July 12<sup>th</sup>, 2024  
**TO:** Darren Jones, C.B.O.  
 Township of Wellington North  
**FROM:** Jamie Barnes, Junior Planner  
 Jessica Rahim, Senior Planner  
 County of Wellington  
**SUBJECT:** **61M248 Part of Lots 23, 24, and 133**  
**401 & 405 Adelaide St, 101 Dingman St.**  
**Zoning By-law Amendment (ZBA 12/24)**  
**Removal of Holding (H) Provision**

The Township has received a request to lift the Holding Provision (H) that applies to the subject property to facilitate the construction of single detached dwellings on the lots.

The property is described as Plan 61M248 Part of Lots 23, 24, and 133 and municipally known as 401 & 405 Adelaide Street, as well as 101 Dingman Street. The total area of the subject lands is approximately 0.19 ha (0.47 ac) in size and the location of the property is shown in Figure 1 below.

A Holding Provision (H) has been applied to the property in order to provide Council with an opportunity to ensure that sufficient street access and municipal water and sewer capacity is available for the proposed use. Once the Holding Symbol has been removed, the regulations of Low Density Residential Site Specific R1C-26 Zone and all other applicable regulations of the Township of Wellington North Zoning By-law 66-01, shall apply to the land subject of this amendment.



Figure 1:2020 Aerial Image



Township Staff have indicated they are satisfied that there is adequate space to access these lots without the extension of Adelaide Street and there is sufficient snow storage area at the dead-end of Adelaide Street to provide access to Lot 24.

Township Staff have also indicated that they are satisfied with the servicing and stormwater management plan and they have confirmed that necessary development agreement(s) have been entered into with the Township.

**Draft By-law:**

Planning Staff have prepared a draft By-law which lifts/removes the Holding Provision (H) from the subject lands. A copy of the By-law is attached as **Schedule 1** to this report for Council's consideration.

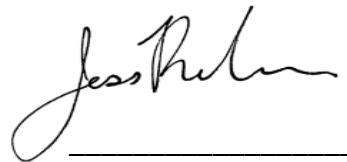
I trust that these comments will be of assistance to Council in their consideration of this matter.

Respectfully submitted,  
County of Wellington Planning and Development Department



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Jamie Barnes  
Junior Planner



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Jessica Rahim  
Senior Planner

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER \_\_\_\_\_.

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

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

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

- 1. THAT Schedule 'A-2' of By-law 66-01 is amended by changing the zoning on a portion of the lands described as Plan 61M248 Part of Lots 23, 24, and 133 and is municipally know as 401 & 405 Adelaide Street, as well as 101 Dingman Street, as shown on Schedule "A" attached to and forming part of this By-law from **Holding Residential Site Specific ((H)R1C-26)** to **Residential Site Specific (R1C-26)**.
- 2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
- 3. THAT this By-law shall take force and effect on the date of passing and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990.

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_.

MAYOR

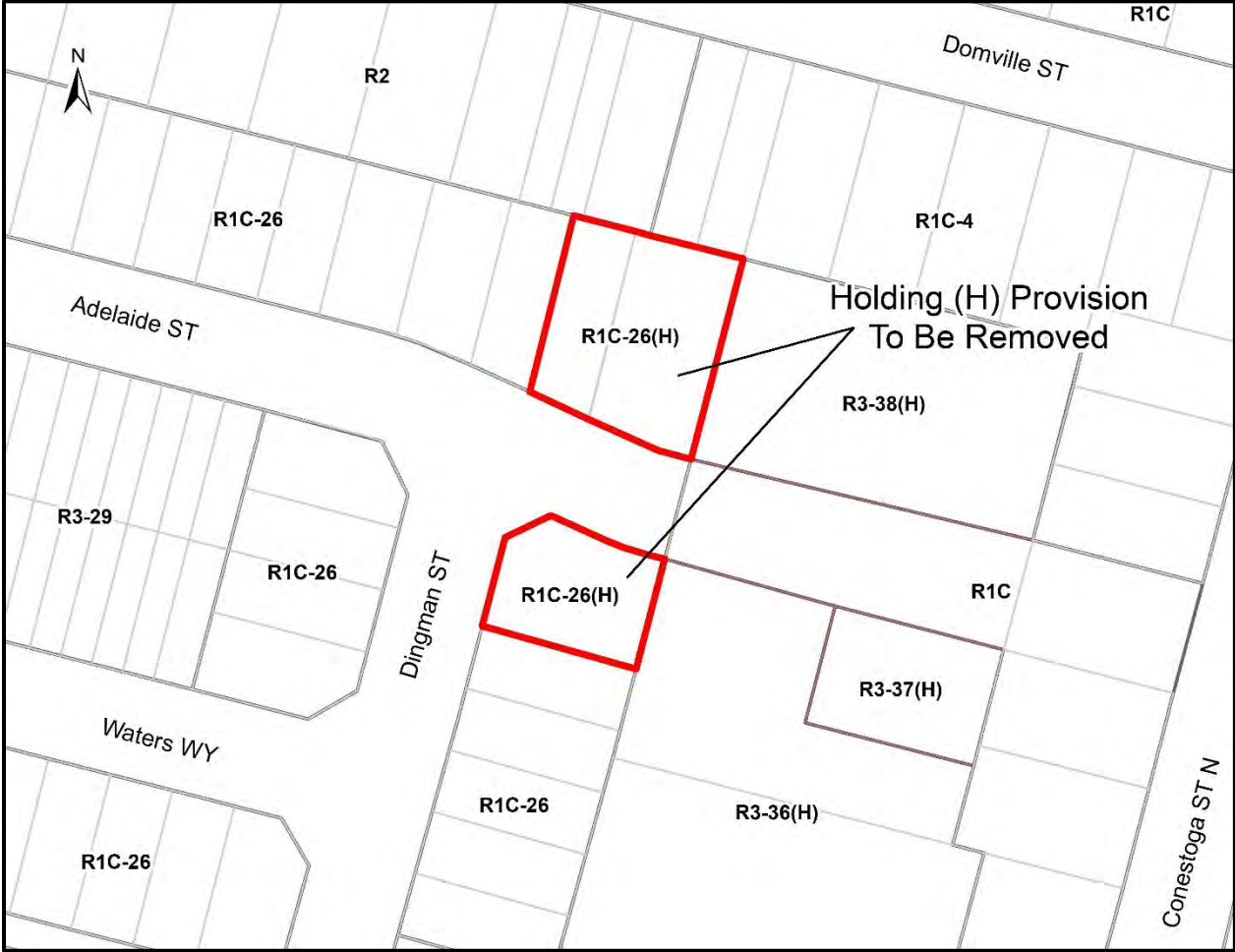
\_\_\_\_\_.

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. \_\_\_\_\_

Schedule "A"



This is Schedule "A" to By-law \_\_\_\_\_.

Passed this \_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**EXPLANATORY NOTE****BY-LAW NUMBER \_\_\_\_\_.****THE LOCATION OF THE SUBJECT LANDS**

The property is described as Plan 61M248 Part of Lots 23, 24, and 133 and municipally known as 401 & 405 Adelaide Street, as well as 101 Dingman Street. The total area of the subject lands is approximately 0.19 ha (0.47 ac) and the lands subject of the amendment are currently zoned Holding Residential Site Specific ((H)R1C-26).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone a portion of the subject lands from Holding Residential Site Specific ((H)R1C-26) to Residential Site Specific(R1C-26) to permit the construction of single-detached dwellings on the lots.



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-07-22

MEETING TYPE: Open

SUBMITTED BY: Darren Jones, Chief Building Official

REPORT #: CBO 2024-008

REPORT TITLE: Lease Extension Minister of Infrastructure (9135 Highway 6)

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-007 being a report on Lease Extension Minister of Infrastructure (9135 Highway 6).

AND THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into the Fifth Lease Extension and Amending Agreement with His Majesty the King in right of Ontario as represented by the Minister of Infrastructure.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

1. CAO 2017-020 Lease Agreement – OPP Training Centre Kenilworth
2. CAO 2013-03 OPP Training Centre – Kenilworth
3. CBO 2022-16 – Lease Extension Minister of Infrastructure (9135 Highway 6)

### BACKGROUND

The former Sacred Heart School property, owned by the Township, has for a number of years been leased to His Majesty the King in Right of Ontario as Represented by the Minister of Infrastructure and utilized by the Ontario Provincial Police as an ongoing operation for their In Service Training team.

In 2023 the Township entered into a lease extension agreement with Infrastructure Ontario with a final extension expiring February 28, 2025.

The age of the building is such that significant capital investment will be required to keep it operational long-term. Issues such as the facility plumbing, mechanical and the building envelope continue to cause concerns. The proposed agreement has no further extension clauses.

### ANALYSIS

The Infrastructure Ontario is in negotiations with a private property owner to relocate their In Service Training Facility and are preparing for renovations to the facility to accommodate their needs.

Infrastructure has requested a one year lease extension of 9135 Highway to allow time for the planning and renovation work at their new facility.

## CONSULTATION

Infrastructure Ontario, CBRE Ltd. and, OPP In Service Training

## FINANCIAL CONSIDERATIONS

The net rent payable for the Fifth Extension Term shall be Forty-Nine Thousand, Five Hundred Dollars (\$49,500.00) per annum (based on a rate of Five Dollars (\$5.00) per square foot of the Rentable Area of the Premises per annum), payable in equal monthly installments of Four Thousand, One Hundred and Twenty-Five Dollars (\$4,125.00), each on the first day of each month during the Fourth Extension Term, the first of such monthly installments to be due and payable on March 1, 2025.

Pursuant to Paragraph 3 of Schedule D of the Original Lease, Operating Costs payable for the Fourth Extension Term shall be Ten Thousand Dollars (\$10,000.00) per annum, payable in equal monthly instalments of Eight Hundred and Thirty-Three Dollars and Thirty-Four Cents (\$833.34), each on the first day of each month during the Fourth Extension Term.

## ATTACHMENTS

Fifth Lease Extension and Amending Agreement: with by-law in this agenda

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How:
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-07-22

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2024-029

REPORT TITLE: Community Improvement Plan

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-029 Community Improvement Plan;

AND THAT Council approve a Façade Improvement Loan and Grant Program in the amount of \$1,000 to Walsh's Pharmacy, Mount Forest.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

There have been numerous reports to council on the Township of Wellington North Community Improvement Plan since the program was approved by council in 2011 however none are pertinent to this report.

### BACKGROUND

Our **Community Improvement Program (CIP)** enables the Municipality to provide grants to individuals, businesses, and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community. Since the program was launched in 2011, 165 applicants have applied for and been approved for funding under the program.

The total dollar value of improvements made in our community, in partnership with these applicants, is conservatively estimated at over \$4 million. Of this amount 88% has been covered by the applicants with the remaining 12% covered by grants or loans under the Community Improvement Program or the Downtown Revitalization Program. (see chart below)

In July 2023, council approved our updated Community Improvement Program. The goals of our 2023 CIP have not changed significantly from previous years, however, with this recent update council has communicated a commitment to continue with our CIP program through

to 2028. At that time, another analysis will be completed, and recommendations made to council.

YEAR	NUMBER OF APPLICANTS	MUNICIPAL APPROVAL	AMOUNT ADVANCED	APPLICANT CONTRIBUTION	TOTAL \$ VALUE OF IMPROVEMENTS
2012 Totals	4 applicants	\$9,715	\$7,500	\$39,722	\$49,437
2013 Totals	4 applicants	\$11,400	\$10,778	\$18,910	\$30,310
2014 Totals	9 applicants	\$26,195	\$25,247	\$62,098	\$88,293
2015 Totals	7 applicants	\$26,050	\$26,050	\$57,960	\$84,010
2016 Totals	9 applicants	\$20,299	\$18,358	\$61,538	\$81,838
2017 Totals	12 applicants	\$52,757	\$50,257	\$197,305	\$250,062
2018 Totals	11 applicants	\$43,879	\$35,880	\$191,645	\$235,524
2019 Totals	29 applicants	\$88,137	\$65,189	\$534,597	\$622,734
2020 Totals	36 applicants	\$79,132	\$79,132	\$604,769	\$683,901
2021 Totals	17 applicants	\$60,798	\$50,798	\$889,795	\$950,593
2022 Totals	12 applicants	\$21,411	\$17,500	\$61,756	\$83,167
2023 Totals	10 applicants	\$33,220	\$30,720	\$906,020	\$939,240
2024 Totals	5 applicants	\$11,500	\$0.00	\$22,290	\$33,790
<b>Totals</b>	<b>165 applicants</b>	<b>\$484,493 (11.7%)</b>	<b>\$417,409</b>	<b>\$3,648,405 (88.3%)</b>	<b>\$4,132,899</b>

## GOAL

The Community Improvement goals continue:

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

## OBJECTIVES

The Community Improvement objectives continue as follows:

- a. To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;
- b. To provide an incentive for private investment through the use of municipally assisted programs, (e.g. tax incentives, grants, loans) and funding sources;
- c. To improve the physical, functional and aesthetic amenities of buildings in downtown Mount Forest, Arthur, hamlets and agricultural areas while stimulating private investment, revitalization, and sustainability.



## FAÇADE IMPROVEMENT LOAN AND GRANT PROGRAM

The intent of the Façade Improvement Loan and Grant Program is:

- Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas
- Restoration of façade masonry, brickwork or wood and metal cladding
- Replacement or repair of cornices, eaves, parapets, and other architectural features
- Replacement or repair of windows
- Entrance-way modifications including provisions to improve accessibility for the physically challenged
- Redesign of the store front
- Removal of inappropriate signage and installation of appropriate new or refurbished signage
- Restoration of original façade appearance
- Replacement or repair of canopies and awnings
- Installation or repair of exterior lighting
- Perpendicular signage; and
- Such other similar improvements to the building exterior as may be approved by the EDO and Township's Chief Building Official (as needed)

## ANALYSIS

Application for Council Consideration:

**Walsh's Pharmacy, 129 Main St S, Mount Forest** is planning to paint the existing façade of the business blue on three sides, the west, south and east.

Founded in 1952 by John Walsh, Walsh's Pharmacy has been a mainstay business, and health care provider, in the Village of Arthur, for well over 60 years.

In 2008, the business moved into a new, vastly larger, and more modern facility to help meet the ever-expanding needs and expectations of a growing community, where it stands today in Arthur.

It's been said that "Luck happens when preparation meets opportunity", and in 2014 Walsh's Pharmacy was presented with an opportunity to expand once again and acquire a competitor business in Mount Forest, just 28 kilometres away. Walsh's Pharmacy succeeded in acquiring the business and launched Walsh's IDA Pharmacy in November 2014 in Mount Forest.

The role of pharmacy has changed over the years, and Walsh's has kept pace to serve our customers and communities even better, while also maintaining our small-town roots. Our expanded facilities, upgraded programs and services, have been developed to continue to meet the needs of our customers and patients.

Despite all the business growth and improvements, we continue to maintain, one key element remains constant... Walsh's prompt, friendly service...our standard.

At Walsh's, we're proud of our heritage and small-town roots- whether you visit us in Arthur or Mount Forest, you can expect to receive the same friendly attitude and professional standards that John Walsh began in 1952.

The applicant is eligible for a Façade Improvement Loan and Grant Program totaling 50% of the costs up to a maximum grant of \$2,500. The cost of the upgrades is estimated at \$2,000 which means they are eligible for \$1,000.

## CONSULTATION

Darren Jones, Chief Building Official, reviewed application.  
Robyn Mulder, Economic Development Officer, compiled report.

## FINANCIAL CONSIDERATIONS

\$35,000 in funding has been included in the 2024 Economic Development Operating budget to support Community Improvement Program applications.

Year to date, not including these applications, council will have approved \$11,500 in grant funding.

Staffing Implications – some administration

## ATTACHMENTS

N/A

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How: The CIP continues to provide a framework to encourage and support the redevelopment, underutilization and/or inaccessible properties and buildings within Wellington North.
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How:
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2024-07-22  
 MEETING TYPE: Open  
 SUBMITTED BY: Mandy Jones, Manager Community & Economic Development  
 REPORT #: C&ED 2024-031  
 REPORT TITLE: Volunteer Celebration and Newcomer Welcome

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive report C&ED 2024-031 being a report on the upcoming Volunteer Celebration and Newcomer Welcome;

AND THAT Council invite all volunteers and newcomers in our community to join us on Thursday, September 12, 2024, from 11:00 a.m. to 2 p.m. at the Mount Forest and District Sports Complex for a Volunteer Celebration and Newcomer Welcome.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

EDO 2022-013 Volunteer Engagement Program

EDO 2023-003 National Volunteer Week, Volunteer Celebration & Newcomer Welcome

C&ED 2024-005 Volunteer Celebration and Newcomer Welcome

### BACKGROUND

The Township of Wellington North hosts both a spring and fall Volunteer Celebration and Newcomer Welcome for individuals in our community.

The spring event is held in Arthur during the National Volunteer Week, and the fall event in Mount Forest is held during or near Welcoming Week. These events typically see more than 200 residents participate and include information tables setup by our community service and volunteer organizations.

These events were created following Council's approval of the 2018 Recreation Master Plan. In the Plan, Recommendation No. 5 is to "create a volunteer recognition and awards program to celebrate outstanding achievements and contributions to recreation services in the Township, and lend support to volunteer information networks where possible."

## ANALYSIS

This year our fall Volunteer Celebration and Newcomer Welcome will take place in Mount Forest on Thursday, September 12, 2024 between 11:00 a.m. – 2:00 p.m. As part of the celebration, we will once again invite all community and volunteer organizations to setup information tables.

Welcome and speeches will start at 11:30 a.m., followed by a cake cutting and catered meal. A media release is included as Attachment A to this report and will be released tomorrow inviting all volunteers and newcomers in our community to join us for this free event. While this is a free event, registration will be required either through Eventbrite ([WellingtonNorthVolunteerCelebration.Eventbrite.com](https://WellingtonNorthVolunteerCelebration.Eventbrite.com)) or by contacting Mike Wilson at [mwilson@wellington-north.com](mailto:mwilson@wellington-north.com) or 519-848-3620 ext. 4236.

## CONSULTATION

Positive feedback from previous events.

## FINANCIAL CONSIDERATIONS

Capital: None

Operating: \$17,500 has been allocated to Volunteer Engagement activities in the 2024 budget

Staffing Implications: Included within the Community & Economic Development team

## ATTACHMENTS

Attachment A: Media Release dated July 23, Volunteer Celebration and Newcomer Welcome.

## STRATEGIC PLAN 2024

- Shape and support sustainable growth.  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How: Wellington North is working hard to be a welcoming community and these events are just one way we can accomplish this. We can never thank our volunteers enough, however holding these celebrations is a positive way to acknowledge the value they play in our community.
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



Building a safe, sustainable, welcoming community.



FOR RELEASE July 23, 2024

Volunteer Celebration and Newcomer Welcome event to be hosted  
on Thursday, Sept. 12 in Mount Forest

MOUNT FOREST - The Township of Wellington North is pleased to invite all volunteers and newcomers to our community to join us on Thursday, September 12, for our annual Volunteer Celebration and Newcomer Welcome event.

This celebration will be held between 11:00 a.m. - 2:00 p.m. at the Mount Forest and District Sports Complex (850 Princess Street). The event will include displays from a variety of community organizations, Mayor's welcome, presentations and cake cutting starting at 11:45 a.m. with a catered lunch at noon.

If you have recently moved to the area, this is an opportunity to learn more about your community, ask questions and receive a welcome bag full of useful information and goodies. You can also grab a recycling bin or green bin if you have not already done so!

This is a free event; however, registration is required, and can be completed at the following Eventbrite link up until Thursday, August 25: [WellingtonNorthVolunteerCelebration.eventbrite.com](https://WellingtonNorthVolunteerCelebration.eventbrite.com)  
You can also contact Mike Wilson at [mwilson@wellington-north.com](mailto:mwilson@wellington-north.com) or call 519-848-3620 ext. 4236.

This celebration will fall at the beginning of Welcoming Week, which is an annual opportunity that brings new and long-time residents together to build stronger ties. It affirms the importance of welcoming and inclusive places and spaces and gives partner organizations an opportunity to connect with newcomers in the community. This year Welcoming Week takes place from September 13-22 and is being celebrated with a variety of events taking place across Guelph – Wellington.

“Volunteers are the heart of Wellington North, and we look forward to recognizing and celebrating volunteerism in our community and also welcoming our newcomers and showing to you that Wellington North is a great place to live, work and raise a family,” said Mayor Andy Lennox. “Please come out and join us on September 12 at the Mount Forest and District Sports Complex.”

-30-

Stronger together since 1999



7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)



519-848-3620



## TOWNSHIP OF WELLINGTON NORTH

TO: Cultural Roundtable  
 DATE: 2024-07-22  
 MEETING TYPE: Open  
 SUBMITTED BY: Mandy Jones, Manager Community & Economic Development  
 REPORT #: C&ED 2024-033  
 REPORT TITLE: Wellington North Cultural Roundtable membership

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-033 being a report on members of the Cultural Roundtable;

AND FURTHER THAT Council receives the resignation of the following members effective immediately: June Turner, Sue Doherty and Gerald Townsend.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

EDO 2022-001 Municipal Cultural Plan

EDO 2022-017 Wellington North Cultural Roundtable

By-Law 136-2022

By-Law 026-2023

By-Law 044-2024

### BACKGROUND

The Wellington North Cultural Roundtable was formed following the adoption of the Township's first Municipal Cultural Plan in 2013. The Cultural Roundtable is comprised of local volunteers and Township staff to oversee the implementation of the plan. The Cultural Plan was updated in 2021, and approved by Council on January 10, 2022.

Staff members are non-voting members of the Cultural Roundtable, while 10 local volunteers comprise the voting membership. The Cultural Roundtable meets 10-12 times per year.

### ANALYSIS

The Cultural Roundtable last met on Thursday, March 21 in Kenilworth. No official meeting was held in April, however members of the Cultural Roundtable were encouraged to attend the Township's Volunteer Celebration and Newcomer Welcome event on Thursday, April 18 in Arthur. There was also no official May meeting, as committee members attended the Cultural Symposium in Hanover with the Cultural Roundtables of the Town of Minto and Town of Hanover.

Before the scheduled meeting on June 20, 2024, June Turner and Sue Doherty expressed their intention to step back from their responsibilities and submitted their resignations. Unfortunately, the meeting did not achieve quorum and was rescheduled to Thursday, July 11, 2024.

Prior to the rescheduled July 11, 2024 meeting, Gerald Townsend also indicated his desire to resign from the committee. His resignation, along with those of June Turner and Sue Doherty, was included on the July 11 meeting agenda. However, quorum was again not met for this meeting.

Staff recommend Council accept the resignations of June Turner, Sue Doherty and Gerald Townsend effective immediately. Doing so would allow the Cultural Roundtable to continue its work, such as planning for Culture Days this fall. Recognizing that summer is a busy time for many, recruitment for the vacant positions would begin in the fall.

#### CONSULTATION

Karren Wallace, Clerk

Mike Wilson, Community Development Coordinator

#### FINANCIAL CONSIDERATIONS

Capital: None

Operating: None

Staffing Implications: None

#### ATTACHMENTS

None

#### STRATEGIC PLAN 2024

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

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



7/15/24

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

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
80480		6/18/24	\$5,000.00
80481	B & L Farm Service Ltd.	6/18/24	\$2,486.00
80482	Bell Mobility	6/18/24	\$1,269.26
80483	Biz Bull	6/18/24	\$310.75
80484	Chalmers Fuels Inc	6/18/24	\$4,995.56
80485	Eastlink	6/18/24	\$536.75
80486	Eramosa Engineering Inc.	6/18/24	\$4,317.64
80487	Hydro One Networks Inc.	6/18/24	\$71.17
80488	KB Construction	6/18/24	\$220.72
80489	Darlene McIntosh	6/18/24	\$660.00
80490	Mt Forest & District Chamber o	6/18/24	\$200.00
80491	Royal Bank Visa	6/18/24	\$14,821.71
80492	Sacred Heart Church	6/18/24	\$75.00
80493	Wellington Catholic Dist Sch B	6/18/24	\$135,058.40
EFT0006799	ALS Canada Ltd.	6/18/24	\$117.52
EFT0006800	Arthur ACE Hardware	6/18/24	\$35.34
EFT0006801	Arthur Home Hardware Building	6/18/24	\$86.62
EFT0006802	Arthurs Fuel	6/18/24	\$2,960.35
EFT0006803	Brandt Security	6/18/24	\$3,152.40
EFT0006804		6/18/24	\$240.00
EFT0006805	Carson Supply	6/18/24	\$255.38
EFT0006806	Coffey Plumbing, Div. of KTS P	6/18/24	\$1,759.23
EFT0006807	Conseil scolaire catholique Mo	6/18/24	\$3,973.13
EFT0006808	Cordes Enterprise	6/18/24	\$226.00
EFT0006809	County of Wellington	6/18/24	\$3,329,483.86
EFT0006810	Eric Cox Sanitation	6/18/24	\$28.60
EFT0006811	Excel Business Systems	6/18/24	\$289.99
EFT0006812		6/18/24	\$265.43
EFT0006813	Grand River Conservation Auth	6/18/24	\$1,185.00
EFT0006814	Hach Sales & Service Canada Lt	6/18/24	\$518.67
EFT0006815	Hallman Motors LTD	6/18/24	\$60,362.58
EFT0006816	International Trade Specialist	6/18/24	\$201.82
EFT0006817	Conseil Scolaire Viamonde	6/18/24	\$3,917.91
EFT0006818	Marcc Apparel Company	6/18/24	\$56.50
EFT0006819	Mount Forest Victory Church	6/18/24	\$2,450.00
EFT0006820		6/18/24	\$1,512.53
EFT0006821	Midwest Co-operative Services	6/18/24	\$15.22
EFT0006822	Print One	6/18/24	\$1,632.85
EFT0006823	Risolv IT Solutions Ltd	6/18/24	\$12,242.50
EFT0006824	RLB LLP	6/18/24	\$9,548.50
EFT0006825	Stephen Hale	6/18/24	\$1,966.20

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0006826	Terryberry	6/18/24	\$448.79
EFT0006827	Town of Minto	6/18/24	\$220.35
EFT0006828	Upper Grand Dist School Board	6/18/24	\$832,523.58
EFT0006829	Wellington Comfort Systems Ltd	6/18/24	\$1,192.87
80494	Arthur Curling Club	6/25/24	\$565.00
80495	Arthur Foodland	6/25/24	\$41.04
80496	Arthur Christian School	6/25/24	\$119.78
80497	BELLAMY CONTRACTING SERVICES L	6/25/24	\$379.68
80498	C & G CONCRETE	6/25/24	\$70,784.17
80499		6/25/24	\$250.87
80500	Cdn Tire Associate Store	6/25/24	\$265.53
80501	Cook School Bus Lines Ltd	6/25/24	\$1,945.86
80502	County of Wellington Social Se	6/25/24	\$250.00
80503		6/25/24	\$25.00
80504	Leverne Ferguson	6/25/24	\$50,686.65
80505	Grand Quarry Ltd.	6/25/24	\$654.94
80506	Horrigan Overhead Doors 2019	6/25/24	\$19,341.08
80507	Hydro One Networks Inc.	6/25/24	\$2,769.00
80508		6/25/24	\$411.01
80509	James Thome Construction Ltd.	6/25/24	\$35,617.60
80510	Jim's Auto Service	6/25/24	\$1,039.53
80511		6/25/24	\$281.22
80512	Kronos Canadian Systems Inc.	6/25/24	\$1,324.73
80513	MADD Canada	6/25/24	\$360.47
80514	Manulife Financial	6/25/24	\$85,630.69
80515	Midwestern Line-Striping Inc.	6/25/24	\$25,478.07
80516		6/25/24	\$113.00
80517	Peavey Mart	6/25/24	\$11.03
80518	Premier Equipment Ltd.	6/25/24	\$1,003.55
80519		6/25/24	\$434.36
80520	Royal Bank Visa	6/25/24	\$477.11
80521	Royal Chevrolet Cadillac	6/25/24	\$602.93
80522	Sparkle Solutions	6/25/24	\$768.40
80523	Staples Professional	6/25/24	\$1,773.53
80524	Telizon Inc.	6/25/24	\$763.06
80525	Tom Shupe Plumbing & Heating	6/25/24	\$1,617.71
80526	Trevor Roberts Auto Repair Inc	6/25/24	\$518.81
80527	Uline	6/25/24	\$19,069.77
80528	Enbridge Gas Inc.	6/25/24	\$263.70
80529		6/25/24	\$2,911.21
80530	Ward & Uptigrove Consulting &	6/25/24	\$2,344.75
80531	Wightman Telecom Ltd.	6/25/24	\$1,147.22
80532	Workplace Safety & Ins Board	6/25/24	\$16,673.15
80533	WW Electric Inc	6/25/24	\$854.72
80534	WWRAC	6/25/24	\$40.00
EFT0006830	Acapulco Pools Limited	6/25/24	\$830.55
EFT0006831	ALS Canada Ltd.	6/25/24	\$3,245.93

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0006832		6/25/24	\$505.90
EFT0006833	Arthur ACE Hardware	6/25/24	\$2,543.25
EFT0006834	Arthur Home Hardware Building	6/25/24	\$581.83
EFT0006835	Barclay Wholesale	6/25/24	\$2,028.36
EFT0006836	Brandt Cambridge	6/25/24	\$3,773.78
EFT0006837	CARQUEST Arthur Inc.	6/25/24	\$416.52
EFT0006838	CG Equipment	6/25/24	\$1,752.05
EFT0006839	Clark Bros Contracting	6/25/24	\$21,105.61
EFT0006840	Coffey Plumbing, Div. of KTS P	6/25/24	\$1,076.07
EFT0006841	Cordes Enterprise	6/25/24	\$14,001.27
EFT0006842	Cox Construction Limited Guelp	6/25/24	\$560,652.05
EFT0006843	County of Wellington	6/25/24	\$16,369.45
EFT0006844	Da-Lee Dust Control	6/25/24	\$8,998.01
EFT0006845	Darroch Plumbing Ltd.	6/25/24	\$113.00
EFT0006846	Duncan, Linton LLP, Lawyers	6/25/24	\$6,587.73
EFT0006847	Englobe Corp	6/25/24	\$21,922.00
EFT0006848	FOSTER SERVICES/822498 ONT INC	6/25/24	\$898.35
EFT0006849	HETEK Solutions Inc.	6/25/24	\$1,571.69
EFT0006850	Ideal Supply Inc.	6/25/24	\$290.18
EFT0006851	Industrial Alliance Insurance	6/25/24	\$378.97
EFT0006852	J.A. Porter Holdings (Lucknow)	6/25/24	\$2,952.46
EFT0006853		6/25/24	\$161.29
EFT0006854	K Smart Associates Limited	6/25/24	\$14,627.07
EFT0006855	Kurtis Smith Excavating Inc	6/25/24	\$312,381.28
EFT0006856	Lange Bros.(Tavistock) Ltd	6/25/24	\$8,475.00
EFT0006857		6/25/24	\$848.98
EFT0006858	Maple Lane Farm Service Inc.	6/25/24	\$826.66
EFT0006859	Marcc Apparel Company	6/25/24	\$1,190.53
EFT0006860		6/25/24	\$344.65
EFT0006861		6/25/24	\$300.00
EFT0006862	Midwest Co-operative Services	6/25/24	\$243.35
EFT0006863	Officer's Auto Care Inc.	6/25/24	\$237.50
EFT0006864	Ontario One Call	6/25/24	\$136.55
EFT0006865	Ont Clean Water Agency	6/25/24	\$37,732.66
EFT0006866	Pollard Distribution Inc.	6/25/24	\$92,915.43
EFT0006867	Print One	6/25/24	\$1,596.24
EFT0006868	Pryde Truck Service Ltd.	6/25/24	\$9,451.71
EFT0006869	R&R Pet Paradise	6/25/24	\$4,316.60
EFT0006870	ROBERTS FARM EQUIPMENT	6/25/24	\$618.33
EFT0006871	Robertson Landscaping	6/25/24	\$1,200.00
EFT0006872	SGS Canada Inc.	6/25/24	\$2,231.26
EFT0006873	Shred All Ltd.	6/25/24	\$220.35
EFT0006874	Suncor Energy Inc.	6/25/24	\$21,878.09
EFT0006875	Tri-Mech Inc.	6/25/24	\$712.54
EFT0006876	Triton Engineering Services	6/25/24	\$108,507.48
EFT0006877		6/25/24	\$447.89
EFT0006878	WATSON & ASSOCIATES ECONOMISTS	6/25/24	\$13,158.19

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0006879	Wellington Advertiser	6/25/24	\$961.63
EFT0006880	Wellington North Power	6/25/24	\$58,531.44
EFT0006881		6/25/24	\$137.30
EFT0006882	Work Equipment Ltd.	6/25/24	\$379.74
EFT0006883	Young's Home Hardware Bldg Cen	6/25/24	\$966.58
80535	Arthur Foodland	7/02/24	\$238.74
80536		7/02/24	\$64.95
80537		7/02/24	\$2,243.15
80538	Biz Bull	7/02/24	\$310.75
80539		7/02/24	\$1,900.00
80540		7/02/24	\$5,247.80
80541	Hydro One Networks Inc.	7/02/24	\$350.98
80542		7/02/24	\$30.00
80543	Lauren Lupo-Flewelling	7/02/24	\$67.54
80544	Mount Forest Foodland	7/02/24	\$558.11
80545		7/02/24	\$121.34
80546	MuniverseRO Consulting Inc.	7/02/24	\$1,968.98
80547		7/02/24	\$131.40
80548	Peavey Mart	7/02/24	\$3.61
80549		7/02/24	\$61.32
80550		7/02/24	\$53.98
80551		7/02/24	\$124.77
80552		7/02/24	\$333.72
80553	Staples Professional	7/02/24	\$253.46
80554		7/02/24	\$41.00
80555		7/02/24	\$41.00
80556	Waste Management	7/02/24	\$56.25
80557	Wightman Telecom Ltd.	7/02/24	\$135.37
80558	WorkCabin	7/02/24	\$5,957.70
EFT0006884	Abell Pest Control Inc	7/02/24	\$78.69
EFT0006885	Acapulco Pools Limited	7/02/24	\$133.84
EFT0006886	Agrisan SC Pharma	7/02/24	\$10,000.06
EFT0006887	ALS Canada Ltd.	7/02/24	\$395.50
EFT0006888	Aon Canada Inc	7/02/24	\$10,019.16
EFT0006889	Arthur Chrysler Dodge Jeep Lim	7/02/24	\$898.01
EFT0006890	Arthur ACE Hardware	7/02/24	\$12.14
EFT0006891	Arthur Home Hardware Building	7/02/24	\$67.14
EFT0006892	Artic Clear 1993 Inc.	7/02/24	\$127.50
EFT0006893	BackSpace Computer	7/02/24	\$4,576.50
EFT0006894	B M Ross and Associates	7/02/24	\$31,042.02
EFT0006895	Broadline Equipment Rental Ltd	7/02/24	\$2,926.70
EFT0006896	Canada's Finest Coffee	7/02/24	\$85.00
EFT0006897	Cimco Refrigeration	7/02/24	\$1,651.63
EFT0006898	CMT Engineering Inc.	7/02/24	\$2,215.37
EFT0006899		7/02/24	\$786.59
EFT0006900	County of Wellington	7/02/24	\$11,282.94
EFT0006901	Steve Cudney	7/02/24	\$150.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0006902	Delta Elevator Co. Ltd.	7/02/24	\$1,007.17
EFT0006903	Digital Postage On Call	7/02/24	\$8,475.00
EFT0006904		7/02/24	\$33.50
EFT0006905	Eric Cox Sanitation	7/02/24	\$173.15
EFT0006906	Excel Business Systems	7/02/24	\$403.78
EFT0006907	Ideal Supply Inc.	7/02/24	\$284.62
EFT0006908	Innovative Surface Solutions	7/02/24	\$3,746.90
EFT0006909	J.A. Porter Holdings (Lucknow)	7/02/24	\$606.81
EFT0006910	J J McLellan & Son	7/02/24	\$621.50
EFT0006911	K Smart Associates Limited	7/02/24	\$2,446.45
EFT0006912	Lange Bros.(Tavistock) Ltd	7/02/24	\$4,237.50
EFT0006913	Lifesaving Society	7/02/24	\$150.00
EFT0006914	Midwest Co-operative Services	7/02/24	\$243.96
EFT0006915	PACKET WORKS	7/02/24	\$169.50
EFT0006916	PSD Citywide Inc.	7/02/24	\$6,205.57
EFT0006917	Triton Engineering Services	7/02/24	\$7,715.40
EFT0006918	UnitedCloud Inc.	7/02/24	\$590.14
EFT0006919	Wellington Advertiser	7/02/24	\$1,419.47
EFT0006920	Wellington North Power	7/02/24	\$2,770.31
EFT0006921	Young's Home Hardware Bldg Cen	7/02/24	\$252.26
80559		7/11/24	\$20.00
80560	Arthur Foodland	7/11/24	\$315.20
80561	Biz Bull	7/11/24	\$135.60
80562	Cedar Creek Tools Ltd	7/11/24	\$191.98
80563	Chalmers Fuels Inc	7/11/24	\$1,526.31
80564		7/11/24	\$131.79
80565	Eastlink	7/11/24	\$536.75
80566	EC King Contracting	7/11/24	\$1,383.91
80567	Eramosa Engineering Inc.	7/11/24	\$644.75
80568	Everything Asphalt	7/11/24	\$20,536.63
80569		7/11/24	\$97.80
80570		7/11/24	\$125.00
80571	Horizon Data Services Ltd.	7/11/24	\$4,972.00
80572	Hydro One Networks Inc.	7/11/24	\$1,015.44
80573	Jim's Auto Service	7/11/24	\$179.67
80574		7/11/24	\$419.54
80575	Mount Forest Foodland	7/11/24	\$84.72
80576	Midwestern Line-Striping Inc.	7/11/24	\$339.00
80577	MOLOK NORTH AMERICA LTD	7/11/24	\$377.99
80578	Moorefield Tire Ltd	7/11/24	\$316.40
80579	Peavey Mart	7/11/24	\$42.33
80580	Principles Integrity	7/11/24	\$466.13
80581	Rock Masonry Inc	7/11/24	\$4,813.80
80582	Royal Bank Visa	7/11/24	\$9,786.74
80583	Staples Professional	7/11/24	\$435.09
80584	Enbridge Gas Inc.	7/11/24	\$3,354.40
80585	Waste Management	7/11/24	\$3,725.35

<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
80586	Wellington Catholic Dist Sch B	7/11/24	\$24,141.00
EFT0006922	Abell Pest Control Inc	7/11/24	\$73.74
EFT0006923	ALS Canada Ltd.	7/11/24	\$3,245.93
EFT0006924	Arthur ACE Hardware	7/11/24	\$144.99
EFT0006925	B M Ross and Associates	7/11/24	\$12,591.96
EFT0006926	Broadline Equipment Rental Ltd	7/11/24	\$760.79
EFT0006927	Cedar Signs	7/11/24	\$1,236.50
EFT0006928	ClearTech Industries Inc.	7/11/24	\$375.61
EFT0006929	Coffey Plumbing, Div. of KTS P	7/11/24	\$113.00
EFT0006930	County of Wellington	7/11/24	\$289,288.65
EFT0006931	Eric Cox Sanitation	7/11/24	\$1,744.92
EFT0006932	Excel Business Systems	7/11/24	\$161.59
EFT0006933	FOXTON FUELS LIMITED	7/11/24	\$258.64
EFT0006934	Ideal Supply Inc.	7/11/24	\$55.35
EFT0006935	International Trade Specialist	7/11/24	\$357.81
EFT0006936	JOB-INC Electric	7/11/24	\$6,633.10
EFT0006937	Lange Bros.(Tavistock) Ltd	7/11/24	\$4,322.25
EFT0006938	Marcc Apparel Company	7/11/24	\$1,072.75
EFT0006939	Martin Drainage	7/11/24	\$206.79
EFT0006940	Mount Forest Victory Church	7/11/24	\$750.00
EFT0006941		7/11/24	\$175.90
EFT0006942	Midwest Co-operative Services	7/11/24	\$24.35
EFT0006943	Ontario One Call	7/11/24	\$136.55
EFT0006944	PETRO-CANADA	7/11/24	\$3,335.15
EFT0006945	PPE Solutions Inc.	7/11/24	\$526.02
EFT0006946	PSD Citywide Inc.	7/11/24	\$6,205.57
EFT0006947	Rintoul's Pools & Spas Ltd.	7/11/24	\$723.11
EFT0006948	Risolv IT Solutions Ltd	7/11/24	\$14,126.75
EFT0006949	ROBERTS FARM EQUIPMENT	7/11/24	\$124.34
EFT0006950	SAAM CUSTOM MACHINE	7/11/24	\$4,017.15
EFT0006951	Sanigear	7/11/24	\$496.07
EFT0006952	Saugeen Community Radio Inc.	7/11/24	\$1,383.12
EFT0006953	Stephen Hale	7/11/24	\$1,293.85
EFT0006954	Suncor Energy Inc.	7/11/24	\$2,318.21
EFT0006955	Teviotdale Truck Service & Rep	7/11/24	\$7,943.70
EFT0006956	Triton Engineering Services	7/11/24	\$18,650.38
EFT0006957	Upper Grand Dist School Board	7/11/24	\$86,658.00
EFT0006958	Wellington Advertiser	7/11/24	\$206.02
EFT0006959	Work Equipment Ltd.	7/11/24	\$348.21
EFT0006960	Young's Home Hardware Bldg Cen	7/11/24	\$283.63
	Total Amount of Cheques:		\$6,851,617.41



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-07-22

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-011

REPORT TITLE: Service Connection Policy

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-011 being a report on Service Connection Policy;

AND THAT Council adopt the Service Connection Policy in a form substantially the same as shown in Attachment A;

AND FURTHER THAT Council adopt the Approved Service Connection Contractor List in a form substantially the same as shown in Attachment B;

AND FURTHER THAT Council direct staff to revise the fees and charges by-law associated with service connection permit fees to remove those no longer applicable and include:

- Service Connection Permit Pre-Consultation Fee \$300
- Service Connection Demolition Permit Application and Inspection Fee \$300
- Service Connection Demolition Deposit \$3,000
- Low Pressure Sanitary Service Connection Fee \$1,000
- Storm Service Connection Fee \$1,700
- Service Connection Permit – New Service Application and Inspection (1 service) Fee \$1,500
- Service Connection Permit – New Service Application and Inspection (2 services) Fee \$2,000
- Service Connection Permit – New Service Application and Inspection (3 services) Fee \$2,250
- Service Connection New Service Permit Deposit – 100% cost of construction up to a maximum of \$20,000

## PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

NONE

## BACKGROUND

Development within the urban boundary is required to connect to municipal water, sanitary and storm sewers for servicing the lands. There currently is no policy or clear guidelines for staff or developers to follow. Construction costs have increased since the current service connection fees were established.

## ANALYSIS

The Service Connection Policy will provide guidelines for development that requires a connection, addition or alteration to municipally owned infrastructure. These guidelines are to protect the interests of the municipality, and its taxpayers, so that proper industry standards and practices are followed to ensure that a development does not have a negative impact on the community.

1. To outline the process required to connect any property within the municipality to available water distribution systems, and/or sewage/stormwater collection and treatment systems. Road connection will be approved under the Driveway Entrance Policy.
2. To aid developers in understanding their responsibilities and the costs associated with servicing their developments early in the planning process.

This policy will set out general guidelines and procedures for processing requests for municipal service connections within the Township's municipal water, sanitary and storm systems. Requests may range from:

- Request for private service connection to an existing municipal service that is located at property line.
- Request for new service to be installed in the municipal right-of-way from main to property line for a private connection at property line.
- Request for replacement of an existing municipal service.
- Request for change of use of an existing municipal service.
- Request for upgrade of an existing municipal service.

A municipal Service Connection Permit is required for any private property that is requesting to connect to the municipal watermain, sanitary, and/or storm sewer system. A Service Connection Permit regulates the installation and inspection of service connection pipes from the municipal system to the property line. The issuance of Service Connection Permit shall constitute as Township's Infrastructure Services Department written approval to connect to and use the Township's water supply and sanitary/storm collection and treatment systems, as required by the Township of Wellington North's By-Law 094-16 (Sewer System



Connection), By-Law 093-16 (Water Use Connection), By-Law 18-10 (Sewer System Inspection of Connections) and By-Law 095-16 (Sewer System Usage). 073

A mandatory **Pre-Consultation meeting** will be in place for staff to research the existing infrastructure in the roadway, provide as recorded drawings and service locate records (when available) and meet with the applicant on site to review existing conditions. The pre-consultation meeting will determine which type of Service Connection Permit is required: Service Connection Permit or Service Connection Permit – New Service.

A **Service Connection Permit** is issued when municipal service connections exist in the right of way from sewer mains/watermains to property line.

A **Service Connection Permit – New Service** is issued when no municipal services are in the right of way and the developer is responsible to install services including all financial cost as outlined in the policy.

New service permit **application and inspection fee** includes staff time for administration, review of application, drafting and execution of agreement, witnessing watermain tapping, construction inspection review, completion review meeting, and correspondence with the applicant/contractor.

Similar to the Town of Minto and the Township of Centre Wellington, an **Approved Service Connection Contractor List** has been compiled in Attachment B with Contractors that have completed servicing works and/or full roadway reconstruction projects for the Township. Contractors on the list have been consulted and are agreeable to offer their services. The approved contractor list is to ensure that servicing work within the municipal right-of-way will be constructed to Township standards and specifications.

**Frontage Fees** have not been included in the in the Service Connection Policy to continue to make Wellington North affordable for development as our service connection fees are currently comparable to Town of Minto's combination of service connection and frontage fees. Frontage Fee wording has been left in the draft policy shown with a red text with ~~strikeout~~ for Council's review and consideration. An example of cost for service connection fee and frontage feet for an infill lot that has existing municipal services provided to property line with 12 m lot frontage is shown in Table 1. Note: Connection fees are only charged when services are already available at property line and road excavation is not required.

Fee	Wellington North (Proposed Servicing Only Fees)	Wellington North (Proposed Servicing and Frontage Fees)	Wellington North (Existing Servicing Fees)	Minto	Centre Wellington
Service Connection					
• Water	\$2,273.44	\$2,273.44	\$2,273.44	\$1,210.00	\$1,332.55
• San	\$2,814.74	\$2,814.74	\$2,814.74	\$1,707.25	\$1,707.25
• Storm	\$1,700.00	\$1,700.00	\$0	\$500	\$1,707.25
Frontage Fee (12m)					
• Water	N/A	\$1,392 (\$116*/m)	N/A	\$960 (\$80/m)	\$1,831.20
• San		\$1,320 (\$110*/m)		\$960 (\$80/m)	(\$152.60/m)
• Storm		\$1,200 (\$100*/m)		\$732 (\$61/m)	\$1,667.40
					(\$138.95/m)
<b>Total Fees</b>	<b>\$6,788.18</b>	<b>\$10,700.18</b>	<b>\$5,088.18</b>	<b>\$6,069.25</b>	<b>\$9,913.05</b>

Table 1: Example of Servicing and Frontage fees for an Infill Lot with 12m frontage

\*Wellington North Frontage Fees were calculated using an average of Minto and Centre Wellington.

#### **Additional Considerations:**

Council may consider passing the following resolution:

**AND THAT** Council direct staff to include Frontage Fees in the Service Connection Policy

**AND FURTHER THAT** the Council direct staff to revise the fees and charges by-law associated with Frontage Fees to include:

- Watermain Frontage Fee \$116 per metre
- Sanitary Frontage Fee \$110 per metre
- Storm Frontage Fee \$100 per metre

#### **CONSULTATION**

Township staff from Environmental Services, Transportation, Building, Finance departments and CAO. Consultation with Town of Minto and Township of Centre Wellington Infrastructure staff.

## FINANCIAL CONSIDERATIONS

Adopting the Service Connection Policy will give developers and home builders a clear understanding the fees associated with servicing their lands. Fees include staff time associated with pre-consultation meeting, research on As Recorded drawings, construction inspection, witnessing watermain tapping, as constructed drawings and communication with the developer and developer contractor.

## ATTACHMENTS

Attachment A: Draft Service Connection Policy

Attachment B: Approved Service Connection Contractor List

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How: Providing clear understanding of cost and requirements for home builders to service lots within the urban boundaries.
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How:
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



## SERVICE CONNECTION POLICY

<b>DEPARTMENT</b>	INFRASTRUCTURE SERVICES	<b>POLICY NUMBER</b>	008-2024
<b>EFFECTIVE DATE</b>	July 8, 2024	<b>LEGISLATIVE AUTHORITY</b>	Municipal Act
<b>APPROVED BY:</b>	Resolution XXX		

### PURPOSE

To provide guidelines for development that requires a connection, addition or alteration to municipally owned infrastructure. These guidelines are to protect the interests of the municipality, and its taxpayers, so that proper industry standards and practices are followed to ensure that a development does not have a negative impact on the community.

1. To outline the process required to connect any property within the municipality to available water distribution systems, and/or sewage/stormwater collection and treatment systems. Road connection will be approved under the Driveway Entrance Policy.
2. To aid developers in understanding their responsibilities and the costs associated with servicing their developments early in the planning process.

### SCOPE

The scope of this policy is to set out general guidelines and procedures for processing requests for municipal service connections within the Township's municipal water, sanitary and storm systems.

Scope of Requests:

1. Request for private service connection to an existing municipal service that is located at property line.
2. Request for new service to be installed in the municipal right-of-way from main to property line for private connection at property line.
3. Request for replacement of an existing municipal service.
4. Request for change of use of an existing municipal service.
5. Request for upgrade of an existing municipal service.

## 1.0 DEFINITIONS

**“Additional Dwelling Unit (Attached)”** means the use of a single detached dwelling, semi-detached dwelling unit or street townhouse dwelling unit where a separate self contained dwelling unit is located within the principle building.

**“Additional Dwelling Unit (Detached)”** means the use of a building where a separate self-contained dwelling unit is located in a detached accessory building on the same lot as an associated single detached dwelling, semi-detached dwelling unit, or street townhouse dwelling unit, subject to section 6.1 of the Zoning By-law.

**“Applicant”** means the owner of the premises for which water or sewage works are being sought or the authorized agent of the owner;

**“Building”** means a building or structure as defined in the Building Code Act;

**“Building Code Act”** means the Building Code Act, 1992, S.O. 1992, C. 23 as amended and includes the regulations thereunder;

**“Building Permit”** means a permit issued under the Ontario Building Code Act;

**“Chief Building Official (CBO)”** means the Chief Building Official, appointed pursuant to the Building Code Act;

**“Township”** or **“Municipality”**, means The Corporation of the Township of Wellington North and includes its entire geographic area;

**“Connection Charge”** means the charge payable when a property is connected to a water, sanitary, and/or storm sewer service;

**“Contractor”** means a person, partnership, or corporation who contracts to undertake the execution of work commissioned by the owner or the Township to install or maintain mains, service mains, services, hydrants, maintenance holes and catch basins;

**“Council”** means the municipal council for The Corporation of the Township of Wellington North;

**“Municipal Act, 2001”** means the Municipal Act, 2001 S.O. 2001, c. 25, as amended;

**“Municipal Property”** means any lands/property owned by the Township and/or

easements, right-of-way and/or road allowances in favour of the Township;

**“Municipal Servicing Standards”** or “Standards” means and is not limited to the current Municipal Servicing Standards for the Township of Wellington North, and/or Design Guidelines for Drinking Water System 2008 by the Ministry of the Environment, and/or Design Guidelines for Sewage Works 2008 by the Ministry of the Environment, and/or Design Guidelines for Sanitary Sewers, Storm Sewers and Force mains for Alterations Authorized under Environmental Compliance Approval as applicable and amended;

**“Occupier”** means a person residing on or in a property; a person entitled to the possession of the property if there is no other person residing on or in the property; and a tenant or leaseholder; and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation. An occupier includes an occupant;

**“Other Charges”** means those charges related to repairs, installations, services rendered, or other expenses, exclusive of charges included in water rates, frontage charges and sewage service rates, payable by the consumer as provided for in this Policy or as directed by Township Council;

**“Owner”** means a person that has any right, title, estate, or interest in a property, other than that of only an occupant and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include any person with authority or power over or control of that property on behalf of an owner. An owner includes a developer;

**“Project – Local Improvement”** means the construction of a water main or sewer main undertaken in accordance with the Local Improvement Act. The schedule of its connection charges is developed based on the Local Improvement Act as well.

**“Project – Special Service”** means the construction of a water main or sewer main undertaken in accordance with the agreement the Township has with other parties. The construction costs have already been paid. The cost recovery needs to be obtained through the service connection applications from that area.

**“Property”** includes but is not limited to both public and private lands, a house, building, structure, lot or any part of a house, building, structure or lot within the Township, and is adjacent to water and/or sewage works and may be entitled to a service connection;

**“Sanitary Sewer”** means the pipe, valves and fitting attached thereto, which transport and collect wastewater from abutting properties and general area;

**“Sanitary Sewer Service Pipe”** means the pipe and fittings that convey wastewater from the inside of an exterior wall of a structure to a connection on a main;

**“Service Box”** means the structure that houses the shut off valve;

**“Service Connection”** means water, sanitary and/or storm sewer services connection;

**“Sewage Works”** means the works for the collection, transmission, treatment and disposal of sewage or any part of such works, but does not include plumbing to which the Building Code Act applies;

**“Shut-off Valve”** means the valve on or at the water service connection owned and used by the Township to shut off or turn on the water supply from the waterworks to a property. May also be referred to as curb stop;

**“Property Line”** means the boundary of private property which adjoins municipal property;

**“Storm Sewer”** means the pipe, valves and fitting attached thereto, which transport and collect storm water from abutting properties and general area;

**“Storm Sewer Service Pipe”** means the pipe and fittings that convey storm water from the inside of an exterior wall of a structure to a connection on a main;

**“Substantially Demolished”** means the demolition of more than 50% of the exterior walls of the first story above grade of a building or structure, whether or not it is substantially replaced;

**“Watermain”** means the pipe, valves and fitting attached thereto which transport and distribute water to abutting properties and/or general area;

**“Water Service Pipes”** means the pipe and fittings that convey potable water from a connection at the main or private main to the meter location, or, for a fire service, to the inside of the exterior wall of a structure;

**“Water Works System”** includes but is not limited to buildings, structures, plants, equipment, and appurtenances, devices, underground pipelines and installations, and other works designed for the treatment, transmission, distribution and storage of water and includes lands appropriated for that purpose;

## **2.0 Applicability to New Developments**

This policy applies to new development in the Township of Wellington North’s urban areas that require municipal service connections on existing infill lots, lots created by severance through Wellington County Land Division, and properties where municipal services are to be extended to service new development. Developments created

through Site Plan Control or Draft Plan of Subdivision are exempt from the Servicing Connection Permit process. This policy will set out the procedures for connecting these lots to municipally owned infrastructure. Examples of development are as follows.

### 2.1 Existing Infill Lots

All existing infill lots within the urban boundary are required to connect to the municipal systems for their water, storm and sanitary, where available. Extension of sewer mains, watermains, roadway/sidewalk and other requirements as determined by the Township to provide servicing to the existing lot will be at the expense of the developer. A development on an existing lot that requires a new connection to municipal infrastructure, may require an **Entrance Permit**, **Service Connection Permit**, and/or a **Site Servicing Agreement**, depending on the servicing requirements of the proposed development, and the availability to connect to existing infrastructure. A pre-consultation meeting with Infrastructure Services staff is required to review the property and existing municipal infrastructure to determine what will be required to service the property and identify the correct process the applicant will be required to follow to obtain a Service Connection Permit.

### 2.2 Infill Lots Created by Severance

Where a new lot is proposed to be created by severance in one of the Township's urban centers where service connection to municipal services is required, access to municipal services is first determined when severance applications are circulated by the County to Township staff and Council for review and comments. When reviewing severance applications, Infrastructure Services staff will assess whether the proposed lot fronts on a street with existing watermain, sanitary sewer, and storm sewer and of sufficient capacity and condition to accommodate the proposed development and if existing municipal services exist at property line. This includes assessing site lines and alignment for new driveways, to ensure that safe driveway access is achievable.

### 2.3 Lots Created by Draft Plan of Subdivision

Lots created in draft plan of subdivision on private property to be serviced with watermain, sanitary sewer mains, storm sewer mains, sidewalks, curbs and other infrastructure are to be installed at the developer's cost including any offsite servicing extension and roadway improvements required by the Township to service the development.

The subdivision agreement is a developer's commitment to construct all services to future lots to the Municipal Servicing Standard that would allow the Township to assume maintenance responsibility in the future. The subdivision agreement also



covers land dedication for parks, cash payments, easements and most other conditions to protect the Township's interests.

#### 2.4 Site Plan Control

Development for commercial, industrial, institutional, multi-residential and similar projects built on existing vacant lots fronting onto municipal roads when full municipal services are available or can be extended are subject to the Township's Site Plan Control Area By-law. The site plan submitted to the Township shall show in detail the services located in the municipal road allowance including the size, material and location of connections. The Developer will enter into a Site Plan Control Agreement with the Township outlining various conditions. Minor off-site works to service the land shall be installed at the full cost of the developer and outlined in the Site Plan Control Agreement.

#### 2.5 Major Off-Site Works

When a development requires major off-site works within the municipal right-of-way to be upgrade and/or extending the existing municipal services and/or roadway to accommodate a proposed development, a Service Finance Agreement will be required. Major off-site works greater than \$75,000 shall be a municipal led project including engineering design, tender and open tender bid for construction at full cost to the developer. A work plan of all offsite works will be prepared by the Township's consulting engineer and presented to the Developer. A Service Finance Agreement outlining the scope of work and cost sharing details identifying any Township contribution to off-site services, if applicable.

The Township may enforce a lot area fee through by-law where a service extension and/or road upgrades service multiple vacant lands and are fairly divided amongst multiple landowners/developers that will benefit from the servicing extension. The lot area fee would be collected as a condition of site plan approval, severance or subdivision, providing access to services for future development.

### 3.0 Water, Sanitary and Storm Sewer Connections and Applications

A municipal **Service Connection Permit** is required for any private property that is requesting to connect to the municipal watermain, sanitary, and/or storm sewer system, unless permission to connect is granted under an alternate Township approved contract. The issuance of Service Connection Permit shall constitute as Township's Infrastructure Services Department written approval to connect to and use the Township's water supply and sanitary/storm collection and treatment systems, as required by the Township of Wellington North's By-Law 094-16 (Sewer System Connection), By-Law 093-16 (Water Use Connection), By-Law 18-10 (Sewer System

Inspection of Connections) and By-Law 095-16 (Sewer System Usage).

To obtain a Service Connection Permit, the applicant must first submit a request for pre-consultation and payment of applicable fee shall be submitted to Infrastructure Services Department. This will start the Infrastructure Services initial review of the existing servicing in the area to determine the serviceability of the property.

Upon Infrastructure Services review of the property the applicant will be directed to one of the following permits. **Service Connection Permit** or **Service Connection Permit – New Service**.

Following the mandatory pre-consultation meeting, the Township will provide the related available As Constructed drawings for reference which indicate the location of the existing infrastructure for which the new services will be connected. The available As Constructed drawing information provided by the Township provided “as is” without warranty of any kind. The Township does not accept any responsibility or liability for the accuracy, content, completeness, legality, or reliability of the information provided. It is the responsibility of the applicant and contractor to field verify.

### 3.1 Municipal Service Connection Permit

Following the mandatory pre-consultation meeting when staff have determined that existing municipal services are located at property line, a Service Connection Permit may be issued, include payment for any applicable fees and charges in the current bylaw, to grant the private connection to municipal services.

#### 3.1.1 Service Connection Fee

During capital construction projects, in an effort to preserve our roadways and infrastructure, the Township may elect to stub services into select properties where a future development is possible. By installing services into potentially developable lots, the Township hopes to prevent the need for future servicing projects within a Right-of-Way, as additional road cuts and inline connections can negatively impact the longevity of the Township owned infrastructure.

The cost of installing this additional service is then held by the Township, until a future development wishes to connect. During the Township’s review of a Service Connection Permit, the Township will add the exact cost of the services to the Fees and Charges chart, to be paid by the owner in conjunction with the applicable Fees and Charges By-law.

If the cost of installation of the service cannot be found in previous records/contracts, then the Owner will pay the Township’s service connection fee.

It is the Owner's responsibility to verify the condition of an existing sanitary or storm service via CCTV footage prior to connection. If the condition of the existing service is found to be deficient, then the Owner must install a new service at their cost and in accordance with the **Service Connection Permit – New Service**.

### 3.2 Municipal Service Connection Permit – New Service

This permit requires that the applicant engages with Infrastructure Services to determine what submission requirements are needed for the proposed new servicing works. Infrastructure Services will direct the applicant to this permit when no existing service(s) are provided from main to property line or when service main extensions are required. If sufficient infrastructure or service extension is required within an abutting Right-of-Way to service the property, the Owner will need to enter into a **Service Finance Agreement**. The owner shall be responsible for the completeness and accuracy of the information furnished on the Service Connection Permit application and in the plans at the time of making the application.

Following the mandatory pre-consultation meeting, the Owner shall submit the Service Connection Permit – New Service application to Infrastructure Services department. Application form is to include payment for any applicable fees and charges from the current bylaw and be accompanied by any and all plans that may be required by the Township to determine if the application is in accordance with applicable Guidelines and the standards, specifications and requirements of this Policy. The owner shall be responsible for the completeness and accuracy of the information furnished on the Service Connection Permit application and in the plans at the time of making the application.

#### 3.2.1 Servicing Drawings

A Servicing Plan prepared by a Professional Engineer of Ontario or Ontario Land Surveyor is required to be submitted with your Service Connection Permit application which identifies the size and location of the proposed service laterals, existing watermain and sewers mains, utilities, details of existing road, boulevard, and sidewalk including limits of restoration required, and proposed entrance. All Servicing drawings must be designed in accordance with applicable Guidelines and the Township Servicing Standards, Ontario Regulations and guidelines and requirements of this Policy. All effort shall be made to keep water services out of driveways.

Service connections for Commercial, Industrial and Institutional properties/uses and Fire Suppression shall be sized according to the intended use and designed and approved through the Site Plan Control process. Engineering design submission is

required.

The stamped engineered drawing(s) must be reviewed and accepted by the Infrastructure Department prior to approval of the Service Connection Permit.

### 3.2.2 Security Cost Estimate

The applicant is required to submit either a cost estimate from the qualified engineer that completed the servicing design, or the pre-qualified contractor quotation that was selected by the applicant to carry out the servicing works. Infrastructure Services will review the cost estimate to verify that it accurately covers the cost of all the required Right of Way works. Each estimate is to include an itemized breakdown to accurately display the costs for different aspects of the construction.

The Owner shall, prior to commencing any works on the Township property supply the Township with cash or a letter of credit (the "Offsite Works Security Deposit") in form satisfactory to the Treasurer and in an amount of 100% the amount of the cost estimate to a maximum of TWENTY THOUSAND DOLLARS (\$20,000) to sufficiently guaranteeing the satisfactory completion of the offsite works on Township property and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required for a minimum period of one (1) year from the date of substantial completion, and receive written approval from the Township Infrastructure Services Department.

When the work is completed to the satisfaction of the Township Infrastructure Services Department and proof of payment to the contractor has been submitted, the Security may be reduced to FIVE THOUSAND DOLLARS (\$5,000) and shall not be further reduced until the Township Infrastructure Services Department has approved the works at the end of the said minimum one (1) year period. No interest shall be payable on any such security deposit. The Township will not be required to provide Final Acceptance during the winter months or any other time of year when inspection of the Works and services is impractical due to snow cover or other adverse conditions.

In the event that deficiencies occur prior to the expiration of the maintenance period, and the Owner fails to comply, within thirty (30) days written notice, with a direction to carry out such work or matter, the Township may draw on the letter of credit and enter onto the subject lands and complete all outstanding works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn.

### 3.2.3 Approved Service Connection Contractor

(a) If it is determined that service laterals must be installed within municipal right of

way, from the main to the property line, the Property Owner must secure a contractor from the Township's **Approved Service Connection Contractor list** to construct the required works and confirm the costs for the service installation. This agreement for the installation and payment of the service lateral in the Township's Right of Way, is solely between the Property Owner and the Approved Service Connection Contractor.

- (b) It is difficult to forecast the cost for installation of services due to a number of site specific variables including season, existing ground conditions, utility conflicts and length of service. All existing conditions must be field verified by the Approved Service Connection Contractor.
- (c) The Approved Service Connection Contractor and Property Owner must confirm pricing and notify the Infrastructure Services Department in writing to confirm that an Approved Service Connection Contractor has been retained to complete the work in the Township's Right of Way. The Township does not comment on pricing or terms of payment for this work.
- (d) It is the responsibility of the contractor to obtain all locates. A pre-construction meeting is to be requested by the Owner to the Township at a minimum of 7 days in advance of the start of construction. The contractor shall provide the following a minimum of seven (7) days in advance of start of construction to the Township for review and approval:
  - i. Certificate of Insurance with Commercial General Liability including products and completed operations and automobile liability in the amount of five million dollars (\$5,000,000). The policy shall be endorsed to name The Corporation of the Township of Wellington North as an additional insured and cannot be altered, cancelled, or allowed to lapse unless prior notice by registered mail have been received thirty (30) days in advance to the Township.
  - ii. WSIB Clearance Certificate.
  - iii. Construction Schedule
  - iv. Product and material list in accordance with Township Municipal Servicing Standards.
  - v. Traffic Control Plan in accordance with OTM Book 7.
  - vi. Watermain Commissioning Plan, if applicable.
  - vii. Testing requirements of services. (ie. CCTV of main and services to ensure proper connection to main and no infiltration or deficiencies are identified, mandrel testing of new main installed, etc) (provided after installation complete)
  - viii. List of subcontractors, if applicable.
- (e) Construction season for service connection works within the municipal Road

Allowance is generally restricted between May 15 and October 31 of each year to ensure quality work is installed and to the satisfaction of the Township.

- (f) Township staff will complete full-time inspection of the service works being installed. The Township may also require the Township's consulting engineer inspector to be present during the work, or may accept the applicant's consulting engineer if warranted.
- (g) All work and materials shall conform to the current Municipal Servicing Standards and Ontario Regulations.

#### 3.2.4 Private Service

- (a) The continuation of the service from the property line to the building on private property can be completed with the owner's private contractor, working under the applicable permits from the Chief Building Official and the Ontario Building Code.
- (b) In the event that a person connects to the Township's water, sanitary and/or storm sewage works, and/or installs a water, sanitary and/or storm sewer service connection in a manner other than provided for in this Policy, the Infrastructure Services Department has the authority to order, at the owner's expense:
  - i. Re-excavation of the connection for the purpose of inspection and testing and subsequent reinstallation of the works in compliance with this Policy; or
  - ii. Disconnection of the service connection, which shall not be reinstalled and/or reconnected without prior written permission of the Infrastructure Services Department and must be within full compliance with the requirements of this Policy.

#### 3.3 Service Connection Permit Approval

- (a) It is recommended that a Service Connection Permit be applied for in conjunction with a Building Permit. Approval times may vary.
- (b) Once a complete application including all supporting documentation, notification from the Approved Service Connection Contractor undertaking the work, see section 3.2.3, and all associated fees, securities and insurance have been collected, the Infrastructure Services Department may grant final approval for connection.
- (c) No connection shall be made until:
  - Service Connection Permit has been issued.
  - All associated fees have been paid.
  - Building Permit has been issued.

### 3.4 New or Change of Use Connections

- (a) When required by the Township, the developer shall provide supporting engineering calculations prepared by a profession engineer of Ontario that the connection to an existing system has adequate capacity and/or pressure in a Road Allowance or easement abutting a principle boundary of the property to be served, and to the satisfaction of the Township.
- (b) No person, including the owner or occupier, shall connect to the Township's water, sewage and/or storm works or make changes or alterations to an existing connection to the Township's water and/or sewage works without the written approval of the Infrastructure Services Department and in compliance with this Policy.

### 3.5 Service Connection Requirements

- (a) A water, sanitary and storm sewer service shall be required as per the Municipal Servicing Standards for:
  - i. Each single detached dwelling;
  - ii. Each semi-detached dwelling;
  - iii. Each unit of a linear row housing dwelling; and
  - iv. Each unit of stacked townhouse dwelling.
- (b) A separate and independent water, sanitary and storm sewer service and water meter shall be required for:
  - i. Commercial property;
  - ii. Multi-use property;
  - iii. Industrial property; and
  - iv. Institutional property
- (c) A separate and independent water, sanitary and storm sewer service and water meter is not required for Additional Residential Units that meet the definition in the Township's zoning by-law and is registered with the Township as such, but shall be connected to municipal water, and sanitary sewer services through the primary residential unit municipal connection. Water servicing to the ARU(s) shall be connected downstream of the primary residential unit's water meter.
- (d) Each and every water service connection shall be equipped with a municipal shut-

off valve that shall be located on municipal property at or near the property line or a location authorized in writing by the Infrastructure Services Department.

- (e) Each and every water, sanitary sewer and/or storm sewer service connection shall be installed and connected to the Township's watermain, sanitary and/or storm sewer along the frontage of the property unless otherwise authorized in writing by the Infrastructure Services Department.
- (f) A separate connection service meter installed for irrigation and/or fire sprinkler systems is not permitted.

### 3.6 Exemptions

Any exemptions to this policy shall be at the discretion of the Infrastructure Services Department and all approvals for exemptions shall be in writing.

## 4.0 Demolitions

### 4.1 Demolition of Building:

- (a) An application to disconnect services must be made on the approved form prior to issuance of a Demolition Permit under the Building Code Act.
- (b) An owner who has received a permit to demolish a building on a property shall notify the Township in writing at least seven (7) days in advance of the date on which the water supply to the property is to be terminated, and shall make an appointment with, and provide access to the Township to accommodate a final water meter reading, the removal of the water meter and the remote readout unit from the property, turn-off of the water supply at the shut-off valve and to allow for inspection of the water service disconnection.
- (c) The owner or an agent of the owner shall be present at the property when the final water meter reading is taken, the water meter is removed, and the water supply is turned off.
- (d) Should the owner have no plans to reconnect services within twelve (12) months the Township may require that the services be disconnected and capped with a water tight cap at the property line and to have all services marker with a wooden placed to grade as per the Municipal Servicing Standards drawings so that services can easily be located for future use, at the expense of the owner.



- (e) The Service Connection Demolition Permit fees include staff time for inspection, and the turn off of the water supply to the property.
- (f) In the event an owner fails to provide access to a property prior to demolition of a building on the property the owner shall pay to the Township an amount equal to the cost of a new water meter and remote readout unit of the same type and size that was unable to be recovered by the Township from the property in accordance with the amounts specified in the current fees and charges bylaw.
- (g) In addition to the amounts payable under subsection 4.1 (f), the owner shall also pay for the amount of water consumption from the last water meter reading date to the date of the disconnection of the water service connection from the waterworks.
- (h) Notwithstanding subsections 4.1 (f), if the Township determines that it is not necessary to recover a water meter from a property to be demolished, the Treasurer shall notify the owner in writing.
- (i) Upon receipt of a notice from the Manager of Environmental Services following the inspection required under subsection 4.1 (b), and provided that the water meter has been removed or determined unrecoverable per subsection 4.1 (h), the owner may proceed with the demolition.
- (j) The owner shall be responsible for the payment of the fixed rate charge specified in the fees and charges by-law, until such time as the services are disconnected and capped as required under subsection 4.1 (d) and inspected by the Township.
- (k) No payment of the fixed rate is required once services have been disconnected and capped at the property line or at watermain, sanitary and/or storm sewer main as required under subsection 4.1 (d) and are deemed no longer usable and while the property remains vacant. The property at the time of redevelopment or erecting of a building, would be subject to connection requirements.
- (m) An existing water, sanitary and/or storm sewer connection to a vacant lot will not be replaced by the Township as part of a capital project, while the property remains vacant unless approved by the Infrastructure Services Department.

## **5.0 Area Charges and Connection Charges Fees**

### **5.1 Area Charges:**

- (a) Some local improvement or special service projects may be broken-down into

an area charge listed in the current fees and charges by-law.

- (d) Area charges are calculated based upon the rates adopted by Council included in the current fees and charges by-law.

## 5.2 Connection Charges:

- (a) Connection charges shall be applied to all properties that have an existing service connection provided at property line that was installed through a Local Improvement Project or Special Service Project, and paid as noted in the current fees and charges by-law prior to connection works commencing.
- (b) Connection charges for some local improvement or special service projects may have two components: service connection fee and area charges. In such cases, the total cost of the service connection is broken-down and indicated in the current fees and charges by-law.
- (c) Connection charges shall not be applied to new lots created through a Subdivision Agreement intended for ultimate municipal assumption and developed while subdivision is not assumed. Connection charges are applicable to vacant lots once the Township has assumed the subdivision for a minimum of 10 years.
- (d) Connection charges shall not be applied to Service Connection Permit – New Service when the Owner will be paying full cost to have new service(s) installed. When the development has a mixture of existing services (ie. Existing water and sanitary services) and requires a new service (ie. Storm service), Service Connection fee will also be applied to the applicant.
- (e) Connection charges are calculated based on the rates adopted by Council included in the current Fees By-law.

## 6.0 Cost Sharing

In some cases the Township may participate in servicing projects on municipal roads with the developer to facilitate more affordable servicing of development lands or improve existing service capacities.

Costs for the provision of water, sewer and stormwater services for projects requested by developers or other property owners, may be financed through the provision of Sections 326 (Special Service Area) or 391 (Fees and Charges) of the Municipal Act, 2001. The area affected by the extension of services will be reviewed.

If affected properties have existing services, the cost of water and sewer services will be paid through general user fees while roads and stormwater costs will be paid through general tax revenue. If the properties do not have these services, the services will be taken to the lot line, with costs allocated to the benefiting landowners on the basis of frontage, catchment areas or some other rational criteria. Under section 326, the costs will be designated as “special services”, and a “special local municipality levy” will be raised on the affected properties.

## **7.0 Relationship between Service Connection Permit and a Building Permit**

- 7.1 A Service Connection Permit regulates the installation and inspection of service connection pipes from the municipal system to the property line. The Infrastructure Services Department will administer and issue a Service Connection Permit.
- 7.2 A Building Permit regulates the installation and inspection of piping on private property from property line to a building. The Building Department will administrate this portion of the process through plans examination, site inspection and permit issuance.



## Township of Wellington North Approved Service Connection Contractor List

**Alfred Fach Excavating**

Office (519) 658-5021

[afach@alfredfachexcavating.ca](mailto:afach@alfredfachexcavating.ca)**Drexler Construction Limited**

Office (519) 856-9526

[info@drexlerconstruction.on.ca](mailto:info@drexlerconstruction.on.ca)**J.T. Excavating Inc.**

Office (519) 270-8888

[admin@jtexcavatingltd.com](mailto:admin@jtexcavatingltd.com)**Moorefield Excavating Ltd.**

Office (519) 510-3571

[info@moorefieldex.ca](mailto:info@moorefieldex.ca)**Reeves Construction Ltd.**

Doug Reeves (519) 313-0252

Office (519) 323-1241

[rclimited@hotmail.com](mailto:rclimited@hotmail.com)**Roubos Farm Services Ltd.**

Rick Roubos

Office (519) 505-0396

[rroubos@rfsltd.ca](mailto:rroubos@rfsltd.ca)**Steed and Evans Ltd.**

Office (519) 744-7315

[info@steadandevans.ca](mailto:info@steadandevans.ca)**Thoume Construction Ltd.**

Office (519) 836-2039

[info@thoume.ca](mailto:info@thoume.ca)

All contractors on this list met the Township of Wellington North's requirements to work within the municipal right of way and are listed in no specific order.



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-07-22

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-012

REPORT TITLE: 393 Parkside Drive Lion Roy Grant Pool

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-012 being a report on 393 Parkside Drive Lion Roy Grant Pool;

AND THAT Council direct staff to reduce the tendering period to 3 weeks for the Lion Grant Pool Demolition instead of the typical 45 day period (as outlined by the Procurement Policy);

AND FURTHER THAT Council direct staff to protect the future expansion of the waterworks facility to allow for future growth including the installation of a new water tower to the west of the existing well house.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

#### 2024 Capital Budget

Council received on April 17, 2023, the Meeting Minutes of the Recreation, Parks and Leisure Committee of April 4, 2023. Resolution 2023-143 at April 17, 2023, meeting of Council:

***THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to proceed with the decommissioning of the Lion Roy Grant Pool and rehabilitation of the property;***

***AND FURTHER THAT Council direct staff to seek pricing for the decommissioning and rehabilitation of the property.***

Recreation, Parks and Leisure Committee Meeting Minutes, April 4, 2023

RPL 2022-12 Mount Forest Lion Roy Grant Pool

RPL 2021-012 being a report on the Mount Forest Outdoor Pool

Resolution 2019-066 at March 11, 2019, meeting of Council:

***THAT the Council of the Corporation of the Township of Wellington North approve the location for the new Mount Forest Pool as east of the Mount Forest and District Sports Complex, off Princess Street, as outlined on the attached aerial image. CARRIED***

Council received on March 8, 2021, the Meeting Minutes of the Recreation, Parks and Leisure Committee of March 2, 2021 which included:

***THAT Council of the Corporation of the Township of Wellington North direct staff to proceed with a request for proposal for the design of the Mount Forest Outdoor Pool as recommended by the Recreation, Parks and Leisure Committee.***

## BACKGROUND

In 2018, Wellington North completed a Recreation Master Plan that recommended replacing the Lion Roy Grant Pool with a new outdoor pool potentially at the Campbell deVore Park / Mount Forest and District Sports Complex with the assistance of community fundraising. With the 2022 decision to close the Roy Grant Pool, Council directed staff to proceed with a new outdoor pool at a new location east of the Mount Forest and District Sports Complex located at 850 Princess Street.

Using the current location was not possible given the additional funds required to bring the site up to standards:

- Long closure over the pandemic which escalated and advanced the deteriorating condition of the bath house, pool equipment and the pool liner.
- 2022 estimated cost to replacement of the pool liner (\$170,000) and pool recirculation system (\$20,000) plus tax.
- Engineering inspection of the concrete pool walls and any repairs prior to the installation of the new liner.
- Recaulking of the perimeter expansion joints.
- Public Health closed the pool on June 7, 2022, due to a failed inspection which included multiply deficiencies.
- Bath house did not meet AODA standards.
- Concern regarding the proximity of the pool to municipal water well located on the property and new requirements for source water protection.

Council received the minutes of the Recreation, Parks and Leisure Committee (RPLC) that was held on April 4, 2023. At the April 17, 2023, council meeting the RPLC

recommendations were approved and council direct staff to proceed with the decommissioning of the Lion Roy Grant Pool and rehabilitation of the property and for staff to seek pricing for the decommissioning and rehabilitation of the property. Pricing for the decommissioning and rehabilitation of the property were included in the 2024 Capital Budget.

## ANALYSIS

The request for tenders has been drafted to demolish and remove the bath house, concrete inground pool and equipment at 393 Parkside Drive. The inground pool area will be backfilled with compacted granular material. Surface remediation of the demolition site will be completed with topsoil and sod with the exceptions as outlined within this report.

The existing horse and buggy tie stall will remain on Grant Street with slight modifications to allow for a walking path connection from Grant Street to 393 Parkside Drive recreation area. On street parallel parking stalls are located on Parkside Drive for vehicles, see Attachment 1. Staff discussed creating a new municipal parking lot, however to protect our municipal water source a parking lot is not permitted within 100m of a water source.

All solid steel panel fence will be removed with the exception along the westerly side adjacent to 404 Main Street South, Midwest Co-operative Services Inc. Mount Forest Branch. The solid steel fence will be sandblasted and repainted for a potential location for a future community mural that will be organized by Community Services Department. A walking path will be installed along the future community mural for pedestrians to access the park land from Grant Street, see Attachment 2.

The chain link fencing at the existing waterworks site (well house and standpipe) will be extended to provide additional room for operation and maintenance, see Attachment 2 for approximate limits. Currently, maintenance vehicles have to back into the site from Parkside Drive and have a portion of the vehicle blocking the roadway on Parkside drive. Portion of the existing concrete pool deck will remain in place within the new boundary of the waterworks site.

The existing Lion Roy Grant pool site will be an expansion to the existing water infrastructure with the intent of the future installation of an elevated tank water tower to the west of the well house in approximately 30 years when the existing standpipe has come to the end of its service life to accommodate for future growth, see Attachment 3.

Staff are also recommending that the tendering period be reduced from 45 days to three weeks to ensure that the project can be completed and site restored by late fall 2024.

## CONSULTATION

Township staff from Recreation, Community and Economic Developments, Environmental Services, CAO and Treasurer.

**FINANCIAL CONSIDERATIONS**

2024 Capital Budget included \$200,000 for the demolition of the outdoor pool and bath house at the Mount Forest Lion Roy Grant pool and rehabilitation of the property.

2023 Capital Budget for Water Physical Security Upgrades has \$58,000 remaining in the budget.

**ATTACHMENTS**

Attachment 1: Parking

Attachment 2: Fencing

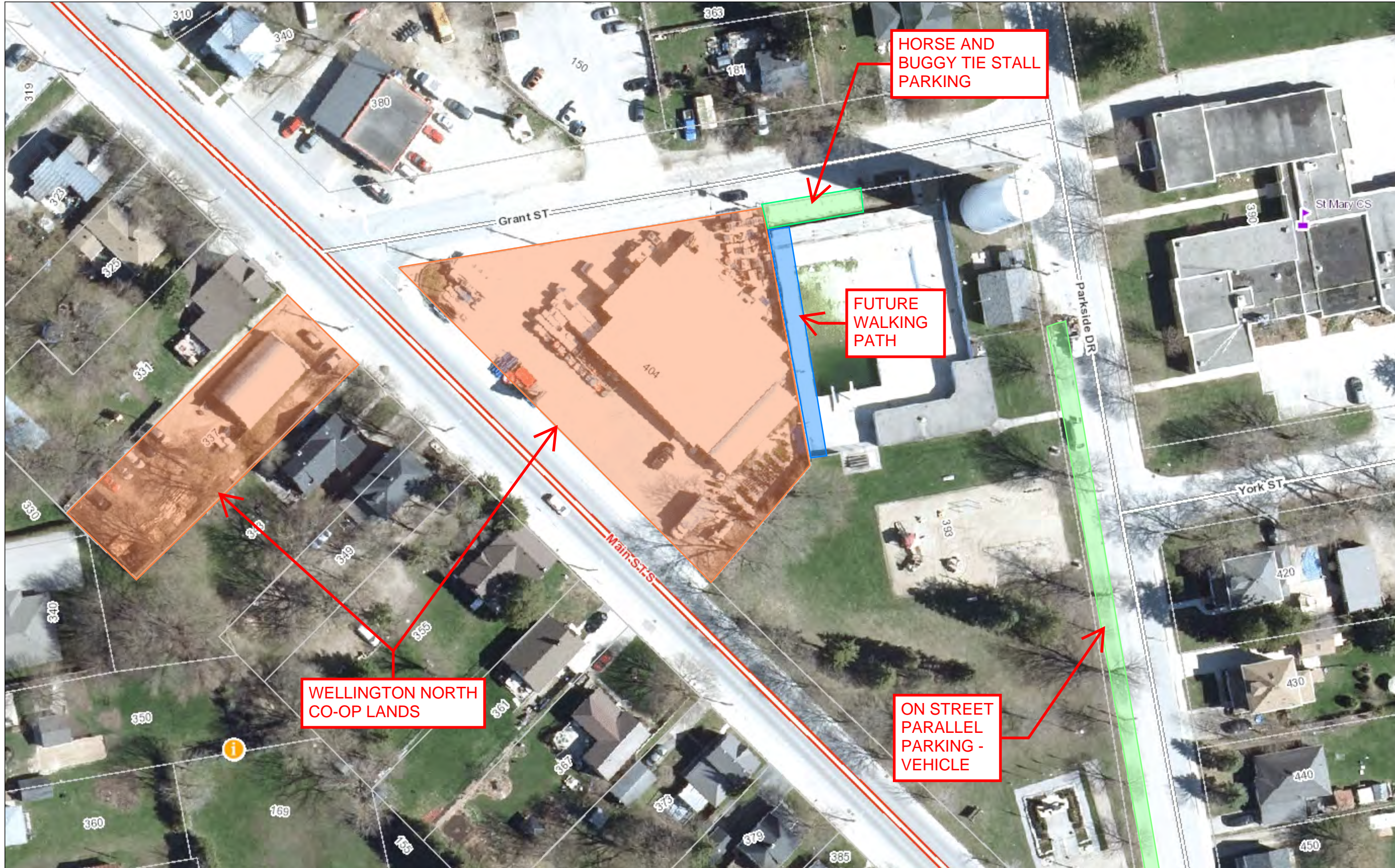
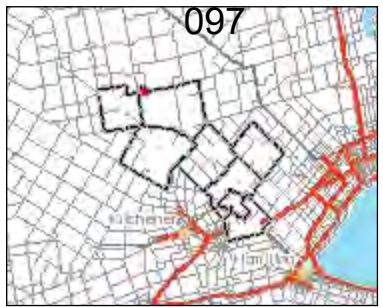
Attachment 3: Future Elevated Water Tank Concept

**STRATEGIC PLAN 2024**

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How:
- 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
- Municipalities
- Ontario - Urban Centres
- Ontario - Roads**
  - Ontario Highway
  - Major Road
  - Local Road
- Ontario - Waterbodies
- Ontario - Municipalities
- RoadsLookup

1:723



Notes

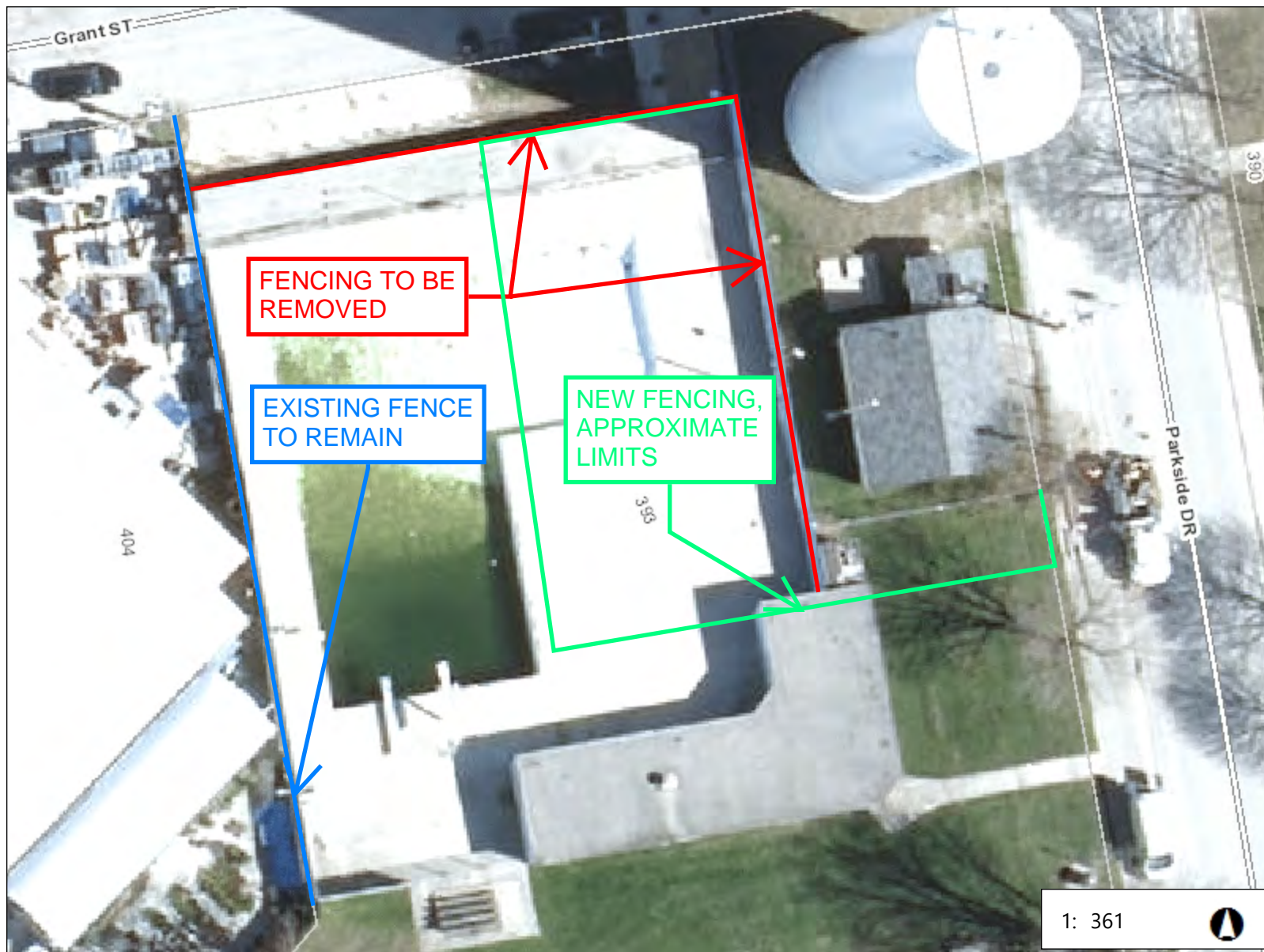
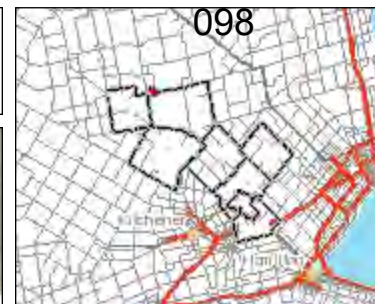
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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022

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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
- Municipalities
- Ontario - Urban Centres

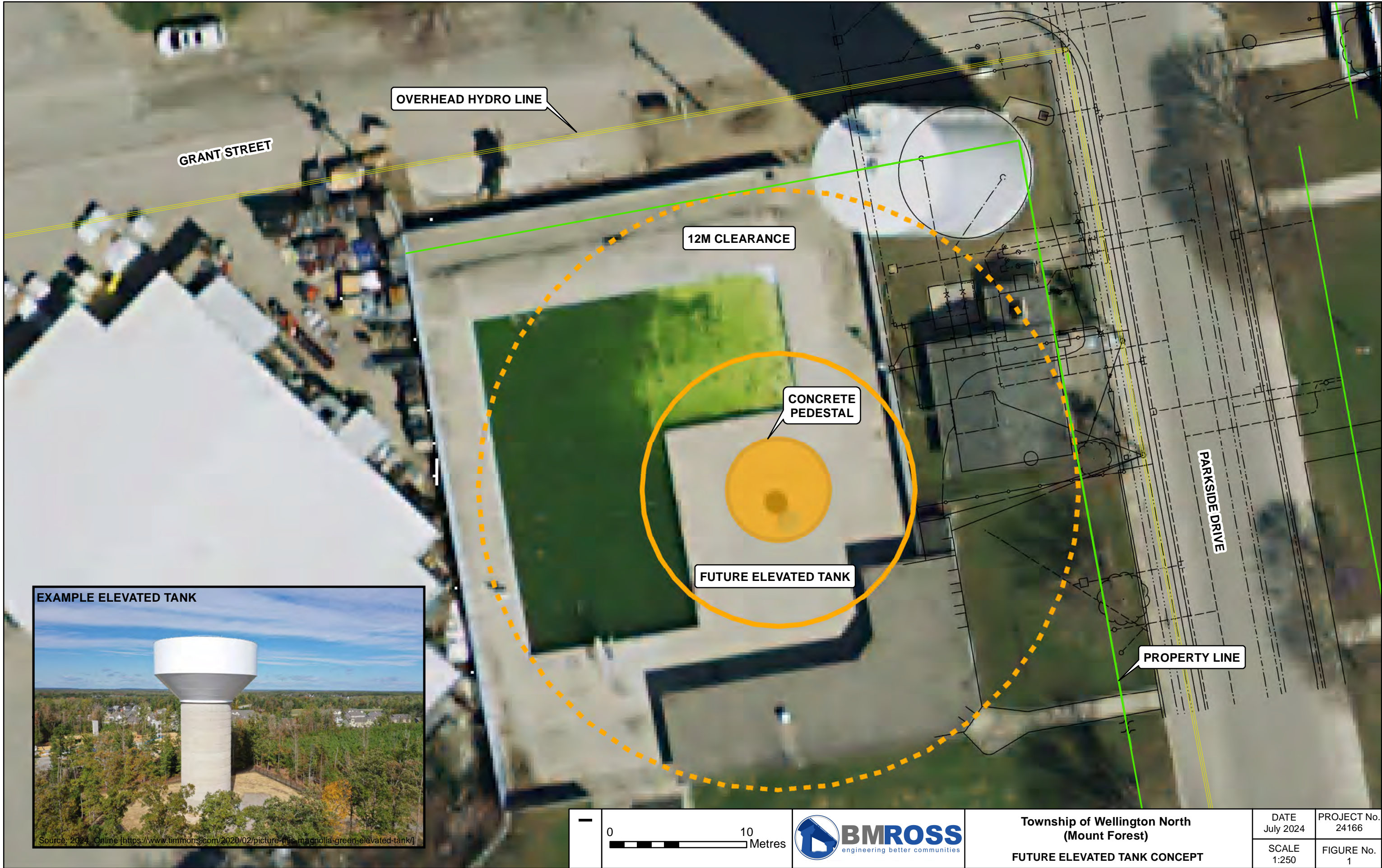
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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022

Notes



OVERHEAD HYDRO LINE

GRANT STREET

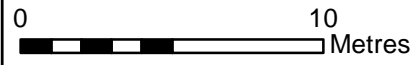
12M CLEARANCE

CONCRETE PEDESTAL

FUTURE ELEVATED TANK

PARKSIDE DRIVE

PROPERTY LINE



Township of Wellington North  
(Mount Forest)  
**FUTURE ELEVATED TANK CONCEPT**

DATE July 2024	PROJECT No. 24166
SCALE 1:250	FIGURE No. 1



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-07-22

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-013

REPORT TITLE: Municipal Office and Works Yard in Kenilworth Asphalt Replacement

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-013 being a report on the Municipal Office and Works Yard in Kenilworth asphalt replacement;

AND THAT Council authorize the addition of the Municipal Office and Works Yard parking lot to the 2024 Asphalt Program in the amount of \$135,061.50 plus – not to exceed the approved 2024 Capital Budget of \$1,444,700;

AND FURTHER THAT Council authorize the Senior Project Manager or their designate to sign any necessary agreements with the successful bidder to execute this project.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

INF 2024-005 Award of the Asphalt Program

2024 Capital Budget

### BACKGROUND

The asphalt replacement in the parking lot at the Municipal Office and Works Yard in Kenilworth has been recommended by staff during the past number of years, including 2024, as part of the draft capital budget deliberations. Council had previously directed staff to remove the Kenilworth parking lot from the asphalt program as a cost saving measure.

The 2024 Asphalt Program was awarded to E.C. King Contracting at the contract price of \$1,155,521.47 with an additional cost of \$138,960 towards milling of existing asphalt, new granular for road base and shoulder grave that will be completed by Township staff for a total

project price of \$1,294,481.47 plus HST. This represented a savings of \$150,218.53 based on the approved 2024 capital budget of \$1,444,700. <sup>101</sup>

## ANALYSIS

Based on the savings identified in the 2024 Asphalt Program, staff reviewed previously identified capital needs to determine if it would be appropriate to augment the asphalt program given the relatively competitive market that seems to exist.

Staff requested that E.C. King Contract submit a quotation related to the parking lot at the Municipal Office and Works Yard in Kenilworth as one option. Based on the scope of working including the fine grading and placement of new asphalt in the parking lot, the total price was quoted as \$135,061.50 plus HST. In addition, as a cost saving measure – township staff would be required to remove the existing asphalt.

Given the rapidly deteriorating condition of the parking lot, staff are recommending that the asphalt replacement for the parking lot at the Municipal Office and Works Yard in the Kenilworth be added to the 2024 Asphalt Program.

## CONSULTATION

Consultation with Township staff: CAO, Treasurer, and Manager of Transportation.

## FINANCIAL CONSIDERATIONS

2024 Capital Budget of \$1,444,700. With the addition of the Municipal Office and Works Yard parking lot, the total capital expenditure would equal \$1,429,542.97 plus HST.

## ATTACHMENTS

None

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How:
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-07-22

MEETING TYPE: Open

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT #: CLK 2024-017

REPORT TITLE: Cemetery maintenance update

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2024-017 cemetery maintenance update.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

CLK 2024-006 cemetery full cost recovery;

CLK 2024-002 Cemetery full cost recovery

CLK 2023-037 Cemetery fees and charges

CLK 2023-031 Mount Forest Cemetery Entrance Repair Update Cultural Roundtable

CLK 2021-017 Cemetery fees and charges

CLK 2017-037 Mount Forest Cemetery By-law

### BACKGROUND

At the March 11, 2024 meeting of Council, at which Report CLK 2024-006 was considered, several items were identified as needing upgraded, repaired or maintained at the cemetery.

Quotes have been obtained on the following identified work:

Repair the fencing at the front of the cemetery:

- sandblasting 90 panels at \$60.00/panel \$5,400.00
- labour to remove and reinstall panels 2 employees/40 hrs \$4,000.00

Pave entrance road: \$6,650.00

Storage shed at the front entrance siding and fascia: \$21,470.00

New doors on back of chapel: \$5,000.00

Survey and clear up title issues: \$25,000

Staff have received Bereavement Authority of Ontario (BAO) approval for the installation of cremation burial plots. The cremation lots will be located at the westerly end of the Orchid section and the entire cremation lot section will measure 154 feet wide (North to South) by 36 feet deep (East to West).

Each cremation plot will be 3 feet wide by 4 feet long and the first cremation plot row will commence along the easterly limit of the road allowance between Orchid/Trillium and Maple section.

The first and second row of cremation plots will be intersected with a four foot wide sidewalk/pad, 2 feet of each side will be used as the base for flat markers on each cremation plot, similar to Picture 1. The third and fourth rows and fifth and sixth rows will also be intersected with a four foot wide sidewalk/pad, 2 feet of each side will be used for as the base for flat markers. Appendix 1 shows the 6 rows of cremation plots in green and the 3 intersecting sidewalks/pads are shown in red.

There will 51 cremation plots per row for a total of 306 cremation plots created when constructed. Up to two cremated remains can be buried in each cremation plot with one flat marker installed, centered on the sidewalk as shown below:



The quote for the first row of sidewalk is \$8,000.00.

Staff are recommending that cremation plots (3 feet x 4 feet with 2 foot sidewalk) be sold at \$2,400.00 with 40% of selling price of \$960.00 going to care and maintenance and the balance of \$1,440.00 for the plot. This is approximately \$200.00 less than a standard grave.

#### ANALYSIS

The fencing, paving, recladding the storage shed, new doors and survey costs will be included in the 2025 cemetery budget for further review. The sidewalk for the cemetery expansion will be recovered through fees and charges.

#### CONSULTATION

Cemetery superintendent

Deputy Clerk

#### FINANCIAL CONSIDERATIONS

The are no financial considerations in receiving this report for information.

## ATTACHMENTS

Appendix 1 – map of new cremation plots as approved by the BAO

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township’s mandate and capacity  
How:
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



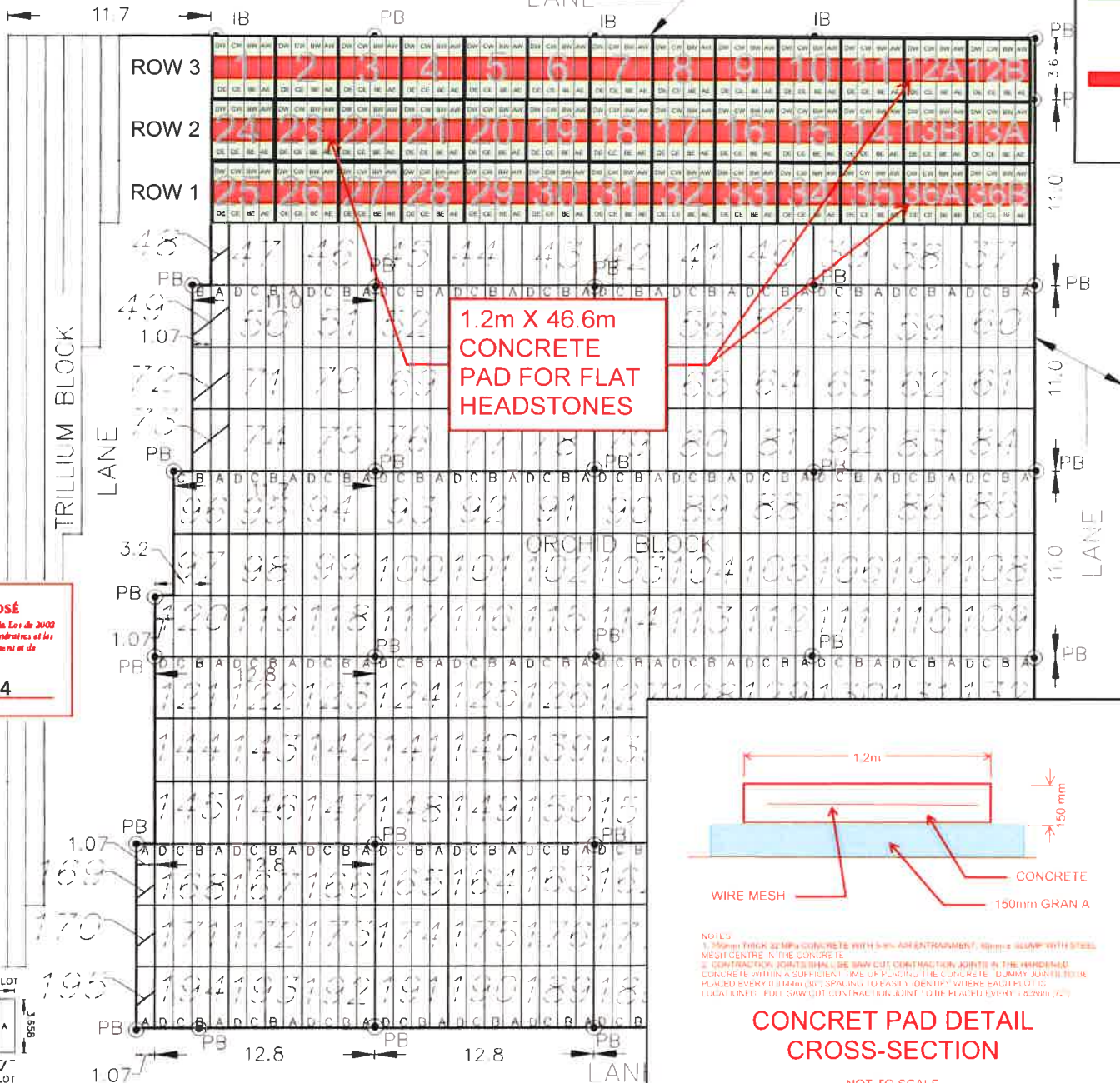
ILLUSTRATION SHOWING  
ORCHID BLOCK  
MOUNT FOREST CEMETERY  
TOWNSHIP OF SOUTHGATE  
COUNTY OF GRUY

Scale 1:125

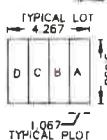
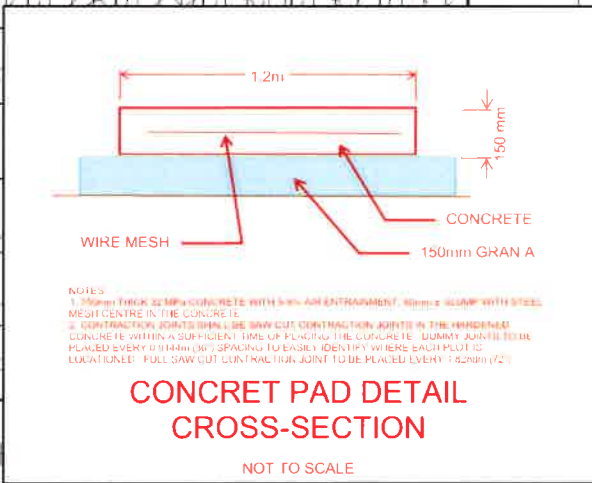
MAPLE BLOCK

LEGEND

- GREEN PLOT FOR URNS
- CONCRETE PAD FOR HEADSTONES



**FILED** **DEPOSÉ**  
In accordance with the *Conformément à la Loi de 2002*  
*Funeral, Burial and* *sur les services funéraires et les*  
*Cremation Services Act,* *services d'enterrement et de*  
*2002* *crémation*  
Date: May 14, 2024



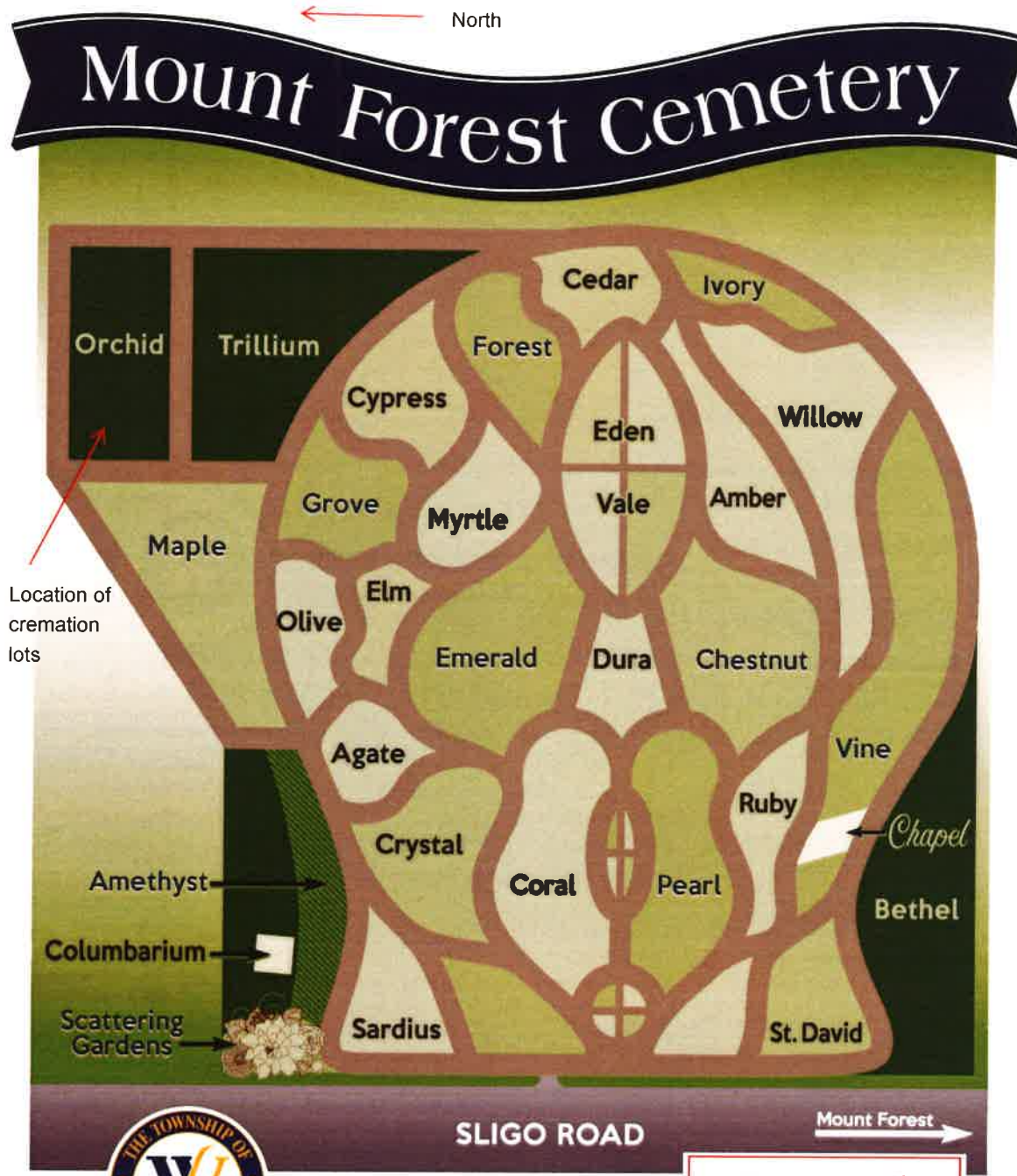
CAUTION: THE SHEET IS NOT A PLAN OF  
MAPLET AND SHALL NOT BE USED FOR ANY PURPOSE  
EXCEPT THAT SHOWN IN THE TITLE BLOCK  
© WILSON FORD SURVEYING & ENGINEERING  
2024  
NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER  
THE SHEET IN WHOLE OR IN PART WITHOUT THE WRITTEN  
CONSENT OF WILSON FORD SURVEYING & ENGINEERING

LEGEND:  
IB IRON BAR  
PB PLASTIC BAN

FUTURE BLOCK

THIS SHEET WAS PREPARED FOR THE TOWNSHIP OF  
WILSON FORD, ONTARIO AND THE UNDERSIGNED ACCEPTS NO  
RESPONSIBILITY FOR USE BY OTHER PARTIES  
13 MARCH 2019  
WILSON FORD SURVEYING & ENGINEERING

**WILSON - FORD**  
Surveying & Engineering  
100 UNIVERSITY AVE. SUITE 200  
MOUNT FOREST ONT. N0W 2L0  
PHONE: (519) 331-1441  
PROJECT NO: 18-019



[www.wellington-north.com](http://www.wellington-north.com)

<b>FILED</b>	<b>DEPOSÉ</b>
<small>In accordance with the Funeral, Burial and Cremation Services Act, 2002</small>	<small>Conformément à la Loi de 2002 sur les services funéraires et les services d'enterrement et de crémation</small>
Date: <u>May 14, 2024</u>	



KIM COURTS  
DEPUTY CLERK  
T 519.837.2600 x 2930  
F 519.837.1909  
E kimc@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

July 2, 2024

Wellington County  
Member Municipality Clerks

Amanda Knight, Township of Guelph/Eramosa  
Nina Lecic, Town of Erin  
Kerri O’Kane, Township of Centre Wellington  
Larry Wheeler, Township of Mapleton  
Annilene McRobb, Town of Minto  
Karren Wallace, Township of Wellington  
Justine Brotherston, Township of Puslinch

[aknight@get.on.ca](mailto:aknight@get.on.ca)  
[nina.lecic@erin.ca](mailto:nina.lecic@erin.ca)  
[kokane@centrewellington.ca](mailto:kokane@centrewellington.ca)  
[LWheeler@mapleton.ca](mailto:LWheeler@mapleton.ca)  
[annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
[jbrown@puslinch.ca](mailto:jbrown@puslinch.ca)

Good afternoon,

At its meeting held June 27, 2024, Wellington County Council approved the following recommendation from the Planning Committee:

That the County Official Plan Review – Progress Report #11 be received for information and forwarded by the County Clerk to Member Municipalities.

Enclosed please find County Official Plan Review – Progress Report #11.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning at [sarahw@wellington.ca](mailto:sarahw@wellington.ca)

Sincerely,

A handwritten signature in cursive script that reads "Kim Courts".

Kim Courts  
Deputy Clerk



## Committee Report

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, June 13, 2024  
**Subject:** **County Official Plan Review – Progress Report #11**



### 1.0 Purpose

This progress report for the County Official Plan Review covers the period from December 2023 to June 2024.

### 2.0 Highlights

- The Province has approved the final version of Official Plan Amendment 119 (County Growth Structure).
- The Province has not made a decision on Official Plan Amendment 120 (County Growth Forecast).
- The County has revised and re-circulated Official Plan Amendment 123 which implements the County Land Needs Assessment for lands within the Future Development land use designation within current urban boundaries.
- The comment period is closed for the 2024 Draft Provincial Planning Statement. No further information is available on timing for completion. This and other Provincial initiatives continue to delay our progress on the County Official Plan Review.
- The following County Planning Committee Reports have been brought forward to Council since the last progress report:

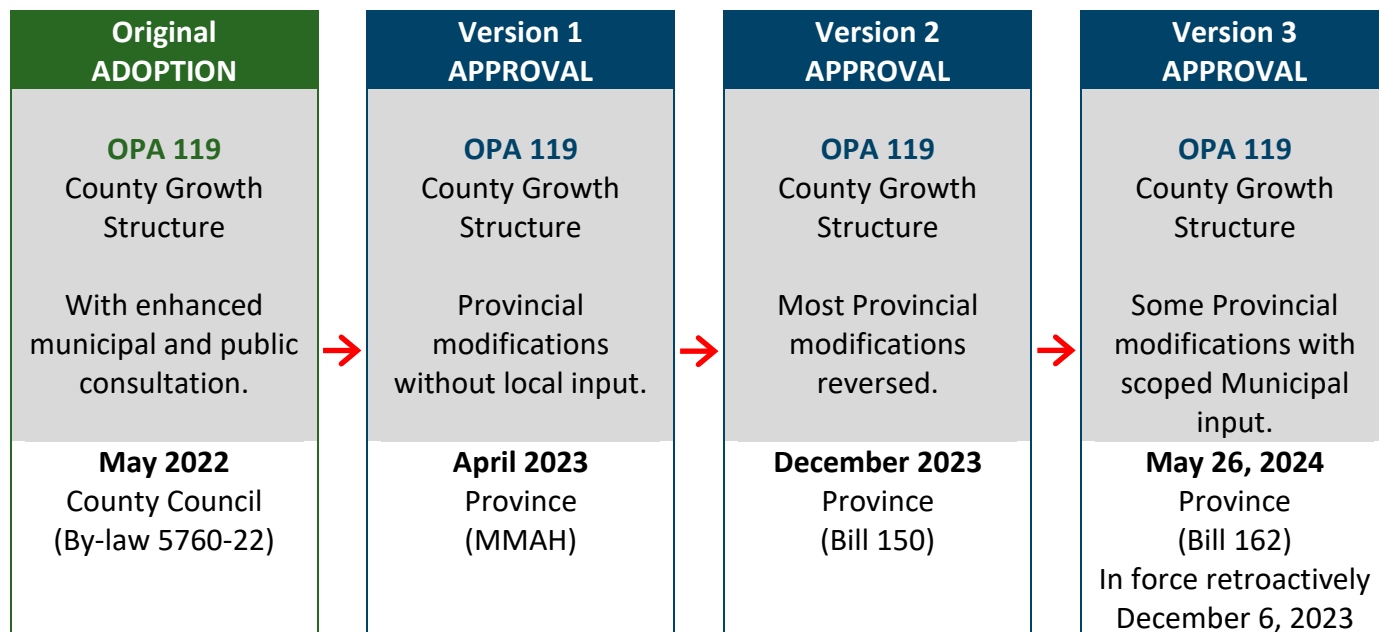
PD2023-34	Provincial Reversal of OPA 119 Modifications
PD2023-35	County Official Plan Review – Progress Report #10
PD2024-05	Bill 150 – Planning Statute Law Amendment Act, 2023
PD2024-08	County Official Plan Review – Urban Boundary Expansion Review
PD2024-10	Bill 162 – Get It Done Act, 2024
PD2024-12	Planning Innovation Lab Initiative
PD2024-15	Housing Focused: A Housing Policy Review in Wellington County
PD2024-19	Bill 185 – Cutting Red Tape to Build More Homes Act, 2024
PD2024-20	Proposed Provincial Planning Statement, 2024

### 3.0 Work Plan

#### 3.1 County Growth Structure - Official Plan Amendment 119 (OPA 119)

OPA 119 was originally adopted by County Council on May 26, 2022 but also required approval by the Province. Most recently, when Bill 162 received royal assent on May 16, 2024, the Province re-instated a modified version of OPA 119. This legislative approval put OPA 119 modifications into effect

retroactively as of December 6, 2023. As set out below, this is the third version of OPA 119 approved by the Province in two years.



The third and final version of OPA 119 is as follows:

#### Modifications Removed

Bill 162 does not include the following previous Provincial modifications:

- To expand urban boundaries in Fergus, Elora/Salem and Rockwood;
- For an employment conversion in Arthur; and
- Policies to defer a decision on the proposed Hamlet of Puslinch.

Final Status: The above Official Plan changes no longer apply.

#### Modifications Reinstated

Bill 162 also includes the following previous Provincial modifications shown below.

Applicability	Location	Type of Modification	Ref. #
County-wide	County-wide	<ul style="list-style-type: none"> <li>• Administrative changes to text</li> </ul>	1 - 19
Centre Wellington	Fergus Golf Course	<ul style="list-style-type: none"> <li>• Changes to existing policy area text and mapping</li> </ul>	20, 29 d)
Centre Wellington	22 Park Road, Elora	<ul style="list-style-type: none"> <li>• Employment area conversion</li> </ul>	22 a), 28 g)
Minto	41 Park St. W, Clifford	<ul style="list-style-type: none"> <li>• Urban boundary expansion</li> </ul>	25, 28 l), 31
Puslinch	4631 Sideroad 20 N	<ul style="list-style-type: none"> <li>• Addition to Regionally Significant Economic Development Study Area</li> </ul>	27 b), 28 b), 32 b)

Final Status: The above Official Plan changes are now in effect.

## Modifications Reinstated (continued)

Bill 162 also includes the following previous Provincial modifications carried forward through Bill 150:

- Modified Greenbelt boundaries in Erin and identification of Brisbane as a Hamlet in the Greenbelt Area
- Removal of parts of the Regionally Significant Economic Development Study Area within the Greenbelt Area of Puslinch

Final Status: The above Official Plan changes are now in effect.

### 3.2 County Growth Structure - Official Plan Amendment 120 (OPA 120)

OPA 120 was originally adopted by County Council on February 23, 2023 but also requires approval by the Province. The amendment extends the growth horizon in Wellington from 2041 to 2051 and allocates the additional population, household and employment growth to Member Municipalities. No decision has been made by the Province.

### 3.3 County Future Development Lands – Official Plan Amendment 123 (OPA 123)

OPA 123 has been revised and re-circulated for comment. This is the third amendment as part of the County's phased municipal comprehensive review (MCR) dealing with lands within urban boundaries. The Open House was held May 23, 2024 and the Public Meeting is scheduled June 13, 2024.

### 3.4 2024 Draft Provincial Planning Statement

The comment period for the Draft Provincial Planning Statement closed May 12, 2024. The Draft document proposes significant changes to the Provincial land use planning framework. The Ministry has not provided any further information about when they will be issuing a final version for implementation.

## 4.0 Provincial Delays

Our work has been significantly delayed by Provincial decision-making, policy initiatives and legislative changes.

### 4.1 Decision Timing

It took the Province two years to issue final approval of County OPA 119. The Amendment was significantly modified by the Province from the Council-adopted version and then further modified through two legislative amendments (Bill 150 and 162).

2-year  
delay

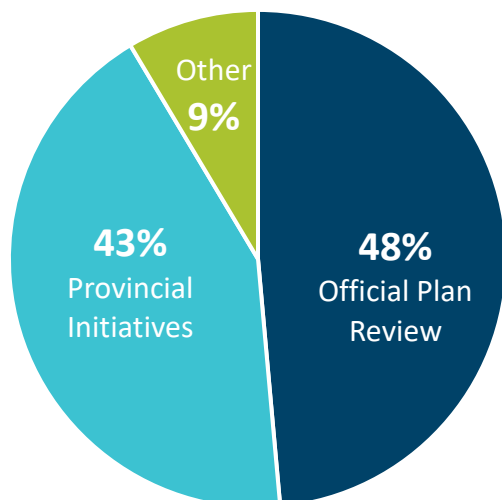
The Province has had County OPA 120 for over one year without issuing a decision.

1+ year  
ongoing delay

### 4.2 Provincial Initiatives

The Provincial Government has flooded municipalities with an unprecedented number of Provincial planning policy initiatives and legislative changes over the past five years. Most require significant staff time to interpret, provide comments and implement necessary changes. In fact, from 2019 to mid-2024 over 40% of the Planning Committee reports prepared by policy planning staff have been devoted to responding to Provincial initiatives (Figure 1). This has taken valuable staff time away from the Official Plan Review and other work.

**Figure 1 Policy Planning Reports, 2019 to Mid-2024**



Below is a list of key areas of change related to land use planning since 2019.

#### Provincial Policy Changes

- Amended Growth Plan, 2019
- Amended Growth Plan, 2020
- Amended Provincial Policy Statement, 2020
- Proposal to Expand the Greenbelt in Erin, Guelph/Eramosa and Puslinch, 2021
- Expansion of Greenbelt in Erin, 2022
- Proposed Provincial Planning Statement, 2023
- Proposed Provincial Planning Statement, 2024

1+ year ongoing delay

#### Legislative Changes

- Bill 88 Planning Amendment Act, 2019
- Bill 108 More Homes, More Choice Act, 2019
- Bill 13 Supporting People and Businesses Act, 2021
- Bill 23 More Homes Built Faster Act, 2022
- Bill 109 More Homes for Everyone Act, 2022
- Bill 97 Helping Homebuyers, Protecting Tenants Act, 2023
- Bill 134 Affordable Homes and Good Jobs Act, 2023
- Bill 136 Greenbelt Statute Law Amendment Act, 2023
- Bill 150 Planning Statute Law Amendment Act, 2023
- Bill 162 Get It Done Act, 2024
- Bill 185 Cutting Red Tape to Build More Homes Act, 2024

#### 4.3 Timing Questions

Recently, the most frequently asked questions about the Official Plan Review are about timing of the Phase 3A urban boundary expansion review in Centre Wellington and the Phase 3B rural residential growth review. These and other updates are provided below.

### **Phase 3A Centre Wellington Urban Expansion Review**

Township and County staff are continuing to review and evaluate locations for urban expansion in Centre Wellington. Planning staff will monitor the Province's progress towards finalizing the proposed 2024 Draft Provincial Planning Statement (2024 Draft PPS) and the implications for our work. There is currently no information available from the Province about when the document will be finalized, what additional changes may apply, the effective date and implementation details. This uncertainty makes it difficult to provide specific timelines, but staff would like to have the evaluation process completed in the early fall.

### **Phase 3B Rural Residential Growth**

The 2024 Draft PPS also has implications for the Phase 3B Rural Residential Growth (including secondary urban centres, hamlets, rural lot creation, etc.). Monitoring is ongoing and staff are planning to initiate this work in the fall of 2024. Hopefully, the new PPS will be implemented and in effect by that time.

### **Phase 3B Puslinch by Design**

The study to identify future employment lands in Puslinch has been initiated. Additional information about the timeline and how to get involved in the Study is attached.

### **Other Areas of Focus**

The Agricultural Mapping and Policy Review has also been paused due to the 2023 and 2024 Draft PPS. Staff will begin work on the agricultural component and other key areas of focus for the Official Plan Review after the final PPS is in effect, based on planning staff and consultant availability.

## **5.0 Strategic Action Plan**

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

- Making the best decisions for the betterment of the community
- To assist in solving the current housing crisis

## **6.0 Recommendation**

That the County Official Plan Review – Progress Report #11 be received for information and forwarded by the County Clerk to Member Municipalities.

Respectfully submitted,



Sarah Wilhelm, RPP, MCIP  
Manager of Policy Planning

Attachment Puslinch by Design: Project Timeline and How To Get Involved






TOWNSHIP OF  
**PUSLINCH**

# Puslinch by Design

## Project Timeline and How To Get Involved

### Project Initiation

01

Initial meetings, confirming data, and finalizing project schedule.



Spring/Summer 2024



Report on Township's website



Report on County's website

Spring/Summer 2024



02

Research and analysis of topics to consider for Puslinch's employment lands (examples: transportation, land-use) which will establish the background context.

### Existing Conditions

### Detailed Planning Study

03

Bring together the background conditions and key information necessary to form land-use options for the future employment lands.



Summer/Fall 2024



Report on County's website



Report on Township's website



Township Council Meeting




TOWNSHIP OF  
**PUSLINCH**

# Puslinch by Design

## Project Timeline and How To Get Involved



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

**BY-LAW NUMBER 061-2024**

**BEING A BY-LAW TO AMEND BY-LAW 018-19 BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE MEMBERS OF THE TOWNSHIP OF WELLINGTON NORTH.**

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

1. That Section 9, Enforcement be amended

FROM

Complaints must be made in writing and signed by an identifiable individual. The identity of the complainant will be protected. Complaints shall be submitted directly to the Integrity Commissioner at:

Guy Giorno, Fasken Martineau

Tel: 416-865-5164 or (toll-free) 877-609-5685

Email: [integritycommissioner@fasken.com](mailto:integritycommissioner@fasken.com)

TO

Complaints must be made in writing and signed by an identifiable individual. The identity of the complainant will be protected. Complaints shall be submitted directly to the Integrity Commissioner at:

Principles Integrity

30 Haddon Street, Toronto, ON M5M 3M9

Attention: Jeffrey A. Abrams and Janice Atwood-Petkovski

Tel No.: 647-259-8697

Email: [postoffice@principlesintegrity.org](mailto:postoffice@principlesintegrity.org)

2. **AND THAT** this by-law shall come into force immediately on passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 22ND DAY OF JULY, 2024.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 062-2024**

**BEING A BY-LAW TO AUTHORIZE A FIFTH LEASE EXTENSION  
AND AMENDING AGREEMENT (KENILWORTH/OPP).**

**WHEREAS** The Corporation of the Township of Wellington North purchased the property being Part of Lot 20, Concession EOSR, Division 4 in the former Township of Arthur as described in registered Instrument No. WC288609 as of the 20<sup>th</sup> day of August, 2010.

**AND WHEREAS** the property was subject to a Lease with Her Majesty the Queen in Right of Ontario to expire on the 28<sup>th</sup> day of February, 2011 subject to the right of the Tenant to extend the Lease for a further five year term;

**AND WHEREAS**, Her Majesty the Queen in Right of Ontario elected to extend the said Lease (first) lease extension and amending agreement) for a further term of five years to February 29, 2016;

**AND WHEREAS**, Her Majesty the Queen in Right of Ontario elected to extend the said Lease (second) lease extension and amending agreement) for a further term of five years to February 28, 2018;

**AND WHEREAS**, Her Majesty the Queen in Right of Ontario elected to extend the said Lease (third) lease extension and amending agreement) for a further term of five years to February 29, 2023;

**AND WHEREAS**, Her Majesty the Queen in Right of Ontario elected to extend the said Lease (fourth) lease extension and amending agreement) for a further term of one year to February 28, 2025;

**AND WHEREAS**, His Majesty the King in Right of Ontario has now elected to extend the said Lease (fifth) lease extension and amending agreement) for a further term of one year to February 28, 2026 in substantially the form attached hereto as Schedule A;

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

The Mayor and Clerk are hereby authorized and directed to sign a Lease Extension and Amending Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Infrastructure in substantially the same form as the draft Lease Extension and Amending Agreement as of March 1, 2025 with a termination date of February 28, 2026, attached hereto as Schedule A.

***READ AND PASSED THIS 22ND DAY OF JULY, 2024.***

---

**ANDREW LENNOX MAYOR**

---

**KARREN WALLACE, CLERK**

**FIFTH LEASE EXTENSION AND AMENDING AGREEMENT**

**THIS AGREEMENT** made in duplicate as of March 1, 2025.

**B E T W E E N:**

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

(the “**Landlord**”)

- and -

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
MINISTER OF INFRASTRUCTURE**

(the “**Tenant**”)

**WHEREAS:**

- A. By a lease dated February 27, 2007 (the “**Original Lease**”), the Wellington Catholic District School Board (the “**Original Landlord**”) leased to Her Majesty, the Queen in right of Ontario as represented by the Minister of Public Infrastructure Renewal (the “**MPIR**”) the premises more particularly described as the entire building, comprising a rentable area of approximately nine thousand and nine hundred (9,900) square feet (the “**Rentable Area of the Premises**”), in the building municipally known as 9135 Highway #6 (the “**Building**”), in the Hamlet of Kenilworth, in the former Township of Arthur, in the Township of Wellington North, in the County of Wellington, in the Province of Ontario, as more particularly described in Schedule “A” attached thereto and outlined on the plan attached to the Original Lease as Schedule “B” thereto (the “**Premises**”) for a term of five (5) years, commencing on March 1, 2006 and expiring on February 28, 2011 (the “**Original Term**”), in addition to other terms and conditions as set out therein.
- B. Pursuant to the terms of the Original Lease, the MPIR was entitled to extend the Term for one (1) additional term of five (5) years.
- C. By Order in Council No. 1617/2008, approved and ordered September 17, 2008, all of the powers and duties assigned by law to the MPIR in respect of infrastructure and any other matters were transferred and assigned to Minister of Energy and Infrastructure (“**MEI**”).
- D. On August 20, 2010, the Original Landlord transferred its right, title and interest in the Building to the Landlord and the Landlord is the current registered owner on title.
- E. By Order in Council No. 1320/2010, approved and ordered September 15, 2010, all of the powers and duties assigned by law to the MEI under Order in Council No. 1617/2008 in respect of infrastructure matters, including but not limited to the powers, duties, functions and responsibilities of the MEI in respect of the *Ministry of Government Services Act*, R.S.O. 1990, c.M.25 in respect of real property matters, were transferred and assigned to the Minister of Infrastructure (“**MOI**”).
- F. Ontario Infrastructure and Lands Corporation (“**OILC**”) has been delegated MOI’s authorities and responsibilities with respect to real property in the name of MOI subject to certain conditions by Delegation of Authority of Ontario Infrastructure and Lands Corporation under the *Ministry of Infrastructure Act*, 2011, S.O. 2011, c. 9, Sched. 27.
- G. The MOI exercised its first right to extend the Original Term by a lease extension and amending agreement dated March 1, 2011 (the “**First Lease Extension and Amending Agreement**”) with an extension term commencing on March 1, 2011 and expiring on February 29, 2016 (the “**First Extension Term**”), in addition to other terms and conditions as set out therein.
- H. By Order in Council No. 1376/2011, approved and ordered July 19, 2011, the MOI shall exercise the powers and duties assigned by law to the MOI or that may otherwise be

assigned to or undertaken by the MOI in respect of infrastructure and any other matters related to the MOI's portfolio.

- I. The Landlord and MOI agreed to extend the Original Term, as amended and extended, by a second lease extension and amending agreement dated November 1, 2013 (the "**Second Lease Extension and Amending Agreement**") with an extension term commencing on March 1, 2016 and expiring on February 28, 2018 (the "**Second Extension Term**"), in addition to other terms and conditions as set out therein.
- J. Pursuant to the terms of the Second Lease Extension and Amending Agreement, the MOI was entitled to extend the Term for one (1) additional term of five (5) years.
- K. By Order in Council No. 219/2015, approved and ordered February 18, 2015, all of the powers and duties previously assigned and transferred to the MOI under Order in Council No. 1376/2011, save and except as set out in Order in Council No. 219/2015, were assigned and transferred to the Minister of Economic Development, Employment and Infrastructure ("**MEDEI**").
- L. By Order in Council No. 1342/2016, approved and ordered September 14, 2016, all of the powers and duties previously assigned and transferred to the MEDEI under Order in Council No. 219/2015 in respect of infrastructure and other matters are assigned and transferred to the MOI.
- M. The MOI exercised its right to extend the Original Term, as amended and extended, by a third lease extension and amending agreement dated March 1, 2018 (the "**Third Lease Extension and Amending Agreement**") with an extension term commencing on March 1, 2018 and expiring on February 28, 2023 (the "**Third Extension Term**"), in addition to other terms and conditions as set out therein.
- N. Pursuant to the terms of the Third Lease Extension and Amending Agreement, the MOI was entitled to extend the Term for one (1) additional term of five (5) years.
- O. By Order in Council No. 1152/2018, approved and ordered October 22, 2018, certain responsibilities in respect of government property under the *Ministry of Infrastructure Act*, 2011, S.O. 2011, c. 9, Sched. 27 and other responsibilities were assigned and transferred from the MOI to the Minister of Government and Consumer Services ("**MGCS**").
- P. By Order in Council No. 1198/2022, approved and ordered August 29, 2022, certain responsibilities in respect of Government property under the *Ministry of Infrastructure Act*, 2011, S.O. 2011, c. 9, Sched. 27 and other responsibilities were assigned and transferred from the MGCS to the MOI.
- Q. The MOI exercised its right to extend the Original Term, as amended and extended, by a fourth lease extension and amending agreement dated March 1, 2023 (the "**Fourth Lease Extension and Amending Agreement**") with an extension term commencing on March 1, 2023 and expiring on February 28, 2025 (the "**Fourth Extension Term**"), in addition to other terms and conditions as set out therein.
- R. The Landlord and Tenant have now agreed to extend the Original Term, as amended and extended, in accordance with the terms of the Original Lease, as amended and extended by the First Lease Extension and Amending Agreement, the Second Lease Extension and Amending Agreement, the Third Lease Extension and Amending Agreement and the Fourth Lease Extension and Amending Agreement (the "**Subsequent Agreements**"), with a fifth extension term commencing on March 1, 2025 and expiring on February 28, 2026 (the "**Fifth Extension Term**"), in addition to other terms and conditions as set out herein.
- S. The Original Lease, as amended and extended by the Subsequent Agreements, provides that any extensions shall be upon the same terms and conditions of the Original Lease, as amended and extended, except for the amount of the Net Rent, which shall be determined by mutual agreement.
- T. The Landlord and the Tenant have agreed on the amount of the Net Rent for the Fifth Extension Term.

- U. The Original Lease, the Subsequent Agreements, and this fifth lease extension and amending agreement (the “**Fifth Lease Extension and Amending Agreement**”) are hereinafter collectively referred to as the “**Lease**”, except as specifically set out herein.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto agree as follows:

**1. CONFIRMATION OF RECITALS**

The parties hereto confirm that the foregoing recitals are true in substance and in fact.

**2. EXTENSION OF LEASE**

The parties hereto agree that:

- (a) The Lease is hereby extended for the Fifth Extension Term.
- (b) The Fifth Extension Term shall commence on March 1, 2025 and expire on February 28, 2026.

**3. RENT FOR THE FIFTH EXTENSION TERM**

- (a) The Net Rent payable for the Fifth Extension Term shall be Forty-Nine Thousand, Five Hundred Dollars (\$49,500.00) per annum (based on a rate of Five Dollars (\$5.00) per square foot of the Rentable Area of the Premises per annum), payable in equal monthly installments of Four Thousand, One Hundred and Twenty-Five Dollars (\$4,125.00), each on the first day of each month during the Fifth Extension Term, the first of such monthly installments to be due and payable on March 1, 2025.
- (b) Pursuant to Paragraph 3 of Schedule D of the Original Lease, Operating Costs payable for the Fifth Extension Term shall be Ten Thousand Dollars (\$10,000.00) per annum, payable in equal monthly instalments of Eight Hundred and Thirty-Three Dollars and Thirty-Four Cents (\$833.34), each on the first day of each month during the Fourth Extension Term, the first of such monthly installments to be due and payable on March 1, 2025.
- (c) The Tenant shall pay, as Additional Rent, directly to the Landlord, or at the Landlord’s direction directly to the taxing authority, the Tenant’s Proportionate Share of Realty Taxes in accordance with Schedule G of the Original Lease.

**4. AMENDMENT OF LEASE**

The extension contemplated in Section 2 of this Fifth Lease Extension and Amending Agreement is subject to all the covenants and conditions contained in the Original Lease, as amended, renewed and extended by the Subsequent Agreements from time to time, save and except that:

- (a) The Tenant shall pay to the Landlord all applicable Sales Taxes assessed on the Rent payable by the Tenant to the Landlord under the Lease. The Sales Taxes shall not be deemed to be Additional Rent under the Lease, but may be recovered by the Landlord as though they were Additional Rent.
- (b) The Original Lease is amended as follows:
  - (i) Paragraph (g) of the Summary, as amended, is deleted in its entirety and replaced with the following address for the Tenant for the purposes of delivering notices in accordance with Section 6.17 of the Original Lease:

Ontario Infrastructure and Lands Corporation  
1 Dundas Street West, Suite 2000  
Toronto, Ontario M5G 1Z3  
Attention: Vice President, Real Estate Operations  
Fax: (416) 327-1906  
Email: [REOpsnotices@infrastructureontario.ca](mailto:REOpsnotices@infrastructureontario.ca)



With a copy to:

Ontario Infrastructure and Lands Corporation  
1 Dundas Street West, Suite 2000  
Toronto, Ontario M5G 1Z3  
Attention: Director, Legal Services (Leasing and Contract Management)  
Fax: (416) 327-3376  
Email: [LeasingNotices@infrastructureontario.ca](mailto:LeasingNotices@infrastructureontario.ca)

And an additional copy to:

Ontario Infrastructure and Lands Corporation  
c/o BGIS  
4175 14th Avenue  
Markham, Ontario L3R 0J2  
Attention: IO Lease Administration  
Fax: (416) 860-3462  
Email: [IOLeaseAdmin@bgis.com](mailto:IOLeaseAdmin@bgis.com)

- (ii) Section 6.31, Tenant's Termination Right, shall be deleted in its entirety and replaced with the following:

**“Section 6.31  
Tenant's Termination Right**

Notwithstanding anything to the contrary contained in this Lease, the Tenant shall have the right, at any time during the Term or any extensions thereof, to terminate this Lease by giving the Landlord sixty (60) days' prior written notice of termination.

If the Tenant exercise its right as aforesaid: (i) the Tenant shall surrender the Premises and delivery up vacant possession thereof to the Landlord upon expiration of the said sixty (60) day notice period (the “**Termination Date**”) in accordance with the terms of this Lease and all Rent shall be adjusted as of the Termination date; and (ii) neither party will have any further liability to the other.”

**5. GENERAL**

- (a) The Landlord and the Tenant hereby mutually covenant and agree that during the Fifth Extension Term they shall perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Lease, as amended and extended hereby.
- (b) The Lease shall be binding upon and enure to the benefit of the parties and hereto and their respective heirs, executors, administrators, successors and assigns, subject to the express restrictions contained therein.
- (c) Capitalized expressions used herein, unless separately defined herein, have the same meaning as defined in the Lease, as amended and extended by the Subsequent Agreements.
- (d) The provisions of this Fifth Lease Extension and Amending Agreement shall be interpreted and governed by the laws of the Province of Ontario.
- (e) The parties agree that this Fifth Lease Extension and Amending Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall be construed together as a single binding instrument. Such counterparts may be delivered by facsimile or other electronic means, including by electronic mail in portable document format (PDF). The electronic signature of any party hereto shall constitute a valid and binding signature with the same effect as an original signature endorsed hereon. Any party delivering an executed counterpart of this Fifth Lease Extension and Amending Agreement by facsimile or by electronic transmission shall, if requested, also deliver an originally executed counterpart within a reasonable period of the facsimile or electronic transmission.

Failure to deliver an originally executed copy shall not affect the validity, enforceability or binding effect of this Fifth Lease Extension and Amending Agreement.

- (f) The Landlord acknowledges that the Lease and any information contained herein, may be required to be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31 and the Digital and Data Directive as amended. This acknowledgement shall not be construed as a waiver of any right to object to the release of the Lease or of any information or documents.

“**Digital and Data Directive**” means the Management Board of Cabinet Directive issued under subsection 3(3) of the *Management Board of Cabinet Act*, as amended or replaced from time to time.

**EXECUTED** by each of the parties hereto under seal on the date written below.

**SIGNED, SEALED AND DELIVERED**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

By: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

By: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

**HIS MAJESTY THE KING IN RIGHT  
OF ONTARIO AS REPRESENTED BY  
THE MINISTER OF  
INFRASTRUCTURE, AS  
REPRESENTED BY ONTARIO  
INFRASTRUCTURE AND LANDS  
CORPORATION**

By: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer



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

**BY-LAW NUMBER 063-2024**

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

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

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

1. THAT Schedule 'A-2' of By-law 66-01 is amended by changing the zoning on a portion of the lands described as Plan 61M248 Part of Lots 23, 24, and 133 and is municipally know as 401 & 405 Adelaide Street, as well as 101 Dingman Street, as shown on Schedule "A" attached to and forming part of this By-law from **Holding Residential Site Specific ((H)R1C-26)** to **Residential Site Specific (R1C-26)**.
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. THAT this By-law shall take force and effect on the date of passing and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990.

**READ AND PASSED THIS 22ND DAY OF JULY, 2024.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

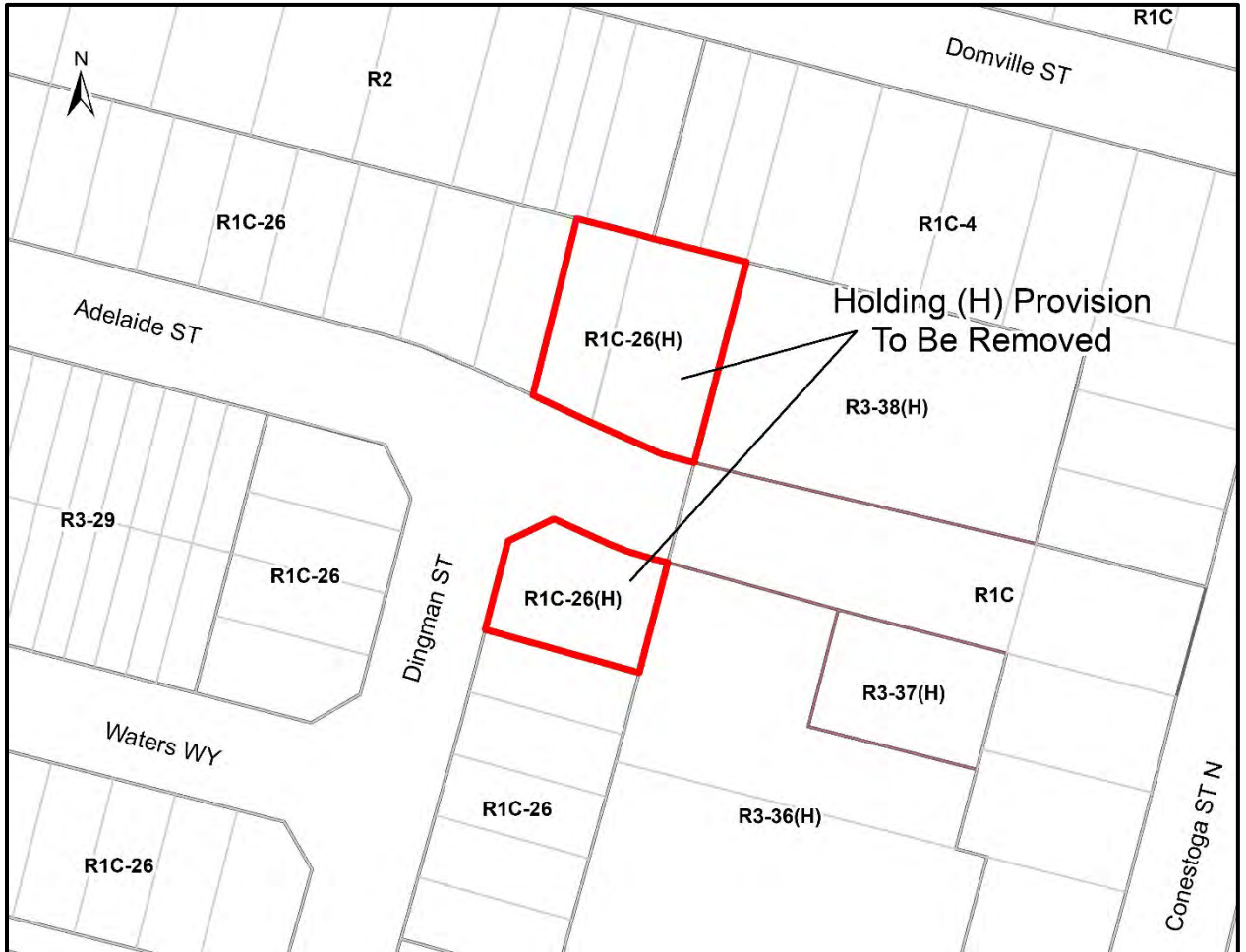
\_\_\_\_\_  
**KARREN WALLACE,**

**CLERK**

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 063-2024

Schedule "A"



This is Schedule "A" to By-law 063-2024

Passed this 22nd day of July 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## EXPLANATORY NOTE

### BY-LAW NUMBER 063-2024

#### **THE LOCATION OF THE SUBJECT LANDS**

The property is described as Plan 61M248 Part of Lots 23, 24, and 133 and municipally known as 401 & 405 Adelaide Street, as well as 101 Dingman Street. The total area of the subject lands is approximately 0.19 ha (0.47 ac) and the lands subject of the amendment are currently zoned Holding Residential Site Specific ((H)R1C-26).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone a portion of the subject lands from Holding Residential Site Specific ((H)R1C-26) to Residential Site Specific(R1C-26) to permit the construction of single-detached dwellings on the lots.



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

## CULTURAL MOMENT FOR JULY 22, 2024 CELEBRATING CHARLES MCKELLAR



With the current renovations to the entrance of the Mount Forest Cemetery, it's appropriate to remember someone who was dedicated to the cemetery's upkeep.

Charles Vincent McKellar was born on March 14, 1885, in Egremont Township to parents Isabella and Neil McKellar. His brother, William, was seven years older, and his sister Cora, who died in infancy, was five years younger. There were also a couple of older siblings.

In 1921, he married Mabel Gertrude Wells in Welland, Ontario, and they had one son, Frederic M. McKellar born in 1923.

An article in Homer VIII magazine, quoted one of his former teachers, Frances Galbraith. She advised that Charlie was a "very artistic and clever paperhanger" who lived on Elgin Street in Mount Forest. Homer had published a poem titled "Just A-Wondering" written by Charlie. Apparently, he liked to write poetry, did so when taking a break from paper hanging, and it was not uncommon for him to place the poems behind the wallpaper. This particular poem was written in 1951 and was discovered 30 years later by Stephen and Susan Westmore, who lived at Queen and Dublin Streets.

He was also talented at skating. The Tom Ellis skating rink was across from his home, and he entertained other skaters with his "wonderful figures."

On a more serious note, Charlie, as he was known, was a chairman of the Mount Forest Cemetery Board and a long-time custodian of the cemetery, member of the Hospital Board, and a member of the Mount Forest United Church.

Charlie died at the age of 73 on March 4, 1959. His only son, Fred, died in January 2000 but did not have any offspring. Both Charles and his wife, and their son and his wife are buried in this cemetery.



Just inside the main gate to the cemetery, there is a flowerbed and plaque to the dedication of Charles V. McKellar. Over the years, the walls of the flowerbed have deteriorated. As part of the renovations to the cemetery entrance, the flowerbed will also be refurbished. The upper tier will be removed, and the plaque restored.

An attempt was made to contact any family member through Ancestry explaining the condition of the memorial and permission to update it. Charles' sister's family were the closest relatives, but all have passed. (Not a real happy ending)

*Submitted by Penny Renken and Bonny McDougall, Wellington North Cultural Roundtable*

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

**BY-LAW NUMBER 064-2024**

**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 JULY  
22, 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 July 22, 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 22ND DAY OF JULY, 2024.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**