

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 4, 2024 AT 2:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

HOW TO JOIN

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

Please click this URL to join. <https://us02web.zoom.us/j/82640740903>

Or join by phone:

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

Webinar ID: 826 4074 0903

PAGE #

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the November 4, 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:

- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Recommendation:

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

- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

1. REPORTS

- INF 2024-023 John Street Reconstruction
- CAO 2024-015 Staff update

2. REVIEW OF CLOSED SESSION MINUTES

- October 21, 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 Report CAO 2024-015, Staff update;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-023, John Street Reconstruction;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 21, 2024 Council Meeting.

O'CANADA

PRESENTATIONS

- | | |
|---|-----|
| 1. Sarah Wilhelm, Manager of Policy Planning, County of Wellington, Committee Report dated September 12, 2024, regarding 2024 Provincial Planning Statement | 001 |
| 2. Jameson Picard, Senior Policy Planner, County of Wellington, Committee Report dated September 12, 2024, regarding Official Plan Review – 204 Rural Residential Growth Analysis | 012 |
| 3. 2025 Budget Overview Presentation | 020 |
| • Report TR 2024-008, 2025 Operating and Capital Budget | 056 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2024-008 2025 operating and capital budget;

AND THAT Council provide direction regarding the tax levy increments for 2025.

RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the November 4, 2024 Regular Meeting of Council at ____:____ p.m. for the purpose of holding meetings under the Planning Act.

PUBLIC MEETING

- Gary Martin (Concession 6, Part Lot 9, currently civically unaddressed),
Zoning By-law Amendment 18/24

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North
resume the November 4, 2024 Regular Meeting of Council at : p.m.

QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, October 21, 2024 203

Recommendation:

THAT the minutes of the Regular Meeting of Council held on October 21, 2024
be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Mount Forest Business Improvement Area, Association Meeting, 213
October 15, 2024

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North
receive the minutes of the Mount Forest Business Improvement Area
Association Meeting held on October 15, 2024.

- b. Mount Forest District Chamber of Commerce, Board Meeting, 216
September 10, 2024

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North
receive the minutes of the Mount Forest District Chamber of Commerce Board
Meeting held on September 10, 2024.

- c. Saugeen Valley Conservation Authority, Board of Directors Meeting, 220
September 19, 2024

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North
receive the minutes of the Saugeen Valley Conservation Authority Board of
Directors Meeting held on September 19, 2024.

- d. Maitland Valley Conservation Authority, Membership Meeting #7-2024, 225
September 18, 2024

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Membership Meeting #7-2024 held on September 18, 2024.

- e. Wellington North Cultural Roundtable, October 17, 2024 231

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on October 17, 2024.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North add the functions of a Cultural and Heritage Committee to the Terms of Reference of the Cultural Roundtable, as recommended by the Wellington North Cultural Roundtable.

2. PLANNING

- a. Report DEV 2024-032, Consent Application B88-24 Gary Martin 237

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-032 Consent Application B88-24 Gary Martin (Severance).

AND THAT Council support consent application B88-24 as presented with the following conditions.

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain; and
- THAT driveway access can be provided to the severed lands to the satisfaction of the appropriate road authority; and
- THAT application B89/24 is approved to the satisfaction of the County of Wellington Planning Department.

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

- b. Report DEV 2024-033, Consent Application B89-24 Gary Martin 243

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-033 Consent Application B89-24 Gary Martin (Easement).

AND THAT Council support consent application B89-24 as presented.

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

- c. Report DEV 2024-034, Consent Application B92-24 12375532 Canada Incorporated 248

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-034 Consent Application B92-24 12375532 Canada Inc (Lot Line Adjustment).

AND THAT Council support consent application B92-24 as presented with the following conditions.

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner confirms location of the existing private water service and private sanitary sewer service by utility locates including field line painting and an updated sketch of servicing locations on private property for the Infrastructure Services Department to review to ensure private servicing is entirely within the retained and severed lands. If it is determined that the private services are not entirely within the retained and severed lands, the Owner is responsible to relocate the services to be entirely within the respective lands at the sole expense of the Owner;
- THAT driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North; and
- THAT zoning relief be provided to the satisfaction of the local municipality.

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

- d. Report DEV 2024-035, Consent Application B93-24 12375532 Canada Incorporated 254

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-035 Consent Applications B93-24 12375532 Canada Inc (Lot Line Adjustment).

AND THAT Council support consent application B93-24 as presented with the following conditions.

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner remove the existing house labeled “existing house #341” on the survey sketch and the site left in a graded level condition to the satisfaction of the Township; and
- THAT the Owner confirms location of the existing private water service and private sanitary sewer service by utility locates including field line painting and an updated sketch of servicing locations on private property for the Infrastructure Services Department to review to ensure private servicing is entirely within the retained and severed lands. If it is determined that the private services are not entirely within the retained and severed lands, the Owner is responsible to relocate the services to be entirely within the respective lands at the sole expense of the Owner.

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

- e. Report DEV 2024-036, Consent Application B96-24 Chadwick Holtz 260

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-036 Consent Application B96-24 Chadwick Holtz (Severance – Surplus Farm Dwelling).

AND THAT Council is not in support of consent application B96-24 as presented, as per the planning report.

AND FURTHER THAT should the Planning & Land Division Committee approve the consent as proposed on Application B96-24, the following matters are to be addressed as conditions of approval:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT the Owner remove the existing barn foundation, and the site left in a graded level condition to the satisfaction of the Township;
- THAT driveway access for retained lands that abut Concession Road 7 is to the satisfaction of the Township of Wellington North; and
- THAT the retained parcel be rezoned to prohibit residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department;

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

- f. Planning Report prepared by Jessica Rahim, Senior Planner, County of Wellington, dated October 25th, 2024, regarding CP REIT Ontario Properties Limited, 504 Main Street North, Mount Forest, Egremont Con 1 Div 1 Pt Lot; 33 RP 61R9375 PART 3 PT; PARTS 1 AND 2 Mount Forest, Township of Wellington North, OPA-2024-01 and ZBA09/24 – Recommendation Report 267

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the recommendation report, prepared by Jessica Rahim, Senior Planner, County of Wellington, dated October 25th, 2024 regarding the proposed official plan and zoning by-law amendments to facilitate the development of the vacant south portion of the property with two new retail stores at 504 Main Street N, Mount Forest

AND FURTHER THAT Council supports the proposed official plan amendment, and the Township Clerk notify the County of Wellington of this position;

AND FURTHER THAT Council supports the proposed zoning by-law amendment and the final amending by-law be brought to Council for approval once the County of Wellington has rendered a decision on the Official Plan amendment.

- g. Planning Report, prepared by Jessica Rahim, Senior Planner, County of Wellington, dated October 25th, 2024, regarding 5053745 Ontario Inc. (Wilson Developments), Part Park Lot 3, S/S Birmingham St RP;61R21979, Part 4, Mount Forest, Recommendation Report (ZBA14/24) 280

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report, prepared by Jessica Rahim, Senior Planner, County of Wellington, dated October 25th, 2024, regarding 5053745 Ontario Inc. (Wilson Developments), Part Park Lot 3, S/S Birmingham St RP;61R21979, Part 4, Mount Forest, Recommendation Report (ZBA14/24).

- h. Planning Report, prepared by Curtis Marshall, Manager of Development Planning, County of Wellington, Recommendation Report, Wilson Developments/5053745 Ontario Inc., 405 Wellington St. E., Mount Forest, Draft Plan of Condominium – 23CD-24001 297

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report, prepared by Curtis Marshall, Manager of Development Planning, County of Wellington, Recommendation Report, Wilson Developments/5053745 Ontario Inc., 405 Wellington St. E., Mount Forest, Draft Plan of Condominium – 23CD-24001;

AND FURTHER THAT Council support the proposed draft plan of subdivision.

3. BUILDING

- a. Report CBO 2024-014, Building Permit Review September 2024 306

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-014 being the Building Permit Review for the month of September 2024.

4. FINANCE

- a. Vendor Cheque Register Report, October 29, 2024 308

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 29, 2024.

5. FIRE

- a. Report FIRE 2024-003, Updated Open Air Burn By-law 311

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2024-003;

AND THAT the Mayor and Clerk be authorized to sign the by-law at a future meeting of Council.

6. INFRASTRUCTURE

- a. Report INF 2024-019 being a report on Forest View Estates Subdivision (Arthur) Stage 1 and 2 Preliminary Acceptance and Security Reduction 320

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-019 being a report on Forest View Estates Subdivision (Arthur) Stage 1 and 2 Preliminary Acceptance and Security Reduction;

AND THAT Council receive the correspondence from Dustin Lyttle, Triton Engineering Services Limited, dated October 25, 2024, regarding Forest View Estates Preliminary Acceptance Stage I and II Municipal Services;

AND FURTHER THAT Council grant 940749 Ontario Limited for its Forest View Estates subdivision in the community of Arthur (Draft Plan 23T-18007), Preliminary Acceptance for Stage 1 and 2 Municipal Services works with the guarantee and maintenance period commencing on November 4, 2024;

AND FURTHER THAT Council grant 940749 Ontario Limited for the Colwill Court subdivision in the community of Arthur (Draft Plant 23T-18007) a reduction in securities to the retained amount of \$394,084.48.

- b. Report INF 2024-020 being a report on Lucas Subdivision (Mount Forest) Final Acceptance and Municipal Assumption 332

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-020 being a report a report on Lucas Subdivision (Mount Forest) Final Acceptance and Municipal Assumption;

AND THAT Council receive the correspondence from Frank Vanderloo, B.M. Ross and Associates Limited, dated October 25, 2024, regarding Lucas Subdivision, Mount Forest, Final Acceptance of Stage 4, Phase 2 and Securities Release;

AND FURTHER THAT Council grant Reeves Construction Limited for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest Final Acceptance for Stage 4 of Phase 2 (Lots 1 to 7 & Lots 21 to 31) direct staff to release all securities associated with Lucas Subdivision;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to accept and assume the public works constructed and installed within Registered Plan of Subdivision 23T-79087.

- c. Report INF 2024-021, John Street and Fergus Street North Reconstruction Community Survey and Design Update 338

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-021 being a report on the John Street and Fergus Street North Reconstruction Community Survey and Design Update;

AND THAT Council direct staff to proceed with John Street as shown in Triton Design Option 1A including:

- Roadway constructed to Municipal Servicing Standards for urban design at 8.5m wide with two through lanes of traffic, one in each direction and maintaining the existing John Street access to the Tim Horton.
- Barrier curb and gutter.
- Sidewalk installed on west side of roadway adjacent to curb at a width of 1.5m.
- Minimal hydro pole conflicts.
- Minimal construction impacts on trees.

- d. Report INF 2024-022 being a report on the MTO Connecting Link Program Application – Intake 10 364

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-022 being a report on the MTO Connecting Link Program Application – Intake 10;

AND THAT Council direct staff to submit an application to the MTO's 2025-2026 Connecting Link Program for the Highway 6 (Main Street) Resurfacing Project, from Queen Street to Sligo Road, in Mount Forest;

AND FURTHER THAT Council agree to fund the Township's portion of the project cost from the township's capital reserve, as recommended by Township staff, as well as support the project schedule detailed within the application.

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into an agreement.

7. ADMINISTRATION

- a. Report CLK 2024-026, Cemetery By-law 369

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2024-026 cemetery by-law;

Recommendation:

THAT Council of the Corporation of the Township of Wellington North authorize the Mayor and Clerk to sign the cemetery by-law.

- b. Report CLK 027-2024, Dog licensing options 372

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2072024 dog licensing options in Wellington North

Recommendation:

AND THAT Council approves the staff recommendation to no longer require licensing of dogs;

AND FURTHER THAT the contract with Docupet not be renewed in 2025;

AND FURTHER THAT staff negotiate a new contract with R&R Pet Paradise.

Recommendation:

THAT if Council wishes to continue with the dog registration/licensing, staff be directed to bring a report to a future meeting of Council outlining a recommended process for remuneration, including cost estimates for implementation during 2025.

8. COUNCIL

- a. Mount Forest Business Improvement Area Quarterly Newsletter, October 4, 2024 377

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the October 4, 2024 Mount Forest Business Improvement Area Quarterly Newsletter.

- b. Karen Armstrong, Deputy CAO/Secretary-Treasurer, Grand River Conservation Authority, correspondence dated October 28, 2024, regarding the 2025 Grand River Conservation Authority Draft Budget for Consultation 378

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated October 28, 2024 from Karen Armstrong, Deputy CAO/Secretary-Treasurer, Grand River Conservation Authority, regarding the 2025 Grand River Conservation Authority Draft Budget for Consultation.

- c. Holly and Kirk Jordan, England Funeral Home, email dated October 28, 2024, regarding cemetery operating hours 412

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the email dated October 28, 2024 from Holly and Kirk Jordan regarding cemetery operating hours.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items For Consideration on the November 4, 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 091-2024 being a by-law to control the cemetery owned by The Corporation of the Township of Wellington North 413

- b. By-law Number 092-2024 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Park Lot 3 S/S Birmingham St. RP:61R21979, Part 4, Mount Forest) 434
- c. By-law Number 093-2024 being a by-law to accept and assume public works in the Lucas Subdivision, Registered Plan 23T-79087 438
- d. By-law Number 094-2024 being a by-law to authorize an extension of the agreement between PerfectMind Inc. and The Corporation of the Township of Wellington North 439

Recommendation:

THAT By-law Number 091-2024, 092-2024, 093-2024 and 094-2024 be read and passed.

CULTURAL MOMENT

- Celebrating Captain Frederick William Campbell, VC 443

CONFIRMING BY-LAW

444

Recommendation:

THAT By-law Number 095-2024 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 November 4, 2024 be read and passed.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of November 4, 2024 be adjourned at __: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS

| | | |
|--|---------------------------------|-----------|
| Remembrance Day Office Closure | Monday, November 11, 2024 | |
| Mount Forest Chamber of Commerce, Mount Forest Chamber office | Tuesday November 12, 2024 | 4:30 p.m. |
| Mount Forest BIA and AGM Meeting, Mount Forest Sportsplex | Wednesday, November 13, 2024 | 8:00 a.m. |
| Arthur Chamber of Commerce, Arthur Chamber Office | Wednesday, November 13, 2024 | 5:30 p.m. |
| Recognition of Outstanding Achievements in Sports Night, Municipal Office Council Chambers | Wednesday, November 13, 2024 | 6:00 p.m. |
| Regular Council Meeting | Monday, November 18, 2024 | 7:00 p.m. |
| Safe Communities Wellington County, Wellington County Museum and Archives | Wednesday, November 20, 2024 | 9:30 a.m. |
| Arthur BIA and AGM Meeting, Arthur Seniors Centre | Wednesday, November 20, 2024 | 7:30 p.m. |



Committee Report

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, September 12, 2024
Subject: **2024 Provincial Planning Statement**



1.0 Purpose

The purpose of this report is to provide an overview of the new 2024 Provincial Planning Statement.

2.0 Report Highlights

- The final version of the 2024 Provincial Planning Statement comes into effect on October 20, 2024.
- The Growth Plan for the Greater Golden Horseshoe will be revoked on the same date.
- In the Greenbelt Areas of the County, references to the 2020 Provincial Policy Statement and 2019 Growth Plan for the Greater Golden Horseshoe will continue to apply.
- The new PPS allows the County to continue to use the 2051 population, household and employment forecasts which came into effect July 12, 2024 through OPA 120.
- Planning staff will continue with the phased Official Plan Review.

3.0 Background

The finalization of the Provincial Planning Statement (PPS) brings to conclusion an almost two-year process to streamline and combine the 2020 Provincial Policy Statement and 2019 Growth Plan for the Greater Golden Horseshoe. The Province consulted in 2022 on combining the two policy documents and then in 2023 and 2024 on draft versions of a new policy document. Planning Staff previously reported on the 2023 Draft and the 2024 Draft through report PD2023-17 and PD2024-20.

The 2024 PPS comes into effect October 20, 2024 and all land use planning decisions are required to be consistent with its policies. The Growth Plan for the Greater Golden Horseshoe will be revoked by O. Reg. 328/24 on October 20, 2024.

The above approach will differ for Greenbelt Plan areas of the County in Puslinch and Erin, where elements of the 2020 PPS and 2019 Growth Plan will continue to apply in accordance with the following new paragraph added to section 1.4.1 of the Greenbelt Plan:

“A reference in this Plan to the PPS is a reference to the Provincial Policy Statement, 2020 as it read immediately before it was revoked and a reference in this Plan to the Growth Plan is a reference to the Growth Plan for the Greater Golden Horseshoe 2019 as it read immediately before it was revoked.”

The above paragraph was added through approval of Amendment No. 4 of the Greenbelt Plan approved by the Lieutenant Governor in Council on August 15, 2024 (effective October 20, 2024).

4.0 2024 Provincial Planning Statement

The policy changes brought about by the new PPS are substantial. A summary of key policy changes is provided in Appendix A, including those which were made between the 2024 Draft and 2024 Final version of the PPS.

With respect to implementation, Section 6.1.6 of the new PPS states the following:

“Where a planning authority must decide on a planning matter before their official plan has been updated to be consistent with the Provincial Planning Statement, or before other applicable planning instruments have been updated accordingly, it must still make a decision that is consistent with the Provincial Planning Statement.”

This means that as of October 20, 2024, decisions of County Council, Planning Committee and Land Division Committee must be consistent with the new PPS and the County Official Plan for County applications such as an Official Plan Amendment, Plan of Subdivision/Condominium, Consent, etc. The same applies to decisions of local Councils and Committees of Adjustment for applications such as a Zoning By-law Amendment, Minor Variance, etc.

4.1 Relationship to Official Plan

In addition to the new PPS, the County of Wellington Official Plan also continues to apply to land use and servicing decisions. The new PPS states that:

- Official plans continue to be the most important vehicle for implementation of the Provincial Planning Statement.
- The policies of the PPS represent minimum standards.
- Planning authorities may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the Provincial Planning Statement.

The new PPS will be implemented through amendments to the County Official Plan as part of the ongoing Official Plan Review. Until those amendments have been completed, it will be necessary to interpret consistency/conformity with both policy documents.

4.2 Role of County Planning Staff

Policy and/or Development Planning staff will provide a professional planning opinion regarding:

- a) consistency with the new PPS as part of their comments to Committees and Councils on planning matters; and
- b) conformity with the current County Official Plan policies relative to the new PPS as part of their comments to Committees and Councils on planning matters.

Staff will also continue to consult with Member Municipalities about local needs as part of the Official Plan Review.

4.3 Relationship to the Official Plan Review

There are several growth-related policies carried forward in the 2024 PPS which are outlined below and compared with the current Official Plan/Official Plan Review.

| Policy Area | 2024 PPS | Official Plan / Official Plan Review |
|---|--|---|
| Growth Forecasts | <ul style="list-style-type: none"> Allows for municipalities like Wellington to continue to forecast growth using population and employment forecasts previously issued by the Province | <ul style="list-style-type: none"> The County can continue to use the forecasts in the Official Plan which were based on the Growth Plan and recently approved by the Province through its decision on OPA 120 |
| Planning horizon for land needs | <ul style="list-style-type: none"> 20 to 30-year time horizon required | <ul style="list-style-type: none"> The 2051 horizon of the Official Plan falls within the 20 to 30-year range |
| Priority areas for growth | <ul style="list-style-type: none"> Requires settlement areas to be the focus of growth and development | <ul style="list-style-type: none"> The County's growth strategy in the Official Plan is consistent with this approach |
| Intensification targets | <ul style="list-style-type: none"> Requires County to establish and implement minimum targets for intensification | <ul style="list-style-type: none"> The current Official Plan contains a minimum County-wide intensification target of 20% Technical work recommends a reduction to 15% County-wide¹ |
| Density targets | <ul style="list-style-type: none"> Encourages County to establish density targets for lands that have not been fully developed or have been added to settlement areas | <ul style="list-style-type: none"> The current Official Plan contains a minimum County-wide density target of 40 people and jobs per hectare Technical work recommends maintaining this County-wide target¹ |
| Phasing policies | <ul style="list-style-type: none"> Encourages County to establish and implement phasing policies | <ul style="list-style-type: none"> The County will consider phasing policies as part of Official Plan Review |
| Settlement area boundary expansion criteria | <ul style="list-style-type: none"> Criteria has been simplified and scoped in some areas | <ul style="list-style-type: none"> New criteria will be addressed as part of Official Plan Review County's established evaluation framework will continue to be applied, for criteria which doesn't conflict with the PPS |
| County-initiated settlement area boundary expansions | <ul style="list-style-type: none"> No longer requires (but does not prohibit) settlement area boundary expansions to be initiated by an upper-tier municipality like Wellington | <ul style="list-style-type: none"> County will continue with its review and implementation of settlement area boundary expansions |

¹ NOTE: The intensification and density targets for Centre Wellington are under review

As noted above, there are areas of alignment between the growth management policies of the new PPS and the Official Plan and/or Official Plan Review. Staff will conduct a detailed review of these and other matters to determine which Official Plan policies can be retained and those which will need to be reconsidered and revised to be consistent with the new PPS.

4.4 Impact on Severances

Given the interest in secondary agricultural rural residential severances, it is important to clarify that the new PPS does not automatically over-ride the March 1, 2005 cutoff date, limits on Hamlet expansions, or other requirements set out in the current Official Plan. The PPS places a clear priority on focusing rural growth in rural settlement areas (Secondary Urban Centres and Hamlets), but also allows growth and development to be directed to rural lands. The PPS leaves it up to municipalities to determine how. The County Official Plan policies currently allow for limited growth in rural settlements and rural areas.

Extension of the County's growth horizon from 2041 to 2051 warrants further consideration of rural growth needs. The County has initiated a Rural Residential Growth Analysis as part of the Official Plan Review (see report PD2024-29). The County will consult with Member Municipalities to determine how to best satisfy identified rural residential growth needs amongst the options for rural growth and implement any necessary changes through an Official Plan Amendment(s).

The new PPS also introduces more restrictive criteria for surplus farm dwelling severances. The PPS limits the number of severances to one new residential lot per farm consolidation (either principal dwelling or an additional residential unit, subject to criteria). As the new PPS policy criteria is more restrictive than the County Official Plan, the new PPS policies would prevail in this instance.

5.0 Transition Matters

On August 20, 2024, the Ministry of Municipal Affairs and Housing posted a proposal to seek feedback about any specific planning matters (or types of matters) in process that should be addressed through a potential transition regulation for the new PPS. For example, matters to be exempted from specific new policies and/or to be consistent with the 2020 Provincial Policy Statement. Details are provided through Environmental Registry of Ontario (ERO) posting #019-9065. Staff is reviewing this matter and may submit comments to the Ministry.

The comment period is open until October 4, 2024.

6.0 Next Steps

Staff will factor in the new Provincial Planning Statement and continue with the following parts of the County's Official Plan Review in the fall of 2024:

- Future Development Lands (OPA 123)
- Centre Wellington Urban Expansion Review
- Puslinch by Design – Employment Land Study
- Rural Residential Growth Review

Other important areas of focus for the Official Plan Review will be continued or launched in 2025, depending on the extent of work, staff time needed, and consultant availability.

7.0 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

8.0 Recommendation

That the 2024 Provincial Planning Statement report be received for information and forwarded by the County Clerk to Member Municipalities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sarah Wilhelm', with a stylized flourish at the end.

Sarah Wilhelm, RPP, MCIP
Manager of Policy Planning

Appendix A Summary of Key Policy Changes: Provincial Planning Statement, 2024

Appendix A

Summary of Key Policy Changes: Provincial Planning Statement, 2024

The Province has made additional changes from the Draft 2024 PPS to the Final 2024 PPS, including the following:

- Policy to require (rather than encourage) municipalities to support intensification and establish minimum targets.
- Policy to require municipalities to consider the impact of development within 300 m of employment areas on the long-term economic viability of employment uses.
- Adding back the definition of significant for the purposes of cultural heritage resources and archaeology.
- Revising the definition of on-farm diversified uses to include energy generation, transmission and energy storage systems.
- Clarifying permissions around creating additional residential units in prime agricultural areas, including that additional residential units are considered in addition to farm worker housing.
- Technical housekeeping changes.

The following table provides a high-level overview of key policy changes of the final 2024 Provincial Planning Statement.

| GROWTH MANAGEMENT | |
|---|---|
| Forecasts and Allocations | <ul style="list-style-type: none"> • direction to use Ontario Population Projections published by the Ministry of Finance as basis for population and employment growth (with potential to modify), with a transition phase for municipalities like Wellington to continue using the 2051 Growth Plan forecasts for land use planning • land to be made available for a range between 20 and 30 years (rather than minimum of 25 years in 2023 Draft PPS) • municipal land and unit supply is required to be based on County allocation of population and units |
| New and Expanding Settlement Areas | <ul style="list-style-type: none"> • removes direction requiring settlement area expansions to be identified by municipalities as part of a municipal comprehensive review (Growth Plan) or a comprehensive review (2020 PPS) • provides for more flexible approach to considering such requests • requirement to consider need, infrastructure and public service facility capacity, evaluation of alternative locations in prime agricultural areas, compliance with MDS, impacts on the agricultural system through agricultural impact assessment or analysis, phased progression of urban development • continues to require settlement areas (including rural settlement areas) to be the focus of growth and development |

| GROWTH MANAGEMENT | |
|---|--|
| New and Expanding Settlement Areas (continued) | <ul style="list-style-type: none"> • does not carry over prohibition on establishing new settlement areas from Growth Plan, but only allows where it has been demonstrated that the infrastructure and public service facilities to support development are planned or available |
| Intensification | <ul style="list-style-type: none"> • direction for municipalities to support general intensification and redevelopment • requirement to establish and implement minimum targets for intensification and redevelopment within built-up areas • “built-up areas” is not a defined term, leaving flexibility for planning authorities to delineate those areas (as opposed to delineated built-up area and delineated built boundary of the Growth Plan) |
| Density | <ul style="list-style-type: none"> • density targets encouraged for lands designated for growth within settlement areas or lands added to settlement areas, but without previous minimum target of 40 residents and jobs per hectare in the Growth Plan for Wellington • removal of 2020 PPS direction for new development in growing areas to be adjacent to existing built-up area |
| Strategic Growth Areas | <ul style="list-style-type: none"> • concept of strategic growth areas carried over from the Growth Plan to the PPS • allows for such areas to be identified by municipalities to be the focus for intensification and higher-density mixed uses • there are currently no strategic growth areas identified in Wellington |
| Complete Communities | <ul style="list-style-type: none"> • concept of complete communities, one of the guiding principles of the Growth Plan, has been carried over to proposed PPS • removes 2020 PPS policy direction to avoid development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas • adds policy support for improving social equity and overall quality of life for people of all ages, abilities and incomes, including equity-deserving groups |

| INFRASTRUCTURE AND PUBLIC SERVICE FACILITIES | |
|--|--|
| Planning for Infrastructure and Public Service Facilities | <ul style="list-style-type: none"> • added direction to leverage the capacity of development proponents when planning for infrastructure and public service facilities, where appropriate • removal of policies to support prioritizing infrastructure and public service facility planning and investment in strategic growth areas • additional policy clarification supporting public service facilities to be planned and co-located with each other, and with parks and open space where appropriate • new policies supporting municipalities, school boards and childcare service providers to work closely together in planning for schools and child care facilities |
| Sewage, Water and Stormwater | <ul style="list-style-type: none"> • added the undefined word “timely” to policy direction for accommodating forecasted growth for planning for sewage and water services, but continues to promote efficient use and optimization of existing municipal and private communal sewage and water services • added direction to “align” with municipal planning for sewage and water services, where applicable (rather than consider) • added direction to consider opportunities to allocate, and re-allocate if necessary, the unused system capacity of municipal water and sewage services to meet needs for increased housing supply • concept of servicing “hierarchy” replaced with servicing “options” • removal of policy direction to promote use of existing municipal water and sewage services for intensification and redevelopment to optimize the use of the services • clarification added that municipal sewage services and municipal water services include both centralized and decentralized servicing systems • policy direction added to allow for partial services in rural settlement areas where new development will be serviced by individual on-site water services in combination with municipal sewage services or private communal sewage services |
| Source Water Protection | <ul style="list-style-type: none"> • final version of PPS removes previous draft new policy direction to integrate sewage, water and stormwater services with Source Water Protection (Clean Water Act) |

| AGRICULTURE AND RURAL AREAS | |
|--|---|
| Agricultural System Mapping | <ul style="list-style-type: none"> • direction to use an agricultural system approach, but not based on Provincial mapping • clarification will be needed regarding the application of the Provincial mapping in the Greenbelt Area |
| Residential Severances in Prime Agricultural Area | <ul style="list-style-type: none"> • prohibits new residential lot creation (except for a surplus farm dwelling, subject to criteria) |
| Additional Residential Units | <ul style="list-style-type: none"> • permits up to two additional residential units plus the principal dwelling, provided at least one of these additional residential units is located within or attached to the principal dwelling, subject to criteria • clarification added that permitted additional residential units are in addition to farm worker housing, which is permitted as an agricultural use |
| Surplus Farm Dwelling Severances | <ul style="list-style-type: none"> • limits number of severances to one new residential lot per farm consolidation (either principle dwelling or an additional residential unit, subject to criteria) |
| Removal of Land from Prime Agricultural Areas | <ul style="list-style-type: none"> • more flexible approach to allow removal of land from prime agricultural areas for new or expanding settlement areas than 2020 PPS and Growth Plan |
| New Non-agricultural Uses in Prime Agricultural Area | <ul style="list-style-type: none"> • new requirement for an agricultural impact assessment in these instances to identify potential impacts and recommend avoidance and mitigation approaches • broadens review of impacts from “surrounding agricultural lands and operations” to “the agricultural system” |
| Residential Lot Creation in Secondary Agricultural Area | <ul style="list-style-type: none"> • allows for locally appropriate residential development, including lot creation • previous policy reference in draft 2023 PPP to allow “multi-lot residential development” (e.g. subdivision/condominium) has been removed |
| Rural Area Growth | <ul style="list-style-type: none"> • reinstated policy from 2020 PPS requiring rural settlement areas to be the focus of growth and development in rural areas, but also allows growth and development to be directed to rural lands |

| NATURAL HERITAGE | |
|--------------------------------|---|
| Natural Heritage | <ul style="list-style-type: none"> Restored 2020 PPS policies and definitions |
| Natural Heritage System | <ul style="list-style-type: none"> direction to identify natural heritage systems based on approach recommended by Province, but not based on Provincial Natural Heritage System for the Growth Plan Natural Heritage System in Greenbelt would appear to continue to apply |

| HOUSING | |
|---------------------------|--|
| Affordable Housing | <ul style="list-style-type: none"> added back requirement for targets for housing that is affordable to low and moderate income households also reinstates definition of “affordable” and “low and moderate income households”, but would measure income for the municipality rather than the regional market area (County) |
| Attainable Housing | <ul style="list-style-type: none"> no new policies proposed to address attainable housing |
| Housing Options | <ul style="list-style-type: none"> definition of housing options expanded to include additional types of housing (e.g. farm worker housing, multi-generational housing, low- and mid-rise apartments, etc.) and has added affordable housing back to the definition added support for housing on underutilized shopping malls and plazas |

| EMPLOYMENT | |
|------------------------------------|---|
| Employment Area Definition | <ul style="list-style-type: none"> employment area definition scoped to exclude institutional and commercial uses, including those retail and office uses not associated with a primary employment use |
| Employment Area Conversions | <ul style="list-style-type: none"> allows removal of land no longer required for employment area uses (formerly employment conversions), subject to criteria including need such removals are no longer required to be considered as part of a municipal comprehensive review (Growth Plan) or an official plan review or update (2020 PPS) |
| Compatibility | <ul style="list-style-type: none"> overall strengthening of policy requirements for land use compatibility between sensitive land uses and employment areas |
| Rural Employment Areas | <ul style="list-style-type: none"> does not carry over Growth Plan restrictions which limit employment areas on rural lands to those designated as of 2006 and further limit expansion of such areas |

CLIMATE CHANGE

| | |
|-----------------------|--|
| Climate Change | <ul style="list-style-type: none"> • overall, a much more general, less restrictive policy approach to plan for the impacts of climate change |
|-----------------------|--|

ROLE OF PPS, IMPLEMENTATION AND INTERPRETATION

| | |
|-----------------------|--|
| Approach | <ul style="list-style-type: none"> • the proposed policies continue to represent minimum standards and allow planning authorities and decision-makers to go beyond them, unless doing so would conflict with the PPS policies • implementation policy (moved from preamble) requires official plans to “...provide clear, reasonable and attainable policies to protect provincial interests and facilitate development in suitable areas” • municipal official plans are the most important vehicle for implementation of the PPS and for achieving comprehensive, integrated and long-term planning |
| Timing | <ul style="list-style-type: none"> • the new PPS comes into effect October 20, 2024 • decisions on a planning matter on or after that date must be consistent with the new PPS • the review cycle for the County Official Plan is in progress and the County will continue to update and implement the new PPS policies as part of that process |
| Greenbelt Area | <ul style="list-style-type: none"> • the Province has completed an administrative amendment to the Greenbelt Plan to clarify that existing policy connections in the Greenbelt Plan to the 2020 PPS and Growth Plan remain in effect |
| Zoning | <ul style="list-style-type: none"> • policy direction for planning authorities to keep zoning by-laws up-to-date with their official plans and the PPS • the PPS also supports forward-looking zoning by-laws that facilitate an appropriate range and mix of housing options for all Ontarians |



Committee Report

To: Chair and Members of the Planning Committee
From: Jameson Pickard, Senior Policy Planner
Date: Thursday, September 12, 2024
Subject: **Official Plan Review - 2024 Rural Residential Growth Analysis**



PLANWELL

1.0 Purpose:

The purpose of this report is to detail planning staff's review of the rural residential growth needs in the County and determine if changes to rural growth policies are necessary.

2.0 Background:

To date, much of the focus of the Official Plan Review has been on urban growth. In the last progress report on the Official Plan Review, staff committed to initiate the Rural Residential Growth component of our work plan in the fall of 2024. This phase of work is particularly important to Puslinch as it is the only municipality in the County where all of its growth is considered rural, due to lack of municipal services. Staff recognizes the need for attention to the Township's growth and launched the Puslinch by Design study to identify additional Rural Employment lands.

This report presents the results of our rural residential growth analysis and sets the stage to:

1. Allow for local input into rural growth options;
2. Determine how changing the Secondary Agricultural Area lot creation policies impacts the County's ability to meet the rural growth forecasts for Puslinch, Erin and Minto; and
3. Take new Provincial policies into consideration.

3.0 Consultation:

It should be noted that formal consultation on rural growth policies has not occurred to date. However, since the launch of the County's Official Plan Review, staff have received the following public, municipal and stakeholder comments related to rural residential growth:

Requests to re-set the date to allow additional lot creation in the Secondary Agricultural Area

- 7 Puslinch residents
- 5 Erin residents
- 1 Minto resident

Requests to allow expansion of Secondary Urban Centres (only applicable to Puslinch)

- 2 for Aberfoyle
- 2 for Morriston

Requests to allow expansion of Hamlets/Estate Residential Development

- 2 for Puslinch (Arkell, Audrey Meadows)
- 1 for Erin (Ospringe)
- 3 Centre Wellington (Inverhaugh)
- 3 Guelph/Eramosa (Ariss)
- 2 Mapleton (Wallenstein, Alma)

The County also received Municipal comments:

Puslinch

Council would like more flexibility for rural residential growth in Secondary Agricultural Areas including policy options to support:

- More severances (allowing up to three from a lot and without a date limitation)
- Establishment of new settlements
- Expansion of hamlets
- Expansion of estate residential subdivisions
- Removal of 1 km fringe policy, which limits major growth within 1 km of a settlement area boundary

Mapleton

Township comments on their 2051 growth forecasts requested that more growth be allocated to urban areas in the municipality than was originally planned. County Staff revised the growth forecasts to address these comments by re-allocating some of the rural growth to urban areas.

Minto

Council would like more options for rural residential growth in Secondary Agricultural Areas to allow for minor infilling and rounding out in areas where rural growth is already clustered. In response, staff added the following policy to the Official Plan through OPA 119:

“6.5.4 Rural Clusters

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” and are not expected to grow but they may be recognized in the zoning by-law. New lots may only be allowed in rural clusters in accordance with section 10.4.

As part of a *municipal comprehensive review*, the County will assess the impact of constraints such as the *Provincial Agricultural System*, *Natural Heritage System* and *Greenbelt Plan* on the potential future supply of rural residential lots in the Secondary Agricultural Area, including rural clusters. This assessment will consider, among other things, whether changes to the rural residential lot creation policies are needed.”

The above policy will be considered as part of this analysis, but we note that under section 4.0 of this report that Minto has enough supply to 2051 to meet its growth needs without identifying rural clusters.

The County also received detailed comments from the Wellington Federation of Agriculture through the Housing Friendly Policy review. WFA's comments are summarized below:

Wellington Federation of Agriculture (WFA)

The WFA supports housing policy that directs growth and development to existing urban areas and limits growth that fragments and erodes the viability of Wellington's rural areas. WFA's comments were specifically critical of rural residential lot creation in the County's rural areas. While WFA acknowledges that rural lot creation does create housing, they advise that the creation of new rural settlements and/or rural residential lots in these areas leads to land use incompatibilities at the expense of agriculture. WFA also noted that lower quality soils are an asset for certain crop and livestock activities that should be protected and maintained. WFA's comments put forward several policy recommendations that they believe would help build more homes and preserve farmland.

Planning Staff will consider all relevant feedback received to date in the review and deliberation of rural growth options.

4.0 Rural Residential Growth Needs:

In determining if a change to rural growth policies is appropriate, it is necessary to consider the long-term rural residential growth needs of the County. It should be noted that County Staff reviewed Centre Wellington, Guelph/Eramosa, Mapleton, and Minto's long-term rural growth needs and are satisfied forecasted rural growth can be accommodated through current supply opportunities in the rural area. The following sections outline the long-term rural growth needs of Puslinch, Erin, and Wellington North.

4.1 Long-term Rural Residential Growth Needs

As part of the County's MCR staff reviewed and extended municipal population and household forecasts from 2041 to 2051. This also included a review and extension of our member municipalities rural forecasts. The following table provides an overview of the new 2051 rural household forecasts, implemented by OPA 120, for Puslinch, Erin, and Wellington North and details the amount of household growth remaining to achieve these forecasts over the next 27 years:

Table 1. Rural Household Demand in Puslinch, Erin and Wellington North

| | Puslinch | Erin | Wellington North |
|---|-----------------|-------------|-------------------------|
| 2051 Rural Household Forecast | 3,560 | 3,170 | 1,705 |
| 2021 Census Households | 2,860 | 2,520 | 1,490 |
| Rural Area Buildout Since Census to End of 2023 | 100 | 70 | 50 |
| Growth Required to Achieve Forecast | 600 | 580 | 165 |

Using the 2051 household forecasts and reducing it by the 2021 census household counts and further by rural residential building permits issued between the census and the end of 2023, both Puslinch and

Erin require approximately 600 additional units each to achieve their forecasts. Wellington North requires approximately 165 additional units. The following section outlines existing vacant supply options available to accommodate some of the anticipated rural growth to 2051.

4.2 Existing Vacant Residential Supply

Within Puslinch, Erin and Wellington North there are existing areas where rural growth can already be accommodated. The County maintains an inventory which monitors the levels of vacant residential supply across the County, including the rural area. This potential supply needs to be factored into the overall analysis of rural demand. Table 2 outlines the existing vacant supply that exists in Puslinch, Erin, and Wellington North's rural areas as of July 2024.

Table 2. Vacant Unit Supply in Puslinch, Erin and Wellington North (July 2024)

| Supply Category | Puslinch | Erin | Wellington North |
|--|------------|------------|------------------|
| Vacant units in Secondary Urban Centers, Hamlets and other Rural Residential Areas | 73 | 112 | 77 |
| Existing Vacant Rural Lots | 73 | 70 | 38 |
| Potential Supply from New Rural Severances under Current Policies | 204 | 278 | 0 |
| Total Vacant Supply | 350 | 460 | 115 |

4.3 Summary of Rural Need

After reviewing the vacant residential supply available in the rural areas of Puslinch, Erin and Wellington North we see that large shares of growth can be accommodated through existing vacant supply options. Table 3 brings together the long-term demand and existing vacant supply to highlight the remaining growth that needs to be accommodated through other rural growth measures.

Table 3. Rural Area Need

| | Puslinch | Erin | Wellington North |
|--|-------------|-------------|------------------|
| Long-Term Rural Housing Demand | 600 | 580 | 165 |
| Existing Vacant Rural Residential Supply | 350 | 460 | 115 |
| Rural Area Need | -250 | -120 | -50 |

Based on the results of the rural residential growth needs analysis, Puslinch requires approximately 250 additional units in its supply, Erin requires approximately 120 additional units in its supply, and Wellington North requires approximately 50 units in its supply. This need represents approximately 0.7% of the County's 2051 household forecast. Based on these results, changes to rural growth management policies in Puslinch, Erin and Wellington North are necessary to address the shortfalls in supply over the long-term.

5.0 Addressing the Rural Residential Need

There are certain policy options the County can consider that would provide more opportunities for supply in rural areas. The diversity of Puslinch, Erin, and Wellington North will require a custom

approach to addressing rural growth needs but should be prioritized in accordance with the hierarchy established in the Official Plan for directing growth. The Official Plan directs:

- the majority of growth to the fully serviced urban centres;
- a limited amount of rural growth directed to Secondary Urban Centres and Hamlets (rural settlement areas); and
- to a lesser extent, rural growth is directed to Secondary Agricultural Areas.

The following sections review the different options to grow the vacant residential supply in Puslinch, Erin and Wellington North’s rural areas.

5.1 Rural Settlement Area Expansions

In the County, rural settlement areas are considered Secondary Urban Centres and Hamlets and are identified on Schedule A – County Growth Structure in the Official Plan. Over time, these areas have played an important role in accommodating growth in the County’s rural areas and now have limited opportunities for additional growth due to build out. This raises the opportunity to consider expansions of these areas and allow them to continue to play a role in accommodating growth and supporting vibrant rural communities.

A significant constraint to rural settlement area expansions is the Greenbelt Plan. This plan prohibits the expansion of settlement areas reliant on private services. This is an important policy consideration for Puslinch and Erin, which have rural settlement areas located within the regulated area of the Greenbelt Plan. Table 4 identifies the rural settlement areas in Puslinch, Erin and Wellington North and identifies which rural settlement areas are subject to the Greenbelt Plan.

Table 4. Rural Settlement Areas in Puslinch, Erin and Wellington North

| Within the Greenbelt | Outside of the Greenbelt |
|--|--|
| Brisbane (Erin) Ballinafad (Erin) Morriston (Puslinch) | Orton (Erin) Cedar Valley (Erin) Ospringe (Erin) Crewson Corner’s (Erin) Arkell (Puslinch) Aberfoyle (Puslinch) Conn (Wellington North) Damascus (Wellington North) Riverstown (Wellington North) Kenilworth (Wellington North) |

Preliminary Observations

Current Provincial and County policies permit the expansion of settlement areas, subject to detailed criteria being met. The Official Plan prioritizes rural growth to rural settlement areas, as these areas are established and often have existing amenities present to service the community. As part of the Official Plan Review, the County is prepared to work with Puslinch, Erin and Wellington North to discuss options to address rural growth needs by potential expansions to rural settlement areas (outside of the Greenbelt).

5.2 Country Residential Areas

Existing Country Residential Areas are designated on Schedule B of the of the Official Plan. These areas exist in Puslinch, Erin and Wellington North but are largely built out. The County Official Plan does not permit new Country Residential Areas to be established.

Preliminary Observation

Staff will conduct a further review of the new Provincial Planning Statement to determine whether the new polices are intended to allow estate residential subdivisions outside of rural settlement areas.

5.3 Secondary Agricultural Area Lot Creation

Most of the rural part of the County is designated Prime Agricultural Area in which new residential lots are not permitted, but there are some areas designated Secondary Agricultural Area in Puslinch, Erin, and Minto. The Secondary Agricultural Area designation provides for a wider variety of uses than the Prime Agricultural Areas and includes a limited opportunity for new rural residential lot creation by severance.

Rural residential lot creation has played an important role in addressing rural growth needs in the County since the creation of the Plan in 1999. Table 5 below shows the numbers of rural residential lots that have been created since 2014 in the County's Secondary Agricultural Area. Both the Township of Puslinch and Town of Erin have received consistent demand for rural lots over time, while the Town of Minto has experienced consistent, but much lower levels of rural residential lot creation.

Table 5. Historical Secondary Agricultural Area Residential Lot Creation

| Year | Puslinch | Erin | Minto | Total |
|--------------|------------|-----------|-----------|------------|
| 2014 | 5 | 19 | 1 | 25 |
| 2015 | 31 | 9 | 1 | 41 |
| 2016 | 18 | 12 | 0 | 30 |
| 2017 | 34 | 15 | 2 | 51 |
| 2018 | 14 | 4 | 2 | 20 |
| 2019 | 11 | 1 | 1 | 13 |
| 2020 | 9 | 8 | 1 | 18 |
| 2021 | 19 | 10 | 3 | 32 |
| 2022 | 13 | 9 | 1 | 23 |
| Total | 154 | 87 | 12 | 253 |

Revisions to the current Secondary Agricultural Area lot creation policies in the Official Plan is an opportunity to increase supply of rural residential lots. Lot creation for residential uses in the Secondary Agricultural Area is regulated by the following policies under Section 10.4.4:

“One new lot for residential purposes may be permitted from a parcel of land existing on March 1, 2005, provided that:

- a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water services, while taking into account

- site constraints such as grading, sightlines, natural heritage features, hazardous lands, and minimum distance separation formulae requirements;
- b) the accessory buildings referred to in a) above may include a hobby barn, subject to local regulations;
 - c) the lot has access to an open public road;
 - d) the residential use will not hinder or preclude the present use or future potential for agricultural or mineral aggregate operations;
 - e) the residential use is compatible with surrounding development;
 - f) the use is well removed from any settlement area boundary;
 - g) the lands have been owned by the applicant for at least 5 years.

Residential lots in the Secondary Agricultural Area are to be considered part of the rural portion of the local municipal growth strategy. In considering new residential lots the County will assess whether other locations exist on the same property which would provide a more appropriate site given the overall policies of this Plan.

For the purposes of this section, if a parcel of land was the subject of a severance application that was submitted before March 1, 2005, then the severed and retained parcels will be deemed to have existed on March 1, 2005, and a new residential lot may be considered.”

While not the only limiting factor, one of the main policies limiting residential lot creation in the Secondary Agricultural Area designation is the requirement that only one new lot can be created from an original lot that existed as of March 1, 2005. Once a new lot from the original March 2005 parcel has been created, a second new residential lot is not permitted.

Preliminary Observations

Staff have completed an analysis in Puslinch and Erin to estimate the number of eligible parcels that could be severed in the Secondary Agricultural Area designation at various dates. While it may be necessary to consider adjusting the March 1, 2005 date, this decision cannot be finalized until the amount of rural growth to be directed to rural settlement areas is first determined. New rural residential lot creation is not permitted in Wellington North as their rural area is designated entirely as Prime Agricultural Area. Accordingly, other growth options will need to be considered in Wellington North.

5.4 Rural Clusters

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” in the Official Plan and are not expected to grow but they may be recognized in the zoning by-law. Policy 6.5.4 of the Official Plan speaks to rural clusters in the Secondary Agricultural Areas and commits the County to review these areas through the Official Plan Review.

Preliminary Observations

Due to the new Provincial Planning Statement, previous constraints to rural lot creation (Provincial Agricultural and Natural Heritage Systems) are no longer a factor outside of the Greenbelt Plan. This reduces pressures for new supply opportunities, such as rural clusters, to help accommodate rural

growth. Further, through the consent analysis described in Section 5.3 of this report, any opportunities for lot creation in rural clusters can be facilitated in accordance with the secondary agricultural area lot creation policies of the Official Plan. As a result, rural cluster policies may no longer be necessary.

6.0 Summary

Based on the results of the rural residential growth analysis, changes to the rural area policies will need to be considered to help address rural residential growth needs identified in Puslinch, Erin, and Wellington North. While the Official Plan establishes a hierarchy to direct growth, staff anticipate that a combination of policy changes will be necessary to address the diversity that exists across these municipalities.

7.0 Next Steps

Planning Staff is open to discuss the results of the rural residential growth analysis with all member municipalities. Consultation with Puslinch, Erin, and Wellington North, is required to determine the appropriate composition of rural growth options to address identified need. Once municipal input is received, staff will report back to the Planning Committee, with a path forward to satisfy identified rural residential growth needs. Staff will also factor in the new Provincial Planning Statement.

8.0 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

9.0 Recommendation:

That the 2024 Rural Residential Growth Analysis report be received for information.

That Planning Staff be directed to consult with the Township of Puslinch, the Town of Erin and the Township of Wellington North to determine the appropriate approach to addressing rural growth needs in these municipalities.

That the County Clerk circulate this report to Member Municipalities for information.

Respectfully submitted,



Jameson Pickard, B.URPL, MCIP, RPP
Senior Policy Planner



2025 BUDGET OVERVIEW

November 04, 2024

2025 Budget Process

- The aim of the annual budget is to focus and deliver on the values of Council for the Township of Wellington North
- Budget templates sent to department heads September 2nd, 2024
- Treasurer meetings with Department Heads during September and October as required
- First budget meeting with Council and staff held on November 04 with additional meetings scheduled for December 2nd and December 16th
- Budget process outcome
 - tax levy decision
 - capital projects decision



2025 Budget Guidelines

- Operating Budget 2025 assumes the status quo for service level, meaning the township will continue to provide the same level of service it budgeted the previous year (2024) unless otherwise proposed and documented.
- Corporate wide cost pressures:
 - Wages/Salary: budgeted increases (varies by department)
 - Health Benefits: Increase of 9.4% (Mosey & Mosey Guidance)
 - Municipal Insurance renewal – 7% increase (Coburn Guidance)
 - Utilities: Hydro increase of 3.6% (WNP Guidance)
 - Construction Price Index (Inflation, Q2 2024) – 4.8%



2025 Budget Impact Items

- All conservation authority has submitted their budgets

| Conservation Authority | 2023 Budget | 2024 Budget | 2025 Budget | Diff - \$ | Diff - % |
|---------------------------------------|----------------|----------------|----------------|---------------|-------------|
| Saugeen Valley Conservation Authority | 81,626 | 108,777 | 119,655 | 10,878 | 10.0% |
| Grand River Conservation Authority | 57,083 | 58,619 | 60,669 | 2,050 | 3.5% |
| Maitland Valley Conservation | 51,124 | 55,429 | 60,657 | 5,228 | 9.4% |
| | 189,833 | 222,825 | 240,981 | 18,156 | 8.1% |



Growth Vs. Reassessment

- Growth is defined as new assessment – it has no impact on the current taxpayer
- During 2024, Wellington North has realized an estimated real assessment growth of 5.72% (2023 – 2.10%, 2022 – 2.26%, 2021 – 1.48%, 2020 – 1.52%)





2025 OPERATING BUDGET

Operating Budget Summary Analysis by Segment

2025 Budget Summary

| FIR Category | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|---------------------------------------|------------------|------------------|------------------|---------------|----------------|
| General Government | | | | | |
| General Government | (1,741,900) | (2,058,400) | (2,169,451) | 5.4% | (111,051) |
| Other Revenues-Supps/Omitts/Writeoffs | (216,770) | (281,789) | (367,708) | 30.5% | (85,919) |
| Council | 289,923 | 297,538 | 303,645 | 2.1% | 6,107 |
| Administration | 1,465,620 | 1,563,886 | 1,967,116 | 25.8% | 403,230 |
| Property | (7,786) | (6,592) | (69,226) | 950.2% | (62,634) |
| Subtotal - General Government | (210,913) | (485,357) | (335,624) | -30.9% | 149,733 |



Operating Budget Summary Analysis by Segment (Continued)

2025 Budget Summary

| FIR Category | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|---------------------------------------|------------------|------------------|------------------|-------------|---------------|
| Protection Services | | | | | |
| Fire | 1,075,643 | 1,110,880 | 1,111,750 | 0.1% | 870 |
| Police/Crossing Guard | 48,718 | 58,038 | 68,781 | 18.5% | 10,743 |
| Conservation Authority | 189,833 | 222,825 | 240,981 | 8.1% | 18,156 |
| Protective Inspection & Control | | | | | |
| Animal Control | 7,998 | 18,050 | 9,520 | -47.3% | (8,530) |
| By-Law Enforcement | 61,503 | 66,610 | 67,027 | 0.6% | 417 |
| Subtotal - Protection Services | 1,383,695 | 1,476,403 | 1,498,059 | 1.5% | 21,656 |



Operating Budget Summary Analysis by Segment (Continued)

2025 Budget Summary

| FIR Category | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|---|------------------|------------------|------------------|--------------|----------------|
| Transportation Services | | | | | |
| Roads | 4,109,065 | 5,227,897 | 6,124,844 | 17.2% | 896,947 |
| Streetlights | | | | | |
| Rural Water | 7,400 | 5,782 | 7,400 | 28.0% | 1,618 |
| Subtotal - Transportation Services | 4,116,465 | 5,233,679 | 6,132,244 | 17.2% | 898,565 |



Operating Budget Summary Analysis by Segment (Continued)

2025 Budget Summary

| FIR Category | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|--|------------------|------------------|------------------|----------|-----------|
| Health Services | | | | | |
| Hospital | 0 | 0 | 0 | 0.0% | 0 |
| Cemetery | 105,524 | 144,160 | 153,489 | 6.5% | 9,329 |
| Subtotal - Health Services | 105,524 | 144,160 | 153,489 | 6.5% | 9,329 |
| Recreation and Cultural Services | | | | | |
| Parks & Recreation | 3,169,104 | 2,400,253 | 2,109,339 | -12.1% | (290,914) |
| Community & Economic Development | 362,801 | 753,173 | 1,027,354 | 36.4% | 274,181 |
| Subtotal - Recreation and Cultural Services | 3,531,905 | 3,153,426 | 3,136,693 | -0.5% | (16,733) |



Operating Budget Summary Analysis by Segment (Continued)

2025 Budget Summary

| FIR Category | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|--|---------------|----------------|---------------|---------------|-----------------|
| Planning and Development | | | | | |
| Planning | 43,842 | 82,701 | 13,340 | -83.9% | (69,361) |
| Commercial & Industrial | | | | | |
| Tile Drains | | | | | |
| Municipal Drains | 45,500 | 44,250 | 37,400 | -15.5% | (6,850) |
| Subtotal - Planning and Development | 89,342 | 126,951 | 50,740 | -60.0% | (76,211) |



2025 Operating Budget Summary Analysis by Segment

| Service Area | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|----------------------------------|------------------|------------------|-------------------|---------------|----------------|
| General Government | -210,913 | -485,356 | -335,624 | -30.85% | 149,732 |
| Protection Services | 1,383,695 | 1,476,403 | 1,498,059 | 1.47% | 21,656 |
| Transportation Services | 4,116,465 | 5,233,679 | 6,132,244 | 17.17% | 898,565 |
| Health Services | 105,524 | 144,160 | 153,489 | 6.47% | 9,330 |
| Recreation and Cultural Services | 3,531,905 | 3,153,426 | 3,136,693 | -0.53% | -16,733 |
| Planning and Development | 89,342 | 126,952 | 50,740 | -60.03% | -76,212 |
| Environmental Services | - | - | - | 0.00% | - |
| Total Levy Requirement | 9,016,018 | 9,649,263 | 10,635,600 | 10.22% | 986,337 |



2025 Operating Budget Summary Analysis by Segment

| Tax Levy Transfers | 2023 Budget | 2024 Budget | 2025 Budget | % Change | Change \$ |
|----------------------|------------------|------------------|------------------|---------------|----------------|
| To Capital | 2,081,943 | 2,612,857 | 3,066,933 | 25.50% | 454,075 |
| To Reserves | 1,036,717 | 702,540 | 759,979 | 8.18% | 57,439 |
| To Reserve Funds | 5,000 | 5,000 | 5,000 | 0.00% | - |
| New transfers | 3,123,660 | 3,320,397 | 3,831,912 | 15.41% | 511,515 |



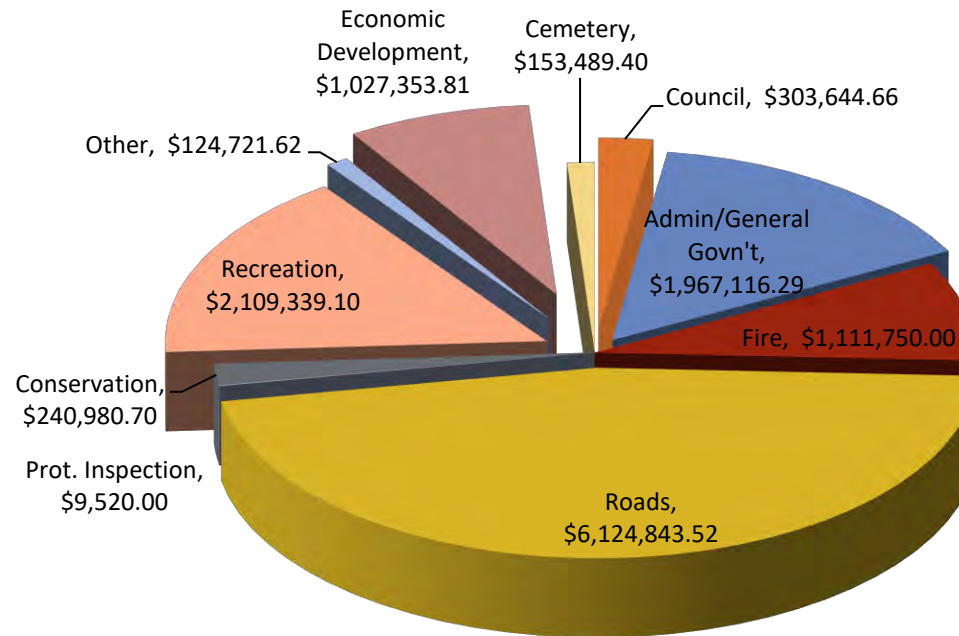
Draft Budget Modeling – 2025 Tax Implication – Base Case

| | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025 (Draft)</u> | <u>YoY Increase (%)</u> |
|---|-------------|-------------|------------------------------------|---------------------|-------------------------|
| Operating Budget | 5,481,686 | 6,086,011 | 6,328,866 | 6,803,688 | 7.50% |
| Policy Mandated Transfer to Reserve funds | 115,700 | 115,700 | 80,700 | 115,700 | 43.37% |
| Net Transfers | 466,136 | 728,313 | 626,840 | 649,279 | 3.58% |
| Contributions to Capital | 2,022,165 | 2,081,943 | 2,612,857 | 3,066,933 | 17.38% |
| Total Budgeted Tax Levy | 8,085,687 | 9,011,967 | 9,649,263 | 10,635,600 | 10.22% |
| | | | Organic Growth | | 5.72% |
| | | | Impact to Existing Taxpayer | | 4.50% |



2025 Where our Budget Dollars Go

2025 Where Budget Dollars Go



Reserves / Reserve Funds – Net Transfers (Preliminary)

Net Reserve & Reserve Fund Transfers

| 2024 | | | | |
|-----------------------|----------------|------------------|------------------|---------------------|
| | <i>From</i> | <i>To</i> | <i>Net</i> | <i>2023 vs 2024</i> |
| Council | | 85,700 | 85,700 | (35,000) |
| Admin | | 52,000 | 52,000 | 98,233 |
| Property | | 16,000 | 16,000 | 0 |
| Fire | | 220,000 | 220,000 | 9,400 |
| CBO | | 144,358 | 144,358 | 41,423 |
| Roads | | 79,482 | 79,482 | 0 |
| Streetlights | | 5,000 | 5,000 | 0 |
| Rec | | 100,000 | 100,000 | (250,529) |
| Planning | | 0 | 0 | 0 |
| Cemetery | | 5,000 | 5,000 | 0 |
| WNP Holding | | 0 | 0 | 0 |
| Taxation Total | - | 707,540 | 707,540 | (136,473) |
| Sewer | 676,097 | 783,628 | 107,530 | 365,773 |
| Water | - | 498,441 | 498,441 | 90,953 |
| User Fee Total | 676,097 | 1,282,069 | 605,971 | 456,726 |
| Grand Total | 676,097 | 1,989,609 | 1,313,512 | 320,254 |

| 2025 | | | | |
|-----------------------|----------------|------------------|----------------|---------------------|
| | <i>From</i> | <i>To</i> | <i>Net</i> | <i>2024 vs 2025</i> |
| Council | | 120,700 | 120,700 | 35,000 |
| Admin | | 104,000 | 104,000 | 52,000 |
| Property | | 16,000 | 16,000 | 0 |
| Fire | | 294,528 | 294,528 | 74,528 |
| CBO | | 40,269 | 40,269 | (104,089) |
| Roads | | 79,482 | 79,482 | 0 |
| Streetlights | | 5,000 | 5,000 | 0 |
| Rec | | 100,000 | 100,000 | 0 |
| Planning | | 0 | 0 | 0 |
| Cemetery | | 5,000 | 5,000 | 0 |
| WNP Holding | | 0 | 0 | 0 |
| Taxation Total | - | 764,979 | 764,979 | 57,439 |
| Sewer | 480,465 | 250,000 | (230,465) | (337,995) |
| Water | - | 250,000 | 250,000 | (248,441) |
| User Fee Total | 480,465 | 500,000 | 19,535 | (586,436) |
| Grand Total | 480,465 | 1,264,979 | 784,515 | (528,997) |



Draft Budget Modeling – 2025 Tax Implication – Base Case

2025

AMOUNT TO BE RAISED **\$ 10,634,650**

Tax Rate = amount to be raised/weighted assessment = **0.00563836**

COMPARISON OF TAXES

| | <u>2025</u> | <u>2024</u> |
|------------------------|---------------|----------------|
| Residential Assessment | \$ 271,636.00 | \$ 271,636.00 |
| Tax Rate | 0.00563836 | 0.00540724 |
| Taxes | \$1,531.58 | \$1,468.80 |
| Increase over 2024 | | \$62.78 |

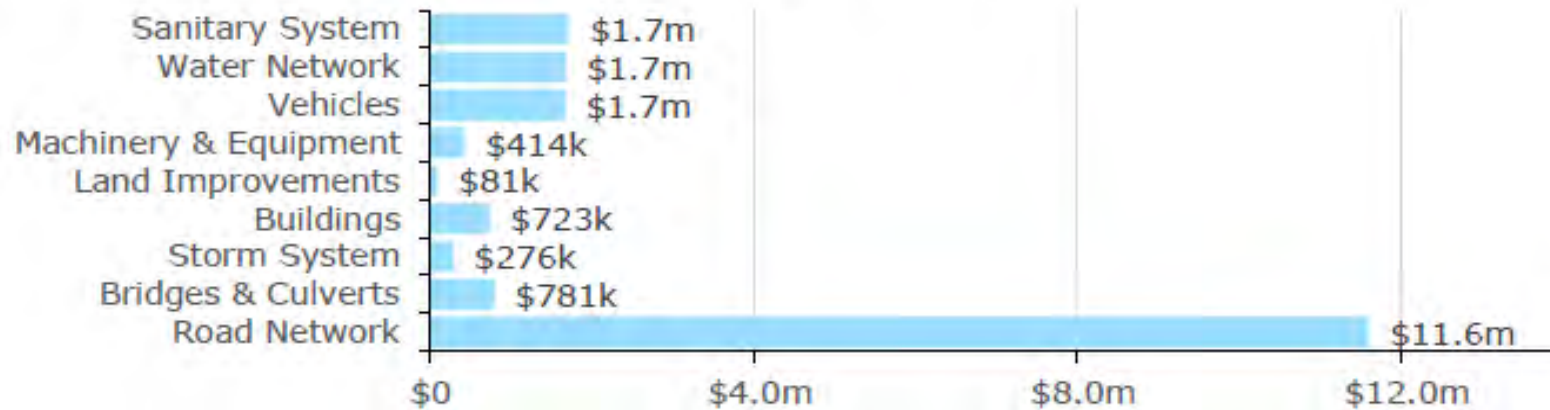




2025 CAPITAL BUDGET

Infrastructure Gap – 2024 Asset Management Plan

Total Average Annual Capital Requirements \$18,895,000



Draft Capital Program – General Government - 2025

| Project Name | 2025 Ask |
|--|----------------------|
| Agenda Management Software | \$ 20,900.00 |
| Arthur and Area Community Centre Upper Hall Renovation | \$ 332,000.00 |
| Corp Vulnerability Scanning | \$ 15,000.00 |
| Development Charges (Inclusive of Parkland Dedication) | \$ 80,000.00 |
| Heritage Trust Provincial Plaque Margarette Rae Morrison | \$ 11,000.00 |
| Kenilworth Switch Upgrade | \$ 25,000.00 |
| MDM Deployment | \$ 6,000.00 |
| Mount Forest Archives – Window Replacement | \$ 45,000.00 |
| Mount Forest Cemetery cremated remains interment | \$ 10,080.00 |
| Mount Forest Cemetery survey and title clearance | \$ 30,000.00 |
| Scada Historian Server | \$ 45,200.00 |
| Scada Workstations | \$ 6,780.00 |
| Workstation Replacement | \$ 40,000.00 |
| Grand Total | \$ 666,960.00 |



Draft Capital Program – Building- 2025

| Project Name | 2025 Ask |
|---|----------------------|
| Former Arthur Municipal Office Renovation | \$ 580,000.00 |
| Grand Total | \$ 580,000.00 |



Draft Capital Program – CE&D - 2025

| Project Name | 2025 Ask |
|--|----------------------|
| New Vehicle - Manager Community and Economic Development | \$ 45,000.00 |
| Service Club and Community Board Signs | \$ 82,500.00 |
| Trail Master Plan | \$ 60,000.00 |
| Grand Total | \$ 187,500.00 |



Draft Capital Program – Protection Services - 2025

| Project Name | 2025 Ask |
|------------------------------------|---------------------|
| Accountability Cases | \$ 10,000.00 |
| Bunker Gear Replacement | \$ 36,000.00 |
| Fire Rescue Equipment | \$ 20,000.00 |
| Thermal Imaging Camera Replacement | \$ 10,000.00 |
| Grand Total | \$ 76,000.00 |



Draft Capital Program – Infrastructure & Transportation 2025

| Project Name | 2025 Ask |
|--|-----------------|
| 213 Gordon Street Barn Demolition | \$ 67,800.00 |
| Construction – Draper Street between Eliza Street to Anderson Ave and Anderson Ave between Draper Street and Gordon Street | \$ 2,437,975.00 |
| Culvert - Wells Street E | \$ 207,217.00 |
| Culvert 11-WG – Sideroad 25 | \$ 180,800.00 |
| Engineering Bridge Inspection 2025 | \$ 16,950.00 |
| Municipal Facility Review | \$ 113,000.00 |
| New Vehicle - Infrastructure Project Lead | \$ 70,000.00 |
| Pickup Truck | \$ 70,000.00 |
| Plow Truck | \$ 450,000.00 |
| PXO – Queen Street East and Fergus Street | \$ 116,649.90 |



Draft Capital Program – Infrastructure & Transportation 2025 Cont.

| Project Name | 2025 Ask |
|---|-----------------|
| Reconstruction – Clarke Street between Smith Street and Walton Street | \$ 30,000.00 |
| Reconstruction – Industrial Drive Extension | \$ 270,616.92 |
| Reconstruction – John Street between Waterloo Street and Queen Street | \$ 1,905,406.00 |
| Reconstruction Design Project – Durham Street East between Main Street and Fergus Street North | \$ 100,000.00 |
| Reconstruction Design Project – Newfoundland Street between Wellington Street East and King Street East | \$ 100,000.00 |
| Rural Asphalt Resurfacing | \$ 1,562,168.60 |
| Rural Road Rebuild - Sideroad 13 | \$ 70,000.00 |
| Sidewalk and Parking Design Project – Wellington Street East between Newfoundland Street and Birmingham Street. | \$ 40,000.00 |
| Sidewalk Machine | \$ 230,000.00 |
| Storm Sewer Realignment – Smith Street Design Only | \$ 44,635.00 |



Draft Capital Program – Infrastructure & Transportation 2025

Cont.

| Project Name | 2025 Ask |
|--|------------------------|
| Structure 21 Replacement - Sideroad 8E | \$ 164,000.00 |
| Structure Improvements | \$ 75,000.00 |
| Urban Paving Program (2025) | \$ 331,725.00 |
| Urban Traffic Impact Study | \$ 30,000.00 |
| Works Yards Upgrades | \$ 67,800.00 |
| Grand Total | \$ 8,751,743.42 |



Draft Capital Program – Environmental Services - 2025

| Project Name | 2025 Ask |
|---|------------------------|
| Groundwater Model - Phase 2 | \$ 56,500.00 |
| Land for Drinking Water Operations | \$ 300,000.00 |
| Master Servicing Plan Technical Update (Arthur) | \$ 62,150.00 |
| Master Servicing Plan Technical Update (Mount Forest) | \$ 62,150.00 |
| OCWA Projects - Arthur | \$ 187,806.00 |
| OCWA Projects - Mount Forest | \$ 458,893.00 |
| Pickup Truck Replacement | \$ 70,000.00 |
| Water and Sewer Rate Study and Financial Plan | \$ 35,000.00 |
| Water Tower Design (Arthur) | \$ 143,736.00 |
| Well House Design (Arthur) | \$ 226,282.50 |
| Grand Total | \$ 1,602,517.50 |



Draft Capital Program – Recreation Services - 2025

| Project Name | 2025 Ask |
|---|----------------------|
| Arthur Tractor Replacement | \$ 55,000.00 |
| Hutchison Park Playground upgrades | \$ 160,000.00 |
| Makeup Air Preheat Pump MFSC Compressor Room | \$ 16,000.00 |
| MFSC Arena Accessible doors | \$ 35,000.00 |
| MFSC Cooling Tower | \$ 160,000.00 |
| Mount Forest Outdoor Pool and Aquatics Centre | \$ 350,000.00 |
| Oil Cooler Pump | \$ 16,000.00 |
| Grand Total | \$ 792,000.00 |

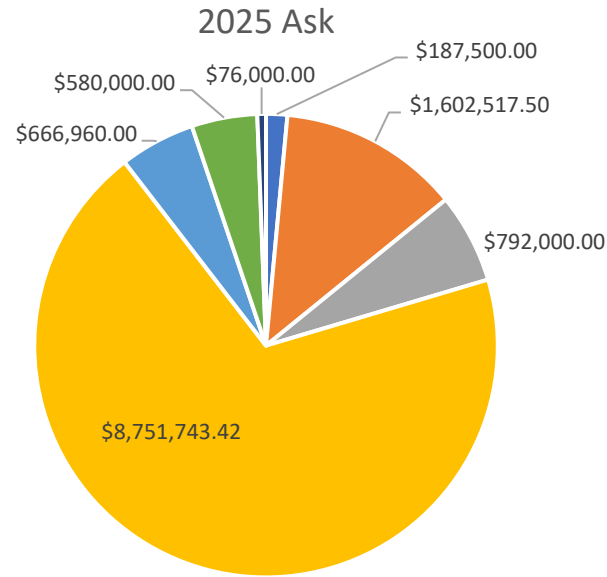


Draft Capital Program – 2025

| Departments | 2025 Ask |
|---|-------------------------|
| Community & Economic Development | \$ 187,500.00 |
| Environmental Services | \$ 1,602,517.50 |
| Recreation Services | \$ 792,000.00 |
| Infrastructure/Operation/Transportation | \$ 8,751,743.42 |
| General Government | \$ 666,960.00 |
| Building | \$ 580,000.00 |
| Protection Service | \$ 76,000.00 |
| Total | \$ 12,656,720.92 |



Draft Capital Program – 2025



- Community & Economic Development
- Environmental Services
- Recreation Services
- Infrastructure/Operation/Transportation
- General Government
- Building
- Protection Service



Draft Capital Program – 2025

Project Costs

| Dept/Year | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|--|------------------|-------------------|------------------|------------------|-------------------|-------------------|
| Council Directed Projects | - | 1,120,220 | 748,805 | - | - | - |
| 20in20 Initiatives | - | 142,700 | - | - | - | - |
| Development Projects | 480,800 | - | - | - | - | - |
| Roads & Drainage | 4,566,300 | 5,050,983 | 4,428,871 | 4,601,238 | 5,703,945 | 7,750,943 |
| Waterworks | 1,011,100 | 1,871,775 | 707,916 | 988,081 | 484,557 | 885,819 |
| Sanitary Sewers | 861,200 | 620,500 | 744,932 | 511,081 | 434,556 | 646,699 |
| Fleet | 847,000 | 391,000 | 958,000 | - | 930,000 | 935,000 |
| Parks & Recreation | 1,361,897 | 1,154,271 | 944,234 | 1,420,000 | 806,950 | 934,500 |
| Fire | 99,200 | 258,700 | 138,000 | 504,500 | 160,000 | 76,000 |
| Admin & Property | 254,125 | 10,000 | 160,750 | 489,603 | 932,000 | 1,376,680 |
| Cemetery | - | - | - | 49,849 | 20,000 | 51,080 |
| Total | 9,481,622 | 10,620,148 | 8,831,508 | 8,564,352 | 9,472,009 | 12,656,721 |
| Arthur Wastewater Treatment Plant – Phase 2 Upgrade | - | - | - | - | 13,500,000 | - |
| Grand Total | 9,481,622 | 10,620,148 | 8,831,508 | 8,564,352 | 22,972,009 | 12,656,721 |



Draft Capital Program – 2025

| Funding Model | | | | | | |
|--|------------------|-------------------|------------------|------------------|-------------------|-------------------|
| Source/Year | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
| Revenue (levy, fees, etc) | 3,716,047 | 3,512,480 | 3,557,822 | 3,359,105 | 3,531,471 | 4,454,945 |
| Grants | 2,039,830 | 3,272,983 | 1,343,688 | 1,030,775 | 1,074,123 | 10,000 |
| Dev't Charges & Reserves | 1,818,845 | 2,390,781 | 2,233,600 | 1,735,301 | 1,873,852 | 4,867,745 |
| Developer Contributions | 344,655 | 334,905 | 21,500 | 120,000 | 22,500 | 1,124,564 |
| External Debt | - | - | - | - | - | - |
| Gas Tax | 566,000 | 200,000 | 655,000 | 340,000 | 1,287,768 | 514,360 |
| Sustained OCIF | 1,030,120 | 909,000 | 900,000 | 1,979,171 | 1,682,295 | 1,685,106 |
| Unfunded Amounts | - 33,875 | - | 119,898 | - | - | - |
| Total | 9,481,622 | 10,620,148 | 8,831,508 | 8,564,352 | 9,472,009 | 12,656,721 |
| Arthur Wastewater Treatment Plant – Phase 2 Upgrade | - | - | - | - | 13,500,000 | - |
| Grand Total | 9,481,622 | 10,620,148 | 8,831,508 | 8,564,352 | 22,972,009 | 12,656,721 |



Draft Capital Program – 2025

- Initial Capital listing compiled for 2025 contained projects totalling \$24,918,220; however, staff deliberations had identified ~\$12.2M in projects that could be deferred. Items removed from consideration for 2025 are as follows:

| Capital Projects | Future-Ask |
|--|------------|
| 2025 Sidewalk Projects | 214,616.00 |
| Arthur Switch Upgrade | 70,000.00 |
| Corp Network Management | 12,000.00 |
| Corp Wifi Upgrade | 40,000.00 |
| Culvert Sideroad 9W | 535,853.91 |
| Energy efficiency upgrades for the AACC | 144,000.00 |
| Main Servers | 50,000.00 |
| McPherson Park Upgrades | 70,000.00 |
| MFSC lighting and plumbing upgrades | 260,000.00 |
| Mount Forest Cemetery fence repairs | 9,900.00 |
| Mount Forest Cemetery landscape design | 27,500.00 |
| Mount Forest Cemetery paving entrance road | 8,265.00 |



Draft Capital Program – 2025 – Cont.

| Capital Projects | Future-Ask |
|--|----------------------|
| Mount Forest Cemetery repairs storage shed | 22,470.00 |
| Mount Forest Dam | 123,859.30 |
| Mount Forest Sports Complex Parking Lot | 350,000.00 |
| Mount Forest Switch Upgrade | 60,000.00 |
| Pickup Truck | 70,000.00 |
| Public Wifi Arthur | 23,000.00 |
| Public Wifi Mount Forest | 26,000.00 |
| PXO – Main Street South and King Street | 288,489.00 |
| Reconstruction – Clarke Street between Smith Street and Walton Street | 2,898,732.00 |
| Reconstruction – Fergus Street North between Birmingham and Durham Streets | 2,439,413.20 |
| Replace Doors on Chapel | 5,500.00 |
| Rural Ashphalt Resurfacing | 999,901.40 |
| Scada Waste Servers | 50,000.00 |
| Structure 2043 Replacement - Sideroad 15 | 452,000.00 |
| Structure 21 Replacement - Sideroad 8E | 2,266,000.00 |
| Structure 27 Repairs - Sideroad 9E | 717,500.00 |
| UPS Replacement | 2,500.00 |
| Workstation Replacement | 24,000.00 |
| Grand Total | 12,261,499.81 |



Council Direction Required

- Direction re: target levy for 2025
- Items required for addition or omission from current 2025 capital program
- Comfort level with utilization of reserves / reserve funds towards 2025 capital program
- Others?







TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-11-04

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2024-008

REPORT TITLE: 2025 Operating and Capital Budget

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2024-008 2025 operating and capital budget;

AND THAT Council provide direction regarding the tax levy increments for 2025.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

This report outlines the 2024 Operating and Capital Budget for the Council's consideration and direction. Prepared with the the township's strategic priorities in mind, the proposed budget seeks to balance the need for continued investment in critical infrastructure and services with current financial realities.

ANALYSIS

The 2025 budget proposes a 4.5% increase in the tax levy, resulting in a total levy requirement of \$10,635,600. This increment accounts for the in-year assessment growth for the township. For a typical single-family residential property assessed at \$271,636 (as of January 1, 2016), the township portion of the property tax is estimated to increase by \$62.78.

The 2025 Capital Program totals \$12,972,009, reflecting an increased annual investment in capital infrastructure. This increase aligns with our completed 2024 Asset Management Plan, which recommends an \$18.9 million annual capital investment to close the gap in the township's capital program. While we are still some ways from the \$18.9 million target, this increase represents a positive step toward closing the gap in the township's capital investment needs.

CONSULTATION

Brooke Lambert, Chief Administrative Officer

All Department Heads

FINANCIAL CONSIDERATIONS

The 2025 Operating and Capital Budget requires a tax levy increase to support expanded service levels and the ongoing enhancement of township services. Township staff have implemented a diversified funding strategy for the 2025 Capital Program. This year's capital tax levy contribution is \$454,075. Additionally, reserve and development charge contributions have increased by \$2,993,893 from the previous year, driven by a higher drawdown from development charge reserves and the transfer of surplus funds from favourable tenders in the 2024 capital program. An increase in developer contribution of \$1,102,064 is further supporting the funding requirements of the 2025 Capital Program.

ATTACHMENTS

2025 Operating and Capital Budget Presentation

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



2025 BUDGET CAPTIAL JUSTIFICATION SHEETS



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|--------------------------------|--|------------|------|---|
| Department: | Community & Economic Development | | | |
| Project Name: | New Vehicle – Manager Community and Economic Development | | | |
| Asset Name: | New Vehicle | Import ID: | | |
| Project Description | <p>This project will provide a dedicated vehicle for the Manager of Community and Economic Development, enabling efficient transportation for daily attendance at meetings, events, and programs. The vehicle will also be used to oversee and monitor community and economic development activities, as well as various programs and services across the township.</p> | | | |
| Project Justification | <p>As the township continues to grow, reliable transportation is essential for municipal staff to effectively manage operations, attend various meetings, and participate in community events. The Manager of Community and Economic Development, whose role requires frequent travel to and from multiple sites and events each day, will benefit significantly from having a dedicated vehicle. This will eliminate the need for personal vehicle use and related mileage reimbursements.</p> <p>Safety is a key consideration for this project. The use of a township-branded vehicle offers advance identification when the Manager arrives on-site, making it clear that they are an official representative. Additionally, this minimizes the risk of confrontations or unwanted recognition outside of work hours, as the Manager will not be using a personal vehicle that might otherwise be associated with their role.</p> <p>Furthermore, the vehicle will provide flexibility for use by other team members when not needed by the Manager, allowing staff to attend various township activities as required. An SUV, specifically, will offer ample space for transporting both passengers and supplies, making it an ideal choice for township tours, meetings, and community development programs.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Due to the high visibility of the role, the use of a township-branded vehicle enhances safety by preventing the recognition of a personal vehicle, reducing the risk of |

| | | | | |
|---|-----------------|-------------|-------------|---|
| | | | | unwanted attention or confrontations outside of work hours. |
| Legislative Requirement | x | | | |
| Operational Saving, Short Payback | | x | | Utilization of a township vehicle will pay for itself in 6-7 years |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | x | | | |
| Growth related | | | x | Asset required to accommodated expanded Community and Economic Development Services |
| Service enhancements | | | x | increases operational efficiency, provides greater flexibility for staff, improves professional representation, ensures staff safety, and reduces costs associated with mileage reimbursements. |
| Total | 2 | 2 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$45,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$45,000 | | | |
| Funding | | | | |
| Reserves | \$45,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$45,000 | | | |

Net Operating Cost

Estimated Completion Date:

Projected New Operating Costs per year:

Previous Operating Costs:

Submitted By: ___M. Jones_____ Department Head: M. Jones

Date Prepared: _October 1, 2024_ Reviewed by Treasurer: _____



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Community & Economic Development | | | |
| Project Name: | Service Club and Community Board Signs | | | |
| Asset Name: | Service Club and Community Board Signs | Import ID: | | |
| Project Description | <p>This project involves the installation of three new community board signs in the downtown core (two in Mount Forest and one in Arthur) and the replacement of six deteriorating service club signs. The community board signs will serve as centralized locations for marketing local events, providing information about parking, and sharing important announcements to residents and visitors. The replacement of the service club signs will acknowledge the contributions of local organizations and foster a sense of community pride, thereby enhancing communication and promoting local engagement in alignment with the Township's branding and marketing efforts.</p> | | | |
| Project Justification | <p>The replacement of the deteriorating service club signs is essential for recognizing the vital contributions of local organizations and fostering a sense of community pride. The current signs are in such disrepair that they fail to adequately represent the strength of volunteerism within the Township. By installing new signs, we will not only acknowledge these groups but also enhance the visual appeal of our entrance areas.</p> <p>The installation of new community board signs is crucial for improving communication and engagement within the Township. These signs will serve as centralized hubs for sharing information by providing a visible platform for announcements and marketing. Enhancing information sharing will help residents and visitors stay informed, ultimately contributing to a more vibrant downtown environment and a greater connection among community members.</p> <p>Supported in the Growth Management Action Plan</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Current signs show significant deterioration. |

| | | | | |
|--|----------|------|------|---|
| Growth related | | | x | As the community continues to grow, increased communication opportunities are required. In addition, Wellington North thrives due to our community group volunteers, showcasing them at our entrances is important. |
| Service enhancements | | | x | Increased communication opportunities. Partnerships with the BIAs, Chambers and local businesses. |
| Total | 2 | 1 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$82,500 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$82,500 | | | |
| Funding | | | | |
| Reserves | \$82,500 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | \$1,500 | | | |
| Total Funding | \$84,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: _____ Department Head: | | | | |
| Date Prepared: _____ Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|--|
| Department: | Community & Economic Development | | | |
| Project Name: | McPherson Park Upgrades | | | |
| Asset Name: | McPherson Park (Founders Square) | Import ID: | | |
| Project Description | Redesign McPherson Park (Founders Square) | | | |
| Project Justification | Redesign McPherson park to make an entrance that is welcoming and easier to maintain for parks and recreation staff. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | x | | Interlocking brick provides a tripping hazard. |
| Legislative Requirement | x | | | |
| Operational Saving, Short Payback | | x | | Interlocking brick is a subject of community dissatisfaction and is difficult to maintain by our recreation services team. |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | x | | The interlocking brick was installed years ago and while beautiful, has settled and requires routine replacement. |
| Growth related | | x | | As the community continues to grow, additional parkland and passive spaces are required. |
| Service enhancements | | X | | |
| Total | 1 | 5 | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$70,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$70,000 | | | |

| | | | | |
|--|----------|--|--|--|
| Funding | | | | |
| Reserves | \$70,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$70,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: __M. Jones____ Department Head: M. Jones | | | | |
| Date Prepared: __October 1, 2024 Reviewed by Treasurer:_____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|-------------------------------------|------------|------|---|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery fence repairs | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Sandblast paint and repair fence | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | July 22, 2024 report CLK 2024-017 identified this project |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 5 | 0 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$9,400.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$500.00 | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | \$9,900.00 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |

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|--|------------|--|--|--|
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$9,900.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 2025 | | | | |
| Projected New Operating Costs per year: nil | | | | |
| Previous Operating Costs: nil | | | | |
| Submitted By: _Karren Wallace Department Head: CAO | | | | |
| Date Prepared: September 12, 2024 | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------------|---|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery cremated remains interment | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Establish a cremated remains interment section in the cemetery | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | X | | | |
| Service enhancements | | | X | July 22, 2024 report CLK 2024-017 identified this project |
| Total | 5 | 0 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$9,180.00 | \$9,180.00 | \$9,180.00 | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$900.00 | \$980.00 | \$980.00 | |
| Total Fees | \$10,080 | \$10,080 | \$10,080 | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |

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|--|----------|----------|----------|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$10,080 | \$10,080 | \$10,080 | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: Each segment will be completed by Sept in each year Projected New Operating Costs per year: NIL Previous Operating Costs: NIL | | | | |
| Submitted By: ___ Karren Wallace ___ Department Head: CAO | | | | |
| Date Prepared: __ September 12, 2024 __ Reviewed by Treasurer: _____ | | | | |
| | | | | |

The length of the plots are 153'

153' long x 4' wide = 612 sq.ft.

612 x \$15 = \$9,180 per run.

3 runs over 3 years total \$27,540 plus 10% contingency



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|----------|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery landscape design | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Design future layout of cemetery | | | |
| Project Justification | In order to proceed with planting of trees, establishment of new cemetery sections, placement of columbarium in a well thought manner. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 6 | 0 | 0 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$25,000.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$2,500.00 | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | 27,500.00 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |

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|---|------------|------------------------|--|--|
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$5,500.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: 2025-2026 | | | | |
| Projected New Operating Costs per year: nil | | | | |
| Previous Operating Costs: nil | | | | |
| Submitted By: _____ | | Department Head: _____ | | |
| Date Prepared: September 23, 2024 | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery repairs storage shed | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Replace/repair shingles, siding, soffit, fascia, door on storage shed | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | July 22, 2024 report CLK 2024-017 identified this project |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 4 | 1 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$21,470.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$2,000.00 | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | \$22,470.00 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |

| | | | | |
|---|-------------|--|--|--|
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$22,470.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 2025 | | | | |
| Projected New Operating Costs per year: nil | | | | |
| Previous Operating Costs: nil | | | | |
| Submitted By: Karren Wallace ___ Department Head: CAO | | | | |
| Date Prepared: September 12, 2024 | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|--|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery chapel door replacement | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Replace doors on chapel | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | Currently only wooden doors that are locked from inside with a metal bar-bodies are stored in the chapel over the winter |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | July 22, 2024 report CLK 2024-017 identified this project |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 4 | 2 | 0 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$5,000.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$5,00.00 | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | \$5,500.00 | | | |
| Gas Tax | | | | |

| | | | | |
|---|------------|--|--|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$5,500.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 2025 | | | | |
| Projected New Operating Costs per year: nil | | | | |
| Previous Operating Costs: nil | | | | |
| Submitted By: _____ Department Head: _____ | | | | |
| Date Prepared: September 9, 2024 | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery survey and title clearance | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Conduct a survey and clear up title/ownership | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | We do not have a clear indication as to property boundaries or a clear title to the property July 22, 2024 report CLK 2024-017 identified this project |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 5 | 1 | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$25,000.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$5,000.00 | | | |
| Total Fees | | | | |
| | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |

| | | | | |
|---|-------------|--|--|--|
| Taxation (Transfers to Capital) | \$30,000.00 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$30,000.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 2025 | | | | |
| Projected New Operating Costs per year: nil | | | | |
| Previous Operating Costs: nil | | | | |
| Submitted By: Karren Wallace _____ Department Head: CAO | | | | |
| Date Prepared: September 12, 2024 | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Clerk/Administration | | | |
| Project Name: | Mount Forest Cemetery paving entrance road | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Paving the entrance road 15 metres into the cemetery | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | X | | | |
| Service enhancements | | X | | July 22, 2024 report CLK 2024-017 identified this project |
| Total | 5 | 1 | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$7,515.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$750.00 | | | |
| Total Fees | \$8,265.00 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | \$8,265.00 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |

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|---|--|--|--|--|
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: September 2025 | | | | |
| Projected New Operating Costs per year: NIL | | | | |
| Previous Operating Costs: NIL | | | | |
| Submitted By: Karren Wallace _____ Department Head: CAO | | | | |
| Date Prepared: __September 12, 2024 __ Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|------------------|
| Department: | Clerk/Administration | | | |
| Project Name: | Heritage Trust Provincial Plaque Margarett Rae Morrison | | | |
| Asset Name: | | Import ID: | | |
| Project Description | Purchase, installation of plaque | | | |
| Project Justification | Council resolution 2024-298 THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 023-2024 Heritage Trust Provincial Plaque for Margarett Rae Morrison; AND THAT Council approve \$11,000.00 in the 2025 budget for this project. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | X | | | |
| Service enhancements | | | X | |
| Total | 5 | 0 | 1 | Council directed |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$6,500.00 | | | |
| Sub-Contractor/Equipment Rental | \$4,500.00 | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | \$11,000.00 | | | |

| | | | | |
|---|------------|--|--|--|
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$5,500.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: 2025-2026 | | | | |
| Projected New Operating Costs per year: nil | | | | |
| Previous Operating Costs: nil | | | | |
| Submitted By: _____ Department Head: _____ | | | | |
| Date Prepared: September 23, 2024 | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--------------------------------|------------|------|----------|
| Department: | Clerk/Administration | | | |
| Project Name: | Agenda management software | | | |
| Asset Name: | Escribe | Import ID: | | |
| Project Description | Modernizing the agenda process | | | |
| Project Justification | | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | | X | | |
| Service enhancements | | | X | |
| Total | 3 | 2 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$18,290.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$1,800.00 | | | |
| Total Fees | \$20,090.00 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |

| | | | | |
|---|--|--|--|--|
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: September 2025 | | | | |
| Projected New Operating Costs per year: 2026 \$14,456 2027 \$15,034.24 2028 base plus 4% etc. | | | | |
| Previous Operating Costs: NIL | | | | |
| Submitted By: Karren Wallace _____ Department Head: CAO | | | | |
| Date Prepared: __ September 12, 2024 __ Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|--------|----------|
| Department: | Fire | | | |
| Project Name: | Thermal Imaging Camera Replacement | | | |
| Asset Name: | Thermal Imaging Camera | Import ID: | | |
| Project Description | Repalcement of new therma imaging cameras | | | |
| Project Justification | Our thermal imaging cameras are becoming obsolete and starting to fail. We would start the process this year of replacing a couple of cameras and do a few each year. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | XX | |
| Legislative Requirement | XX | | | |
| Operational Saving, Short Payback | XX | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | XX | |
| Growth related | XX | | | |
| Service enhancements | XX | | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | 10,000 | 10,000 | 10,000 | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | 10,000 | 10,000 | 10,000 | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | 10,000 | 10,000 | 10,000 | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |

| | | | | |
|---|--|--|--|--|
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: February 2025 | | | | |
| Projected New Operating Costs per year: \$0 | | | | |
| Previous Operating Costs: \$0 | | | | |
| Submitted By: _____ Chris Harrow _____ Department Head: | | | | |
| Date Prepared: ___ Oct 8/24 _____ Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|---------------|---------------|---------------|
| Department: | Fire | | | |
| Project Name: | Fire Rescue Equipment | | | |
| Asset Name: | Fire Hose/Nozzles/Various Pieces of Smaller Rescue Equipment | Import ID: | | |
| Project Description | Replacement program of our rescue equipment | | | |
| Project Justification | A continuation of our replacement program for our fire hoses, nozzles and other various smaller rescue equipment. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | XX | |
| Legislative Requirement | | | XX | |
| Operational Saving, Short Payback | XX | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | XX | |
| Growth related | XX | | | |
| Service enhancements | XX | | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | 20,000 | 25,000 | 30,000 | 35,000 |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | 20,000 | 25,000 | 30,000 | 35,000 |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | 20,000 | 25,000 | 30,000 | 35,000 |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |

| | | | | |
|---|--|--|--|--|
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: February 2025 | | | | |
| Projected New Operating Costs per year: \$0 | | | | |
| Previous Operating Costs: \$0 | | | | |
| Submitted By: _____ Chris Harrow _____ Department Head: | | | | |
| Date Prepared: ____ Oct 8/24 _____ Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|---------------|---------------|---------------|
| Department: | Fire | | | |
| Project Name: | Bunker Gear Replacement | | | |
| Asset Name: | Firefighting Bunker Gear | Import ID: | | |
| Project Description | Repalcement and purchase of new bunker gear | | | |
| Project Justification | Due to recent hiring and some bunker gear that is expiring, we have to purchase a few more sets of gear than normal this year. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | XX | |
| Legislative Requirement | | | XX | |
| Operational Saving, Short Payback | XX | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | XX | |
| Growth related | XX | | | |
| Service enhancements | XX | | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | 36,000 | 30,000 | 30,000 | 30,000 |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | 36,000 | 30,000 | 30,000 | 30,000 |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | 36,000 | 30,000 | 30,000 | 30,000 |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |

| | | | | |
|---|--|--|--|--|
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: February 2025 | | | | |
| Projected New Operating Costs per year: \$0 | | | | |
| Previous Operating Costs: \$5000 | | | | |
| Submitted By: _____ Chris Harrow _____ Department Head: | | | | |
| Date Prepared: ____ Oct 8/24 _____ Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|----------|
| Department: | Fire | | | |
| Project Name: | Accountability Case Replacement | | | |
| Asset Name: | Accountability Cases | Import ID: | | |
| Project Description | Repalcement and Upgrade of our existing accountability system | | | |
| Project Justification | Our accountability system is old and has parts that are not working. By replacing and upgrading to an accountability case system, we would match the systems Minto and Mapleton currently use to have a seamless response capability. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | XX | |
| Legislative Requirement | | | XX | |
| Operational Saving, Short Payback | XX | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | XX | |
| Growth related | XX | | | |
| Service enhancements | XX | | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | 10,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | 10,000 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | 10,000 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |

| | | | | |
|---|--|--|--|--|
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: February 2025 | | | | |
| Projected New Operating Costs per year: \$0 | | | | |
| Previous Operating Costs: \$0 | | | | |
| Submitted By: _____ Chris Harrow _____ Department Head: | | | | |
| Date Prepared: ____ Oct 8/24 _____ Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|--|--|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Reconstruction – Fergus Street North between Birmingham and Durham Streets | | | |
| Asset Name: | Road – 210m Watermain – 297m Sanitary – 252 Sidewalk – 210m | Import ID: | | |
| Project Description | Project will rebuild Fergus Street North between Birmingham and Durham Streets in Mount Forest. | | | |
| Project Justification | Road condition for this section of road is poor and no storm sewers present. Replace ageing infrastructure. This project is identified in the Water and wastewater rate study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Sanitary and watermain are passed their expected lifecycle. |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material *Includes 10% Contingency | \$1,902,002 | | | |
| <ul style="list-style-type: none"> • Roads • Water • Sanitary | <ul style="list-style-type: none"> • \$916,056 • \$518,025 • \$467,921 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$256,770 | | | |
| <ul style="list-style-type: none"> • Roads • Water • Sanitary | <ul style="list-style-type: none"> \$123,860 \$69,773 \$63,137 | | | |

| | | | | |
|--|--------------------------|--|--|--|
| Geo Technical Fees | Incl in engineering fees | | | |
| Excess Soils Fees | Incl in engineering fees | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$280,640.46 | | | |
| Total Fees *Includes HST | \$2,439,413.20 | | | |
| Funding | | | | |
| Reserves | \$1,175,105.92 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$1,264,307.28 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$2,440,000.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>Sept 20, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Reconstruction Design Project – Newfoundland Street between Wellington Street East and King Street East | | | |
| Asset Name: | Engineer Design | Import ID: | | |
| Project Description | Project will begin the design process for the rebuild of Newfoundland Street East between Wellington Street East and King Street East in Mount Forest. Design work will include pre-engineering survey, geotechnical investigation, detailed design development, and public consultation. | | | |
| Project Justification | <p>This section of road was identified in the 2023 Road Needs Study with a very poor road condition rating.</p> <p>Storm sewer for this section of road is poor.</p> <p>Existing watermain for this section of road is ductile iron and has passed the lifespan expectancy.</p> <p>There is no sanitary sewers on this section of road.</p> <p>Urbanize road structure with new concrete curb and gutter and concrete sidewalk.</p> <p>New regulations related to reconstruction projects require more budget for design - soil management, etc.</p> <p>Design project will allow this reconstruction to be shovel-ready for the future – three to five years.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | There is no sidewalk on this section of road. |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure and manage flooding |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Watermain is beyond lifecycle. |

| | | | | |
|---|-----------|------|------|---|
| Growth related | | | X | Newfoundland is adjacent to Township's Recreation facility including ball diamonds, splash pad, playground and walking track. There currently is no sidewalk to allow for safe pedestrian travel. |
| Service enhancements | | X | | |
| Total | 1 | 2 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| • Roads | \$34,000 | | | |
| • Water | \$33,000 | | | |
| • Sanitary | \$33,000 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees including HST | \$100,000 | | | |
| Funding | | | | |
| Reserves | \$34,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$66,000 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$100,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: T. Stevenson | | | | |
| Date Prepared: <u> September 20, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|---|---------------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Construction – Draper Street between Eliza Street to Anderson Ave and Anderson Ave between Draper Street and Gordon Street. | | | |
| Asset Name: | Draper Street: Road – 162m Watermain – 162m Sanitary – 162m Sidewalk – 162m | Anderson Ave: Road – 365m Watermain- 440m Sanitary-440m Trail – 440m | Import ID: | |
| Project Description | Project will construct Draper Street between Eliza Street and Anderson Ave in Arthur. | | | |
| Project Justification | New road construction to service new development in this area of Arthur. This project is development driven and will be funded by the vacant lands that are adjacent to the municipal right-of-way through Land Area Taxation. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | | | X | Vacant lands require new construction to service their lands to allow for development |
| Service enhancements | | | X | New construction to service vacant lands |
| Total | 2 | 1 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$1,770,000 | | | |
| Roads + Miscellaneous | \$945,000 | | | |
| Water | \$600,000 | | | |
| Sanitary | \$225,000 | | | |

| | | | | |
|--|---|--|--|--|
| | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$190,000 | | | |
| Geo Technical Fees | \$45,000 | | | |
| Legal Fees | | | | |
| Contingency | \$152,500 | | | |
| HST (13%) ALL | \$280,475 | | | |
| Total Fees Including HST | \$2,437,975 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$976,451 <ul style="list-style-type: none"> • Draper St (Eliza to Anderson) \$151,834 (Water) • Anderson St (Draper to Farrell) \$431,942 (Water) • Anderson St (Draper to Farrell) \$392,675 (Sanitary) | | | |
| Development Charge | \$336,960 <ul style="list-style-type: none"> • Gordon St (Eliza to unopened Anderson) \$336,960 (Road) | | | |
| Other: Developer Funded | \$1,124,589 | | | |
| Total Funding | \$2,438,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |

Projected New Operating Costs per year:

Previous Operating Costs:

Submitted By: Tammy Stevenson Department Head: T. Stevenson

Date Prepared: Sept 25, 2024 Reviewed by

Treasurer: _____



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|--|
| Department: | Infrastructure Services | | | |
| Project Name: | Reconstruction – John Street between Waterloo Street and Queen Street | | | |
| Asset Name: | Road – 200m Watermain – 200m Sanitary – 200m Sidewalk – 200m | Import ID: | | |
| Project Description | Project will rebuild John Street between Waterloo Street and Queen Street West in Mount Forest. | | | |
| Project Justification | Road condition for this section of road is poor and no storm sewer. Watermain and sanitary sewer for this section are very poor. Improve traffic congestion at Tim Hortons John Street entrance. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Existing Cast Iron watermain is one of the oldest watermains in the Township and is beyond it's life expectancy. |
| Growth related | X | | | |
| Service enhancements | | | X | Traffic congestion at Tim Horton entrance will be improved – turning lane. |
| Total | 2 | 1 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$1,292,000 | | | |
| Roads + Miscellaneous | \$885,000 | | | |
| Water | \$204,000 | | | |
| Sanitary | \$218,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$129,200 | | | |
| Roads + Miscellaneous | \$87,000 | | | |

| | | | | |
|---|-------------|--|--|--|
| Water | \$20,400 | | | |
| Sanitary | \$21,800 | | | |
| Geo Technical Fees | \$70,000 | | | |
| Miscellaneous | \$50,000 | | | |
| Contingency | \$129,200 | | | |
| HST (13%) ALL | \$219,206 | | | |
| Total Fees Including HST | \$1,905,406 | | | |
| Funding | | | | |
| Reserves | \$1,279,700 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$630,300 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$1,910,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>Tammy Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>Sept 20, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Reconstruction Design Project – Durham Street East between Main Street and Fergus Street North | | | |
| Asset Name: | Engineer Design | Import ID: | | |
| Project Description | Project will begin the design process for the rebuild of Durham Street East between Main Street and Fergus Street North in Mount Forest. Design work will include pre-engineering survey, geotechnical investigation, detailed design development, and public consultation. | | | |
| Project Justification | <p>This section of road was identified in the 2023 Road Needs Study with a poor road condition rating.</p> <p>There is only partial storm sewer for this section of road.</p> <p>Existing watermain for this section of road is cast iron and has passed the lifespan expectancy.</p> <p>Sanitary sewers on this section of road is to be investigated for condition.</p> <p>Urbanize road structure with new concrete curb and gutter and concrete sidewalk.</p> <p>New regulations related to reconstruction projects require more budget for design - soil management, etc.</p> <p>Design project will allow this reconstruction to be shovel-ready for the future – three to five years.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | There is no sidewalk on this section of road. |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure and manage flooding |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Watermain is beyond lifecycle. |

| | | | | |
|---|-----------|------|------|--|
| Growth related | | X | | Durham Street East is a connection point for School Pedestrian traffic to Victoria Cross Public School. Durham Street East is also a connection road to Main Street and downtown core areas. |
| Service enhancements | | X | | |
| Total | 1 | 3 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| • Roads | \$34,000 | | | |
| • Water | \$33,000 | | | |
| • Sanitary | \$33,000 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees including HST | \$100,000 | | | |
| Funding | | | | |
| Reserves | \$34,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$66,000 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$100,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: T. Stevenson | | | | |
| Date Prepared: <u> September 20, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|--|--|------------|------|--|
| Department: | Infrastructure Services | | | |
| Project Name: | Reconstruction – Industrial Drive Extension | | | |
| Asset Name: | Road – 85m Water Service – 1 each Sanitary Service – 1 each Storm Service – 1 each | Import ID: | | |
| Project Description | Project will urbanize the existing gravel road. | | | |
| Project Justification | <p>Road condition for this section of road is gravel. All lots have been sold and Township is in a position to finalize servicing to lots and urbanize the roadway with concrete curbs and asphalt road. This project was identified in the 2021 Development Charges Study.</p> <p>Underground sewers and watermain infrastructure for Industrial Drive extension was installed in 2008.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Municipal Industrial lots sold as serviced lots with the expectation that road would be paved with curb shortly after sale of lot. |
| Service enhancements | | X | | |
| Total | 1 | 3 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$191,140 | | | |
| <ul style="list-style-type: none"> • Roads • Water • Sanitary | <ul style="list-style-type: none"> • \$170,640 • \$6,000 • \$14,500 | | | |
| Sub-Contractor/Equipment Rental | | | | |

| | | | | |
|--|--------------|--|--|--|
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$25,230 | | | |
| Geo Technical Fees | \$4,000 | | | |
| Legal Fees | | | | |
| Contingency | \$19,114 | | | |
| HST (13%) | \$31,132.92 | | | |
| Total Fees *Includes HST | \$270,616.92 | | | |
| Funding | | | | |
| Reserves | \$248,620 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | \$22,000 | | | |
| Other: | | | | |
| Total Funding | \$270,620 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>September 20, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|--|--|---|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Reconstruction – Clarke Street between Smith Street and Walton Street | | | |
| Asset Name: | Road – 280m Watermain – 280m Sanitary – 280m Sidewalk – 280m | Import ID: | | |
| Project Description | Project will rebuild Clarke Street between Smith Street and Walton Street in Arthur. | | | |
| Project Justification | Road condition for this section of road is poor and no storm sewers present. Replace ageing infrastructure. This project is identified in the Water and wastewater rate study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Sanitary and watermain are passed their expected lifecycle. |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material <ul style="list-style-type: none"> • Roads+Misc • Water • Sanitary | | \$2,147,000 <ul style="list-style-type: none"> • \$1,520,000 • \$278,000 \$349,000 | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$30,000 | \$194,700 | | |
| Geo Technical Fees | | \$20,000 | | |
| Excess Soils Fees | | | | |
| Legal Fees | | | | |

| | | | | |
|--|----------|-------------|--|---------|
| Contingency | | \$214,700 | | 2556400 |
| HST (13%) | | \$332,332 | | |
| Total Fees *Includes HST | \$30,000 | \$2,898,732 | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$30,000 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding 2025 | \$30,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>Sept 20, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | 213 Gordon Street Barn Demolition | | | |
| Asset Name: | 213 Gordon Street Barn Demolition | Import ID: | | |
| Project Description | Project will demolish the existing structures at 213 Gordon Street. | | | |
| Project Justification | Property at 213 Gordon Street was recently purchased that contains one bank barn and two small storage sheds. Project will demolish all buildings and return it to gravel yard. This will secure the property and allow for future Gordon Street Forcemain upgrade project to be installed. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Ageing buildings that are not salvagable or have a municipal purpose. |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 3 | 2 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital | \$60,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$7,800 | | | |
| Total Fees *Includes HST | \$67,800 | | | |
| Funding | | | | |

| | | | | |
|--|----------|--|--|--|
| Reserves | \$67,800 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application: | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$67,800 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>September 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|--------------------------------|--|------------|------|---|
| Department: | Property | | | |
| Project Name: | Former Arthur Municipal Office Renovation | | | |
| Asset Name: | Former Arthur Municipal Office | Import ID: | | |
| Project Description | <p>This project will renovate the former Arthur Municipal Office. The proposed Work includes interior renovation of the First Floor and partial Basement of the existing Building, roofing replacement, window and door replacement and two rear wood framed exterior stairs and landings. The interior Work includes insulation, vapour barrier and finish at the exterior walls, new partitions, flooring, ceilings, trim, doors, HVAC, plumbing and power and lighting throughout.</p> | | | |
| Project Justification | <p>The structure of the building is in good condition with recent façade and exterior accessibility upgrades. The interior of the building is in poor condition with uneven floors and dated and worn out finishes and washroom facilities. This public building has no interior accommodation for accessibility.</p> <p>In the 2018 Capital Budget staff brought forward renovations to the former Arthur Municipal Office located at 146 George St in Arthur. Council directed staff to work with the community groups using the building and come back with a comprehensive proposal that addresses the building and its occupants.</p> <p>The occupants of the former Arthur Municipal Office are the Arthur Chamber of Commerce, Arthur Food Bank and the Arthur & Area Historical Society. Over the past two years Staff have met on and off with the community groups to discuss plans moving forward. We discussed their operations during the renovation, temporary accommodations, permanent relocation and returning after a renovation.</p> <p>This project is part of a larger facility review that will create space for user groups, municipal staff and create more appealing and useable spaces for the public.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | This building in its current state is not suitable for use, the washroom facilities and |

| | | | | |
|---|-------|---------|------|--|
| | | | | uneven floor create hazards |
| Legislative Requirement | | | X | This renovation will bring the space into compliance with the barrier free requirements of the Ontario Building Code and AODA standards |
| Operational Saving, Short Payback | | | X | Renovation of existing municipal facilities to accommodate the changing needs of the public and the growing municipal staff is a cost effective alternative to purchasing land and building new facilities |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Without a substantial investment in this facility, it will deteriorate further and the cost to repair will be greater. |
| Growth related | | | X | This project is part of a larger facility review that will create space for user groups, municipal staff and create more appealing and useable spaces for the public. |
| Service enhancements | | X | | This will be a community enhancement |
| Total | 0 | 1 | 5 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2024 | 2025 | 2026 | 2027 |
| Capital Purchases/Contractor/Material | | 500,000 | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | 9,000 | 35,000 | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | 45,000 | | |
| Total Fees | 9,000 | 580,000 | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | 9,000 | 565,000 | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |

| | | | | |
|--|---------------------------------------|--------|--|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | 15,000 | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$580,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: September 30, 2025 | | | | |
| Projected New Operating Costs per year: \$0.00 | | | | |
| Previous Operating Costs: \$0.00 | | | | |
| Submitted By: | Darren Jones, Chief Building Official | | | |
| Department Head: | Darren Jones, Chief Building Official | | | |
| Date Prepared: | October 4, 2024 | | | |
| Reviewed by Treasurer: | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Property | | | |
| Project Name: | Mount Forest Archives – Window Replacement | | | |
| Asset Name: | Former Mount Forest Post Office | Import ID: | | |
| Project Description | Install single hung windows (nine) with an attached round top and one fixed half round window | | | |
| Project Justification | This project will remove nine single pane, single hung wood frame windows with half round tops and one fixed half round single pane windows with Low E/Argon filled windows. In 2020 six similar windows were replaced in the Jean Weber Reading Room, this project will complete the main floor portion of the window replacement project. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | | | X | New windows will be more energy efficient |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | This item is at the end of its life cycle |
| Growth related | X | | | |
| Service enhancements | X | | | New windows will help with climate control and with a low-E coating will protect building contents from UV rays |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2024 | 2025 | 2026 | 2027 |
| Capital Purchases/Contractor/Material | \$45,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |

| | | | | |
|--|----------|-------------------------------|--|--|
| Total Fees | \$45,000 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | \$45,000 | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$45,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 31, 2025 | | | | |
| Projected New Operating Costs per year: \$0.00 | | | | |
| Previous Operating Costs: \$0.00 | | | | |
| Submitted By: Darren Jones | | Department Head: Darren Jones | | |
| Date Prepared: October 4, 2024 | | Reviewed by Treasurer: | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|----------|---|
| Department: | Transportation Services | | | |
| Project Name: | Structure Improvements | | | |
| Asset Name: | Various Structure Improvements | Import ID: | N/A | |
| Project Description | Project will complete miscellaneous repair work on existing structures. | | | |
| Project Justification | Within the most recent OSIM report several structures were identified as requiring capital work, mainly the installation of rip-rap. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | By completing these miscellaneous repairs will ensure our structures are in good repair and potentially extend the replacement lifecycle. |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 2 | 3 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$75,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees including HST | \$75,000 | | | |

| | | | | |
|--|----------|--|--|--|
| Funding | | | | |
| Reserves | \$75,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$75,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: N/A | | | | |
| Previous Operating Costs: N/A | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: <u> D. Clark </u> | | | | |
| Date Prepared: <u> September 6, 2024 </u> | | | | |
| Reviewed by Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Structure 27 Repairs – Sideroad 9E | | | |
| Asset Name: | Bridge | Import ID: | | |
| Project Description | Project will repair an existing bridge (80 years old) on Sideroad 9E to extend the structures service life. | | | |
| Project Justification | <p>The bridge was identified during the 2023 OSIM Bridge Inspection Report as poor condition and is recommended as a top priority for replacement. Bridges are design to have a service life span of 75 years. Full replacement of Structure 27 for construction, engineering design, contract administration, geotechnical investigation and approvals is estimated at \$2.2 Million.</p> <p>Repair work includes: soffit repair; replace deck drains; repair concrete on wingwalls and abutments; replace railings and curbs; repair deck and concrete overlay; reduce amount of gravel on deck; dd steel beam guiderails and end-treatments.</p> <p>Repair work was selected to be financially responsible and meet our capital forecast for all structures within the Township. The repair work will extend the service life of the existing structure.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Structure is beyond its designed 75 year service life. |
| Growth related | X | | | |
| Service enhancements | | X | | Road surface is in poor condition. |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$550,000 | | | |

| | | | | |
|--|-----------|--|--|--|
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$85,000 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$82,550 | | | |
| Total Fees | \$717,550 | | | |
| Funding | | | | |
| Reserves | \$717,550 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | X | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$717,550 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>Sept 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|----------|---|
| Department: | Transportation Services | | | |
| Project Name: | Culvert 11-WG – Sideroad 25 | | | |
| Asset Name: | Culvert | Import ID: | | |
| Project Description | Project will complete repair work on existing structure. | | | |
| Project Justification | This is a partnership project between Wellington North and Centre Wellington as Sideroad 25 is on a boundary road. The structure was identified as part of Centre Wellingtons OSIM report as needing repair work. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Partnership project with Centre Wellington |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2024 | 2025 | 2026 | 2027 |
| Capital Purchases/Contractor/Material | \$165,000 | \$160,000 | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees including HST | \$165,000 | \$180,800 | | |
| | | | | |
| Funding | | | | |
| Reserves | | \$180,800 | | |
| Reserve Funds | | | | |

| | | | | |
|--|-----------|--|--|--|
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding (2025) | \$180,800 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: N/A | | | | |
| Previous Operating Costs: N/A | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>September 6, 2024</u> | | | | |
| Reviewed by Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Engineering Bridge Inspection (2025) | | | |
| Asset Name: | Engineering Bridge Inspection (2025) | Import ID: | N/A | |
| Project Description | Project will have our consulting engineers complete a bridge inspection on all structures over 3.0 m span and update summary report including cost. | | | |
| Project Justification | The purpose of a bridge inspection report is to not only identify safety concerns and structural deficiencies but to help prioritize improvements in an effort to minimize the costs to maintain the bridges. O.Reg 104/97 – bridges are to be inspected every two years under the supervision of a Professional Engineer. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Bridges are an important component within the Township's road network system. |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. O.Reg 104/97 |
| Operational Saving, Short Payback | | X | | By completing these miscellaneous repairs will ensure our structures are in good repair and potentially extend the replacement lifecycle. |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 1 | 3 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$15,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |

| | | | | |
|--|----------|--|--|--|
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees including HST | \$16,950 | | | |
| Funding | | | | |
| Reserves | \$17,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$17,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: N/A | | | | |
| Previous Operating Costs: N/A | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>September 6, 2024</u> | | | | |
| Reviewed by Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|-------------|----------|---|
| Department: | Transportation Services | | | |
| Project Name: | Structure 21 Replacement – Sideroad 8E | | | |
| Asset Name: | Bridge | Import ID: | | |
| Project Description | Project will repair an existing bridge (80 years old) on Sideroad 8E. | | | |
| Project Justification | <p>The bridge was identified during the 2023 OSIM Bridge Inspection Report as poor condition and is recommended as a top priority for replacement. Bridges are design to have a service life span of 75 years. Full replacement of Structure 27 for construction, engineering design, contract administration, geotechnical investigation and approvals is estimated at \$2.2 Million. Proposing to complete this work as 2 year capital project ask.</p> <p>This structure currently has a load limit of 12 tonne. This structure is located on Sideroad 8E, perpendicular to major MTO Highway 6. It is prudent to have this structure replace to ensure safe emergency traffic detour from Highway 6 during emergency situations (ie. Traffic accident on Highway 6) as determined and directed from the OPP.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Bridge has a posted 12 tonne load limit. Adjacent to Highway 6. |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Structure is beyond its designed 75 year service life. |
| Growth related | X | | | |
| Service enhancements | | | X | Bridge currently has a posted 12 tonne load limit. |
| Total | 2 | 1 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$400,000 | \$1,730,000 | | |

| | | | | |
|--|------------------|-------------|--|--|
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$250,000 | | | |
| Geo Technical Fees | \$50,000 | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees (Incl HST) | \$700,000 | \$1,730,000 | | |
| Funding | | | | |
| Reserves | \$700,000 | \$1,730,000 | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | X | X | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$700,000 (2025) | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: <u> D. Clark </u> | | | | |
| Date Prepared: <u> Sept 25, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Culvert Sideroad 9W | | | |
| Asset Name: | Culvert | Import ID: | | |
| Project Description | Project will replace existing culvert. | | | |
| Project Justification | Existing culvert on Sideroad 9 W between Concession 7 and Concession 6 will be engineered for replacement including realignment. Culvert replacement will support the road rebuilding of Sideroad 9W in future year. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$367,207 | | | |
| Sub-Contractor/Equipment Rental – Hydro Relocation | \$2,500 | | | |
| Consulting Fees | \$56,500 | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | \$13,000 | | | |
| Legal Fees | | | | |
| Contingency | \$35,000 | | | |
| 13% HST | \$61,646.91 | | | |
| Total Fees including HST | \$535,853.91 | | | |
| Funding | | | | |
| Reserves | X | | | |

| | | | | |
|--|--------------|--|--|--|
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$535,853.91 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: N/A | | | | |
| Previous Operating Costs: N/A | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>September 6, 2024</u> | | | | |
| Reviewed by Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|-------------|-------------|---|
| Department: | Transportation Services | | | |
| Project Name: | Structure 21 Replacement – Sideroad 8E | | | |
| Asset Name: | Bridge | Import ID: | | |
| Project Description | Project will repair an existing bridge (80 years old) on Sideroad 8E. | | | |
| Project Justification | <p>The bridge was identified during the 2023 OSIM Bridge Inspection Report as poor condition and is recommended as a top priority for replacement. Bridges are design to have a service life span of 75 years. Full replacement of Structure 27 for construction, engineering design, contract administration, geotechnical investigation and approvals is estimated at \$2.2 Million. Proposing to complete this work as 2 year capital project ask.</p> <p>This structure currently has a load limit of 12 tonne. This structure is located on Sideroad 8E, perpendicular to major MTO Highway 6. It is prudent to have this structure replace to ensure safe emergency traffic detour from Highway 6 during emergency situations (ie. Traffic accident on Highway 6) as determined and directed from the OPP.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Bridge has a posted 12 tonne load limit. Adjacent to Highway 6. |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Structure is beyond its designed 75 year service life. |
| Growth related | X | | | |
| Service enhancements | | | X | Bridge currently has a posted 12 tonne load limit. |
| Total | 2 | 1 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | | \$996,750 | \$1,132,750 | |

| | | | | |
|--|------------------|-------------|-------------|--|
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$164,000 | \$86,000 | | |
| Geo Technical Fees | | \$50,000 | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees (Incl HST) | \$164,000 | \$1,132,750 | \$1,132,750 | |
| Funding | | | | |
| Reserves | \$164,000 | \$1,132,750 | \$1,132,750 | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | X | X | X | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$164,000 (2025) | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: <u> D. Clark </u> | | | | |
| Date Prepared: <u> Sept 25, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Sidewalk Machine | | | |
| Asset Name: | Sidewalk Machine | Import ID: | | |
| Project Description | New sidewalk machine. | | | |
| Project Justification | Project is needed to replace aged sidewalk machine within fleet and identified in the 2023 Road Needs Study Fleet Replacement Forecast 10 year capital plan. Generally, sidewalk machines have a life cycle of 15 years. Sidewalk machine is used in winter months as a sidewalk snowplow/sander unit. The new sidewalk machine will ensure sidewalk operation service levels are maintained while reducing the annual operating costs associated with the aged equipment. The existing 2005 sidewalk machine with 6,606 hours of operation on it as of October 4, 2024, will be moved to Kenilworth to maintain sidewalks in Kenilworth. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | Ensure core service continues to be reliable. |
| Total | 1 | 4 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2023 | 2024 | 2025 | 2026 |
| Capital Purchases/Contractor/Material | \$230,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$230,000 | | | |

| | | | | |
|---|-----------|--|--|--|
| Funding | | | | |
| Reserves | \$230,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$230,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> D. Clark </u> Department Head: D. Clark | | | | |
| Date Prepared: <u> Oct 4, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|----------|---|
| Department: | Transportation Services | | | |
| Project Name: | Pickup Truck | | | |
| Asset Name: | Pickup Truck | Import ID: | | |
| Project Description | Project will replace existing pickup truck. | | | |
| Project Justification | Project will replace aged pickup truck which is used in the roads department for summer and winter patrol, road maintenance, and management of the work throughout the works yards. The existing truck is a 2010 Dodge Long Box (MF) with 208,000 km's of operation on it as of September 22, 2024. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Use of a Township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. |
| Legislative Requirement | | X | | Equipment needs to be replaced to ensure safe operation |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Equipment needs to be replaced to ensure safe operation |
| Growth related | X | | | |
| Service enhancements | X | | | Replacement will ensure service continues to be reliable |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | \$70,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |

| | | | | |
|--|----------|--|--|--|
| Contingency | | | | |
| Total Fees | \$70,000 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$70,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|--|
| Department: | Operations | | | |
| Project Name: | Plow Truck | | | |
| Asset Name: | Rural Plow Truck Western Star Plow Truck | Import ID: | | |
| Project Description | Project will replace existing plow truck. | | | |
| Project Justification | Project is needed to replace aged truck within fleet and identified in the 2023 Road Needs Study Fleet Replacement Forecast 10 year capital plan. Generally, heavy trucks have a life cycle of 10 years. Truck is used in summer months for hauling of aggregates and in the winter as a snowplow/sander unit. The new truck will ensure road operation service levels are maintained while reducing the annual operating costs associated with the aged equipment. The existing truck #33 is a 2015 Western Star with 294,793 km and 8,312 hours of operation on it as of October 4, 2024. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Use of Township branded vehicle provides advance identification. |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | Ensure core service continues to be reliable. |
| Total | 1 | 4 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2023 | 2024 | 2025 | 2026 |
| Capital Purchases/Contractor/Material | \$450,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$450,000 | | | |

| | | | | |
|---|-----------|--|--|--|
| Funding | | | | |
| Reserves | \$450,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$450,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> D. Clark </u> Department Head: D. Clark | | | | |
| Date Prepared: <u> Oct 4, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|----------|--|
| Department: | Infrastructure Services | | | |
| Project Name: | New Vehicle – Infrastructure Project Lead | | | |
| Asset Name: | New Vehicle | Import ID: | | |
| Project Description | Project will supply a vehicle for use by the Infrastructure Project Lead for attending meetings and inspecting construction sites daily. Vehicle will be used to monitor various development and Capital Projects related to Infrastructure Services Department throughout the Township. | | | |
| Project Justification | As the Township continues to grow with new development, the need to have municipal staff transportation to various development sites is essential to manage the development and Capital Projects. Purchase would negate the need to pay mileage and provide a good brand representation for the Infrastructure Project Lead. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Use of a Township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. Protects the safety of the staff member outside of working hours from confrontations where a personal vehicle is recognised. |
| Legislative Requirement | X | | | |
| Operational Saving, Short Payback | | X | | Utilization of a township vehicle will pay for itself in 6-7 years |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | | | X | Asset required to accommodated expanded Infrastructure Services staff |
| Service enhancements | | X | | New vehicle will ensure service continues to be reliable |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |

| Costs | 2025 | 2026 | 2027 | 2028 |
|--|-----------------|------|------|------|
| Capital Purchases/Contractor/Material | \$70,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$70,000 | | | |
| Funding | | | | |
| Reserves | \$70,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$70,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: \$1,500 | | | | |
| Previous Operating Costs: \$0.00 | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>September 18, 2024</u> Reviewed by Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|----------|---|
| Department: | Transportation Services | | | |
| Project Name: | Pickup Truck | | | |
| Asset Name: | Pickup Truck | Import ID: | | |
| Project Description | Project will replace existing pickup truck. | | | |
| Project Justification | Project will replace aged pickup truck which is used in the roads department for summer and winter patrol, road maintenance, and management of the work throughout the works yards. The existing truck is a 2010 Dodge with 313,000 km's of operation on it as of September 22, 2024. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Use of a Township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. |
| Legislative Requirement | | X | | Equipment needs to be replaced to ensure safe operation |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Equipment needs to be replaced to ensure safe operation |
| Growth related | X | | | |
| Service enhancements | X | | | Replacement will ensure service continues to be reliable |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | \$70,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |

| | | | | |
|--|----------|--|--|--|
| Contingency | | | | |
| Total Fees | \$70,000 | | | |
| Funding | | | | |
| Reserves | \$70,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$70,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | | 7 |
|---|--|------------|------|--|---|
| Department: | Recreation | | | | |
| Project Name: | Energy efficiency upgrades for the MFSC | | | | |
| Asset Name: | MFSC lighting and plumbing upgrades | Import ID: | | | |
| Project Description | Replace all existing fixtures to high efficiency (plumbing and lighting) | | | | |
| Project Justification | 15% cost saving, environmental impact, replacing aging fixtures to reduce hydro and water consumption. This project would rely on full funding from a grant application. | | | | |
| PROJECT MATRIX | | | | | |
| Criteria | Low | Medium | High | Comments | |
| Safety Issues, Risk Management | x | | | | |
| Legislative Requirement | x | | | | |
| Operational Saving, Short Payback | | | x | 15% cost savings per year | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | Aged equipment has out lived it's life cycle | |
| Growth related | x | | | | |
| Service enhancements | | | x | Arena will be brighter and plumbing more efficient | |
| Total | | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 | |
| Capital Purchases/Contractor/Material | | | | | |
| Sub-Contractor/Equipment Rental | 0 | | | | |
| Consulting Fees | 0 | | | | |
| Engineering/Survey Fees | 0 | | | | |
| Geo Technical Fees | 0 | | | | |
| Legal Fees | 0 | | | | |
| Contingency | 0 | | | | |
| Total Fees | | | | | |
| Funding | | | | | |
| Reserves | 0 | | | | |
| Reserve Funds | 0 | | | | |
| Taxation (Transfers to Capital) | 0 | | | | |
| Gas Tax | | | | | |

| | | | | |
|--|---------|--|--|--|
| Green and Inclusive Community Buildings | 260,000 | | | |
| Funding Application | 0 | | | |
| Donation | 0 | | | |
| User Fees | 0 | | | |
| Development Charge | 0 | | | |
| Other: | 0 | | | |
| Total Funding | 260,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: September 2025 | | | | |
| Projected New Operating Costs per year: 169,500 | | | | |
| Previous Operating Costs: 199,000 | | | | |
| Submitted By: __Nick_Brock__ Department Head: Tom Bowden | | | | |
| Date Prepared: _September 17, 2024__ Reviewed by Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | 2 |
|---|---|------------|------|---|
| Department: | Recreation Service | | | |
| Project Name: | Arthur Tractor Replacement | | | |
| Asset Name: | Kubota B2650 | Import ID: | | |
| Project Description | Replacement of the Kubota tractor | | | |
| Project Justification | <p>Maintenance cost of the tractor are getting increasingly higher.</p> <p>2021 \$2725.00 2022 \$1749.00 2023 \$4330.00 2024 will be over \$4000.00</p> <p>The lost time from this peice of equipment and the cost of repairs warrants a replacement of the machine</p> <p>This tractor is used year round for snow removal, grass cutting and ball diamond grooming.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | x | | |
| Legislative Requirement | x | | | |
| Operational Saving, Short Payback | | | x | Annual maintenance is becoming an issue |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | Delaying replacement will continue to cost the TWN in lost time and repairs |
| Growth related | x | | | |
| Service enhancements | x | | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$55,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |

| | | | | |
|---|--|--|--|--|
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: Tom Bowden Department Head: Tom Bowden | | | | |
| Date Prepared: September 23, 2024 _____ Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | 3 |
|-----------------------|--|------------|---|
| Department: | Recreation Services | | |
| Project Name: | Hutchison Park Playground upgrades | | |
| Asset Name: | Hutchison Park Playground | Import ID: | |
| Project Description | Project will replace the existing large playground structure and surface at 495 Queen Street West in Mount Forest. | | |
| Project Justification | <p>Project will replace aged playground equipment within the Hutchison park and add drainage with a fibar surface</p> <p>The 2018 Recreation Master Plan identified that 82% of survey respondents supported additional investment in playgrounds through continued upgrades, including features accessible to children with disabilities.</p> <p>Playground design has evolved over time, from traditional elements such as slides, swings, and climbers to more creative elements that involve interactive and challenging play, with most playground features having a lifespan of about twenty years</p> <p>It is expected that new play structures will be designed with accessibility in mind. The Township should continue to regularly inspect all playground structures on a regular basis to identify maintenance priorities. In addition, it is recommended that the Township phase-out sand surfacing in favour of engineered wood fibre or alternative low maintenance materials that provide enhanced impact attenuation and accessibility.</p> <p>Recommendation 38 “Establish a playground replacement program, with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to comply with AODA requirements and be welcoming and accessible to all families, including the phase-out of sand surface materials in favour of engineered wood fibre.”</p> | | |

| PROJECT MATRIX | | | | |
|---|---------------------|--------|------|---|
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | x | Existing playground structure was built to an outdated standard and has become unsafe |
| Legislative Requirement | | x | | |
| Operational Saving, Short Payback | | x | | Fibar does not allow vegetation to grow in the playground and therefore reduces man hours for maintenance |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | Existing playground equipment is aged and becoming unsafe |
| Growth related | | x | | This playground is used extensively by the local children |
| Service enhancements | | | x | This playground was built without drainage and the replacement of the sand with fibar will meet the AODA requirements |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$160,000.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$160,000.00 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |

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|--|--|
| Total Funding | |
| Net Operating Cost | |
| Estimated Completion Date: Dec 1, 2024 Projected New Operating Costs per year: \$1000.00 Previous Operating Costs: \$2500.00 | |
| Submitted By: T. Bowden Department Head: T. Bowden | |
| Date Prepared: Sept. 19, 2024 Reviewed by Treasurer: _____ | |
| | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | | 4 |
|---|--|------------|------|---|---|
| Department: | Recreation Services | | | | |
| Project Name: | MFSC Compressor Oil Cooler Pump replacement | | | | |
| Asset Name: | Oil Cooler Pump | Import ID: | | | |
| Project Description | Replacement of an Armstrong 2hp oil cooler pump for the MFSC compressor plant | | | | |
| Project Justification | As per our Refrigeration Asset Report this pump is five years past its life expectancy. Without replacement if this was to break down it would cause us to shut down our ice making abilities. | | | | |
| PROJECT MATRIX | | | | | |
| Criteria | Low | Medium | High | Comments | |
| Safety Issues, Risk Management | | | x | If this stops working we could lose our ice operating ability | |
| Legislative Requirement | x | | | | |
| Operational Saving, Short Payback | | x | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | This motor is five years past it life expectancy | |
| Growth related | x | | | | |
| Service enhancements | x | | | | |
| Total | | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 | |
| Capital Purchases/Contractor/Material | \$16,000.00 | | | | |
| Sub-Contractor/Equipment Rental | | | | | |
| Consulting Fees | | | | | |
| Engineering/Survey Fees | | | | | |
| Geo Technical Fees | | | | | |
| Legal Fees | | | | | |
| Contingency | | | | | |
| Total Fees | | | | | |
| Funding | | | | | |
| Reserves | | | | | |
| Reserve Funds | | | | | |
| Taxation (Transfers to Capital) | | | | | |
| Gas Tax | | | | | |

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|---|--|--|--|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 15, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: T. Bowden Department Head: T. Bowden | | | | |
| Date Prepared: Sept. 19, 2024 Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | | 1 |
|---|---|------------|------|---|---|
| Department: | Recreation | | | | |
| Project Name: | MFSC Arena Accessible doors | | | | |
| Asset Name: | Accessible doors | Import ID: | | | |
| Project Description | Replacement of the two exterior automatic sliding doors | | | | |
| Project Justification | Over the past five years we have spent over \$15,000.00 repairing this doors, and two service companies have told us we will not be able to get parts for this doors. These are the original doors for the build and when they were installing on the building they put the electric motors on the outside of the build which cause issues in the winter months. The doors freeze up and burn out belts and motors. New doors would have the motor mounted on the inside so they are in heated vestibule. | | | | |
| PROJECT MATRIX | | | | | |
| Criteria | Low | Medium | High | Comments | |
| Safety Issues, Risk Management | x | | | | |
| Legislative Requirement | x | | | | |
| Operational Saving, Short Payback | | | x | We have spent \$15,000.00 in the past five years on repairs | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | These doors have a life expectancy of ten years we are now getting into the sixth year of the doors | |
| Growth related | x | | | | |
| Service enhancements | | x | | | |
| Total | | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 | |
| Capital Purchases/Contractor/Material | \$35,000 | | | | |
| Sub-Contractor/Equipment Rental | | | | | |
| Consulting Fees | | | | | |
| Engineering/Survey Fees | | | | | |
| Geo Technical Fees | | | | | |
| Legal Fees | | | | | |
| Contingency | | | | | |
| Total Fees | | | | | |

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|--|--|--|--|--|
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: Tom Bowden Department Head: Tom Bowden | | | | |
| Date Prepared: ____ September 23, 2024 ____ Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | | 6 |
|---|---|------------|------|--|---|
| Department: | Recreation | | | | |
| Project Name: | Energy efficiency upgrades for the AACC | | | | |
| Asset Name: | AACC Lighting and plumbing upgrades | Import ID: | | | |
| Project Description | Replace all existing fixtures to high efficiency (plumbing and lighting) | | | | |
| Project Justification | 15% cost saving, environmental impact, replacing aging fixtures to reduce hydro and water consumption. This project would rely on full funding from a grant application | | | | |
| PROJECT MATRIX | | | | | |
| Criteria | Low | Medium | High | Comments | |
| Safety Issues, Risk Management | x | | | | |
| Legislative Requirement | x | | | | |
| Operational Saving, Short Payback | | | x | 15% cost savings per year | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | Aged equipment has out lived it's life cycle | |
| Growth related | x | | | | |
| Service enhancements | | | x | Arena will be brighter and plumbing more efficient | |
| Total | | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 | |
| Capital Purchases/Contractor/Material | | | | | |
| Sub-Contractor/Equipment Rental | 0 | | | | |
| Consulting Fees | 0 | | | | |
| Engineering/Survey Fees | 0 | | | | |
| Geo Technical Fees | 0 | | | | |
| Legal Fees | 0 | | | | |
| Contingency | 0 | | | | |
| Total Fees | | | | | |
| Funding | | | | | |
| Reserves | 0 | | | | |
| Reserve Funds | 0 | | | | |
| Taxation (Transfers to Capital) | 0 | | | | |
| Gas Tax | | | | | |

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|---|---------|--|--|--|
| Green and Inclusive Community Buildings Grant | 144,000 | | | |
| Funding Application | 0 | | | |
| Donation | 0 | | | |
| User Fees | 0 | | | |
| Development Charge | 0 | | | |
| Other: | 0 | | | |
| Total Funding | 144,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: September 2025 | | | | |
| Projected New Operating Costs per year: 89,300 | | | | |
| Previous Operating Costs: 105,000 | | | | |
| Submitted By: __Nick_Brock Department Head: Tom Bowden | | | | |
| Date Prepared: _September 17, 2024 Reviewed by Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | | 8 |
|---|--|------------|------|---|---|
| Department: | Recreation Services | | | | |
| Project Name: | MFSC Cooling Tower | | | | |
| Asset Name: | Refrigeration Cooling Tower | Import ID: | | | |
| Project Description | Replacement of the compressor room cooling tower | | | | |
| Project Justification | As per the Refrigeration Asset Report this cooling tower is two year past it's life expectancy. We have already replaced fan motor in 2021 and had extensive work done on the water pane to get a couple more years out of it. | | | | |
| PROJECT MATRIX | | | | | |
| Criteria | Low | Medium | High | Comments | |
| Safety Issues, Risk Management | | | x | I f this stops operating we will lose our ice operating ability | |
| Legislative Requirement | x | | | | |
| Operational Saving, Short Payback | | x | | Reduced maintenance cost and more efficient | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | | Past it's 15 year life cycle | |
| Growth related | x | | | | |
| Service enhancements | x | | | | |
| Total | | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 | |
| Capital Purchases/Contractor/Material | 160,000 | | | | |
| Sub-Contractor/Equipment Rental | | | | | |
| Consulting Fees | | | | | |
| Engineering/Survey Fees | | | | | |
| Geo Technical Fees | | | | | |
| Legal Fees | | | | | |
| Contingency | | | | | |
| Total Fees | | | | | |
| Funding | | | | | |
| Reserves | | | | | |
| Reserve Funds | | | | | |
| Taxation (Transfers to Capital) | | | | | |
| Gas Tax | | | | | |

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|---|---------|--|--|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | 160,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: ___ Tom Bowden Department Head: Tom Bowden | | | | |
| Date Prepared: September 24, 2024 Reviewed by | | | | |
| Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | | 9 |
|---|---|------------|------|---|---|
| Department: | Recreation Services | | | | |
| Project Name: | MF Sports Complex Paving | | | | |
| Asset Name: | Mount Forest Sports Complex Parking Lot | Import ID: | | | |
| Project Description | Finish paving the parking lots at the MF Sports Complex | | | | |
| Project Justification | The building was constructed fifteen years ago and the parking lot was not completed. This would complete the structure and make the grounds look finished. | | | | |
| PROJECT MATRIX | | | | | |
| Criteria | Low | Medium | High | Comments | |
| Safety Issues, Risk Management | | x | | Local youth bring their cars to the gravel parking lot to do power turns | |
| Legislative Requirement | x | | | | |
| Operational Saving, Short Payback | | x | | Less gravel and dirt would be track into the build and reduce the time spent cleaning | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | | | |
| Growth related | | | | | |
| Service enhancements | | x | | Snow removal would be easier | |
| Total | | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 | |
| Capital Purchases/Contractor/Material | 350,000 | | | | |
| Sub-Contractor/Equipment Rental | | | | | |
| Consulting Fees | | | | | |
| Engineering/Survey Fees | | | | | |
| Geo Technical Fees | | | | | |
| Legal Fees | | | | | |
| Contingency | | | | | |
| Total Fees | | | | | |
| Funding | | | | | |
| Reserves | | | | | |
| Reserve Funds | | | | | |
| Taxation (Transfers to Capital) | | | | | |

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|---|---------|--|--|--|
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | 350,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: ___ Tom Bowden Department Head: Tom Bowden | | | | |
| Date Prepared: ___ September 24, 2024_ Reviewed by | | | | |
| Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | 5 |
|---|---|------------|------|---|
| Department: | Recreation Services | | | |
| Project Name: | Makeup Air Preheat Pump MFSC Compressor Room | | | |
| Asset Name: | Makeup Air Preheat Pump | Import ID: | | |
| Project Description | Replacement of an Armstrong 1/3 HP vertical line pump | | | |
| Project Justification | As per our Refrigeration Asset Report this pump is seven years past its life expectancy. Without replacement if this was to break down it would cause us to shut down our ice making abilities. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | x | If this stops working we could lose our ice operating ability |
| Legislative Requirement | x | | | |
| Operational Saving, Short Payback | | x | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | x | This motor is seven years past it life expectancy |
| Growth related | x | | | |
| Service enhancements | x | | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$16,000.00 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |

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|---|--|--|--|--|
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: August 15, 2024 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: T. Bowden Department Head: T. Bowden | | | | |
| Date Prepared: September 19, 2024 Reviewed by | | | | |
| Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Urban Paving Program (2025) | | | |
| Asset Name: | Road | Import ID: | | |
| Project Description | <p>Urban paving project that includes various roadways within the urban centres that require repair beyond regular maintenance.</p> <ol style="list-style-type: none"> 1. Prince Charles Street (Dublin Street to Arthur Street) – 125m x 6.2m = \$33,000 2. Perth Street (Sligo Road to Dead End) – 205m x 7.5m = \$150,000 3. Colceugh Street (Wellington Street E to Birmingham Street E) = \$57,000 4. Andrew Street (Domville Street to Dead End) – 260m x 8.5m = \$93,000 | | | |
| Project Justification | Asphalt repair on ageing roads that have numerous identified deficiencies. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Some sections have large pot holes that could have adverse effects on traffic |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Growth = greater traffic volumes |
| Service enhancements | | X | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material Roads | \$226,874 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |

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|--|-----------|--|--|--|
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency (10%) | \$26,687 | | | |
| HST 13% | \$38,163 | | | |
| Total Fees (Including HST) | \$331,725 | | | |
| Funding | | | | |
| Reserves | \$333,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$333,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>Sept 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|--|
| Department: | Transportation Services | | | |
| Project Name: | Works Yards Upgrades | | | |
| Asset Name: | Works Yards | Import ID: | | |
| Project Description | Project will replace the following: <ol style="list-style-type: none"> 1. Roof replacement on shop (Kenilworth) 2. Roof replacement on shop (Damascus) | | | |
| Project Justification | Capital projects will be used to replace roofs as identified above. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Roofs are beyond their lifecycle and due for replacement |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 2 | 3 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2024 | 2025 | 2026 | 2027 |
| Capital Purchases/Contractor/Material | \$60,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST 13% | \$7,800 | | | |
| Total Fees | \$67,800 | | | |
| Funding | | | | |
| Reserves | \$68,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |

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|--|----------|--|--|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$68,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>October 4, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |
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WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Sidewalk and Parking Design Project – Wellington Street East between Newfoundland Street and Birmingham Street. | | | |
| Asset Name: | Engineer Design | Import ID: | | |
| Project Description | Project will begin the design process for the rebuild of sidewalk and onstreet parking on Wellington Street East between Newfoundland Street East and Birmingham Street in Mount Forest. Desing work will include pre-engineering survey, geotechnical investigation, detailed design development, and public consultation. | | | |
| Project Justification | <p>This section of road was identified in the 2023 Road Needs Study with a very poor road condition rating for sidewalks. This section of sidewalk has ponding water during rainfall events and ice conditions in winter season.</p> <p>This road is adjacent to the King Street Fairgrounds park that houses two (2) baseball diamonds, track area, splash pad and playground.</p> <p>Semi-urbanization of the road will allow defined on-street parking and upgrade to the existing sidewalks to allow for safe pedetrain traffic to access this park area.</p> <p>New regulations related to reconstruction projects require more budget for design - soil management, etc.</p> <p>Design project will allow this reconstruction to be shovel-ready for the future – three to five years.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Sidewalk is low on this section of road. |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure and manage flooding |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Watermain is beyond lifecycle. |

| | | | | |
|---|----------|------|------|---|
| Growth related | | | X | Newfoundland is adjacent to Township's Recreation facility including ball diamonds, splash pad, playground and walking track. There currently is no sidewalk to allow for safe pedestrian travel. |
| Service enhancements | | X | | |
| Total | 1 | 2 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| • Roads | \$40,000 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees including HST | \$40,000 | | | |
| Funding | | | | |
| Reserves | \$40,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$40,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: T. Stevenson | | | | |
| Date Prepared: <u>September 20, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Rural Road Rebuild – Sideroad 13 | | | |
| Asset Name: | ~1.4 km of Rural Road Rebuild | Import ID: | | |
| Project Description | Project will rebuild a 1.4 km section of rural road. Sideroad 13 – Line 2 to north (~1.4 km) | | | |
| Project Justification | Project will rehabilitate a 1.4 kilometre portion of rural road. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 1 | 3 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$70,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST 13% | | | | |
| Total Fees | \$70,000 | | | |
| Funding | | | | |
| Reserves | \$70,000 | | | |

| | | | | |
|--|----------|---|--|--|
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$70,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> D. Clarke </u> | | Department Head: <u> D. Clarke </u> | | |
| Date Prepared: <u> September 23, 2024 </u> | | Reviewed by Treasurer: _____ | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|----------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Storm Sewer Realignment – Smith Street Design Only | | | |
| Asset Name: | Storm Sewer Realignment – Smith Street Design Only | Import ID: | | |
| Project Description | Project will realign existing 900mm diameter trunk storm sewer. | | | |
| Project Justification | Realignment is required as the existing 900mm diameter trunk storm sewer runs under multiple buildings. Partnership with developer at 152 Frederick Street West to create a new storm servicing easement. By completing this design work we will be in good position for tender ready project. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Existing piped trunk storm sewer runs under existing buildings. |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 3 | 2 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$39,500 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) ALL | \$5,135 | | | |
| Total Fees Including HST | \$44,635 | | | |
| Funding | | | | |

| | | | | |
|---|----------|--|--|--|
| Reserves | \$44,635 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$44,635 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>Tammy Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>Sept 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|-----------|
| Department: | Transportation Services | | | |
| Project Name: | PXO – Main Street South and King Street | | | |
| Asset Name: | PXO | Import ID: | | |
| Project Description | New pedestrian curb extension and pedestrian cross over. | | | |
| Project Justification | Project will install new pedestrian curb extension and pedestrian crossover within the community. This location was requested by Mount Forest BIA. Mount Forest BIA will make a financial contribution to this project – amount TBD at upcoming AGM in November 2023. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | New asset |
| Growth related | | | X | |
| Service enhancements | | | X | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2024 | 2025 | 2026 | 2027 |
| Capital Purchases/Contractor/Material | \$194,500 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Miscellaneous | \$12,000 | | | |
| Engineering/Survey Fees | \$23,000 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$25,800 | | | |
| Subtotal HST | \$33,189 | | | |
| Total Fees | \$288,489 | | | |
| Funding | | | | |
| Reserves | \$290,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |

| | | | | |
|--|-----------|--|--|--|
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$290,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2024 | | | | |
| Projected New Operating Costs per year: Increased Annual Maintenance and pavement markings | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: <u> D. Clark </u> | | | | |
| Date Prepared: <u> Sept 18, 2023 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|--|
| Department: | Infrastructure Services | | | |
| Project Name: | Urban Traffic Impact Study | | | |
| Asset Name: | Urban Traffic Impact Study | Import ID: | | |
| Project Description | Urban Traffic Impact Study | | | |
| Project Justification | Urban Traffic Impact Study (UTIS) was identified in the 2021 Development Charges Study. UTIS will assess potential impacts of traffic changes caused by proposed developments on municipal roads and to identify any infrastructure improvements or mitigation measures needed to ensure the road network will operate acceptably and safely upon completion of the proposed developments. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Growth = greater traffic volumes |
| Service enhancements | | X | | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material Roads | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | \$30,000 | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees (Including HST) | \$30,000 | | | |
| Funding | | | | |

| | | | | |
|--|----------|--|--|--|
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | \$30,000 | | | |
| Other: | | | | |
| Total Funding | \$30,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>Sept 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | 2025 Sidewalk Projects | | | |
| Asset Name: | Sidewalks | Import ID: | | |
| Project Description | <ol style="list-style-type: none"> Repairs – Queen Street W (Dublin Street to Normanby/Arthur) – \$55,000 +Engineering/Contingency/Misc./HST Removal on north side – Waterloo Street (Arthur Street to William Street) – \$24,000 Deferred to future year. +Engineering/Contingency/Misc./HST Repairs - Albert Street (Various locations between Egremont Street and Church Street South) - \$43,000 +Engineering/Contingency/Misc./HST Replacement - Frederick Street East side (Frederick Street to 107 Frederick Street S) - \$30,000 +Engineering/Contingency/Misc./HST | | | |
| Project Justification | Project will replace sidewalks within the community to maintain minimum service standards. Replacement section of sidewalks were identified in the 2023 Road Needs Study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | X | | | |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | Road surface is in poor condition. |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$128,000 | \$24,000 | | |
| Sub-Contractor/Equipment Rental | | | | |

| | | | | |
|---|-----------|--|--|--|
| Consulting Fees | | | | |
| Engineering/Survey Fees | \$30,200 | | | |
| Geo Technical Fees | | | | |
| Miscellaneous | \$5,000 | | | |
| Legal Fees | | | | |
| Contingency | \$30,200 | | | |
| HST 13% | \$21,216 | | | |
| Total Fees including HST | \$214,616 | | | |
| Funding | | | | |
| Reserves | \$215,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$215,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: Increased Sidewalk Snow Removal | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>Sept 28, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|-----------|
| Department: | Transportation Services | | | |
| Project Name: | PXO – Queen Street East and Fergus Street | | | |
| Asset Name: | PXO | Import ID: | | |
| Project Description | New pedestrian cross over. | | | |
| Project Justification | Project will install new pedestrian crossover within the community and at a school crossing zone that is located on a roadway with high traffic counts. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | New asset |
| Growth related | | | X | |
| Service enhancements | | | X | |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$78,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Miscellaneous | \$5,000 | | | |
| Engineering/Survey Fees | \$9,300 | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$10,930 | | | |
| Subtotal HST | \$13,419.90 | | | |
| Total Fees | \$116,649.90 | | | |
| Funding | | | | |
| Reserves | \$120,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |

| | | | | |
|--|-----------|--|--|--|
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$120,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: Increased Annual Maintenance and pavement markings | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>Sept 18, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Transportation Services | | | |
| Project Name: | Rural Asphalt Resurfacing | | | |
| Asset Name: | Road | Import ID: | | |
| Project Description | <p>Rural paving project that includes various roadways within the rural sections of the Township that require repair beyond regular maintenance.</p> <ol style="list-style-type: none"> 1. Line 8 (Wellington Road 14 to Wellington Road 16) (5.5 km) = \$1,000,000 2. Sideroad 5W (Concession 9 to Concession 11) (2.8 km) = \$565,000 3. Line 2 (Wellington Road 14 to Wellington Road 16) (5.5 km) = \$1,000,000 Deferred to 2026 | | | |
| Project Justification | <p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Asphalt repair on ageing roads that have numerous identified deficiencies.</p> <p>Road surface no longer provides for smooth driving.</p> | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | Some sections have large pot holes that could have adverse effects on traffic |
| Legislative Requirement | | X | | As a road authority, Township is required to proactive rehabilitate its assets. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Growth = greater traffic volumes |
| Service enhancements | | X | | Road surface is in poor condition. |
| Total | | | | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |

| | | | | |
|--|-------------|-----------|--|--|
| Capital Purchases/Contractor/Material | \$1,256,772 | \$804,427 | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency (10%) | \$125,677 | \$80,442 | | |
| HST (13%) | \$179,718 | \$115,033 | | |
| Total Fees | \$1,562,167 | \$999,903 | | |
| Funding | | | | |
| Reserves | \$1,565,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | X | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$1,565,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u> | | | | |
| Date Prepared: <u>October 4, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|--|
| Department: | Environmental Services | | | |
| Project Name: | OCWA Projects - Arthur | | | |
| Asset Name: | Wastewater Treatment Plant | Import ID: | NA | |
| Project Description | Project will replace the following: <ol style="list-style-type: none"> 1. Arthur WWTP Air Lift (\$17,500) 2. Arthur WWTP Filter Sand Top-up (\$20,000) 3. Arthur WWTP Effluent Pump 1 (\$38,000) 4. Arthur WWTP Filter Reject Pump (\$9,400) 5. Arthur WWTP Security Entrance Gate (\$42,000) 6. Arthur WWTP Contingency (\$35,000) 7. Frederick Street SPS Building Alarm System (\$4,300) | | | |
| Project Justification | Capital projects recommended by OCWA = \$166,200 + HST | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Security entrance gate upgrades at WWTP to secure the property by regulating access. |
| Legislative Requirement | | | X | Recommended Capital Work from OCWA to ensure the WWTP continues to operate under current regulations and maintain within Ministry compliance |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$166,200 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |



| | | | | |
|--|-----------|--|--|--|
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$21,606 | | | |
| Total Fees | \$187,806 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | X | | | |
| Development Charge | | | | |
| Other: Salvage | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 9, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|--|
| Department: | Environmental Services | | | |
| Project Name: | OCWA Projects – Mount Forest | | | |
| Asset Name: | Wastewater Treatment Plant | Import ID: | NA | |
| Project Description | Project will replace the following: <ol style="list-style-type: none"> 1. Mount Forest WWTP Digester Diffuser Rebuild-Engineering Design Only (\$7,500) 2. Mount Forest WWTP Filter 1 & 2 Rehabilitation and Media Replacement (\$180,000) 3. Mount Forest WWTP Waste Valve (\$20,000) 4. Mount Forest WWTP Security Gate Entrance (\$42,000) 5. Mount Forest WWTP Digester Blower #1 Replacement (\$15,000) 6. Mount Forest WWTP Sludge Loading Flow Meter (\$8,000) 7. Mount Forest WWTP Grindex 3" Pump (\$10,000) 8. Mount Forest WWTP Contingency (\$35,000) 9. Mount Forest WWTP Influent Building Air Intake (\$50,000) 10. Mount Forest WWTP Admin Building HVAC Replacement (\$30,000) 11. Cork Street SPS Building Alarm System (\$4,300) 12. Durham Street SPS Building Alarm System (\$4,300) | | | |
| Project Justification | Capital projects recommended by OCWA = \$406,100 + HST | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Security entrance gate upgrades at WWTP to secure the property by regulating access. |
| Legislative Requirement | | | X | Recommended Capital Work from OCWA to ensure the WWTP continues to operate under current regulations and maintain within Ministry compliance |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |



| Costs | 2025 | 2026 | 2027 | 2028 |
|--|------------------|------|------|------|
| Capital Purchases/Contractor/Material | \$406,100 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$52,793 | | | |
| Total Fees | \$458,893 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: Salvage | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: <u> C. Schmidt </u> | | | | |
| Date Prepared: <u> September 9, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Environmental Services | | | |
| Project Name: | Master Servicing Plan Technical Update (Mount Forest) | | | |
| Asset Name: | Master Servicing Plan Technical Update (Mount Forest) | Import ID: | | |
| Project Description | Project will provide a technical update to the water and sanitary system Master Plans. | | | |
| Project Justification | Mount Forest Sanitary and Water System Technical Update will ensure the sanitary and water systems meet current and future demands as identified in the recent Growth Management Strategy. Technical update will involve a thorough assessment of both the water distribution and sanitary collection systems considering the future demands required by the updated GMS. It will include reviewing and updating existing computer models and infrastructure assessments, recent changes and updating previous recommendations based on new data and growth projections. This project was identified in the 2021 Development Charges Study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Update will provide information to future developments for servicing requirements |
| Service enhancements | | X | | |
| Total | 0 | 5 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | \$55,000 | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |

| | | | | |
|--|-------------|--|--|--|
| Legal Fees | | | | |
| Contingency | | | | |
| 13% HST | \$7,150.00 | | | |
| Total Fees | \$62,150.00 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$29,650 | | | |
| Development Charge (\$32,500 identified in DC Study) | \$32,500 | | | |
| Other: | | | | |
| Total Funding | \$62,150.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---------------------------|
| Department: | Environmental Services | | | |
| Project Name: | Water and Wastewater HMI Ignition Server Replacement | | | |
| Asset Name: | Water and Wastewater HMI Ignition Server Replacement | Import ID: | | |
| Project Description | Project will replace the water and wastewater HMI Ignition server which is the backbone of the Supervisory Control and Data Acquisition (SCADA). The server captures and stores all data that is required to be reviewed and reported under the Safe Drinking Water Act and its applicable regulations. | | | |
| Project Justification | The existing HMI Ignition server has reached end of service life and is currently running Windows server 2012 R2 which is no longer supported by Microsoft. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | | X | Regulated data monitoring |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | |
| Growth related | | X | | |
| Service enhancements | | X | | |
| Total | 0 | 3 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | \$45,000 | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| 13% HST | \$5,850 | | | |
| Total Fees | \$50,850 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |

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|--|----------|--|--|--|
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$50,850 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$50,850 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|--|
| Department: | Environmental Services | | | |
| Project Name: | Well House Design (Arthur) | | | |
| Asset Name: | Well House Design (Arthur) | Import ID: | | |
| Project Description | Project will advance the design of a new well house in Arthur. | | | |
| Project Justification | Township is currently undergoing a Municipal Class EA (MCEA) to access the need for additional water supply capacity in the future. The existing well infrastructure continues to serve the community; however, with population growth and increasing demand, the development of a new Well House is required to ensure continued reliable service and compliance with regulatory requirements. The new Well House will accommodate equipment to integrate the new supply into the Township's water distribution system. Design is required to continue moving this project forward. This project was identified in the 2021 Development Charges Study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Requirements under Ministry Regulations |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Funding for the Well House will be split 74% to existing development with 26% to future growth |
| Service enhancements | | X | | Additional supply will ensure service continues to be reliable |
| Total | 0 | 4 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | \$200,250 | | | |
| Engineering/Survey Fees | | | | |

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|--|--------------|--|--|--|
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| 13% HST | \$26,032.50 | | | |
| Total Fees | \$226,282.50 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees (74% benefiting existing) | \$171,166.55 | | | |
| Development Charge | \$58,833.45 | | | |
| Other: | | | | |
| Total Funding | \$230,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Environmental Services | | | |
| Project Name: | Water and Sewer Rate Study and Financial Plan | | | |
| Asset Name: | Water and Sewer Rate Study and Financial Plan | Import ID: | | |
| Project Description | Water and Sewer Rate Study and Financial Plan update | | | |
| Project Justification | Water and Sewer Rate Study and Financial Plan is to be updated every 5 years in order to renew the Township's Municipal Drinking Water Licenses (MDWL). These licenses can not be renewed without an updated Financial Plan in place. The MDWL renewal application must be submitted to the Ministry on or before November 13, 2025. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | | X | Requirement under O. Reg 453/07 Financial Plans |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | X | | | |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | \$35,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$35,000 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |

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|---|----------|--|--|--|
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$35,000 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$35,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>C. Schmidt</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Environmental Services | | | |
| Project Name: | Master Servicing Plan Technical Update (Arthur) | | | |
| Asset Name: | Master Servicing Plan Technical Update (Arthur) | Import ID: | | |
| Project Description | Project will provide a technical update to the water and sanitary system Master Plan. | | | |
| Project Justification | Arthur Sanitary and Water System Technical Update will ensure the sanitary and water systems meet current and future demands as identified in the recent Growth Management Strategy. Technical update will involve a thorough assessment of both the water distribution and sanitary collection systems considering the future demands required by the updated GMS. It will include reviewing and updating existing computer models and infrastructure assessments, recent changes and updating previous recommendations based on new data and growth projections. This project was identified in the 2021 Development Charges Study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | | X | Update will provide information to future developments for servicing requirements |
| Service enhancements | | X | | |
| Total | 0 | 5 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | \$55,000 | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |

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|--|-------------|--|--|--|
| Contingency | | | | |
| 13% HST | \$7,150.00 | | | |
| Total Fees | \$62,150.00 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$29,650 | | | |
| Development Charge (\$32,500 identified in DC Study) | \$32,500 | | | |
| Other: | | | | |
| Total Funding | \$62,150.00 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Environmental Services | | | |
| Project Name: | Pickup Truck Replacement | | | |
| Asset Name: | Pickup Truck | Import ID: | | |
| Project Description | Project will replace existing pickup truck. | | | |
| Project Justification | Project will replace aged pickup truck which is used in the Environmental Services department for water and sewer maintenance, daily checks on wells and water towers, customer complaints, site investigation, testing and inspection of new development. The existing pickup truck is a 2017 Ford with 200,000 km's of operation on it as of September 25, 2024. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Use of a Township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. |
| Legislative Requirement | | X | | Equipment needs to be replaced to ensure safe operation |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Equipment needs to be replaced to ensure safe operation |
| Growth related | X | | | |
| Service enhancements | X | | | Replacement will ensure service continues to be reliable |
| Total | 2 | 2 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | \$70,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |

| | | | | |
|--|----------|--|--|--|
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$70,000 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$70,000 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$70,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>C. Schmidt</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|----------|---|
| Department: | Environmental Services - Water | | | |
| Project Name: | Groundwater Model – Phase 2 | | | |
| Asset Name: | Water | Import ID: | | |
| Project Description | Project will update old data and mapping to support our well and water systems. | | | |
| Project Justification | Partnership project with Township of Wellington North, Township of Mapleton and Town of Minto in consultation with Source Water Protection and Conservation Authorities to construct the groundwater model, calibration and running of model scenarios. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | | X | | Township must conform with the requirements of the Clean Water Act. |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | X | | | |
| Growth related | | X | | |
| Service enhancements | | X | | |
| Total | 2 | 4 | 0 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital Purchases/Contractor/Material | \$50,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | \$6,500 | | | |
| Total Fees Including HST | \$56,500 | | | |
| | | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |

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|--|----------|--|--|--|
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | \$56,500 | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$56,500 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u> T. Stevenson </u> Department Head: <u> C. Schmidt </u> | | | | |
| Date Prepared: <u> Sept 23, 2024 </u> Reviewed by | | | | |
| Treasurer: _____ | | | | |
| | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Environmental Services | | | |
| Project Name: | Water Tower Design (Arthur) | | | |
| Asset Name: | Water Tower Design (Arthur) | Import ID: | | |
| Project Description | Project will advance the design of a new water tower in Arthur. | | | |
| Project Justification | Township is currently undergoing a Municipal Class EA (MCEA) to access the need for a future elevated water storage facility (water tower). Design is required to continue moving this project forward. This project was identified in the 2021 Development Charges Study. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | |
| Legislative Requirement | | X | | Requirements under Ministry Regulations |
| Operational Saving, Short Payback | | X | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | Multi-leg tower is nearing the end of its service life. |
| Growth related | | | X | Funding for the Tower will be split 74% to existing development with 26% to future growth |
| Service enhancements | | X | | Replacement will ensure service continues to be reliable |
| Total | 0 | 3 | 3 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2026 | 2027 | 2028 | 2029 |
| Capital Purchases/Contractor/Material | | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | \$127,200 | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |

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|--|--------------|--|--|--|
| 13% HST | \$16,536 | | | |
| Total Fees | \$143,736 | | | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees (74% benefiting existing) | \$107,628.64 | | | |
| Development Charge | \$37,371.36 | | | |
| Other: | | | | |
| Total Funding | \$145,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>September 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------------------|----------|
| Department: | Operations | | | |
| Project Name: | Arthur Water Supply and Tower Land | | | |
| Asset Name: | Land for Drinking Water Operations | Import ID: | | |
| Project Description | Project will purchase land for a new Arthur water supply and water tower – three acres. | | | |
| Project Justification | Arthur requires additional water supply and storage. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | | X | | |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | | X | |
| Growth related | | | X | |
| Service enhancements | | X | | |
| Total | 1 | 3 | 2 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2023 | 2024 | 2025 | 2026 |
| Capital Purchases/Contractor/Material Land Purchase | \$300,000 | | \$300,000 | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| Total Fees | \$300,000 | | \$300,000 | |
| Funding | | | | |
| Reserves | | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |

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|---|--|--|--|--|
| Ontario Community Infrastructure Fund | | | | |
| Funding Application | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T.Stevenson</u> Department Head: <u>C. Schmidt</u> | | | | |
| Date Prepared: <u>Sept 23, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|--|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Mount Forest Dam | | | |
| Asset Name: | Mount Forest Dam | Import ID: | | |
| Project Description | Project will install safety requirements as recommended by SVCA. | | | |
| Project Justification | Project will install Phase 1 of safety requirements: safety fencing around the north east side of the dam along the retaining wall to ensure public safety, steel railing for operator safety, fall arrest system, and signage. SVCA received funding to complete this work through WECl. Township portion is 50% of the safety works. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | | X | Public safety and worker safety for maintenance operations. |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | X | | | |
| Service enhancements | | X | | |
| Total | 2 | 3 | 1 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital | \$97,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$26,859.30 | | | |
| Total Fees *Includes HST | \$123,859.30 | | | |

| | | | | |
|--|-----------|--|--|--|
| Funding | | | | |
| Reserves | \$75,500 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Funding Application: SVCA -WECI | \$48,500 | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$124,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>September 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |



WELLINGTON NORTH

SEMPER PORRO

| CAPITAL PROJECT SHEET | | | | |
|---|---|------------|------|---|
| Department: | Infrastructure Services | | | |
| Project Name: | Municipal Facility Review | | | |
| Asset Name: | Municipal Facility Review | Import ID: | | |
| Project Description | Project will review all existing municipal facilities within the Township. | | | |
| Project Justification | Project will analyse existing municipal facility's general physical condition, anticipated future costs of maintenance and repairs, location and evaluate current and future uses. Study will provide recommendations to improve or develop new tangible objectives. The study will establish existing facilities and identify the risks to the Township's vision and long-term sustainability. | | | |
| PROJECT MATRIX | | | | |
| Criteria | Low | Medium | High | Comments |
| Safety Issues, Risk Management | | X | | |
| Legislative Requirement | | X | | Township is expected to maintain its infrastructure |
| Operational Saving, Short Payback | X | | | |
| Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement | | X | | |
| Growth related | | X | | |
| Service enhancements | | X | | |
| Total | 1 | 5 | 0 | |
| CAPITAL PROJECT COSTING AND FUNDING | | | | |
| Costs | 2025 | 2026 | 2027 | 2028 |
| Capital | \$100,000 | | | |
| Sub-Contractor/Equipment Rental | | | | |
| Consulting Fees | | | | |
| Engineering/Survey Fees | | | | |
| Geo Technical Fees | | | | |
| Legal Fees | | | | |
| Contingency | | | | |
| HST (13%) | \$13,000 | | | |
| Total Fees *Includes HST | \$113,000 | | | |
| | | | | |
| Funding | | | | |

| | | | | |
|--|-----------|--|--|--|
| Reserves | \$113,000 | | | |
| Reserve Funds | | | | |
| Taxation (Transfers to Capital) | | | | |
| Gas Tax | | | | |
| Ontario Community Infrastructure Fund | | | | |
| Donation | | | | |
| User Fees | | | | |
| Development Charge | | | | |
| Other: | | | | |
| Total Funding | \$113,000 | | | |
| Net Operating Cost | | | | |
| Estimated Completion Date: December 31, 2025 | | | | |
| Projected New Operating Costs per year: | | | | |
| Previous Operating Costs: | | | | |
| Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u> | | | | |
| Date Prepared: <u>September 25, 2024</u> Reviewed by | | | | |
| Treasurer: _____ | | | | |

- d. Report DEV 2024-030, Revised Consent Application B19-24, Karen Kammer Meier
- e. Report DEV 2024-031, Site Plan Agreement – Lloyd G. & Miriam B. Martin, 7517 Sideroad 6 E

For the following reason:

Her employer prepared appendices to the applications.

CLOSED MEETING SESSION

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

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;

RESOLUTION: 2024-340

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:31 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;

CARRIED

1. REPORTS

- HR 2024-003, Proposed CUPE Agreement July 1, 2024 – June 30, 2026
- HR 2024-004, Non-Union Remuneration

2. REVIEW OF CLOSED SESSION MINUTES

- October 7, 2024

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2024-341

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:57 p.m.

CARRIED

RESOLUTION: 2024-342

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2024-003, Proposed CUPE Agreement July 1, 2024 – June 30, 2024;
AND THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2024-343

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2024-004, Non-Union Remuneration;

AND THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2024-344

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 7, 2024 Council Meeting.

CARRIED

O'CANADA

AWARDS / DECLARATION / RECOGNITION

1. Arthur Fall Fair Ambassador Presentation
 - Haylie Smith
2. Arthur Lions Club 85th Anniversary Proclamation

COUNTY COUNCIL UPDATE

Steve O'Neill, Ward 4 County Councillor

Councillor O'Neill provided the following updates:

- As of January 1, 2025 there will be a \$10 minimum fee to drop off waste, including County yellow garbage bags, and recycling at the landfill or transfer stations. Site attendants will weigh loads to determine the fee to be charged. Any loads lighter than 74 kg (160 lbs.) would be charged the minimum fee. Any load over 74 kg will be charged at a fee of \$130/tonne. Leaf and yard waste, tires, household hazardous waste and electronics can still be dropped off free of charge as those items are handled through Provincial programs.
- As of July 1, 2025 the producers of recycled material are responsible for pick up in Wellington County. If recycled materials are accepted at the landfill or transfer stations the County will have to pay to truck it to a recycling depot. The producers will not pick up at the County sites. Residential curbside collection will continue. Businesses will not be serviced; however, the County is going to contract out and pay for downtown businesses to continue receiving recycling pick up. The County is also looking into pricing for pickup at businesses that are not in the downtown core.

- Automated speed enforcement will be piloted throughout the County shortly. Signs announcing the placement of cameras must be up for ninety days before going live. In Wellington North the camera County Road 6 (Sligo Road) in front of Wellington Heights Secondary School. Automated speed enforcement can only be set up in community safety and school zones. Each municipality in Wellington County will have one camera.

Council requested a copy of the report regarding the minimum fee at the landfill site

QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)

No questions on agenda items were registered.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, October 7, 2024
2. Public Meeting, October 7, 2024

RESOLUTION: 2024-345

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on October 7, 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

1a, 1c, 1d, 1e, 2a, 4a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2024-346

Moved: Councillor Renken

Seconded: Councillor Hern

THAT all items listed under Items for Consideration on the October 21, 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 Report DEV 2024-028 Consent Application B77-24 John Rooney (Severance).
AND THAT Council support consent application B77-24 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and

- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22.

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

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

THAT the Council of the Corporation of the Township of Wellington North receive the Ausable Bayfield Maitland Valley Source Protection Region October 2024 Municipal Newsletter.

THAT the Council of the Corporation of the Township of Wellington North receive the Grand Valley Official Plan and Zoning By-law Review Statutory Open House Public Notice.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2024-347

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-027 Consent Applications B74-24, B75-24 & B76-24 Wilson Developments (Severance).

AND THAT Council support consent applications B74-24, B75-24 & B76-24 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;

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

CARRIED

Councillor Burke left the meeting as she had previously declared with Report DEV 2024-029, 2024-030 and 2024-031.

RESOLUTION: 2024-348

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-029 Consent Application B87-24 Community Living Guelph Wellington (Easement).

AND THAT Council support consent application B87-24 as presented.

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

CARRIED

RESOLUTION: 2024-239

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-030 Revised Consent Application B19-24, Karen Kammer Meier (Severance).

AND THAT Council support consent application as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT the Owner obtain a Road Entrance Permit including payment of all applicable fees and charges and installation of a field entrance access on the west side of the retained land to the satisfaction of the Township of Wellington North;
- THAT the Owner remove all barns, sheds and feed storage bins, including existing foundations, slabs and the site left in a graded level condition to the satisfaction of the Township;
- THAT the owner apply for and obtain a building permit(s) and complete the works to address the reduction in size of the accessory building and to address any plumbing in the building and associated septic system;

- THAT the retained parcel be rezoned to prohibit residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and
- THAT zoning compliance be achieved to the satisfaction of the local municipality.
- THAT the lot area of the severed parcel be reduced to comply with PPS Section 2.3.4.1.(c)

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

RESOLUTION TO AMEND

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North does not support Revised Consent Application B19-24, Karen Kammer Meier (severance as presented).

AND FURTHER THAT Council would support a lot size of two acres or less with a more regular shape and exclude existing structure.

AND FURTHER THAT Council requests that the Land Division Committee confirms to their satisfaction that this is a farm consolidation;

AND FURTHER THAT should the Planning and Land Division Committee approve the consent as proposed on Application B19-24 the following matters are to be addressed as conditions of approval:

CARRIED

RESOLUTION: 2024-350

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-030 Revised Consent Application B19-24, Karen Kammer Meier (Severance).

THAT the Council of the Corporation of the Township of Wellington North does not support Revised Consent Application B19-24, Karen Kammer Meier (severance) as presented.

AND FURTHER THAT Council would support a lot size of two acres or less with a more regular shape and exclude the existing accessory structure.

AND FURTHER THAT Council requests that the Land Division Committee confirms to their satisfaction that this is a farm consolidation;

AND FURTHER THAT should the Planning and Land Division Committee approve the consent as proposed on Application B19-24 the following matters are to be addressed as conditions of approval:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for

Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;

- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT the Owner obtain a Road Entrance Permit including payment of all applicable fees and charges and installation of a field entrance access on the west side of the retained land to the satisfaction of the Township of Wellington North;
- THAT the Owner remove all barns, sheds and feed storage bins, including existing foundations, slabs and the site left in a graded level condition to the satisfaction of the Township;
- THAT the owner apply for and obtain a building permit(s) and complete the works to address the reduction in size of the accessory building and to address any plumbing in the building and associated septic system;
- THAT the retained parcel be rezoned to prohibit residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and
- THAT zoning compliance be achieved to the satisfaction of the local municipality.
- THAT the lot area of the severed parcel be reduced to comply with PPS Section 2.3.4.1.(c)

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

CARRIED

RESOLUTION: 2024-351

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 031-2024 regarding the final approval of the Lloyd G. and Miriam B. Martin Site Plan Control Agreement.

CARRIED

Councillor Burke returned to the meeting.

RESOLUTION: 2024-352

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-044 Canadian Sport and Recreation Infrastructure Fund (CSRIF).
CARRIED

RESOLUTION: 2024-353

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North agrees to partner with the Arthur Curling Club as an eligible applicant for the Stream 1 fund for replacement of the curling club floor;

AND FURTHER THAT Council acknowledges, in the event of a successful application, it is the Arthur and Area Curling Club's intention to fully fund this project outside of any contributions made by the Province;

AND FURTHER THAT Council acknowledges, the Township, as the eligible applicant, is ultimately responsible for ensuring the required funds for the project are available less any contribution made by the Province (potentially up to 50% of the eligible project costs);

AND FURTHER THAT the Mayor and Clerk be authorized to enter into a partnership agreement with the Arthur Curling Club, to support the Stream 1 application.

AND THAT Council direct staff to submit an application for Stream 2 of the CSRIF requesting 50% for the Mount Forest Outdoor Pool.

CARRIED

RESOLUTION: 2024-354

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CA0 2024-014 Municipal Feedback Policy;

AND THAT Council adopts the Municipal Feedback Policy.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- Cultural Roundtable meeting was held last Thursday.
- The Metz Pumpkinfest was very successful with the best attendance to date.
- Artisan Showcase held on Saturday, October 12th
- As an extension of the Farmers Market there are winter market boxes will be available

Councillor Hern (Ward 3):

- Arthur BIA AGM on November 20th.

Councillor McCabe (Ward 4):

- SVCA meeting last week. Due to the lightning strike that occurred on October 6th, staff are still not in the building.
- ROMA meeting last week to discuss conference speakers, section subjects, and keynote speakers.
- Arthur Lions event at cenotaph to install a new veteran's banner to honour Dr. Samuel Park will be held on Friday, October 25th

BY-LAWS

- a. By-law Number 089-2024 being a by-law to repeal By-law 099-2016 being a by-law to appoint an enumerator for the licensing of dogs in The Corporation of the Township of Wellington North

RESOLUTION: 2024-355

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 089-2024 be read and passed.

CARRIED

CULTURAL MOMENT

- Celebrating Flax Production in Arthur

CONFIRMING BY-LAW

RESOLUTION: 2024-356

Moved: Councillor Hern

Seconded: Councillor Renken

THAT By-law Number 090-2024 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 October 21, 2024 be read and passed.

CARRIED

ADJOURNMENT

RESOLUTION: 2024-357

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Regular Council meeting of October 21, 2024 be adjourned at 8:09 p.m.

CARRIED

MAYOR

CLERK



MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES October 15th, 2024 @ 8:00 AM

Meeting Room Mount Forest Arena

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Kailyn Cudney, Rachel Whetham, Andrew Coburn, Kyle Dallaire, Maggie Schram, Bill Nelson, Jessica McFarlane, Erin Kiers, Amanda Boylan

Staff: Robyn Mulder

Community Members:

Council Reps: Penny Renkin

ABSENT ATTENDEES

Sherry Burke, Allison Litt, Dwight Benson

WELCOME AND INTRODUCTIONS

Andrew

REVIEW AND ADOPTION OF THE AGENDA

Andrew

Kailyn on behalf of Dwight motions to add Christmas Tree / Christmas Lights to agenda, seconded by Maggie, carried.

ITEMS FOR DISCUSSION

1. Halloween / Christmas Events

Maggie

- Maggie overviews the events for the Halloween event

- We have approx 11 businesses looking to participate in the trick or treating
- We will also be having a Pumpkin Carving Contest
- Thursday the 5th is the Tree lighting ceremony from 6-7:30, going to reach out to the holstein belles
- Joe Wettlaufer has volunteered to dress as Santa for a photo op
- We have a Christmas tree being donated by Brad Schwindt
- Saturday we're hosting a sponsored skate at the arena
- Hoping to coordinate a Christmas Lights Tour
- Sunday we're working with Richard at the Greenhouse to put together some sort of workshop
- We're also looking to pair up with the Mount Forest bowling alley for a kids event on Sunday as well
- Maggie makes a motion to increase our events budget by \$1500, Jessica Seconds the motion. Carried.

2. Your Town Rising / Outdoor Gallery

Erin

- November 1st deadline for submissions, the alleyway beside Magpies old building
- Looking for some support from the BIA for lighting and plywood
- Erin shared that she felt that the Your Town Rising was great but the timing of the walkthrough was not ideal
- Erin would like to paint a Christmas scene on the current gallery wall
- Erin to bring forward some numbers for budget for the stationary hardscape in the Magpies alleyway
- Erin to reach out to Robyn in regards to the CIP grant
- Kyle is going to assist connecting Erin with the other building owners

3. Relmaged Laneway - Pizza Hut

Jessica/Bill

- Laneway is tied in with the survey for the parking lot behind TD bank
- A lawyer is going to need to be contacted to look into to ownership of the laneway
- Bill motions to allocate \$4000 for fees to determine the ownership of the laneway. Kyle seconds. Carried.

4. Economic Development Updates

Robyn

- \$23,000 out of \$35,000 has been spent of the community grants available
- Wellington North Community Guide has gone to print
- WOWSA event was well received
- They have a culture days event on October 26th with bus pick ups in Arthur, Minto & Hanover

5. Q4 Newsletter

Kailyn

- Sharing info about halloween & christmas event
- Will include date of the AGM for business owners to know about
- Robyn to send me the link for the grant applications to be included in the Q4 newsletter

- | | |
|--|---------------|
| <p>6. Christmas Lights / Christmas Tree</p> <ul style="list-style-type: none"> - tabled | Dwight |
| <p>7. Light Posts</p> <ul style="list-style-type: none"> - tabled | Dwight |
| <p>8. 2024 AGM Prep / Budget</p> <ul style="list-style-type: none"> - Kailyn to send notice out this week - Andrew suggests we take off the \$8000 in accounts receivable from BMO considering it's been 3 years and no payment from them - INCOME - Street Cleaning to be \$3500 - HST Rebate to be \$1000 - Increase flowers to \$10,000 - Storage to remain at \$500 - Main St beautification (Reimagined Laneway, Outdoor Gallery, etc) to be increased to \$50,000 to allocate for the Outdoor Gallery - Event Marketing / Promotion (Winter Fun Fest, Kick off to Summer, Halloween & Christmas) budget to remain at \$7500 - Fireworks donation to be a new line on the budget remaining at \$2000 - Christmas Decorations/Repairs to remain at \$4000 - Main St Maintenance for Garbage can replacement to remain at \$16,000 - Pole wiring expenses - \$5000 - Street cleaning (first week may for 26 weeks) - \$3500 - Landscaping Maintenance - \$1500 - OBIAA Membership - \$500 - BIA Admin Support - reduce to \$3000 - Accounting - increase to \$1000 - Advertising to \$1000 - Office, misc to \$1000 - Bank charges - \$100 - Wifi - starting 2025 we are responsible for the cost, \$2000 a year - Crosswalk to be removed from the budget | Andrew |

NEW BUSINESS

1. NEXT MEETING

Wednesday, November 13th 2024 8am in the Lower Leisure Room @ Mount Forest Arena

ADJOURNMENT

Meeting adjourned by Andrew.

ideas. The students learnt about budgeting, marketing, social media/Tik Tok, customer service, artificial intelligence and making and refining a business plan. The students also worked on all the personal skills/growth from running a business. Such as patience, responsibility, time-management, confidence and teamwork. The community of Wellington North benefits from this program as new businesses are created; it teaches students about entrepreneurial spirit within the community.

- Volunteer and Newcomer event, September 12th , 11 a.m. to 2 p.m. Mount Forest Arena. Event is SOLD OUT.
- Women of Wellington Saugeen Area (WOWSA) event. September 16, 5:30 p.m. to 8:30 p.m. at the Arthur Topsy Fox. Guest speaker Laura May Culver (Power of the Joy Journal) and Trivia Night with 88.7 The River. Chicken dinner and dessert included. All attendees received their very own Joy Journal.
- A Culture Days (Sep 20 to Oct 13) rack card is currently being created by the Community Cultivator student, this will be going to the printers this week. The rack card will feature many of Wellington North's Culturally significant sites as well as September and October festivals and events. Rack card is complete and attached.

Cultural Roundtable Symposium Fall meeting will be held on September 26 to discuss agenda items and possible speakers for the May 2025 event.

Symposium is a partnership between WN, the Town of Minto and the Town of Hanover Cultural Roundtables.

- Farmers Market continues every Saturday from 8:30 a.m. to noon until end of September. Last market is customer appreciation on September 28th .
- Fall Mayors Roundtable, October 1st, 9 a.m. to 11 a.m. Walker Industries will be hosting the event in Arthur. Larger employers in Wellington North will be invited to discuss pertinent issues and challenges facing their businesses. Current projects and Town and County initiatives will be shared with the group.
- Northern Wellington Employer Resource Speed Networking event – October 22nd, 9 a.m. to 11:30 a.m. Arthur Community Centre. This event will provide employers with information about programs, resources and incentives for building your workforce.

IV. Council Notes – Lisa Hern (Absent)

V. Approval of Minutes for July 2024

MOTION to approve – Shawn McLeod

2nd BY – Mel Robinson

All in favour

VI. Treasurer's Report/Monthly Cheque Log Review and Approval

Review of Financial Reports: Roc n' Dukes and Small Town Detailing have outstanding bills from Fireworks Festival sponsorship. Discussion of looking into a collection agency: Sharon, Stacey and Mel say they'll get together to discuss over the week.

MOTION to approve – Shawn McLeod

2nd BY – Mel Robinson

All in favour

VII. Open Issues**a) Office Operations - Stacey**

- Needed a new monitor for the Chamber office, which came to \$290.

-The Timer for the front lights is still backwards; Sharon fixed it during the meeting.

-McClellan still needs to come in to check venting upstairs in the apartments. Stacey says she's signing up for two different Affinity programs: HR Preferred and Evalon for Point of Sale terminals. There is a kickback from Elavon when clients sign up through the Chamber.

-Stacey says MacDonald's dropped in last week to fix Sarah's drier, a \$55 bill. The drier pulls the drier hose out of the wall by the way it's positioned. The vents also need to be cleaned - Stacey will reach out to McClelland's for a quote.

b) Mount Forest Fireworks Festival Update – Sharon

- Sharon says her and Stacey will be meeting on Thursday to finalize the Fireworks Festival financial report. They're searching for ideas for the main entertainment for next year's festival, working with a head-hunting company. A call was scheduled for Sept. 23.

c) Business After 5:00 – Stacey

- Every Chamber around other than Arthur, including Centre Wellington, is doing a virtual AGM. Jamie from the SEDC says he's willing to make a presentation at ours.

d) Wellington North Guide - Stacey

Sharon says she would like to have a look at it, since she hasn't seen it yet; Stacey also says she has yet to see the book.

VIII. New Business**a) Community Monopoly – Stacey & Chris**

- So far, \$9,000 raised through sales, with an Oct. 4 sales deadline.

Robyn says she enjoys playing Settlers of Katan. Holden says he has yet to play the game. Robyn offers to host a games night at her house, including cheeseburgers, soon.

b) Event Planning – Stacey

- Chamber Christmas Party - It's a work in progress, proving hard to find a venue at this time of year.

c) Mount Forest Girl Guides - Joe Wettlaufer:

The group is hoping to get back into the Catholic School, but haven't got the green light yet. Could they use the Chamber Board Room again on Monday night? Motion by Shaon, seconded by Mel, approved for the group to use the Board Room until the end of October, and if the school isn't ready by then, the Board will revisit.

Adjournment

Meeting adjourned at 5:30 pm, October 8th, 2024

The next meeting will be September 10th at 4:30 in the Chamber board room.



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday September 19, 2024, 1:00 p.m.

Location: Formosa Administrative Office

Chair: Barbara Dobreen

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

Members absent: Greg McLean

Staff present: Matt Armstrong, Erik Downing, Janice Hagan, Donna Lacey

Chair Dobreen called the meeting to order at 1:12 p.m.

1. Land Acknowledgement – read by Member Sue Paterson

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

2. Adoption of Agenda

It was noted that the Closed Session would not be required and should be struck from the agenda.

Motion #G24-102

Moved by Mike Niesen

Seconded by Dave Myette

THAT the agenda for the Saugeen Valley Conservation Authority meeting, September 19, 2024, be adopted as amended.

Carried

3. Declaration of Pecuniary Interest

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

4. Adoption of Minutes

4.1 Authority meeting – July 18, 2024

Motion #G24-103

Moved by Sue Paterson

Seconded by Tom Hutchinson

THAT the minutes of the Saugeen Valley Conservation Authority meeting, July 18, 2024, be adopted as presented.

Carried

5. Matters Arising from the Minutes – none at this time

6. New Business

Corporate Services

6.1 GM-2024-11: SVCA Operational Plan

The General Manager/Secretary-Treasurer (GM/S-T) thanked the Board for his appointment and, as the newly appointed permanent GM/S-T, reiterated his commitment to advancing the Authority's mission, including performing all necessary tasks to achieve its objectives.

6.2 GM-2024-12: Program Report

There was no discussion.

6.3 Correspondence

There was no submitted correspondence.

6.4 COR-2024-15: Confidentiality Policy

The Confidentiality Policy was presented to the Board, and the members requested its scope be extended to include the Board of Directors. This addition aims to ensure comprehensive coverage and adherence to confidentiality standards across all levels of the organization.

Motion #G24-104

Moved by Tom Hutchinson

Seconded by Peter Whitten

THAT the Board of Directors approves the Confidentiality policy as presented.

Amendment: #G24-105

Moved by Bud Halpin

Seconded by Tom Hutchinson

That Motion G24-104 be amended to include "Board Members in scope" in the second clause.

Carried

Motion #G24-104 (amended)

Moved by Tom Hutchinson

Seconded by Peter Whitten

THAT the Board of Directors approves the Confidentiality policy as amended to include Board members in scope.

Carried

6.5 COR-2024-16: Artificial Intelligence (AI) Policy

The AI Policy is crucial as it underscores SVCA's dedication to the responsible and secure implementation of emerging technologies in the workplace. It emphasizes the organization's commitment to safeguarding sensitive data and ensuring the effective use of AI tools. After discussion, the following motion carried:

Motion #G24-106

Moved by Sue Paterson

Seconded by Bud Halpin

THAT the Board of Directors approves the Artificial Intelligence policy as presented.

Carried

6.6 COR-2024-17: Fundraising Strategy

As environmental and financial challenges grow, SVCA sees the need for a sustainable fundraising plan to support its conservation work. This plan will align with SVCA's goals, making sure fundraising efforts stay flexible and can support the organization's projects in any economic situation.

Motion #G24-107

Moved by Tom Hutchinson

Seconded by Larry Allison

THAT the Board of Directors approves the proposed Fundraising Strategy as presented.

Carried

6.7 COR-2024-18: Pay Policy

The Pay Policy is vital as it demonstrates SVCA's dedication to ensuring all staff members are recognized fairly and equitably in terms of salary, both within the organization and in comparison, to similar workplaces like municipalities and other conservation authorities. The Members instructed staff to re-examine the policy, eliminate any redundancies, and present the revised policy to the Board at the October meeting.

Motion #G24-108

Moved by Dave Myette

Seconded by Tom Hutchinson

THAT the Saugeen Valley Conservation Authority approve the proposed Pay Policy as presented.

Motion #G24-109

Moved by Tom Hutchinson

Seconded by Jennifer Prenger

THAT Motion G24-107 be deferred, and further

THAT staff bring the Pay Policy back to the October Authority meeting.

Carried

6.8 COR-2024-19: SVCA Annual Report

SVCA consistently produced annual reports to inform the Board and the public about its yearly activities until 2019; however, no reports have been issued since then. The Directors congratulated staff for completing the 2023 report but requested updates to the financials in the Corporate Services section and revisions of the acronyms to enhance clarity for the public and other stakeholders.

Motion #G24-110

Moved by Paul Allen

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority endorses the 2023 Annual Report as presented.

Motion #G24-111

Moved by Dave Myette

Seconded by Tom Hutchinson

THAT Motion G24-110 be deferred, and further

THAT the 2023 Annual Report be referred back to staff to be amended as discussed in the meeting and brought back to a future Authority meeting for approval.

Carried

Environmental Planning and Regulations

6.9 EPR-2024-18: Permits Issued for Endorsement

There was no discussion.

Motion #G24-112

Moved by Steve McCabe

Seconded by Moiken Penner

THAT Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications and Prohibited Activities, Exemptions and Permits applications #24-130, 24-152 to 24-196, and 24-198 to 24-208, as approved by staff, be endorsed.

Carried

Forestry and Lands

6.10 LAN-2024-05: Land Acquisition Policy

Staff introduced the new policy to guide decisions on land acquisition and disposition, emphasizing that the final decision will always rest with the discretion and approval of the Board of Directors. The Members instructed staff to amend the wording in Step 9, Decision of the Board, by removing “to proceed with” from the sentence “...instructing the Manager of Forestry and Lands to further assess the property and to proceed with acquisition.” and replace it with “for”.

Motion #G24-112

Moved by Tom Hutchinson

Seconded by Moiken Penner

THAT Saugeen Valley Conservation Authority approve the proposed Land Acquisition Policy as amended.

Carried

7. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals

The Closed Session was not required and was struck from the agenda.

8. Adjournment

For the Good of the Committee: Sue Paterson gave a shout out to Jody Duncan and Matt Armstrong for their excellent Flood Forecasting and Warning presentation at the Hanover Emergency Training Session, September 18, 2024.

There being no further business, the meeting adjourned at 2:24 p.m. on the motion of Tom Hutchinson and Peter Whitten.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary



Membership Minutes

Membership Meeting #7-2024

September 18, 2024

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Megan Gibson, Andrew Fournier, Matt Duncan, Vanessa Kelly, Evan Hickey, Anita Van Hittersum, Ed Podniewicz

Members Absent: Sharen Zinn, Matt Duncan

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Donna Clark, Source Water Protection Specialist
Erin Gouthro, Watershed Ecologist
Sarah Gunnewick, Water Resources Engineer
Jason Moir, Park Superintendent
Michelle Quipp, Executive Assistant

1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #6-2024 held on June 19, 2024.

Motion FA #68-24

Moved by: Alvin McLellan

Seconded by: Evan Hickey

THAT the minutes from the General Membership Meeting #6-2024 held on June 19 2024, be approved.

(carried)

4. Business out of the Minutes:

- a) Review of MVCA's Vision, Mission and Ends: Report #47-2024

Report #47-2024 was presented to the members and the following motion was made:

Motion FA #69-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT a change is necessary to shift the short-term goals from "to stabilize MVCA's financial base" to "to ensure MVCA's financial stability."

(carried)

- b) Review of Members Roles and Responsibilities: Report #48-2024

Report #48-2024 was presented to the members and no motions were made.

- c) Emergency Meeting Policy Amendments: Report #49-2024

Report #49-2024 was presented to the members and the following motion was made:

Motion FA #70-24

Moved by: Anita Van Hittersum

Seconded by: Alvin McLellan

THAT the Administrative Regulation be revised to incorporate the revised policy for organizing emergency meetings of the membership.

(carried)

- d) 75th Anniversary Planning: Report #50-2024

Report #50-2024 was presented to the members and the following motion was made:

Motion FA #71-24

Moved by: Alison Lobb

Seconded by: Ed Podniewicz

THAT a report be provided from staff with revised details on a meal and tour and year-round activities.

(carried)

5. Presentations:

- a) **Aquatic Health Assessment:** Erin Gouthro, Watershed Ecologist, provided the Members with an overview of the ongoing aquatic health assessment.

- b) **2024 Work Update Plan:** Phil Beard, General Manager-Secretary-Treasurer, provided the Members with an overview of the activities undertaken by MVCA over the summer.

6. Business Requiring Decision and or Direction:

- a) Critical Infrastructure and Equipment Strategy: Report #51-2024

Report #51-2024 was presented to the members and the following motion was made:

Motion FA #72-24

Moved by: Alison Lobb

Seconded by: Evan Hickey

THAT the Infrastructure and Equipment Strategy outlined in Report #51-24 be used to develop the 2025-2027 Work Plan and Budget Forecast and that the Forecast be updated in 2025 to incorporate the infrastructure and equipment required for Flood Safety Services.
(carried)

- b) Water and Erosion Control Infrastructure Agreements: Report #52-2024

Report #52-2024 was presented to the members and the following motion was made:

Motion FA #73-24

Moved by: Alvin McLellan

Seconded by: Megan Gibson

THAT the Authority authorize the signing of Recreational WECl cost share agreements with the Municipality of Morris-Turnberry;
AND THAT the Authority authorize the signing of the cost share agreement with the Municipality of Huron East once accepted. (carried)

- c) Pioneer Conservation Area-Possible Transfer of Lands: Report 53-2024

Report #53-2024 was presented to the members and the following motion was made:

Motion FA #74-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT MVCA declare part of the Pioneer Conservation Area as surplus.
(carried)

Motion FA #75-24

Moved by: Alison Lobb

Seconded by: Anita Van Hittersum

THAT MVCA negotiates transfer of part of Pioneer Conservation Area to the Municipality of Morris-Turnberry.
(carried)

d) Administrative Review Policy Development & Status of Technical Guidelines for Natural Hazards-Section 28 Regulation: Report #54-2024

Report #54-2024 was presented to the members and the following motion was made:

Motion FA #76-24

Moved by: Alison Lobb

Seconded by: Evan Hickey

THAT at least three of the following four: Chair, Vice Chair, Second Vice Chair and member who is representing that municipality, will be responsible for making decisions on requests for administrative reviews.

(carried)

e) Purchase of Backhoe Attachment–Fall Reserve Conservation Area: Report #55-2024

Report #55-2024 was presented to the members and the following motions were made:

Motion FA #77-24

Moved by: Alvin McLellan

Seconded by: Anita Van Hittersum

THAT the 2024 Budget for the Falls Reserve Conservation Area be amended to include the purchase of a backhoe attachment that configures and matches with our current owned New Holland Boomer 55 tractor;

AND THAT the New Holland model 935GBH backhoe attachment be purchase from Roberts Farm Equipment for an amount \$19,000 plus HST;

AND THAT the purchase be funded from the Falls Reserve Accumulated Surplus.

(carried)

7. Correspondence for Direction: Report #56-2024

Report #56-2024 was presented to the members and the following motions were made:

Motion FA #78-24

Moved by: Megan Gibson

Seconded by: Alison Lobb

THAT MVCA will continue to participate in the Healthy Lake Huron initiative and that the General Manger represents MVCA on the steering committee.

(carried)

Motion FA #79-24

Moved by: Megan Gibson

Seconded by: Evan Hickey

THAT the Letter from Upper Thames River Conservation Authority be noted and filed.

(carried)

Motion FA #80-24**Moved by:** Alison Lobb**Seconded by:** Evan Hickey

THAT the letter about the Indigenous Collaborative Planning Hub be noted and filed.
(defeated)

Motion FA #81-24**Moved by:** Alvin McLellan**Seconded by:** Megan Gibson

THAT MVCA will participant in the Indigenous Collaborative Planning Hub.
(carried)

Motion FA #82-24**Moved by:** Alison Lobb**Seconded by:** Alvin McLellan

THAT the letter from Fern Wylie be noted and filed.
(carried)

8. Chair and Member Reports

Chair and General Manager met with the Minister of Environment, Conservation and Parks, as well as MPP, Lisa Thompson, to discuss support for Healthy Lake Huron.

9. Consent Agenda:

The following items were circulated to the Members for their information:

- a) 2024 Work Plan and Budget Update: Report #57a&b-2024
- b) Revenue/Expenditure Report for June, July & August 2024: Report #58-2024
- c) Agreements Signed: Reeport #59-2024

Motion FA #83-24**Moved by:** Alvin McLellan**Seconded by:** Vanessa Kelly

THAT Report #57b-59 along with the respective motions as outlined in the Consent Agenda be approved.
(carried)

10. Adjournment: Next meeting: October 16, 2024, at 7:00 pm at the Administrative Centre, Wroxeter.**Motion FA #84-24****Moved by:** Megan Gibson**Seconded by:** Alison Lobb

THAT the Members Meeting be adjourned at 9:27 pm.
(carried)



Ed McGugan
Chair



Phil Beard
General Manager / Secretary-Treasurer



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
CULTURAL ROUNDTABLE MEETING MINUTES
THURSDAY, OCTOBER 17 @ 12:00 PM
WELLINGTON COUNTY LIBRARY ARTHUR BRANCH, ARTHUR**

Committee Members Present:

- Bonny McDougall, Chair
- Doris Cassan, Member
- Faye Craig, Member
- Trina Reid, Member
- Tim McIntosh, Member (left meeting at 12:47 p.m., rejoined virtually at 12:58 p.m.)
- Penny Renken, Councillor

Regrets:

- Linda Hruska, Member

Staff Members Present:

- Mandy Jones, Manager of Community and Economic Development
- Mike Wilson, Community Development Coordinator
- Robyn Mulder, Economic Development Officer
- Karren Wallace, Clerk (left meeting at 12:47PM)
- Darren Jones, Chief Building Official (left meeting at 12:47PM)

Guests:

- Mathilda O'Donnell joined the meeting at 12:14 p.m. virtually, left at 12:35 p.m.

| |
|---|
| Calling to Order |
| Chair McDougall called the meeting to order at 12:05 p.m. |
| Adoption of Agenda |
| Moved by Councillor Renken Seconded by Member Craig THAT the agenda for the October 17, 2024, Wellington North Cultural Roundtable Committee meeting be accepted and passed. CARRIED |

Disclosure of Pecuniary Interest

None

**Minutes of Previous Meeting – August 15, 2024
(approved by Council on August 26, 2024)**

Moved by Councillor Renken
Seconded by Member Cassan

THAT the Wellington North Cultural Roundtable Committee receive for information the minutes of the August 15, 2024 Committee Meeting.

CARRIED

Historical/Heritage Recognition Discussion

Councillor Renken would like to see municipal and non-municipally owned buildings on the list.

Currently there are three properties in Wellington North that have been designated as heritage properties, including:

- 102 Main Street South, formerly the Town Hall/Post Office (municipally owned);
- 118 Main Street North known as the Carnegie Library (County of Wellington); and
- 181 Tucker Street, known as the Methodist Church parsonage (private residence).

In addition, Report CLK 2023-040 Heritage Designation that was received for information at the December 11, 2023 Council meeting contained the following recommendation:

If Council is interested in implementing a Heritage Designation procedure and associated by-law staff have the following recommendations that:

1. The heritage designation only be applicable to buildings owned by the Corporation of the Township of Wellington North and that staff proceed with designation of the Lynes Blacksmith Shop.
2. Council does not delegate this authority to staff or an appointed Heritage Committee but retain this authority themselves.
3. if Council wishes to explore designation on any other facilities that Council approve a 6-month contract position to develop the procedure, research and evaluate specific municipally owned buildings and provide recommendations to Council.

Clerk Wallace advised a by-law would be needed for every property that is to be listed with a Heritage Designation. Additionally, in-depth research would be required as well as a conversation with the property owner. A budget would need to be established as there would be fees pertaining to each property, such as \$100 per property to conduct research, \$60 to register the designation on title. A lawyer would be required to register the by-laws on title.

CBO Jones advised Report CLK 2023-040 Heritage Designation was previously brought to Council in December 2023, was received by Council for information but the staff recommendation was not approved. CBO Jones also made mention that the Heritage Property Act has become stricter on guidelines for municipalities.

Member Reid commented that there are historical type plaques on buildings in Mount Forest that looks like a project of the Mount Forest Museum and Archives.

Deputation

None

Business Arising

TERMS OF REFERENCE REVIEW

Moved by Member Cassan
Seconded by Councillor Renken

THAT the Cultural Roundtable recommend to Council that the functions of a Cultural and Heritage Committee be added to the Terms of Reference of the Cultural Roundtable.

CARRIED

It was discussed that if Council approves the addition of functions of heritage to the Terms of Reference, a heritage subgroup will need to be created to investigate this project further.

The Committee requested the Community Development Coordinator circulate the Historically significant building document of Arthur, Kenilworth and Mount Forest via Google Drive. In addition, staff were directed to add a new column for comments.

Update on Workplan Items

Workplan Item 1: Wellington North Farmers' Market

The Wellington North Farmers' Market season has ended. However, two special Holiday Boxes are currently being curated by the County of Wellington. The first, titled "Home for the Holidays," will feature a selection of seasonal treats and items, while the second, "Holiday Treats," will be filled with popular holiday goodies. Staff has reached out to a select group of Farmers' Market vendors whose products align with the themes and have a long shelf life.

These Holiday Boxes will be available for purchase online starting November 1, with sales running until December 1. Each box will be priced between \$90 and \$100 and can be picked up at one of three locations: the Wellington County Museum and Archives in Aboyne, Guelph, or Minto.

Looking ahead to 2025, Wellington-Dufferin-Guelph Public Health has advised that stricter guidelines will be implemented for Farmers' Markets. Committee members are encouraged to share contact information for local producers with EDO Mulder to help expand the list of vendors for the 2025 season.

ACTION: EDO Mulder will send out the current "Producer" list to members.

Workplan Item 2: Cultural Grants and Donations

Committee was advised that all monies have been dispersed for 2024. The proposed 2025 operating budget includes \$2,000 for the cultural roundtable fund. Staff reminded the

committee that applications are accepted on an ongoing basis, until funds are fully dispersed for the year, noting that some committee will review some in early 2025.

Workplan Item 3: Cultural Moments

- August 26 – Jack Benham
- September 9 – Saturday Nights on Main Street
- September 23 – Wellington North Cultural Roundtable
- October 7 – Charles Rankin

Staff shared that the Cultural Moments are being well received online. There have been 14 videos created and shared on social media to-date, averaging 731 views across the Township's social media platforms. The Lynes Blacksmith Shop video has been the most viewed to date, with 1,631 views. All committee members agreed that this was impressive.

Additional discussions were held on new topics for Cultural Moments, which included:

- Due Oct. 25 | Meeting Nov. 4: Captain Frederick Campbell – Councillor Renken.
- Due Nov. 8 | Meeting Nov. 18: St. Andrew's Presbyterian Church – Member McIntosh
- Due Nov. 22 | Meeting Dec. 2: "Toad" Reeves – Member Reid
- Due Dec. 6 | Meeting Dec. 16: Tornadoes in Arthur – Chair McDougall
- Due Jan. 3 | Meeting Jan. 13: Duke of Wellington – Member Cassan

Workplan Item 5: Wellington North Culture Days

Metz Pumpkinfest: Saturday, September 28

Chair McDougall shared with the committee the event saw the largest pumpkin ever at 619 pounds. There were approximately 250 attendees, and it was a fantastic day.

Mount Forest Museum and Archives: Saturday, October 5

Culture Days Open House and BBQ was well attended.

Artisan Showcase: Saturday, October 12

Councillor Renken recommended that we not host the event on Thanksgiving weekend moving forward. Due to illness, some vendors were unable to attend. The vendors that were in attendance showcased their talents. Committee agreed to move forward with the name "Artisan Showcase". Councillor Renken and Member Reid were congratulated for their hard work and dedication in pulling together this successful event.

Workplan Item 6: Minto, Hanover, WN Cultural Roundtable partnership

Staff provided an update on the four key initiatives included in the Tourism Growth Grant. The municipalities of Minto, Hanover, and Wellington North were awarded \$35,000 earlier this year.

ON Culture Guide – ["The Saugeen Region: Hanover, Minto, Wellington North"](#) is now live on the ON Culture Guide website. The committee took a quick look at the pages online and liked what they saw. Staff are collaborating with Ontario Culture to create a print guide that showcases the rich stories and diverse experiences our communities offer. This initiative will enhance the promotion of the Saugeen region as a cultural tourism destination, with the added benefit of increasing visitor traffic to neighbouring communities.

Saugeen Culture Bus Tours, October 26 – Three buses will transport attendees through communities in Wellington North, Minto and Hanover, stopping at several culturally significant stops and hidden gems. Stops will include a distillery, museum, theatre performance, historical cemetery tour and much more. All attendees will receive a bagged lunch, snacks, treats and gifts from local businesses. This special event is a part of the Ontario Culture Days experience in the Saugeen and Northern Wellington area.

Driftscape App: No updates.

This award-winning mobile and web app will allow our small rural communities to share their sites and stories with visitors in an engaging and interactive manner.

2025 Cultural Symposium: No updates.

Other Items

Member Recruitment:

Staff advised that the committee appointment by-laws need to be reviewed to accurately reflect the membership. Committee is asked to bring forward the names of new members to the next meeting. Councillor Renken has approached Carol Vair. Member McIntosh has approached Mathilda O'Donnell.

Lynes Blacksmith Shop:

Progress on the new roof is coming along, with all committee members agreeing that it looks great thus far.

Items for Consideration

Wellington Advertiser Cultural Ads

The committee reviewed the August and September Cultural ads.

Upcoming Events

Saugeen Culture Bus Tours – see notes above under “Workplan Item 6”

October 26, 2024, 10:00am – 4:00pm

\$25.00 p/p (\$150 value)

Tours in Minto, Hanover and Wellington North.

Mayor's Charity Bonspiel

November 21, 2024

To register email mwilson@wellington-north.com

Staff expressed the need for more teams, currently half full. \$300 per team, which includes two games, a catered lunch and prize. The silent auction has some great prizes donated so far. All sponsorship levels are full.

Roundtable

Staff shared that Amir Specialty Poultry hosted a Groundbreaking Ceremony on October 10, and that approximately 100 people attended, just west of Arthur. The company is expanding

from 15,000 to a 80,000 square foot facility. Councillor Renken added it's a family owned three generation company.

Member Reid updated the committee on the Outdoor Art Gallery in Mount Forest. The gallery will have 24-hour lighting, and she will let everyone know when a proper opening will be happening.

Member McIntosh was delighted with the upcoming 150th anniversary celebrations of the St. Andrew's Presbyterian Church in Arthur on Sunday, October 27.

Councillor Renken let the committee know of the upcoming Hospital Auxiliary Silent Auction coming up on November 16 at the Mount Forest and District Sports Complex.

Member Craig reminded everyone of the Arthur Chamber of Commerce Annual General Meeting and Awards Ceremony on Wednesday, October 23 at the Arthur Community Centre. Member Craig also mentioned the veteran banners will be going up soon in downtown Arthur.

Staff updated committee members on the Northern Wellington Employer Resource Speed Networking Event coming up on October 22 at the Arthur Community Centre.

Chair McDougall wanted to share with the committee how great the community garden is in Mount Forest; it is managed by Elsa Mann through the Mount Forest Family Health Team. The Arthur Community Garden is ran by Musashi Autoparts and is located on their property. Chair McDougall expressed an interest in exploring workshops to teach men and women in their 20's and 30's the art of canning and preserving.

ACTION: Chair McDougall will look at what resources are available to host a canning/preserving workshop.

Date of next meeting and adjournment

Next Meeting: Thursday, November 14 at Council Chambers in Kenilworth

Moved by Member Cassan
Seconded by Member McIntosh

THAT the Wellington North Cultural Roundtable Committee meeting of October 17, 2024, be adjourned at 2:05 p.m.

CARRIED



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-11-04
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2024-032
 REPORT TITLE: Consent Application B88-24 Gary Martin

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-032 Consent Application B88-24 Gary Martin (Severance).

AND THAT Council support consent application B88-24 as presented with the following conditions.

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain; and
- **THAT** driveway access can be provided to the severed lands to the satisfaction of the appropriate road authority; and
- **THAT** application B89/24 is approved to the satisfaction of the County of Wellington Planning Department.

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

N/A

BACKGROUND

Proposed severance is 2.7 hectares with 88.11m frontage (Part 1 on sketch), vacant land for proposed church, school and cemetery. Access will be provided through easement application B89-24.

Retained parcel is 9.25 hectares with 122.4m frontage, existing and proposed agricultural use (Part 3 on sketch).

ANALYSIS

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

CONSULTATION

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

FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fee and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

DEV 2024-032 **APPENDIX A** – Severance Sketch No 24-40-285-00
Prepared by Ben Restivo at J.D. Barnes Limited, dated September 26, 2024

DEV 2024-032 **APPENDIX B** – Aerial View of Subject Lands

DEV 2024-032 **APPENDIX C** – Planning Report
Dated October 25, 2024, Zachary Prince Senior Planner, Planning and Development Department, County of Wellington

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





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

| | |
|------------------------|--|
| Application | B88/24 |
| Location | Part Lot 9, Concession 6 WELLINGTON NORTH (West Luther) |
| Applicant/Owner | Gary Martin |

PRELIMINARY PLANNING OPINION: This application would sever a vacant 2.7 ha (6.7 ac) parcel in Damascus to be used for a school, church and cemetery. A 9.25 ha (22.8 ac) vacant agricultural parcel would be retained. The application includes an access easement to the retained parcel (B89/24).

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

- That driveway access can be provided to the severed lands to the satisfaction of the of the appropriate road authority;
- That servicing can be accommodated on the severed and retained lands to the satisfaction of the local municipality; and,
- That application B89/24 is approved to the satisfaction of the County of Wellington Planning Department.

A PLACE TO GROW: No issues.

As of October 20th, 2024, A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) has been revoked and a new Provincial Planning Statement, 2024 (PPS 2024) is in effect. All land use planning decisions made on or after October 20th, 2024, shall be consistent with the PPS 2024. However, within areas subject to the Greenbelt Plan, 2017, policies of the Growth Plan 2019 will continue to apply where the Greenbelt Plan refers to them.

PROVINCIAL PLANNING STATEMENT (PPS 2024): The subject property is within a Hamlet area. Rural settlement areas are the focus of growth and development in rural areas.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated HAMLET AREA (Damascus) and CORE GREENLANDS. Identified features include Grand River Conservation Authority regulated Flood Plain, and Wetlands. The Greenlands features are located exclusively on the retained Agricultural parcel.

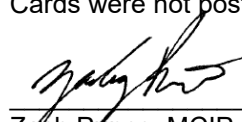
Section 10.5.1 permits lots to be created in Hamlet areas provided the lands are appropriately zoned. Staff note a public meeting has been scheduled for the proposed rezoning for November 4th, 2024.

The matters under Section 10.1.3 were also considered including i) that lots are not created in areas which would pose a threat to public health or safety.

WELLHEAD PROTECTION AREA: The subject property is not located in a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Unserviced Residential (R1A), and Natural Environment (NE) zone. A rezoning application has been submitted to Wellington North to permit the proposed school, church and cemetery. Planning Staff note the severed and retained parcel can meet the minimum lot area and frontage requirements of the current zone.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 23rd, 2024. Notice Cards were not posted and the applicant has been contacted.



 Zach Prince, MCIP RPP
 Senior Planner
 October 25th, 2024



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
DATE: 2024-11-04
MEETING TYPE: Open
SUBMITTED BY: Tammy Pringle, Development Clerk
REPORT #: DEV 2024-033
REPORT TITLE: Consent Application B89-24 Gary Martin

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-033 Consent Application B89-24 Gary Martin (Easement).

AND THAT Council support consent application B89-24 as presented.

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

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Proposed easement is 924 square metres with 20.12m frontage (Part 2 on sketch), for shared access and drainage to benefit severed (B88-24).

ANALYSIS

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

CONSULTATION

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

There are no financial considerations with this application as the applicant will be required to pay the clearance letter fee with consent application B88-24.

ATTACHMENTS

DEV 2024-033 **APPENDIX A** – Severance Sketch No 24-40-285-00
Prepared by Ben Restivo at J.D. Barnes Limited, dated September 26, 2024

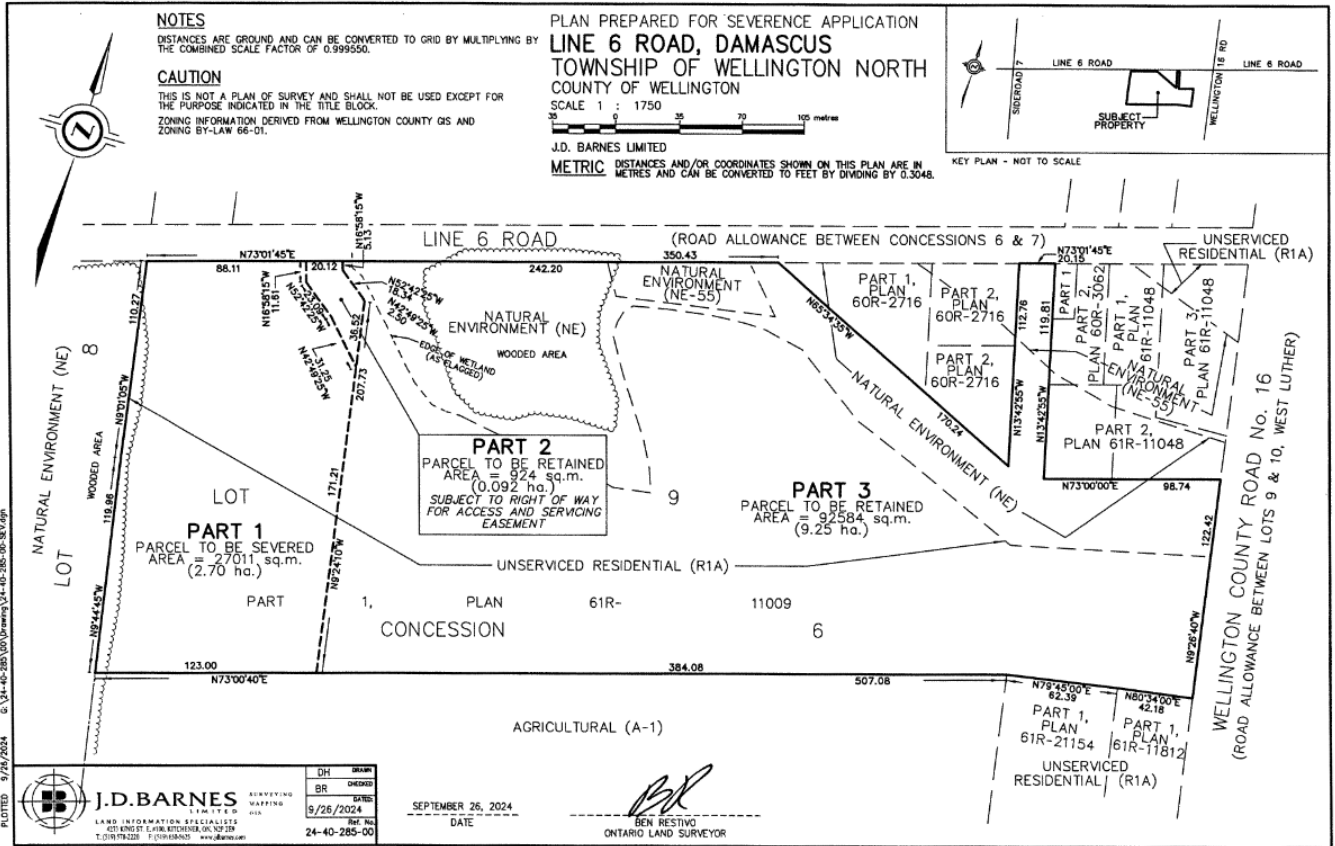
DEV 2024-033 **APPENDIX B** – Aerial View of Subject Lands

DEV 2024-033 **APPENDIX C** – Planning Report
Dated October 25, 2024, Zachary Prince Senior Planner, Planning and Development
Department, County of Wellington

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



PLotted: 9/16/2024 G:\24-40-285\00\Drawings\24-40-285-00-8E\1.dwg



J.D. BARNES
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 LAND INFORMATION SPECIALISTS
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| DH | BR | DATE |
|----|----|--------------|
| BR | BR | 9/26/2024 |
| | | 24-40-285-00 |

SEPTEMBER 26, 2024
 DATE

BR
 BEN RESTIVO
 ONTARIO LAND SURVEYOR

24-40-285-00-8E





Planning and Development Department | County of Wellington
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| | |
|------------------------|--|
| Application | B89/24 |
| Location | Part Lot 9, Concession 6 WELLINGTON NORTH (West Luther) |
| Applicant/Owner | Gary Martin |

PRELIMINARY PLANNING OPINION: This application would permit an easement for access to the retained agricultural parcel. The proposed easement is in relation to application B88/24 which would create a new lot of a school, church and cemetery in Damascus, these applications should be considered together.

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

- a) That application B88/24 is approved to the satisfaction of the County of Wellington Planning Department.

A PLACE TO GROW: No issues.

As of October 20th, 2024, A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) has been revoked and a new Provincial Planning Statement, 2024 (PPS 2024) is in effect. All land use planning decisions made on or after October 20th, 2024, shall be consistent with the PPS 2024. However, within areas subject to the Greenbelt Plan, 2017, policies of the Growth Plan 2019 will continue to apply where the Greenbelt Plan refers to them.

PROVINCIAL PLANNING STATEMENT (PPS 2024): The subject property is within a Hamlet area. Rural settlement areas are the focus of growth and development in rural areas.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated HAMLET AREA (Damascus) and CORE GREENLANDS. Identified features include Grand River Conservation Authority regulated Flood Plain, and Wetlands. The Greenlands features are located exclusively on the retained Agricultural parcel.

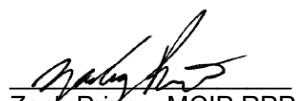
The matters under Section 10.1.3 were considered including item d) “that all lots will have safe driveway access...”

WELLHEAD PROTECTION AREA: The subject property is not located in a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Unserviced Residential (R1A), and Natural Environment (NE) zone. A rezoning application has been submitted to Wellington North to permit the proposed school, church and cemetery. Planning Staff note the severed and retained parcel can meet the minimum lot area and frontage requirements of the current zone.

Staff note a public meeting has been scheduled for the proposed rezoning for November 4th, 2024.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 23rd, 2024. Notice Cards were not posted and the applicant has been contacted.


 Zach Prince, MCIP RPP
 Senior Planner
 October 25th, 2024



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-11-04
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2024-034
 REPORT TITLE: Consent Application B92-24 12375532 Canada Incorporated

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-034 Consent Application B92-24 12375532 Canada Inc (Lot Line Adjustment).

AND THAT Council support consent application B92-24 as presented with the following conditions.

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner confirms location of the existing private water service and private sanitary sewer service by utility locates including field line painting and an updated sketch of servicing locations on private property for the Infrastructure Services Department to review to ensure private servicing is entirely within the retained and severed lands. If it is determined that the private services are not entirely within the retained and severed lands, the Owner is responsible to relocate the services to be entirely within the respective lands at the sole expense of the Owner;
- **THAT** driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North; and
- **THAT** zoning relief be provided to the satisfaction of the local municipality.

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

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Proposed lot line adjustment is 1.9m fr x 15.2m = 30 square metres (Severed 3 on sketch), existing driveway for home industry to be added to abutting residential property – 12375532 Canada Incorporated.

Retained parcel is 13m fr x 201m = 0.81 hectares, existing and proposed home industry.

ANALYSIS

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

CONSULTATION

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

FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fees for each application.

ATTACHMENTS

DEV 2024-034 **APPENDIX A** – Severance Sketch No 33721-24

Prepared by James M. Laws at Van Harten Land Surveyors - Engineers, dated August 8, 2024

DEV 2024-034 **APPENDIX B** – Aerial View of Subject Lands

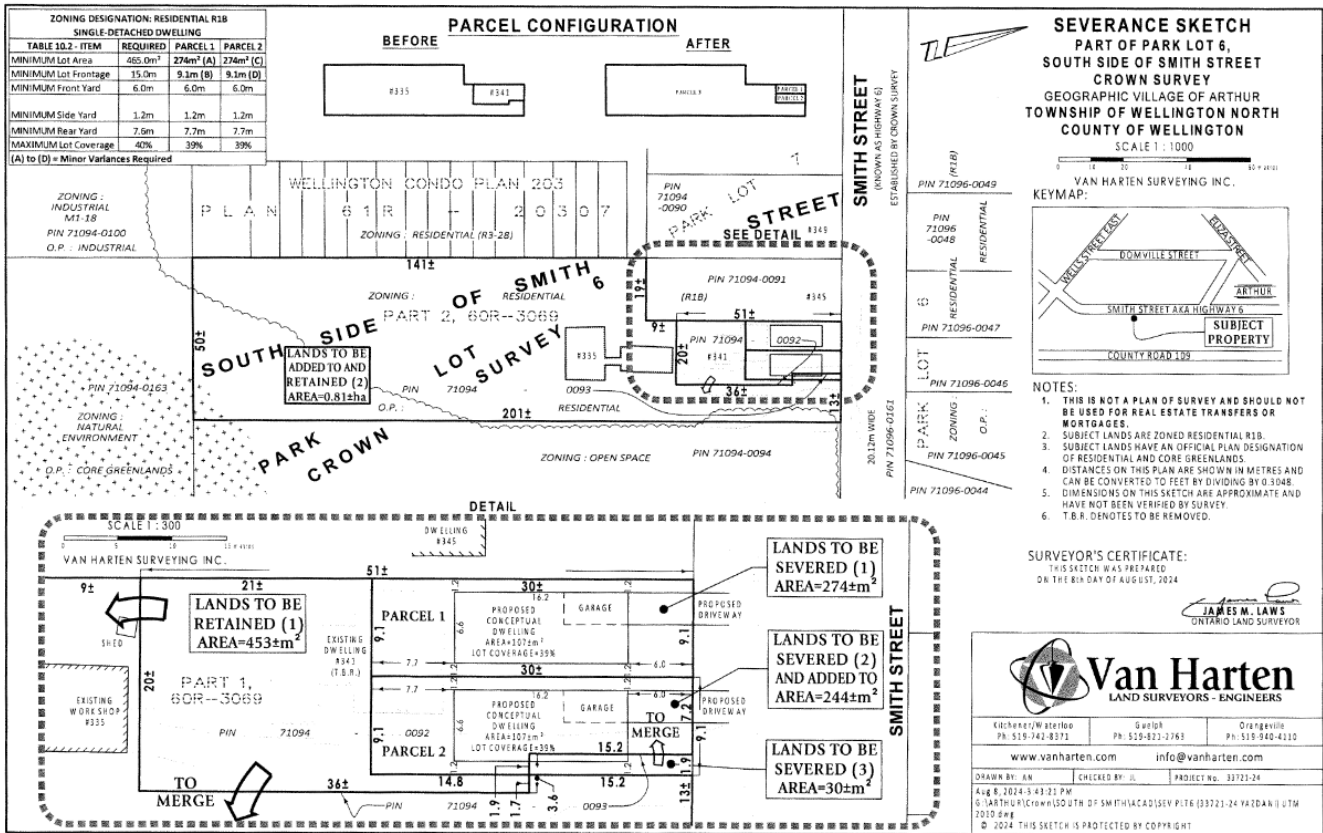
DEV 2024-034 **APPENDIX C** – Planning Report

Dated October 25, 2024, Zachary Prince Senior Planner, Planning and Development Department, County of Wellington

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







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

| | |
|------------------------|--|
| Application | B92/24 |
| Location | Part Park Lot 6, s/s Smith St, Crown Survey TOWNSHIP OF WELLINGTON NORTH (Arthur) |
| Applicant/Owner | 12375532 Canada Inc & Seyed Moghadasi |

PRELIMINARY PLANNING OPINION: This application for a proposed lot line adjustment would sever 30 m² (323 ft²) of vacant land and merge it with the abutting rural residential lot (341 Smith St) which contains an existing dwelling which is proposed to be removed. This application is in relation to B93/24 which proposes to add land to the neighbouring lot (335 Smith St).

Although indicated on the survey sketch, no new lots are being proposed at this time. This application and B93/24 are both lot line adjustments.

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

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

A PLACE TO GROW: No issues.

As of October 20th, 2024, A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) has been revoked and a new Provincial Planning Statement, 2024 (PPS 2024) is in effect. All land use planning decisions made on or after October 20th, 2024, shall be consistent with the PPS 2024. However, within areas subject to the Greenbelt Plan, 2017, policies of the Growth Plan 2019 will continue to apply where the Greenbelt Plan refers to them.

PROVINCIAL PLANNING STATEMENT (PPS 2024): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated as RESIDENTIAL within the Primary Urban Centre of Arthur. The corner of the retained lands are designated as Core Greenlands (Significant Wooded Area and Slope Valley – GRCA) and are well removed from the proposed lot line adjustment.

Section 10.6.2 permits lot line adjustments where there are no adverse effects and the basic lot patterns are not unreasonably adjusted. When combined with application B93/24 the resulting adjustment creates regular lot lines.

The matters under section 10.1.3 were also considered.

WELL HEAD PROTECTION AREA: The subject property is located in Wellhead protection area D with a vulnerability score of 2.

LOCAL ZONING BY-LAW: The subject property is zoned Low Density Residential (R1B). The retained parcel will result in a reduced lot frontage of 13 m where 15 m is required. The proposed merged lot will have a lot frontage of 18.2 m which meets the minimum frontage for a single detached dwelling. Zoning relief will be required for the reduced lot frontage on the retained lands and a condition has been added.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 23rd, 2024. Notice Cards were not posted and the applicant has been contacted.



Zach Prince MCIP RPP
Senior Planner
October 25th, 2024



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-11-04
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2024-035
 REPORT TITLE: Consent Application B93-24 12375532 Canada Incorporated

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-035 Consent Applications B93-24 12375532 Canada Inc (Lot Line Adjustment).

AND THAT Council support consent application B93-24 as presented with the following conditions.

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner remove the existing house labeled “existing house #341” on the survey sketch and the site left in a graded level condition to the satisfaction of the Township; and
- **THAT** the Owner confirms location of the existing private water service and private sanitary sewer service by utility locates including field line painting and an updated sketch of servicing locations on private property for the Infrastructure Services Department to review to ensure private servicing is entirely within the retained and severed lands. If it is determined that the private services are not entirely within the retained and severed lands, the Owner is responsible to relocate the services to be entirely within the respective lands at the sole expense of the Owner.

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

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Proposed lot line adjustment is 453 square metres with no frontage (Retained 1 on sketch), existing residential use to be added to abutting residential property – 335 Smith St. Existing dwelling to be demolished.

Retained parcel is 16.3m fr x 30m = 518 square metres (Severed 1 & 2 on sketch), existing and proposed residential use.

ANALYSIS

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

CONSULTATION

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

FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fees.

ATTACHMENTS

DEV 2024-035 **APPENDIX A** – Severance Sketch No 33721-24
Prepared by James M. Laws at Van Harten Land Surveyors - Engineers, dated August 8, 2024

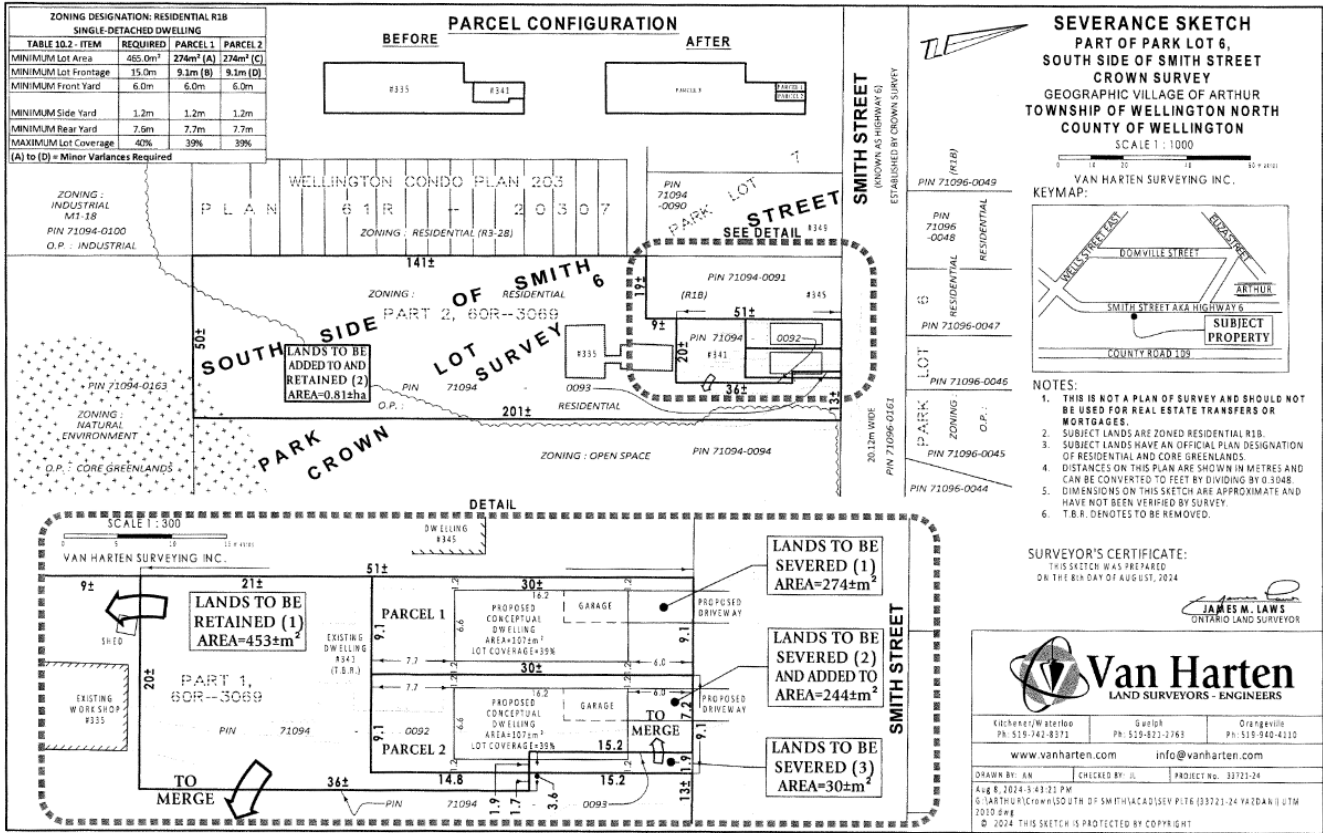
DEV 2024-035 **APPENDIX B** – Aerial View of Subject Lands

DEV 2024-035 **APPENDIX C** – Planning Report
Dated October 25, 2024, Zachary Prince Senior Planner, Planning and Development Department, County of Wellington

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







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

| | |
|------------------------|--|
| Application | B93/24 |
| Location | Part Park Lot 6, s/s Smith St, Crown Survey TOWNSHIP OF WELLINGTON NORTH (Arthur) |
| Applicant/Owner | 12375532 Canada Inc & Seyed Moghadasi |

PRELIMINARY PLANNING OPINION: This application for a proposed lot line adjustment would sever 453 m² (4,876 ft²) with a portion of an existing dwelling (proposed to be removed) and merge it with the abutting rural residential lot (335 Smith St) which contains an existing workshop. This application is in relation to B92/24 which proposes to add land to the neighbouring lot (341 Smith St).

Although indicated on the survey sketch, no new lots are being proposed at this time. This application and B92/24 are both lot line adjustments.

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

- a) That the existing dwelling be removed to the satisfaction of the local municipality,
- b) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- c) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this consent;

A PLACE TO GROW: No issues.

As of October 20th, 2024, A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) has been revoked and a new Provincial Planning Statement, 2024 (PPS 2024) is in effect. All land use planning decisions made on or after October 20th, 2024, shall be consistent with the PPS 2024. However, within areas subject to the Greenbelt Plan, 2017, policies of the Growth Plan 2019 will continue to apply where the Greenbelt Plan refers to them.

PROVINCIAL PLANNING STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated as RESIDENTIAL within the Primary Urban Centre of Arthur. The corner of the merged lands are designated as Core Greenlands (Significant Wooded Area and Slope Valley – GRCA) and are well removed from the proposed lot line adjustment.

Section 10.6.2 permits lot line adjustments where there are no adverse effects and the basic lot patterns are not unreasonably adjusted. When combined with application B92/24 the resulting adjustment creates regular lot lines.

The matters under section 10.1.3 were also considered.

WELL HEAD PROTECTION AREA: The subject property is located in Wellhead protection area D with a vulnerability score of 2.

LOCAL ZONING BY-LAW: The subject property is zoned Low Density Residential (R1B). The retained parcel will result in a lot area of 518 m² which meets the minimum lot area of the zone. The proposed merged lot would meet the minimum lot area requirements.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 23rd, 2024. Notice Cards were not posted and the applicant has been contacted.



Zach Prince MCIP RPP
Senior Planner
October 25th, 2024



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-11-04
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2024-036
 REPORT TITLE: Consent Application B96-24 Chadwick Holtz

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2024-036 Consent Application B96-24 Chadwick Holtz (Severance – Surplus Farm Dwelling).

AND THAT Council **is not in support** of consent application B96-24 as presented, as per the planning report.

AND FURTHER THAT should the Planning & Land Division Committee approve the consent as proposed on Application B96-24, the following matters are to be addressed as conditions of approval:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$250.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** the Owner remove the existing barn foundation, and the site left in a graded level condition to the satisfaction of the Township;
- **THAT** driveway access for retained lands that abut Concession Road 7 is to the satisfaction of the Township of Wellington North; and

- **THAT** the retained parcel be rezoned to prohibit residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department;

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

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Proposed severance is 0.77 hectares with 70m frontage, existing and proposed rural residential use with existing dwelling and shed.

Retained parcel is 11.4 hectares with 249m frontage, existing and proposed agricultural use with remains of old barn foundation.

ANALYSIS

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

CONSULTATION

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

FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fee and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

DEV 2024-036 **APPENDIX A** – Severance Sketch No 33178-24
Prepared by Jeffrey E. Buisman at Van Harten Land Surveyors-Engineers, dated October 3, 2024

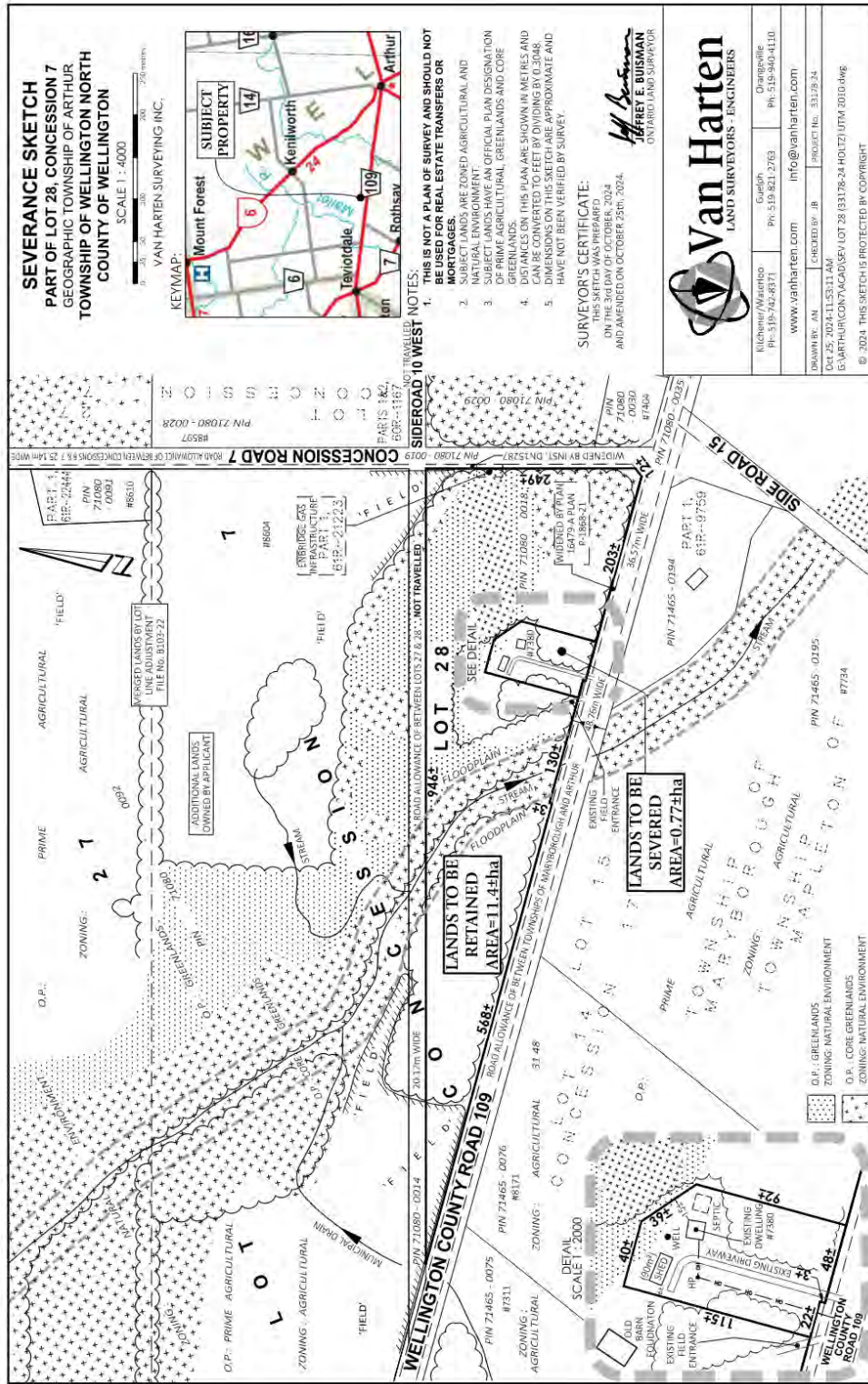
DEV 2024-036 **APPENDIX B** – Aerial View of Subject Lands

DEV 2024-036 **APPENDIX C** – Planning Report
Dated October 25, 2024, Zachary Prince Senior Planner, Planning and Development Department, County of Wellington

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







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

| | |
|------------------------|---|
| Application | B96/24 |
| Location | Part Lot 28, Concession 7 TOWNSHIP OF WELLINGTON NORTH (Arthur Township) |
| Applicant/Owner | Chadwick Holtz |

PRELIMINARY PLANNING OPINION: This application would sever a 0.77 ha (1.9 ac) rural residential parcel with an existing dwelling and accessory structure. A 11.4 ha (28.2 ac) vacant parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

Planning staff note the retained parcel is not a typical farm parcel and the amount of arable land is limited. Staff have concerns with the proposal meeting the intent of meeting policy requirement 10.3.4.a) 'the remaining farmland is large enough to function as a significant part of the overall farm unit.'

The committee should be satisfied that this application meets Provincial and County policy regarding the retained agricultural parcel. Should the committee approve the application the following matters should be addressed as conditions of approval:

- a) That the retained parcel be rezoned to prohibit residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department;
- b) That servicing can be accommodated on the severed parcel to the satisfaction of the local municipality; and,
- c) That access can be provided to the retained parcel to the satisfaction of the of the appropriate road authority;

A PLACE TO GROW: No issues.

As of October 20th, 2024, A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) has been revoked and a new Provincial Planning Statement, 2024 (PPS 2024) is in effect. All land use planning decisions made on or after October 20th, 2024, shall be consistent with the PPS 2024. However, within areas subject to the Greenbelt Plan, 2017, policies of the Growth Plan 2019 will continue to apply where the Greenbelt Plan refers to them.

PROVINCIAL PLANNING STATEMENT (PPS) 2024: Section 4.3.3.1 states "Lot creation in prime agricultural areas is discouraged and may only be permitted for:

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

Regarding Minimum Distance Separation, Section 4.3.2.3 of the PPS states new land uses in Prime Agricultural Areas, including the creation of lots and new or expanding livestock facilities, shall comply with the Minimum Distance Separation (MDS) Formulae.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. The identified environmental features include Grand River Conservation Authority regulated wetlands and floodplain. The proposed severed lot is located entirely within the Prime Agricultural designation.

According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- "a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and

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

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

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

In terms of the overall farm operation, Planning Staff have been provided with a farm information form including a list of other farm holdings owned or rented by Holtz Grain Limited which demonstrates that this application would constitute a farm consolidation.


The matters under Section 10.1.3 were also considered.

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

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) and Natural Environment (NE) Zone. The proposed severed parcel meet the minimum lot area and frontage requirements of reduced lot areas in the A Zone. The retained lands are smaller than a typical farm parcel (35 ha) but this size reduction would be addressed in section 8.2.1.b).

Planning staff have included a condition that requires a dwelling be prohibited on the retained lands to address Provincial and County policy.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 22nd, 2024. Notice Cards were posted, and the survey sketch appears to meet the application requirements.


Zach Prince MCIP RPP
Senior Planner
October 25, 2024



PLANNING REPORT

for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: October 25th, 2024
TO: Darren Jones, CBO
 Township of Wellington North
FROM: Jessica Rahim, Senior Planner
 County of Wellington
SUBJECT: **CP REIT Ontario Properties Limited**
504 Main Street N, Mount Forest
EGERMONT CON 1 DIV 1 PT LOT;33 RP 61R9375 PART 3 PT; PARTS 1 AND 2
Mount Forest, Township of Wellington North
OPA-2024-01 and ZBA09/24 – Recommendation Report

RECOMMENDATIONS:

THAT the recommendation report dated October 25th, 2024 regarding the proposed official plan and zoning by-law amendments to facilitate the development of the vacant south portion of the property with two new retail stores at 504 Main Street N, Mount Forest be received;

AND FURTHER THAT Council supports the proposed official plan amendment, and the Township Clerk notify the County of Wellington of this position;

AND FURTHER THAT Council supports the proposed zoning by-law amendment and the final amending by-law be brought to Council for approval once the County of Wellington has rendered a decision on the Official Plan amendment.

Planning Opinion

The purpose of the proposed Zoning By-law amendment is to rezone the lands from Residential Site Specific (R3-10) and Highway Commercial Site Specific (C2-19) Zone to Shopping Centre Commercial Site Specific (C4-10) Zone to facilitate the development of the vacant south portion of the subject lands with two new retail stores, totaling approximately 2,179 m² of additional retail/commercial space. Site specific parking standards (reduced parking requirements) are also proposed to accommodate a seasonal garden centre as part of the existing grocery store. The existing buildings/uses are proposed to remain.

The applicant has also submitted an Official Plan Amendment to the County of Wellington to re-designate the portion of the subject lands designated as Special Policy Area (PA6-3) to Highway Commercial to permit the construction of two retail units.

Planning staff have no concerns with the Official Plan and Zoning Amendments as presented and are of the opinion that the applications are consistent with Provincial Policy and conform with the County of Wellington Official Plan.

Planning staff note that Site Plan Approval will be required for the proposed development which will provide the opportunity for the technical details of the proposed development to be finalized to the satisfaction of the Township.

If Council is in support of the County Official Plan amendment, a resolution of support should be passed by Council and forwarded to the County of Wellington. A final by-law amending the Township of Wellington North Zoning By-law will be presented to Township Council for final approval once the County has rendered a decision on the County Official Plan amendment.

INTRODUCTION

The property subject to proposed zoning amendment and official plan amendment is legally described as Part Lot 33, Concession 1, Div 1 Egremont; Parts 1-3 RP 61R-9375 and municipality know as 504 Main Street N, Mount Forest. The subject property has a total area of 3.07 ha (7.59 ac). The location of the property is shown on Figure 1.

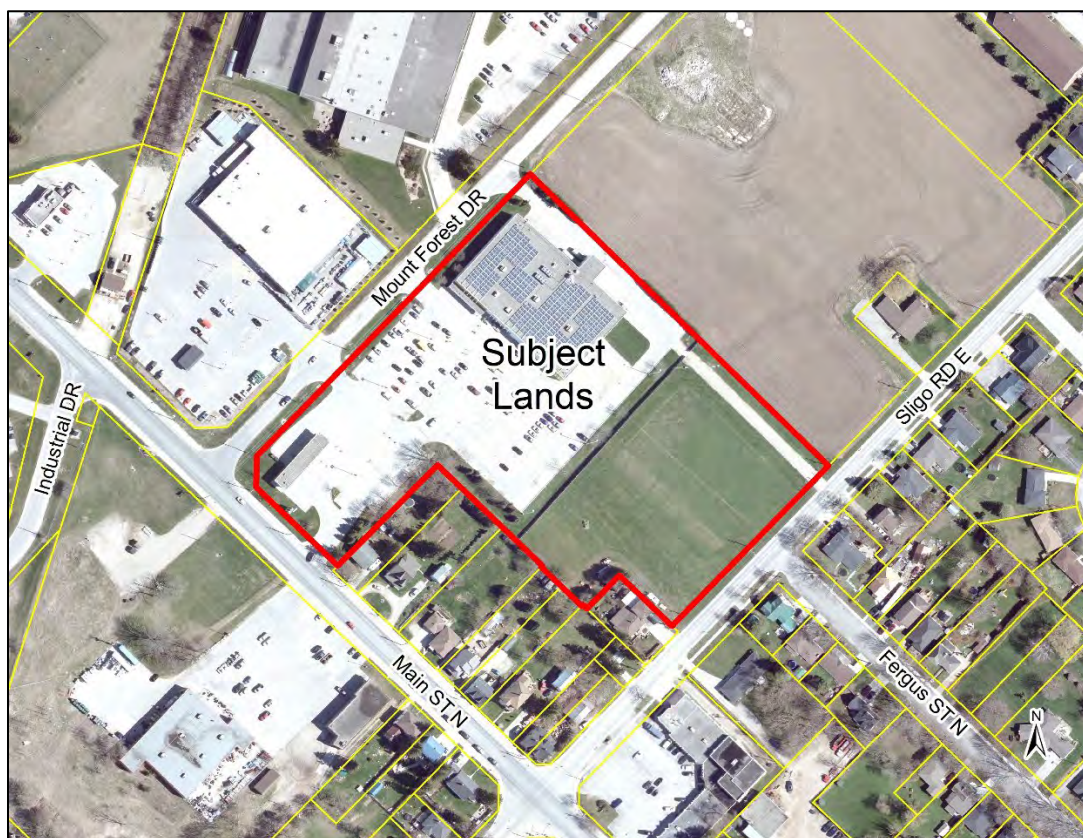


Figure 1 (Aerial Photo of the Subject Lands Source: Wellington County)

PROPOSAL

The purpose of the proposed Zoning By-law amendment is to rezone the lands from Residential Site Specific (R3-10) and Highway Commercial Site Specific (C2-19) Zone to Shopping Centre Commercial Site Specific (C4-x) Zone to facilitate the development of the vacant south portion of the subject lands with two new retail stores, totaling approximately 2,179 m² of additional retail/commercial space. Site specific

parking standards (reduced parking requirements) are also proposed to accommodate a seasonal garden centre as part of the existing grocery store. The existing buildings/uses are proposed to remain.

The applicant has also submitted an Official Plan Amendment to the County of Wellington to re-designate the portion of the subject lands designated as Special Policy Area (PA6-3) to Highway Commercial to permit the construction of two retail units. The site plan submitted by Turner Fleischer Architects Inc. is shown in Schedule 1 to this report.

PUBLIC MEETING

A public meeting for the application was held on October 7th, 2024. Two neighbouring residents spoke at the meeting and written comments were received from the public. The concerns raised by the public related to:

- Increased Traffic
- Proposed lighting impacts on neighbouring properties; and
- The possibility of establishing an easement for rear yard access to a neighbouring property.

AGENCY COMMENTS

The application was circulated to commenting agencies in accordance with the Planning Act. No objections or concerns were received.

PLANNING COMMENTS

A summary and review of applicable provincial and local planning policies was provided as part of the earlier public meeting report dated September 24th, 2024. A Planning Justification Report was also provided in support of the application prepared by Zelinka Priamo Ltd. (dated May 2024) which also provided an overview of the applicable policies and local planning policies. The report concluded that “The proposed Official Plan Amendment and Zoning By-law Amendment applications are consistent with, and conforms to, the applicable provincial and municipal land use planning policies, and represents good land use planning”. The applicant’s planners (Zelinka Priamo Ltd.) also provided an Addendum to the Planning Justification Report (dated October 2024) to provide further planning analysis in the context of the 2024 PPS and to address comments received from Council and Members of the Public. (see attached Addendum as **Schedule 1** to this report). The report concluded that “The proposed development is in the public interest and represents good land use planning. Further, it is our opinion that the proposed development is consistent with the PPS 2024, which came into effect October 20th, 2024”.

Traffic – Neighbouring residents expressed concerns regarding the potential for increased traffic along Sligo Road E and the safety of the Sligo Road and Main Street N intersection. In response to these concerns, a Traffic Impact Study was prepared by the applicant and to the Township and County for review. The County Roads department has reviewed the TIS and is satisfied with the general recommendation of the report that indicated no concerns at this stage and will provide further review at site plan approval stage. The TIS will also be reviewed by Township staff, and Township Engineers during the site plan approval stage to ensure that the design of the proposed access to Sligo Road for the new development meets municipal standards. The County Roads department may provide additional details comments at the site plan approval stage.

Lighting – An adjacent resident inquired about potential lighting restrictions and whether additional lighting would impact their property. The applicant's agent (planner) clarified that enhanced buffering along the property line would be implemented to minimize any light spillover onto neighboring properties.

Township staff further explained that both the Township's Zoning By-law and Municipal Standards mandate all exterior lighting to be dark-sky compliant, focused on the development site, and not be intrusive to surrounding properties. A photometric plan will be required at the site plan approval stage and will be reviewed by Township staff and Township Engineers to ensure the development adheres to these standards.

Easement – An adjacent resident inquired about obtaining a possible easement on the subject property to ensure they can maintain access to their backyard at 135 Sligo Road E. In response, Planning staff have put the owners and the agent in contact with each other to discuss the easement request. Planning staff note that this is a private matter between the two landowners and would require a separate easement application with the County of Wellington.

Official Plan Amendment (OP-2024-01)

The applicant has submitted an official plan amendment to the County of Wellington in support of the proposed zoning by-law amendment application. The applicant is requesting to re-designate the portion of the subject lands designated as Special Policy Area (PA6-3) to Highway Commercial in order to permit the construction of two new retail stores.

The front portion of the subject lands located along Main St N are currently designated as Highway Commercial, however, the rear portion of the lands are designated as Special Policy Area (PA6-3). The current special policy area does not allow for the expansion of a retail commercial use and as a result, an amendment is required.

Planning staff note that these lands were originally identified in the Draft Official Plan Amendment (OPA 123) to be redesignated to Highway Commercial and the special policy area was proposed to be removed from the lands. However, the applicants opted to submit their own OPA application independently of the County-initiated OPA 123 to expedite the process. As a result, the lands will proceed as a privately initiated OPA alongside the County initiated OPA 123, which recently went to planning committee on October 10th, 2024 and will be brought to County Council for approval on October 31st, 2024.

Planning staff also note that County-initiated OPA 123 will add the phrase 'grocery store and other' to the list of permitted uses under Highway Commercial, providing greater clarity within the Official Plan on the appropriate locations for this use. Planning Staff are of the opinion that locating a retail food store within the Highway Commercial Designation is appropriate and consistent with the policies of the Wellington County Official Plan.

Planning Staff have prepared a draft County of Wellington official plan amendment which would apply to this property. A copy of this wording is attached as **Schedule 2** to this report. The complete draft official plan amendment will be provided to County Council for consideration.

Draft Zoning By-law

Planning Staff have prepared a draft site-specific zoning by-law amendment for the proposed development. The applicant is requesting to rezone the entire subject property to Shopping Centre Commercial Site Specific (C4-x) Zone to facilitate the development of the vacant south portion of the subject lands with two retail units, adding approximately 2,179 m² of retail/commercial space for a total of 5495 m² on the subject property. Site specific standards for a reduced parking requirements to accommodate a seasonal garden centre is also being proposed. A copy of the draft zoning by-law is

attached as **Schedule 3** to this report.

Planning Staff are recommending that Council approve the zoning by-law amendment application in principle at this time, and that Council approve the final amending by-law after the County has rendered a decision on the County Official Plan amendment.

Site Plan Approval

The proposed commercial development will be subject to Site Plan Review by the Township. Final site design, grading, servicing, stormwater management, buffering, parking, fencing etc. matters are reviewed as part of the site plan review.

CONCLUSION

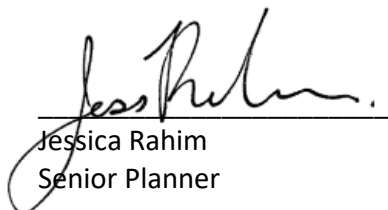
Planning Staff is of the opinion that the proposed applications are consistent with the Provincial Policy Statement and maintain the intent and purpose of the County Official Plan, and the Township Zoning By-law.

If Council is in support of the Official Plan amendment, a resolution of support should be passed by Council and forwarded to Wellington County.

Planning Staff are recommending that Council approve the zoning amendment application in principle at this time, and that Council approve the final amending by-law after the County has rendered a decision on the County Official Plan amendment.

Respectfully submitted

County of Wellington Planning and Development Department



Jessica Rahim
Senior Planner

Schedule 1: Addendum to PJR from Zelinka Priamo Ltd.



ZELINKA PRIAMO LTD
A Professional Planning Practice

VIA EMAIL

October 25, 2024

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

Attention: Ms. Jessica Rahim, Senior Planner

Dear Ms. Jessica Rahim:

**RE: Addendum to Planning Justification Report - Official Plan and Zoning
By-law Amendment Applications
File No. OP-2024-01 & ZBA 09/24
504 Main Street N, Wellington North, Ontario
CP REIT Ontario Properties Limited**

Our File: CHO/MTF/23-01

Application for an Official Plan Amendment ("OPA") to the County of Wellington Official Plan and an application for a Zoning By-law Amendment ("ZBA") to the Township of Wellington North Zoning By-law 66-01, as amended, were submitted to the County of Wellington and the Township of Wellington North on May 23, 2024. The proposed OPA seeks to redesignate the east portion of the lands located at 504 Main Street North ("subject lands") currently designated Special Policy Area (PA6-3) to Highway Commercial. The proposed ZBA seeks to re-zone the entirety of the subject lands currently zoned Highway Commercial with Special Provisions (C2-19) and Residential with Special Provisions (R3-10) to Shopping Centre Commercial with Special Provisions (C4-XX) that would recognize a seasonal parking rate.

The proposed OPA and ZBA is required to facilitate the proposed development of the subject lands, which consists of developing the vacant south portion of the subject lands with two commercial units, totaling approximately 2,182 sq.m of additional retail space. As shown on the submitted concept plan, the proposed Retail B (+/- 1,579 sq.m) and Retail C (+/- 604 sq.m) is to be located on an undeveloped portion of the lot that currently provides additional surface parking.

A Planning Justification Report dated May 23, 2024, was prepared by Zelinka Priamo Ltd., and was submitted in support of the OPA and ZBA applications. On behalf of Choice, Zelinka Priamo Ltd. attended the Statutory Public Meeting held on October 7, 2024, where comments regarding the proposed development were provided by Council and members of the Public. On August 20, 2024, the Province released the Provincial Planning Statement, which came into effect on October 20th, 2024.

This Addendum to the Planning Justification Report has been prepared to provide further planning analysis in the context of the 2024 Provincial Planning Statement and to address comments received from Council and members of the Public. This addendum should be read as supplementary to our previous Planning Justification Report and letters.

It continues to be our planning opinion that the proposed development is appropriate and is in the public interest.

PROVINCIAL PLANNING STATEMENT 2024

On August 20, 2024, the Province released the Provincial Planning Statement, which took effect on October 20, 2024, and replaced the 2020 Provincial Policy Statement and revoked the Growth Plan for the Greater Golden Horseshoe (2020). Planning decisions made after October 20, 2024, must be consistent with the Provincial Planning Statement. At the time of application submission, the 2024 Provincial Planning Statement was not in effect.

The PPS 2024 is a policy statement issued under Section 3 of the *Planning Act*, and all decisions that affect planning matters "shall be consistent with" the PPS 2024.

The following PPS 2024 policies are of particular relevance to the proposed application:

- **Policy 2.1.6.** *Planning authorities should support the achievement of complete communities by: a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs, b) improving accessibility for people of all ages and abilities by addressing land use barriers, which restrict their full participation in society, and c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.*
- **Policy 2.3.1.1.** *Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.*
- **Policy 2.3.1.2.** *Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate; and e) are freight-supportive.*
- **Policy 2.3.1.3.** *Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.*
- **Policy 2.3.1.5.** *Planning authorities are encouraged to establish density targets for designated growth areas, based on local conditions. Large and fast-growing municipalities are encouraged to plan for a target of 50 residents and jobs per gross hectare in designated growth areas.*
- **Policy 2.3.1.5.6.** *Planning authorities should establish and implement phasing policies, where appropriate, to ensure that development within designated growth areas is orderly and aligns with the timely provision of the infrastructure and public service facilities.*
- **Policy 2.8.1.1.** *Planning authorities shall promote economic development and competitiveness by: a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs, b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses, c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address*

potential barriers to investment, and d) encouraging intensification of employment uses and compatible, compact, mix-used development to support the achievement of complete communities; and e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.

Chapter 3 of the PPS 2024 relates to Infrastructure and Facilities:

- **Policy 3.1.2.** *Before consideration is given to developing new infrastructure and public service facilities: a) the use of existing infrastructure and public service facilities should be optimized.*
- **Policy 3.2.2.** *Efficient use should be made of existing and planned infrastructure, including through the use of transportation demand management strategies, where feasible.*
- **Policy 3.6.2.** *Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.*
- **Policy 3.6.8.** *Planning for stormwater management shall: a) be integrated with planning for sewage and water services and ensure that systems are optimized, retrofitted as appropriate, feasible and financially viable over their full life cycle; b) minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads; c) minimize erosion and changes in water balance including through the use of green infrastructure; d) mitigate risks to human health, safety, property and the environment; e) maximize the extent and function of vegetative and pervious surfaces; f) promote best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development; and g) align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a watershed scale.*

Chapter 6 of the PPS 2024 relates to Implementation and Interpretation:

- **Policy 6.1.5.** *Official plans shall identify provincial interests and set out appropriate land use designations and policies. Official plans shall provide clear, reasonable and attainable policies to protect provincial interests and facilitate development in suitable areas. In order to protect provincial interests, planning authorities shall keep their official plans up-to date with the Provincial Planning Statement. The policies of the Provincial Planning Statement continue to apply after adoption and approval of an official plan.*
- **Policy 6.1.6.** *Planning authorities shall keep their zoning and development permit by-laws up-to-date with their official plans and the Provincial Planning Statement by establishing permitted uses, minimum densities, heights and other development standards to accommodate growth and development.*
- **Policy 6.1.7.** *Where a planning authority must decide on a planning matter before their official plan has been updated to be consistent with the Provincial Planning Statement, or before other applicable planning instruments have been updated accordingly, it must still make a decision that is consistent with the Provincial Planning Statement.*

The proposed Official Plan Amendment and Zoning By-law Amendment applications are consistent with the PPS 2024, as the applications represent intensification within a settlement area on underutilized lands. The proposed development represents efficient use of lands and infrastructure within the existing settlement area, and contributes towards the achievement of a complete community by providing additional commercial uses in an appropriate location. Further, the proposed development represents economic development through intensification of existing employment uses.

October 25, 2024

COMMENT RESPONSE

Circulation comments were provided by the Township of Wellington North, Wellington Source Water Protection, and Saugeen Valley Conservation Authority regarding the proposed development. In addition, the applicant is in receipt of comments from members of the Township of Wellington North Council, and members of the Public. The following section provides additional clarification and Planning Justification relating to a number of the comments received, as follows:

Transportation Impacts

Members of the Township of Wellington North Council and the Public provided preliminary comments related to the expected traffic impacts of the proposed development. The three existing accesses along Mount Forest Drive are proposed to remain as all movements access, with the easterly access continuing to be reserved for truck use only. The existing access on Main Street North will be modified to become a right in and right out only access. An additional access is proposed to Sligo Road East, aligning directly with Fergus Road to the south. The existing horse and buggy access along Sligo Road East will remain open. The details of the site plan arrangement would be further reviewed as part of a site plan approval application.

A Traffic Impact Study ("Traffic Study") completed by LEA Consulting Ltd. and was submitted in support of the OPA and ZBA applications. LEA Consulting Ltd. submitted a Terms of Reference to Staff on December 12, 2023. The Terms of Reference included a scope of work to be completed for the Traffic Study, including a list of all intersections (which includes the existing horse and buggy lane), existing and future traffic operations, expected traffic generation of the proposed development, parking review, and a functional design review. Staff provided comments on December 21, 2023, which were taken into consideration when preparing the Traffic Study. The Traffic Study concluded that under the existing and future conditions, all intersections and accesses (including the horse and buggy lane) are expected to operate well and have no negligible impacts to the site and surrounding areas. We note that the Traffic Impact Study had consideration for horse and buggy traffic in the area.

External Lighting

Provisions within Zoning By-law 66-01, as amended, regulate outdoor lighting in an effort to mitigate impacts on adjacent lands. As per Section 6.9, "Lighting fixtures providing exterior illumination shall be so arranged as to direct light to the building face, parking area or vicinity of site. Such fixtures shall not cast glare onto adjacent properties nor onto nearby streets." Additionally, as per Section 19.2.14 of Zoning By-law 66-01, as amended, "Outdoor lighting impacts on residential properties to the south shall be minimized and lighting shall be of a type that directs light in a downward direction to reduce light glaring-out in horizontal or upwards direction." The proposed application does not contemplate any modifications to the zoning provisions related to outdoor lighting, and it is expected that lighting matters be further reviewed as part of a future site plan approval process.

Access to 135 Sligo Road East

The owner does not currently have the intent to establish easements and provide access to neighbouring lands and has not been directly approached in this regard. This is a matter that is separate from the required *Planning Act* applications that are being considered for the proposed development.

CONCLUSION

It continues to be our opinion that the proposed development is in the public interest and represents good land use planning. Further, it is our opinion that the proposed development is consistent with the PPS 2024, which came into effect October 20, 2024.

We appreciate the opportunity to provide the preceding additional information and justification regarding the proposed development in light of ongoing feedback.

If you have any questions or if you would like to discuss further, do not hesitate to contact the undersigned.

Yours very truly,

ZELINKA PRIAMO LTD.



Rob MacFarlane, MPL, MCIP, RPP
Senior Associate

Schedule 2: Draft OPA Wording

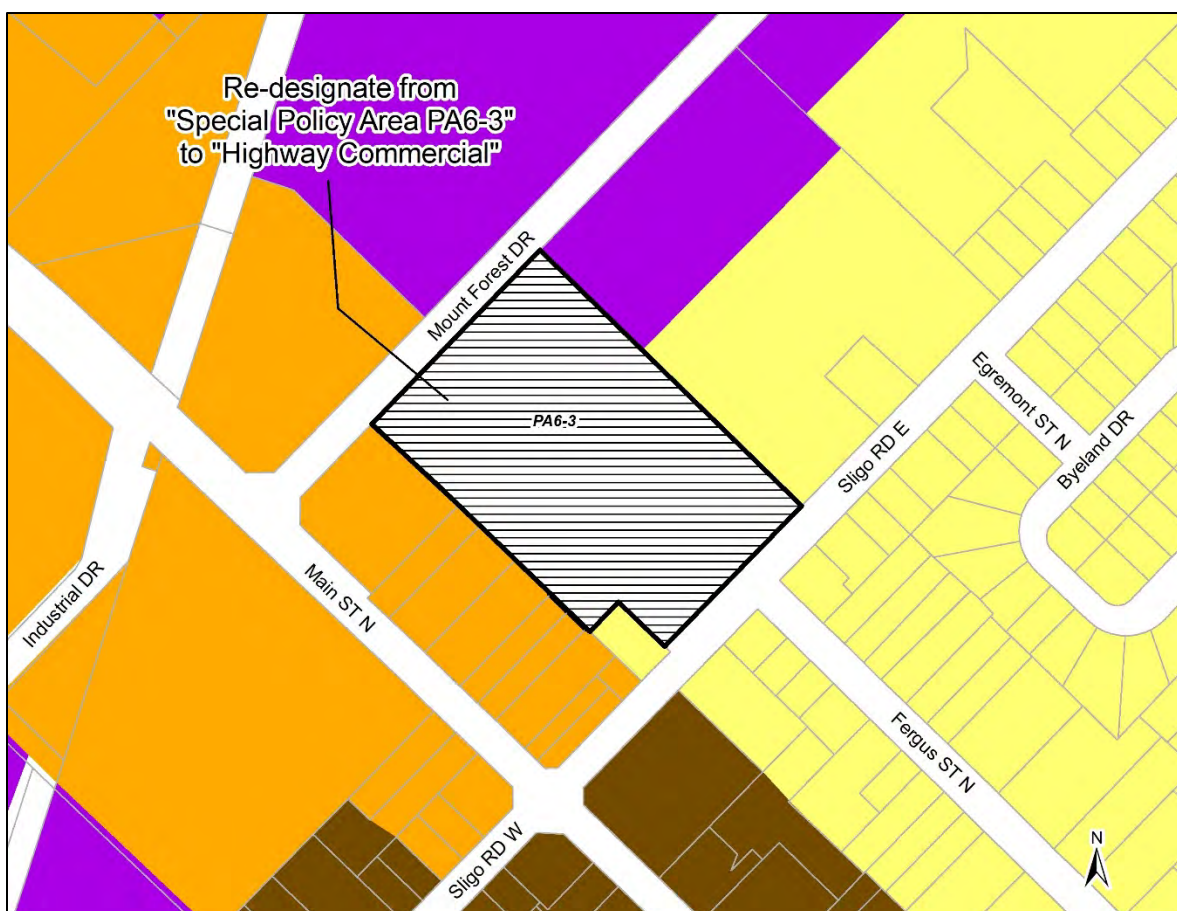
Draft County of Wellington Official Plan Amendment (Excerpt)

DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule B6-1 (MOUNT FOREST)** is amended, by re-designating the lands legally described as Part Lot 33, Concession 1, Div 1 Egremont; Parts 1-3 RP 61R-9375 and municipality know as 504 Main Street N, Mount Forest, as shown on Schedule "A" to this amendment from "Special Policy Area PA6-3" to "Highway Commercial".
2. THAT Section 9.7.2 – Wellington North Local Policies be amended by deleting policy area "PA6-3 Accessory Commercial to Residential (Mount Forest)" in its entirety.

Schedule A



Schedule 3: Draft Zoning By-law Amendment

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER XXXX**

**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 Section 34 of The Planning Act, R.S.O. 1990, as amended

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

1. THAT Schedule 'A' Map 3 – Mount Forest to By-law 66-01 is amended by changing the zoning on lands legally described as Part Lot 33, Concession 1, Div 1 Egremont; Parts 1-3 RP 61R-9375 and municipality know as 504 Main Street N, Mount Forest, as shown on Schedule "A" attached to and forming part of this By-law from **Residential Site Specific (R3-10)** and **Highway Commercial Site Specific (C2-19) Zone** to **Shopping Centre Commercial Site Specific (C4-10) Zone**.
2. THAT Section 32, Mount Forest area exception zone, is hereby amended by deleting exception R3-10 in its entirety and adding the following new exception:

| | | |
|--|--------------|--|
| 32.10 504 Main St N PT LT 22, Con 1 | C4-10 | Notwithstanding any other provisions of this zoning by-law to the contrary, the following special provision shall apply: a) A seasonal garden centre associated with the grocery store may occupy 25 required parking spaces. |
|--|--------------|--|

3. THAT Section 32, Mount Forest area exception zone, is hereby amended by deleting exception C2-19 in its entirety.
4. 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.
5. THAT this By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS xxth DAY OF xx, 2024

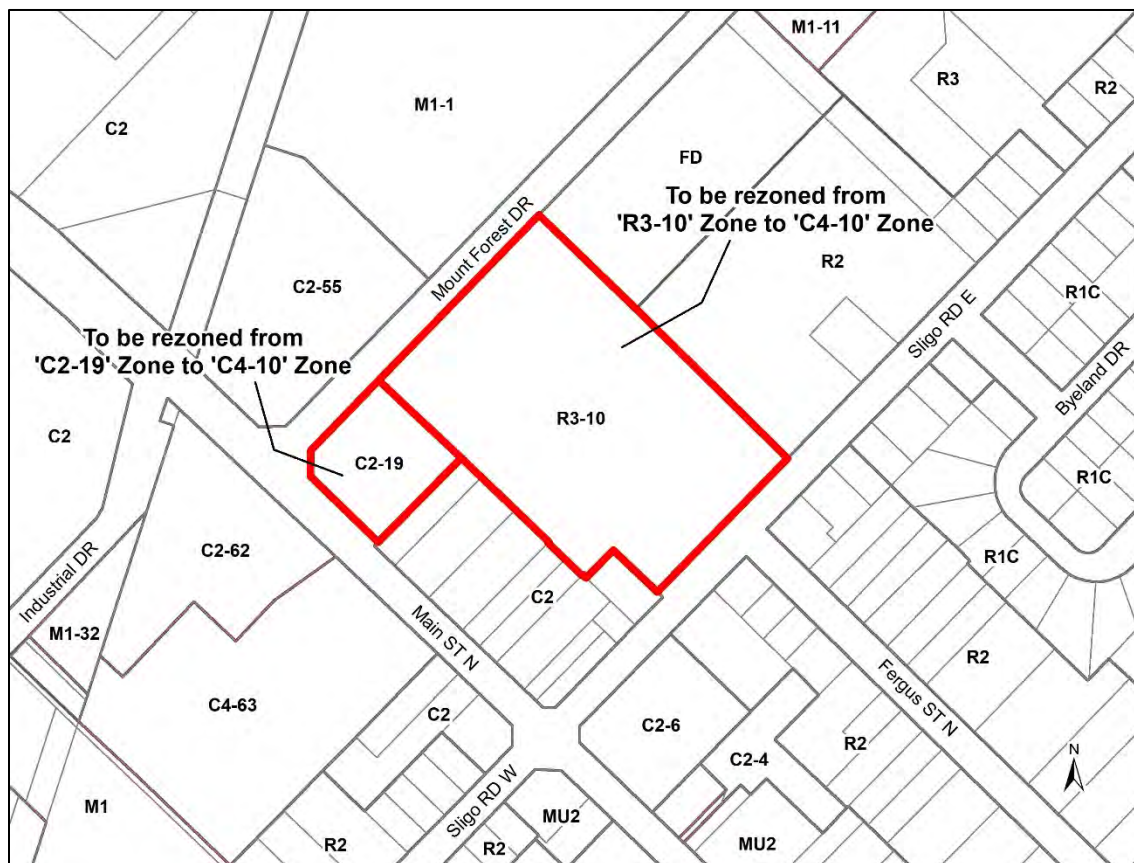
MAYOR

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



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

Prepared by the County of Wellington Planning and Development Department

DATE: October 25th, 2024
TO: Darren Jones, CBO
 Township of Wellington North
FROM: Jessica Rahim, Senior Planner
 County of Wellington
SUBJECT: **5053745 Ontario Inc. (Wilson Developments)**
Part Park Lot 3, S/S Birmingham St RP;61R21979, Part 4, Mount Forest
Recommendation Report (ZBA14/24)

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Future Development (FD) and Medium Density Residential (R2) zone to High Density Residential Site Specific with a Holding (R3-77(H)) zone to permit an 88-unit stacked townhouse development. Site specific zoning is requested to provide relief from the minimum lot area, lot frontage, rear yard setback, interior side yard setback, distance between cluster townhouses, as well as the maximum number of attached units in a row.

Planning Staff have no concerns with the Zoning Amendment as presented and are of the opinion that the zoning by-law amendment to rezone the subject lands is consistent with Provincial Policy and conforms to the County of Wellington Official Plan.

Planning Staff have prepared a draft zoning by-law amendment for Council's consideration. A copy of the draft by-law is attached as Schedule 4 to this report.

INTRODUCTION

The land subject to the proposed amendment is described as Part of Park Lot 3 S/S Birmingham St. RP:61R21979, Part 4, Mount Forest. The subject property is approximately 1.96 ha (4.84 ac) in size. The location of the property is shown on Figure 1. The subject property is currently vacant. All structures have been removed since the 2020 air photo was taken.

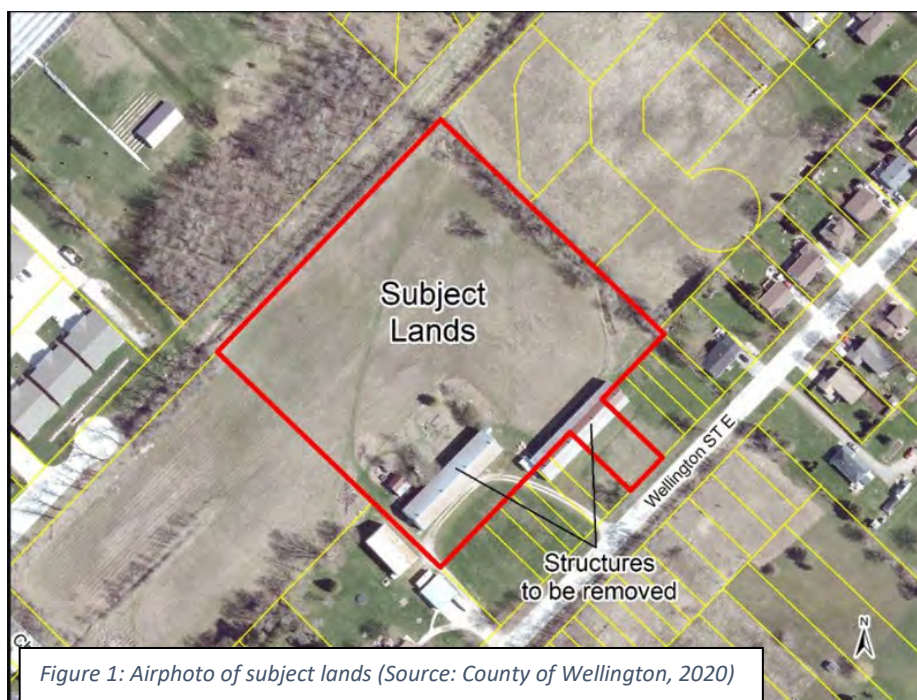


Figure 1: Airphoto of subject lands (Source: County of Wellington, 2020)

PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Future Development (FD) and Medium Density Residential (R2) zone to High Density Residential Site Specific with a Holding (R3-77(H)) zone to permit an 88-unit stacked townhouse development. Site specific zoning is requested to provide relief from the minimum lot area, lot frontage, rear yard setback, interior side yard setback, distance between cluster townhouses, as well as the maximum number of attached units in a row. A copy of the proposed site plan is shown in Figure 2.

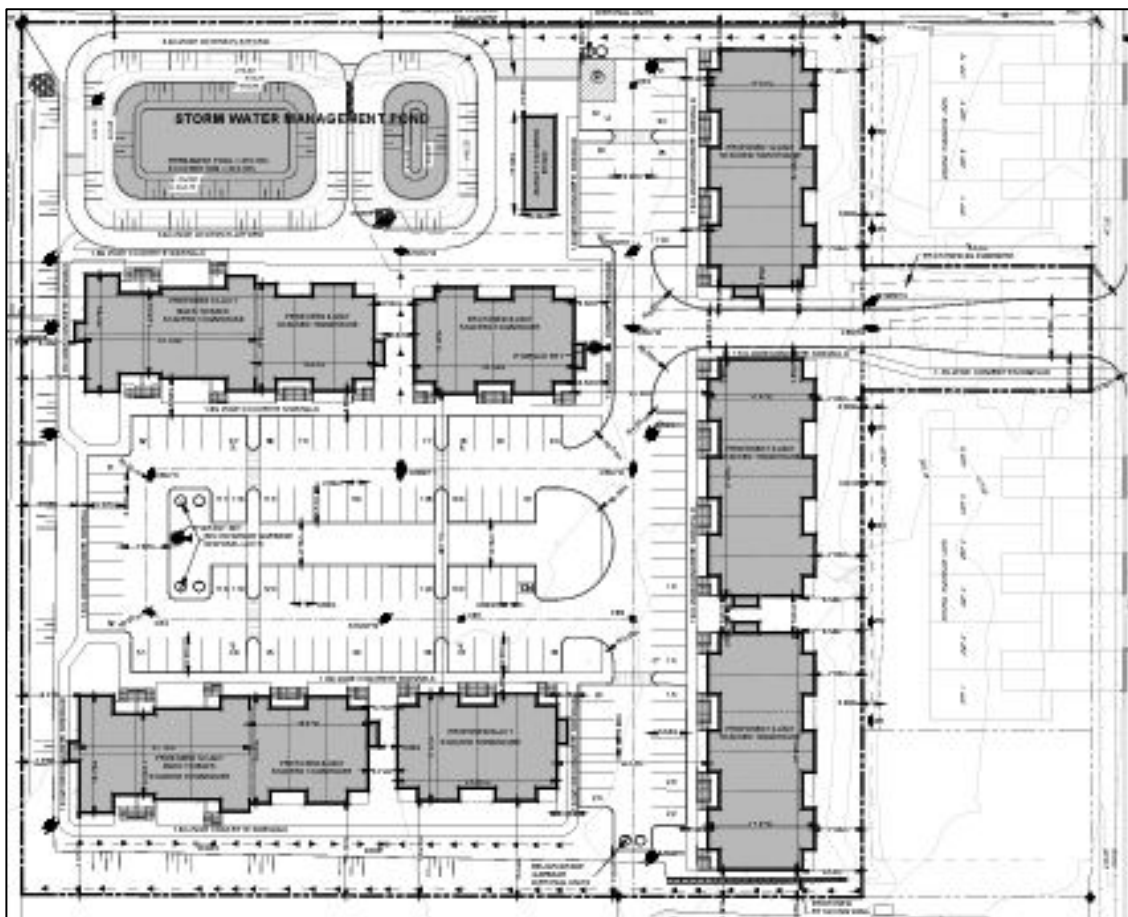


Figure 2: Proposed Site Plan prepared by Cobide Engineering Inc., August 2024.

SUPPORTING STUDIES

The applicant has completed the following technical reports and studies in support of the proposed applications:

- A Planning Justification Report prepared by Cobide Engineering Inc.
- A Functional Servicing Report prepared by Cobide Engineering Inc.
- A Preliminary Stormwater Management Report prepared by Cobide Engineering Inc.
- A Transportation Impact Study prepared by Paradigm Transportation Solutions Limited

Review of Planning Policy

A review of applicable planning policy including the PPS, Growth Plan, County of Wellington Official Plan and the Wellington North Community Growth Plan was provided in the public meeting report. Planning staff are of the opinion that the proposed zoning by-law amendment application is consistent with provincial and local planning policy.

PUBLIC MEETING COMMENTS

A public meeting for the application was held on September 9th, 2024. Neighbouring residents spoke at the public meeting and two written comments have been received in regards to the application. The concerns raised relate to:

- Traffic
- Prdestrial safety
- Compatabilty with existing neighbourhood
- Density
- Site plan details (parking, privacy, site entrance, snow removal)

Traffic and Pedestrain Safety

At the public meeting concerns were raised about traffic and pedestrian safety along Wellington Street East. The agent on behalf of the applicant explained that the Traffic Impact Study concluded that one vehicle entrance will be sufficient for the development and the site is confined to this one entrance due to an existing drainage ditch on the north west side of the property. Township staff confirmed that Wellington St E is being looked at for traffic calming measures this fall.

In response to the concerns raised, Township staff requested that the Traffic Impact Study (submitted in support of the application) be peer-reviewed by the Township's Engineer's before a final recommendation report be borught back to Council. The peer review responses from B.M. Ross and Triton Engineering are attached to this report as **Schedule 1** and **Schedule 2**.

In summary B.M. Ross indicated that ““It is unnecessary to construct a road on Birmingham Street to service the current Wellington Street E 88-unit residential development.”

- The Birmingham Street ditch is part of a key drainage route for this area of Mount Forest
- Preliminary evaluations completed by B.M. Ross indicates such filling of the ditch and adjacent low-lying areas would increase the risk and degree of flooding upstream Church Street properties.

Triton Engineering's review found the recommendations of the Traffic Impact Study to be acceptable. However, Triton noted that the traffic count was likely underrepresented and should be adjusted, as the data was collected during a period when traffic volumes may have been reduced by COVID-19 restrictions. However, Township staff do not expect the recommendations of the TIS to change with updated traffic volumes. Updated traffic volume counts will be required at the site plan approval stage for final review.

Density & Compatibility

At the public meeting concerns were raised about the propsed density and R3 High Density zoning development and suggested that the applicant should consider building on the site at a lower density utliizing the R2 zoning standards (single detached, semi-detached and street townhouses on a public street).

The agent on behalf of the applicant explained that the proposed development abuts existing medium density development (townhouses) and noted that the development will be largely shielded from Wellington Street E and make the impact of the increased density more insulated. The agent further explained that the specific relief requested to the zoning standards is quite small and are needed as there are not specific standards for “stacked townhouses” currently in the zoning by-law.

AGENCY COMMENTS

The application was circulated to commenting agencies in accordance with the Planning Act. No objections or concerns were received. The Township Infrastructure Services Department provided comments dated October 25th, 2024 indicating no objections and are attached to this report as **Schedule 3**.

PLANNING OPINION

The proposed Residential R3 zoning category is appropriate for the development as this zone permits forms of multiple dwellings including street and cluster townhouses, stacked townhouses and apartment buildings. The R3 zone establishes a minimum building setback of 6.0 m (19.7 ft) from the interior side yards. In most cases, the proposed stacked townhouse development not only meet but exceed the zoning standards with the requested relief limited to specific side yards that do not abut existing neighbouring dwellings. This has been captured in the attached draft zoning by-law.

Planning staff note the subject lands have been identified in the Township of Wellington North Growth Management Action Plan (WNGMAP) as vacant residential designation lands where there is potential for future development.

The Wellington North Growth Management Action Plan outlines the strategic growth direction for providing diverse and affordable options for housing including:

- Provide an increased range and mix of attainable housing and affordable housing options, including a variety of densities by structure type and tenure (ownership and rental) to accommodate a changing, diverse population base of all backgrounds, ages, and incomes in keeping with high-quality urban design standards while maintaining the Township's small-town charm.
- Stress that the County's residential density targets are minimums and advocate for higher densities of development to maximize the yield of housing on land.
- Advocate for a range of housing options in development application plans.
- As the Township grows, a key consideration for the Township will be the review of the Zoning By-law. A review of the Zoning By-law will ensure that the Township's Zoning By-law provides a framework to accommodate new, desired development forms and employment opportunities, and provides an opportunity to tackle climate resiliency. Furthermore, there may be an opportunity to consolidate zones, to provide more simplicity.

Planning Staff are satisfied that the proposed townhouses can adequately be accommodated on the site based on a preliminary review of the proposed site plan with Township staff and the Township Engineer. The proposed site plan can adequately provide for parking, snow storage, drainage, landscaping, garbage storage and an amenity area. Site plan approval will be required for the proposed development.

DRAFT ZONING BY-LAW AMENDMENT

A draft zoning by-law amendment has been prepared for public review and Council's consideration and attached to this report as **Schedule 4**.

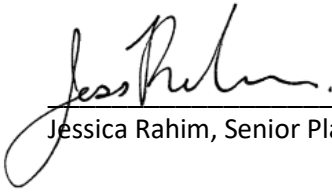
CONCLUSION

Planning Staff is of the opinion that the proposed application represents an appropriate and desirable use of the land and is consistent with Provincial Policy and local policies. The proposed townhouse development is consistent with the 2018 Wellington North Community Growth Plan as well as the recently updated (2024) Wellington North Growth Management Action Plan and conforms to the County Official Plan which supports residential development and intensification. The proposed development is a compatible form of intensification and provides a needed alternative form of housing in the community.

We trust that the above comments will assist Council in this matter.

Respectfully submitted,

County of Wellington Planning and Development Department



Jessica Rahim, Senior Planner

Schedule 1: Peer review from B.M. Ross and Associates Limited



B. M. ROSS AND ASSOCIATES LIMITED
 Engineers and Planners
 Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2946 www.bmross.net

Memo

From: Frank Vanderloo
 fvanderloo@bmross.net

To: Darren Jones, CBCO, Township of Wellington North

Re: ZBA 14/24 5053745 Ontario Inc.
 Part of Park Lot 3 S/S Birmingham St (1.95ha)
 Unopened Birmingham Street road allowance

File #: 21032

Date: October 3, 2024

On September 9, 2024, the Township held a Public Meeting for rezoning the above property to a high-density residential site specific zone, for a proposed 88-unit stacked townhouse development. You indicate that questions were raised at that meeting regarding a roadway being established within the unopened Birmingham Street Right-Of-Way (ROW). You have requested that we provide the Township with our opinion regarding the need for a roadway on Birmingham Street between Church Street and London Road, and the technical constraints that affect the ability to construct such a roadway.

We note the following:

- The developer's traffic consultant completed a Traffic Impact Study (TIS), and it concluded that the proposed single Wellington Street entrance for this site, and the resultant traffic on the nearby existing local streets, will operate at acceptable levels of service. It is our understanding that this TIS is currently being peer reviewed for the Township to confirm the adequacy and conclusions of that traffic evaluation.
- Typically, to minimize risk of flooding impacts to properties, key drainage routes include an unimpeded overland flow path that provides conveyance of major storm flows to a suitable outlet. The Birmingham Street ditch is part of a key drainage route for this area of Mount Forest, but it lies within a confined low-lying area of the community and, currently, its only outlet is a storm sewer that is not designed to convey major storm flows. As such, the ditch and adjacent low-lying areas provide flood storage during major storm events when the downstream storm sewer capacities are exceeded. Refer to the attached Figure 5.1. Developments within the Birmingham Street ditch drainage catchment area need to carefully control stormwater and maintain current flood storage capacity so as to not increase flooding of the ditch and upstream properties. Regardless, to reduce flood risk for this area of town, the Township should work towards the establishment of a suitable overland spill route for the Birmingham Street ditch.
- While the ditch could be filled by constructing a storm sewer, to allow for the construction of a road, that would result in the loss of flood storage. Preliminary evaluations completed by BMROSS indicates such filling of the ditch and adjacent low-lying areas would increase the

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MOUNT FOREST

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- 2 -

risk and degree of flooding upstream Church Street properties. The Birmingham/London Road elevation is higher than the Birmingham/Church Street elevation and, therefore, any increases in flooding could impact Church Street and spill to the west into the built urban area west of Church Street. Preliminary study work has identified a possible solution to this situation, but it involves future downstream property matters at/near London Road that would need to be first resolved, along with completing the necessary studies and approvals work.

- As shown in the following cross-section, the existing Birmingham Street ditch is deep, has steep side slopes, and uses up the south half of the 20m wide Birmingham Street road allowance. To maintain the same alignment as the existing Birmingham Street dead-end road would require filling the ditch with a storm sewer, but as noted above that would increase the risk and degree of flooding at Church Street. To maintain the ditch and construct a road within the north half of the road allowance is not achievable if adhering to the Township's local urban road standard (i.e., not enough width for the Township's urban road section complete with sidewalk; it also would not align with the existing dead-end road). An overland drainage outlet at London Road is anticipated to still be required regardless of whether or not a new road is being built, and such a road may be unable to meet Township standards due to the probable need for a gabion-lined ditch at the east end of Birmingham Street along with a box culvert under London Road as the anticipated preferred solution to establishing an overland spill route for Birmingham Street.

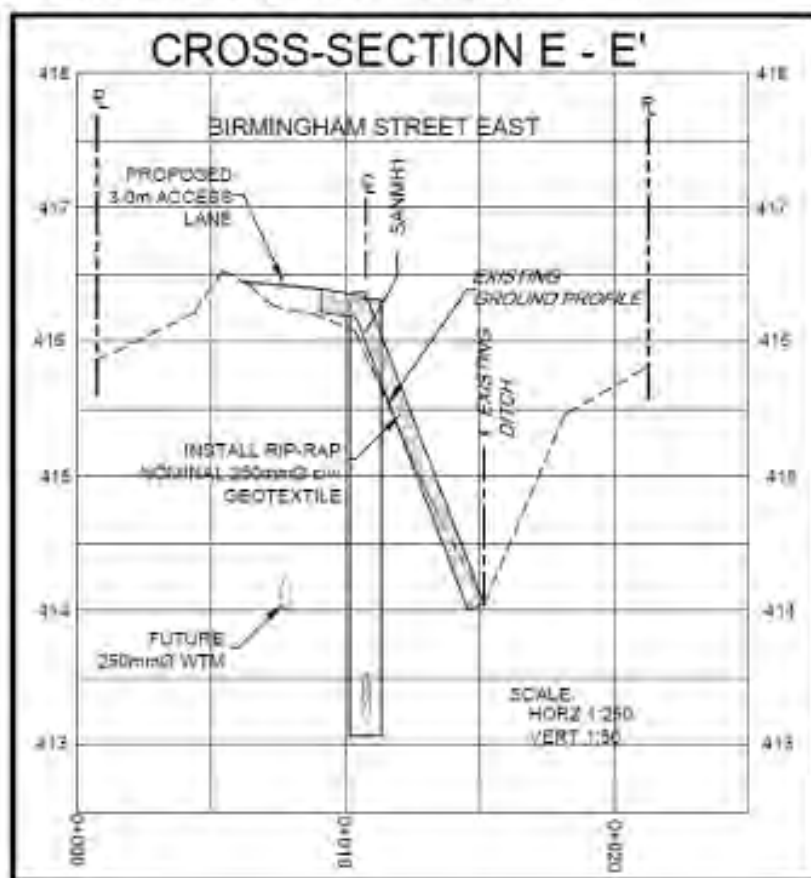


Figure courtesy of Colville Engineering Inc. from their Jack's Way subdivision drawings

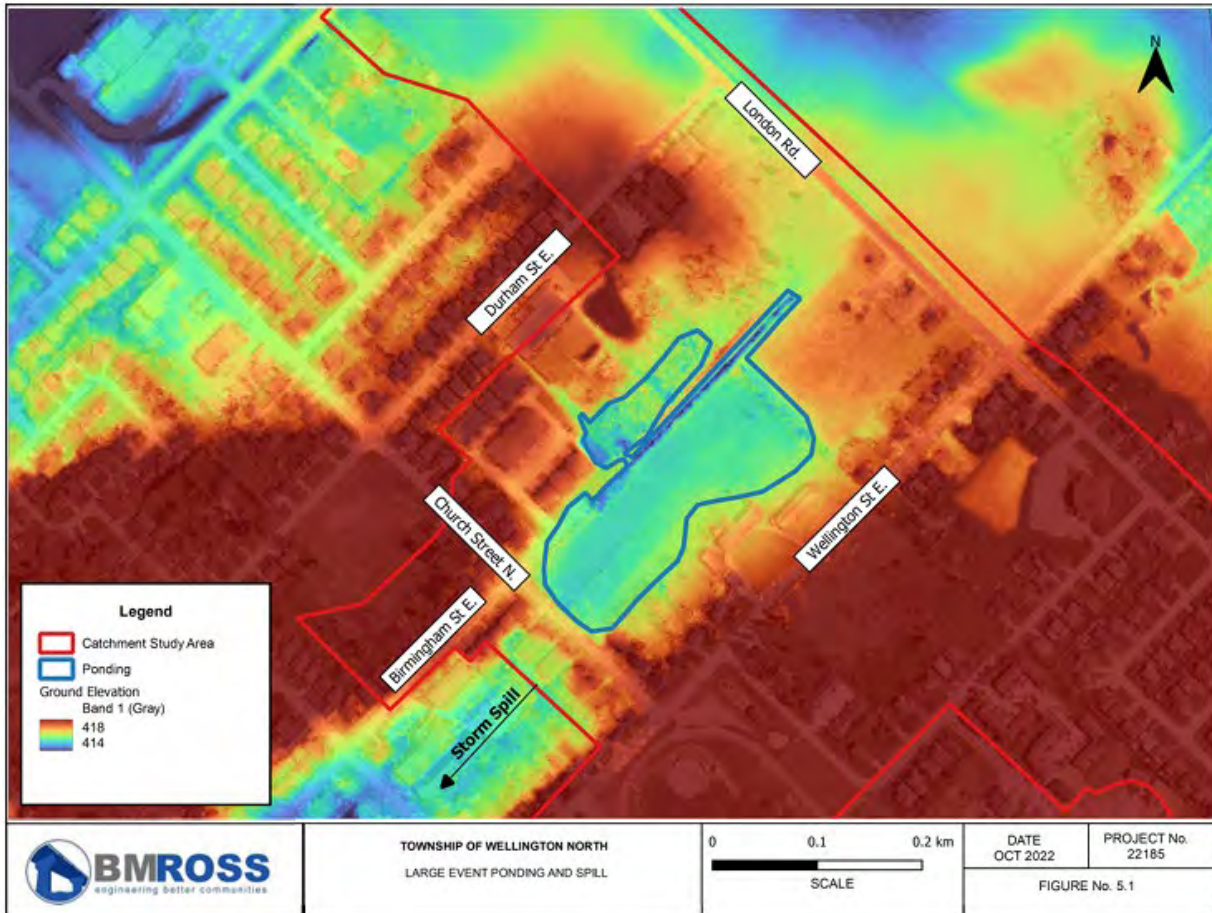
- 3 -

- Our foregoing comments do not consider the financial implications for the design, approvals and construction of a municipal roadway and trunk storm sewer, that also would require approvals, property matters and works at and beyond the downstream end of the existing ditch to provide a suitable overland drainage outlet.
- The vacant land west of the proposed development fronts on existing roadways (Church Street and the existing dead-end Birmingham Street). Therefore, that property can probably be adequately accessed from either or both of those streets.
- The Mount Forest Greenhouse property is of the same size as the current proposed Wellington Street East development (if including the townhouses that were already built along Wellington Street by this developer). Therefore, if the greenhouse property were ever redeveloped for residential, it could potentially be developed in a similar fashion as the current Wellington Street East development proposal and, hence, the greenhouse property may likewise not require a secondary access onto Birmingham Street. It is likely that a TIS for such a potential future development of the greenhouse property would conclude the same as the current TIS study for the Wellington Street development.
- The remaining properties that front on the unopened Birmingham Street road allowance have already been developed with only a single entrance to those properties off of London Road or onto the dead-end Birmingham Street roadway.

Based on the foregoing, subject to the conclusions of the pending TIS peer review, as well as site plan submission reviews by the Fire Department and planning staff, it is our opinion that:

- It is unnecessary to construct a road on Birmingham Street to service the current Wellington Street 88-unit residential development.
- It will likely be unnecessary for remaining vacant land development to have a secondary access via the unopened Birmingham Street road allowance, but dependent on how they wish to develop their properties and subject to future development application reviews by the Township.
- Physical constraints within the existing Birmingham Street road allowance, due to the location and size of the existing ditch, would prohibit the construction of a municipal street that conforms to current Township standards.
- Based on preliminary evaluations, drainage-related constraints require maintaining the existing ditch for flood storage until an overland storm runoff outlet for Birmingham Street has been established.

Though it is our opinion that a roadway along this section of the unopened Birmingham Street road allowance may ultimately be unnecessary, the Township or other developers could decide to establish a roadway there subject to drainage-related constraints being satisfactorily addressed.



Schedule 2: Peer-review response letter from Triton Engineering Services Limited



Memorandum

| | |
|-------|--|
| DATE: | October 4, 2024 |
| TO: | Darren Jones, CBCO |
| FROM: | Taylor Kramp, P. Eng. |
| RE: | Transportation Impact Study and Addendum 447 Wellington Street East, Mount Forest |
| FILE: | A5560A |

We have undertaken a Peer Review of the Transportation Impact Study dated August 2021 and Addendum dated June 6, 2024, prepared by Paradigm Transportation Solutions Limited, for the proposed residential development by 2574574 Ontario Inc.

The proposal is for an 88 unit residential development (88 stacked townhouse units - as revised in the Addendum), located at 447 Wellington Street East, in the community of Mount Forest. Vehicular access is proposed via a single all movement access to Wellington Street East.

The following comments are to provide clarification or identify where there are concerns with the assumptions or conclusions. These are referenced to the titles in the report where applicable.

2.1 Existing Roadways

The report notes that Wellington Street East does not have sidewalks east of Newfoundland Street and that King Street does not have sidewalks. It appears that sidewalks have been constructed along these streets since the report was submitted. The addendum should note this revised configuration.

Figure 2.1 shows the intersection of Wellington Street East and London Road as stop controlled on Wellington Street East. The current configuration of this intersection is an all-way stop and the addendum should note this revised configuration.

2.2 Traffic Volumes

The study undertook the traffic movement count during March 2021. These volumes are potentially affected by Covid-19 restrictions. We reviewed 24-hour automated count data obtained by the Township in Spring 2021 and Spring 2024. These counts show that two-way traffic volumes increased by a factor of 2.5 on Wellington Street East, between Church Street and London Road. Accordingly, we consider the existing traffic volumes to be underrepresented and should be adjusted or re-counted for a revised analysis.

As indicated by the Township, the summer volumes are typically higher along Wellington Street East as nearby amenities (ball diamonds, splash pad, fairgrounds, etc.) are more utilized during summer months. The study increases the volumes from the traffic count by a factor of 1.44 based on the increase in traffic on MTO's Highway 6 in Mount Forest. We consider this approach acceptable.

3.3 Development Trip Distribution and Assignment

The study assumes that 70% of the traffic will travel towards/from the west on Wellington Street East. Considering this direction leads to Highway 6, which is a major commuter route, the distribution is acceptable.

4.1 Background Traffic Forecasts

The study utilizes a 2% growth rate to calculate background traffic volumes. This growth rate is considered acceptable.

The report should consider other developments in the area.

4.5 Amenity Area Traffic

The study notes that the projected vpd in 2031 on Wellington Street East are within the capacity for a local road. The Transportation Association of Canada (TAC) *Geometric Design Guide for Canadian Roads* lists a local road as having a typical traffic volume of less than 1,000 vpd. Peak hour volumes typically represent approximately 10% of the AADT. The 2031 PM Peak Hour two-way projected traffic volume is 83 vehicles, which would correlate with the volume for a local road. The study conclusion is considered acceptable, although should be reviewed based on any volume adjustments made for Covid-19.

Site Plan Comments

The report notes the development is within convenient walking distance to the various amenities nearby, but the development plan in the addendum does not include a sidewalk connection to Wellington Street East. The construction of the sidewalk along the south side of Wellington Street East included a drop curb and sidewalk ramp complete with tactile plates to accommodate a road crossing connection to this development. The development plan should include a sidewalk connection to Wellington Street East.

Addendum Comments

The level of service calculations are based on stop control on the Wellington Street East approaches only at the intersection of London Road. This intersection is now an all-way stop and the level of service calculations should be revised to reflect this current configuration.

We trust that this meets your current requirements, and please contact us with any questions.

Schedule 3: Township of Wellington North Infrastructure Services Department



Building a safe, sustainable, welcoming community.



October 25, 2024

Township of Wellington North
 Tammy Pringle, Development Clerk
 7490 Sideroad 7W
 Kenilworth, ON N0G 2E0

RE: ZBA 14/24, 461 Wellington Street East, Mount Forest

The Infrastructure Services Department has no objections to the above application in regards to zoning.

All municipal servicing requirements will be reviewed at Site Plan Control application and note the following:

- The current property has municipal services from main to property line to service the lands as follows:
 - 150 mm diameter water serviced from Wellington Street East
 - 200 mm diameter sanitary serviced from unopened Birmingham Street East road allowance.
 - Storm sewer outlet to the open ditch at the unopened Birmingham Street East road allowance
- Traffic Impact Study has been reviewed by Township Consulting Engineers and comments are found in the Triton Engineering Services Limited Transportation Impact Study and Addendum 447 Wellington Street East, Mount Forest memorandum dated October 4, 2024. Further review and approval of the submitted TIS will be completed during the Site Plan Control application and to the satisfaction of the Township.
- Unopened Birmingham Street road allowance has been reviewed by Township Consulting Engineers and comments are found in B. M. Ross and Associates Limited memorandum dated October 3, 2024.

Stronger together since 1999



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



www.wellington-north.com



519-848-3620

For further information, please do not hesitate to contact us.

Sincerely,


Tammy Stevenson, C.E.T.
Senior Project Manager

cc. Darren Jones, C.B.O., Township of Wellington North
Curtis Marshall, Manager of Development Planning, County of Wellington

Schedule 4: Draft Zoning By-law Amendment

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

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

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

1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning of the lands described as Park Lot 3 S/S Birmingham St. RP:61R21979, Part 4, as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Future Development (FD) and Medium Density Residential (R2) to High Density Residential Site Specific with a Holding (R3-77(H)) zone.**
2. THAT Section 32 – Exception Zone 2 – Mount Forest, is hereby amended by adding the following new exception:

| | | |
|--|-----------------|--|
| 32.77 Wellington Street E | R3-77(H) | <p>Notwithstanding any other provisions of the By-law to the contrary, the lands zoned R3-77 shall be subject to the following regulations:</p> <ul style="list-style-type: none"> i) Lot Area, Minimum 19, 550 m² (210, 434 ft²) ii) Lot Frontage, Minimum 19.6 m (64.3 ft) iii) Rear Yard, Minimum 7.5 m (24.6 ft) iv) Interior Side Yard, Minimum (side of buildings along northeast and southwest property line) 4.32 m (14.17 ft) v) Maximum number of units in a row <ul style="list-style-type: none"> a) Stacked Townhouses 6 (12 total units) b) Stacked/Stacked back-to-back Townhouses combined 18 total units vi) Maximum number of units on the lot 88 Units vii) A minimum distance of 2.58 m (8.46 ft) shall be maintained between any side of a residential townhouse block and any side of the same or another block. <p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this by-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> i. Municipal water and sewage servicing including sufficient reserve capacity is or will be made available to the land; ii. Stormwater management has been adequately addressed; |
|--|-----------------|--|

| | | |
|--|--|--|
| | | iii. Site plan approval has been obtained and a site plan agreement has been executed. |
|--|--|--|

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

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2024

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2024

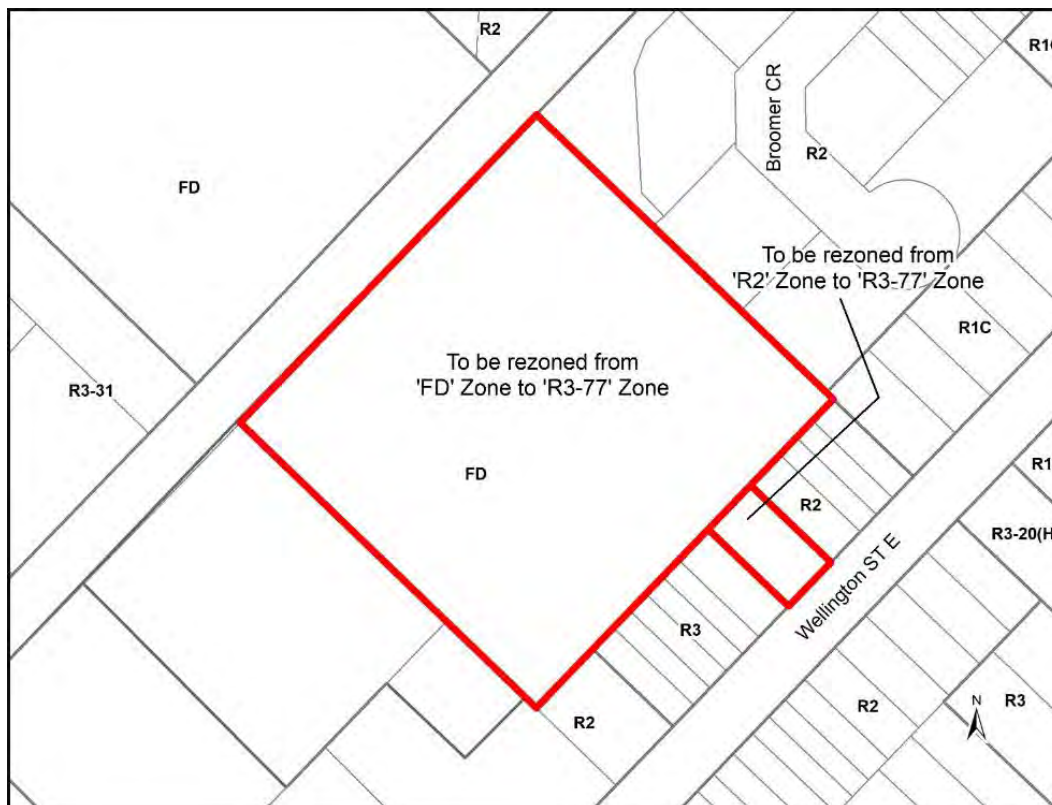
MAYOR

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 is described as of Park Lot 3 S/S Birmingham St. RP:61R21979, Part 4, Mount Forest. The subject property is approximately 1.96 ha (4.84 ac) in size. The subject property is currently zoned Future Development (FD) and Medium Density Residential (R2) zone and is vacant.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Future Development (FD) and Medium Density Residential (R2) zone to High Density Residential Site Specific with a Holding (R3-77(H)) zone to permit an 88-unit stacked townhouse development. Site specific zoning is requested to provide relief from the minimum lot area, lot frontage, rear yard setback, interior side yard setback, distance between cluster townhouses, as well as the maximum number of attached units in a row.



PLANNING REPORT
for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development
 Department

DATE: October 23, 2024
TO: Darren Jones, C.B.O.
 Township of Wellington North
FROM: Curtis Marshall, Manager of Development Planning
 County of Wellington
SUBJECT: **RECOMMENDATION REPORT**
File Name: Wilson Developments/5053745 Ontario Inc.
405 Wellington St. E., Mount Forest
Draft Plan of Condominium – 23CD-24001

PLANNING COMMENT

The purpose of this report is to provide the Township with a recommendation regarding the above noted draft plan of condominium application – 23CD-24001 (Wilson Developments).

The application proposes to establish a standard condominium for the 8 stacked townhouse units which are currently under construction. The proposed draft plan of condominium includes 8 residential dwelling units, 8 exclusive use parking spaces, and 4 visitor spaces.

Township Staff and the Township Engineer (BM Ross) have reviewed the proposed draft plan and supporting materials and are generally satisfied that the technical and engineering requirements of the Township have been met or will be addressed through conditions of draft plan approval.

Planning Staff are of the opinion that the proposed draft plan of condominium is appropriate and consistent with Provincial Policy and the County of Wellington Official Plan.

If Council is in support of the proposed draft plan of subdivision, a recommendation of support should be passed and forwarded to the County of Wellington.

LOCATION

The subject property is located on Cork Street in Mount Forest and is legally described as: Part Park Lot 2, South Side of Birmingham St. Plan of the Town of Mount Forest. The subject property is 2,211.7 m² (0.54 ac) in size. 8 stacked townhouse units are currently under construction. The location of the property is shown on Figure 1. (Note the air photo shows the property in 2020. The existing dwelling has been removed.)



Figure 1: Air photo of subject lands (Source County of Wellington 2020)

A copy of the site plan sketch is provided below.

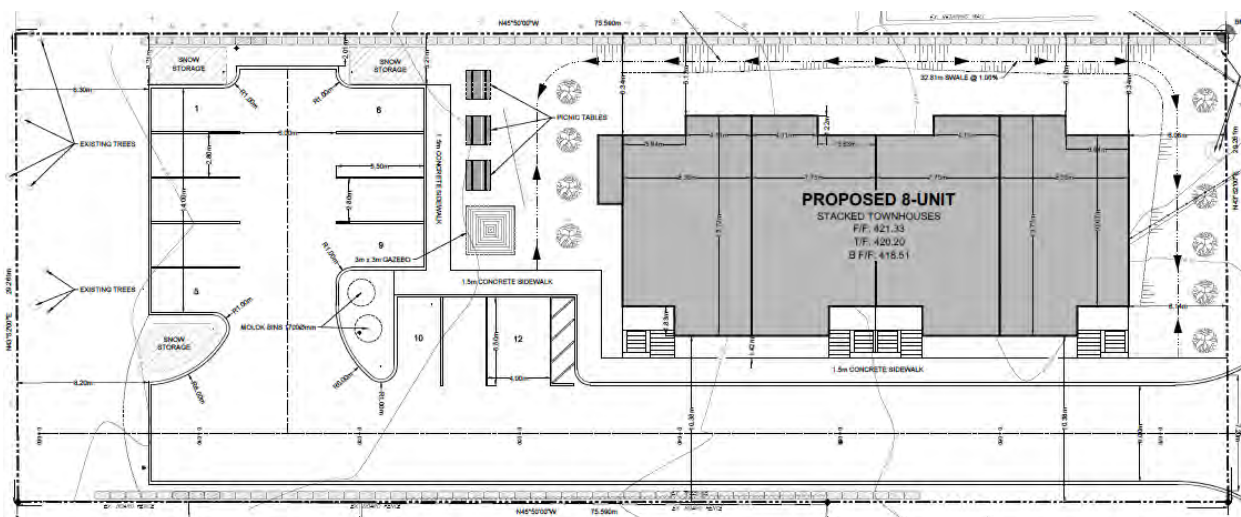


Figure 2: Site plan sketch prepared by Cobide Engineering, March 2023

PROPOSED DRAFT PLAN OF CONDOMINIUM

The proposed draft plan of condominium includes 8 residential dwelling units, 8 exclusive use parking spaces, and 4 visitor spaces. A copy of the proposed draft plan is provided as Schedule 1 attached to this report.

AGENCY & PUBLIC COMMENTS

The application was circulated to commenting agencies by the County and no concerns or objections were received. No comments from the public were received.

DISCUSSION**Review of Planning Policy**

The subject property was subject to a zoning by-law amendment application in 2023 which rezoned the property to permit the current stacked townhouse development. A review of applicable planning policy including the PPS, Growth Plan, County of Wellington Official Plan and the Wellington North Community Growth Plan was provided in the earlier public meeting report for the proposed development (dated May 8, 2023).

Planning Staff are of the opinion that the proposed plan of condominium is consistent with provincial and local planning policy.

Site Plan Approval

Site Plan Approval was not required for the proposed development. Residential developments 10 units or less have been exempted from site plan approval by the Province.

CONDITIONS OF DRAFT APPROVAL

Planning Staff have been working with Township Staff to prepare conditions of draft approval. These conditions address Township requirements financial and otherwise. The applicant/developer will have to satisfy these conditions and obtain sign off/clearance from the Township (and other agencies) prior to the County granting final approval to the condominium.

A list of all of the proposed Township (see conditions 2-9) and agency conditions (see conditions 10-19) are attached to this report as **Schedule 2**. The proposed draft conditions may be subject to further revision prior to final approval being granted by the County of Wellington.

NEXT STEPS

If Council is in support of the proposed draft plan of subdivision, a recommendation of support should be passed and forwarded to the County of Wellington. After receiving comments and conditions from circulated agencies the County of Wellington will issue a decision on the proposed draft plan of condominium.

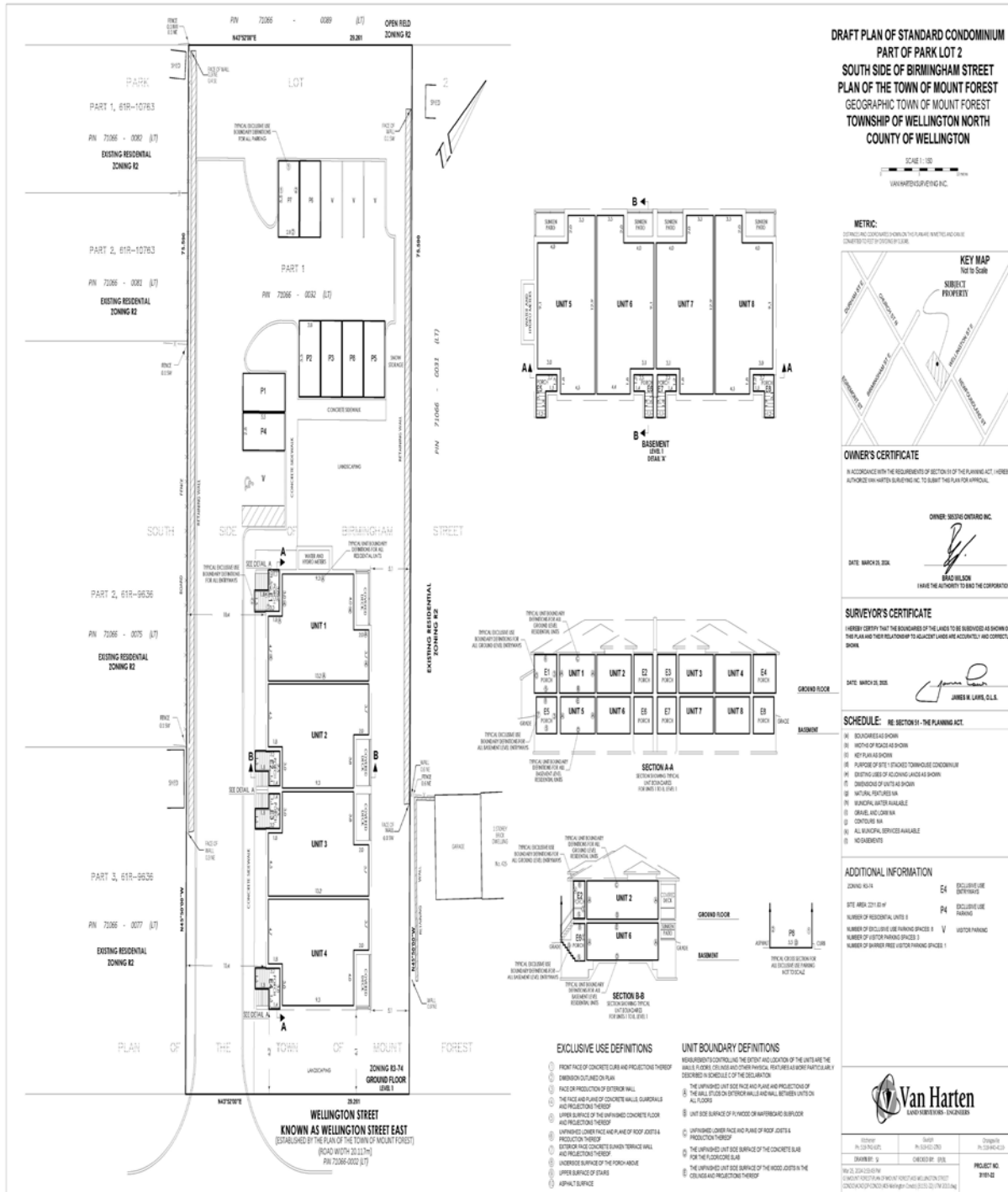
We trust that the above comments will assist Council in this matter.

Respectfully submitted

A handwritten signature in blue ink that reads "C Marshall". The signature is written in a cursive style with a large initial "C".

Curtis Marshall MCIP, RPP
Manager of Development Planning

Schedule 1: Proposed Draft Plan of Condominium



Schedule 2: Proposed Draft Plan Conditions

**CONDITIONS OF APPROVAL FOR
DRAFT PLAN STANDARD CONDOMINIUM 23CD-24001**

No. Condition

- 1 THAT this draft approval applies to the draft plan of standard condominium, file No. 23CD-24001, as prepared by Van Harten Surveyors (Project No. 31151-22) dated March 25, 2024 surveyor's certification by James Laws, OLS, depicting 8 stacked townhouse residential units; 8 exclusive use parking spaces; 3 visitor parking spaces and 1 barrier free visitor parking space. The subject property is 2,211.83 sq.m.
- 2 THAT the plan for registration shall be reviewed and accepted by the Township of Wellington North prior to the County of Wellington issuing final approval.
- 3 THAT the Township of Wellington North provides written confirmation to the County of Wellington that the appropriate zoning is in effect for the development of the subject lands.
- 4 THAT the Owner will prepare and submit the proposed Condominium declaration and description to the Township of Wellington North for review and approval. Without limiting the generality of the foregoing, the declaration shall include provisions addressing the following matters:
 - a) Provisions to address snow storage and snow removal from the site when necessary.
 - b) Include provisions that fencing be installed and maintained in accordance with the Township Zoning By-law.
 - c) Include provision that parking spaces be provided in accordance with the Township Zoning By-law and that the Condominium Corporation is responsible for ensuring maintenance of visitor and barrier free parking spaces, including the installation and maintenance of signage and line painting for such parking spaces, and for ensuring that the visitor parking spaces are used for visitors to the site, and not by unit owners.
 - d) Include provisions that any outdoor garbage storage areas shall be constructed and maintained in accordance with the Township's Zoning By-law.
 - e) That common amenity areas be constructed and maintained in accordance with the Township's Zoning By-law.
 - f) The protection of future access rights to the Township of Wellington North's equipment (ie: future water meters etc.) for operation, repair and maintenance.
 - g) A Stormwater Management Facility Operation and Maintenance Manual shall be established and implemented including regular scheduled inspections and maintenance.
- 5 THAT the Owner satisfies the requirements of the Township of Wellington North for parkland dedication in accordance with the provisions of the Planning Act, R.S.O. 1990, as amended. The municipality may accept cash-in-lieu, consistent with By-law 011-22, for all or a portion of the conveyance in accordance with the Planning Act.

- 6 THAT the Owner pay the difference between the rental and non-rental development charge rates for the development to the satisfaction of the Township of Wellington North.
- 7 THAT the Owner provide the following to the satisfaction of the Township of Wellington North
 Infrastructure Services Department:
- a) Provide certification and CCTV testing of the sanitary and storm system.
 - b) Install no parking signs along the entrance for fire department access.
 - c) Provide a final lot grading certificate for the property.
 - d) Provide Certification of the Works as shown on the Plans by a Professional Engineer of Ontario for Works installed in the municipal right of way including, sanitary sewer service, water service, storm sewer service, stormwater management facility, roadway restoration including all testing reports as per the Municipal Servicing Standards or as required by the Infrastructure Services Department.
 - e) Hold a Site meeting with the Owner, the Owner's Engineer and Township staff to review the completed works in the municipal right of way and develop a deficiency list. Deficiencies are to be corrected in a timely and satisfactory manner at the sole expense of the Owner.
 - f) Provide as Recorded drawings and Service Record Sheets for the works installed on both private and municipal lands including sewers, watermains, electrical distribution systems and utilities including telephone, cable television and gas services.
 - g) A water meter space shall be installed in the mechanical room as per Municipal Servicing Standard Drawing.
 - h) The Owner shall enter into a Road Crossing agreement for underground utilities.
- 8 THAT the Owner shall make satisfactory arrangements with the appropriate providers of electricity, telephone, natural gas, cable television and other utilities for the provision of such services to this Plan of Standard Condominium.
- 9 THAT such easements as may be required for utility or telecommunication purposes, shall be granted to the appropriate authority.
- 10 THAT the Condominium declaration include a requirement that a salt application and winter maintenance plan be prepared to the satisfaction of the Township Risk Management Official and be implemented on site.
- Note: Pursuant to the Clean Water Act, there is no Notice required for this proposal. It should be noted that if the nature of the development changes, Section 59 Notices may apply. Please contact Wellington Source Water Protection for more information.
- 11 THAT the condominium declaration shall contain provisions to the satisfaction of the County of Wellington regarding the collection of solid waste services for the development.
- 12 THAT prior to final approval, the Owner/Developer shall provide written confirmation from an authorized service provider that communication/telecommunication facilities will be provided within the proposed development to enable, at a minimum, the delivery of communication/telecommunication services for emergency management services (i.e. 9-1-1 Emergency) in accordance with CRTC requirements.

- 13 THAT the Owner shall provide to the County of Wellington an AUTOCAD “dwg” digital file of the final plan to be registered.
- 14 THAT the Owner have prepared by an Ontario Land Surveyor a final plan in accordance with the Surveys Act, and with the Registry Act or the Land Titles Act, as the case may be and have provided that plan (being 2 mylars and 4 white prints) to the Director of Planning and Development for the County of Wellington prior to the lapsing date.
- 15 THAT if final approval is not given to this draft plan of standard condominium No. 23CD-24001 within three years of this draft approval, and if no extensions to draft approval have been granted, draft approval shall lapse. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution of support from the Council for the Township of Wellington North must be received by the Director of Planning for the County of Wellington prior to the lapsing date of DATE, 2027.
- 16 THAT prior to final approval the County of Wellington is to be advised in writing by the Township of Wellington North how conditions 2 to 9 inclusive have been satisfied.
- 17 THAT prior to final approval the County of Wellington is to be advised in writing by Wellington County Source Water Protection how condition 10 has been satisfied.
- 18 THAT prior to final approval the County of Wellington is to be advised in writing by Wellington County Waste Services how condition 11 has been satisfied.
- 19 THAT prior to final approval by the County of Wellington, the Owner remit to the County of Wellington the applicable final approval fee which is in effect at the time of presentation of the final plan for final approval.

NOTES to DRAFT APPROVAL

1. It is the applicant’s responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, quoting the County plan of condominium file number (23CD-24001).
2. Clearances are required from the following agencies:
 - Township of Wellington North**
 - Wellington County Source Water Protection**
 - Wellington County Waste Services**

If the agency condition relates to a condition(s) in the subdivision agreement, a copy of the subdivision agreement should be sent to them. This will expedite the clearance of the final plan.
3. The costs of any relocations or revisions to Hydro facilities which are necessary to accommodate this subdivision will be borne by the developer.

4. An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 - Proximity - of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "*DANGER - Overhead Electrical Wires*" in all locations where personnel and construction vehicles might come in close proximity to the conductors.
5. The Owner is advised to contact Bell Canada at planninganddevelopment@bell.ca during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.
6. It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that not such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.
7. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.
8. Measurements in final plans may be presented in metric or imperial units of measurement.
9. The final plan approved by the County of Wellington must be registered within 30 days of final approval or the County of Wellington may withdraw its approval under subsection 51(59) of the Planning Act, R.S.O. 1990 as amended.
10. The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency).
11. Payment of clearance letter fees may be required from the clearing agencies before the clearance letter is issued. Please



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-11-04
 MEETING TYPE: Open
 SUBMITTED BY: Darren Jones, Chief Building Official
 REPORT #: CBO 2024-014
 REPORT TITLE: Building Permit Review September 2024

RECOMMENDED MOTION

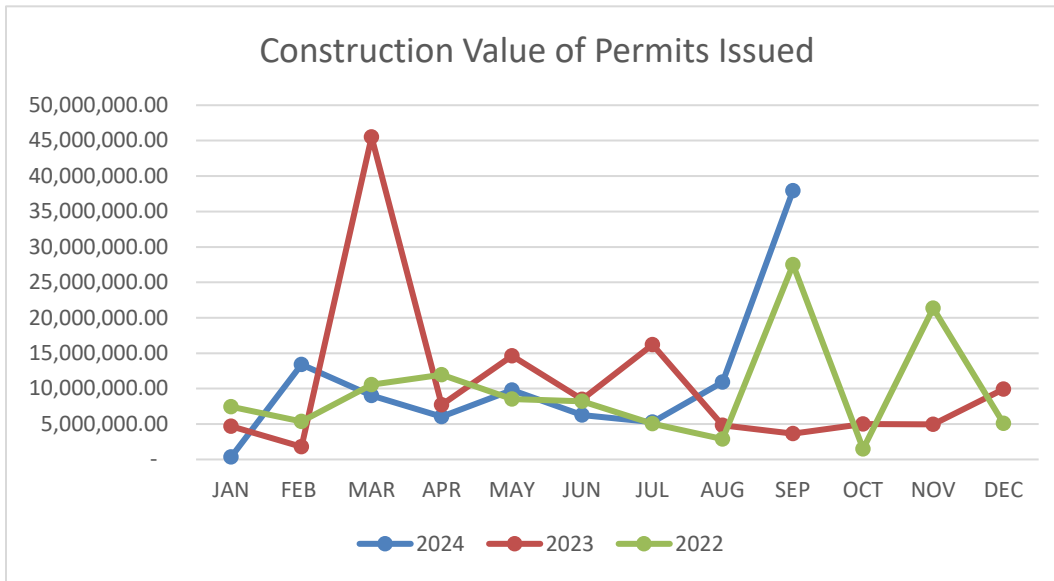
THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2024-014 being the Building Permit Review for the month of September 2024.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- CBO 2024-013 being the Building Permit Review for the month of August 2024

BACKGROUND

| PROJECT DESCRIPTION | PERMITS ISSUED | CONSTRUCTION VALUE | PERMIT FEES | RESIDENTIAL UNITS |
|----------------------------|----------------|--------------------|-------------|-------------------|
| Residential Building | 7 | 2,846,591.00 | 20,060.00 | 9 |
| Accessory Structures | 5 | 283,000.00 | 8,403.58 | 0 |
| Pool Enclosures | 0 | 0.00 | 0.00 | 0 |
| Assembly | 0 | 0.00 | 0.00 | 0 |
| Institutional | 2 | 25,000.00 | 520.00 | 0 |
| Commercial | 0 | 0.00 | 0.00 | 0 |
| Industrial | 2 | 28,700,000.00 | 48,940.32 | 0 |
| Agricultural | 8 | 6,025,000.00 | 35,371.84 | 0 |
| Sewage System | 1 | 40,000.00 | 520.00 | 0 |
| Demolition | 0 | 0.00 | 0.00 | 0 |
| Monthly Total | 25 | 37,919,591.00 | 113,815.74 | 9 |
| Total Year to Date | 234 | 98,951,006.00 | 495,315.09 | 74 |
| 12 Month Average | 24 | 9,901,517.17 | 52,386.50 | 9 |
| 10 Year Monthly Avg. | 32 | 9,822,584.10 | 58,024.70 | 13 |
| 10 Year, Year to Date Avg. | 231 | 54,400,609.70 | 385,363.59 | 75 |



CONSULTATION

None

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

STRATEGIC PLAN 2024

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

2024-10-29

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

| <u>Cheque Number</u> | <u>Vendor Cheque Name</u> | <u>Cheque Date</u> | <u>Amount</u> |
|----------------------|--------------------------------|--------------------|---------------|
| 80902 | | 2024-10-17 | \$750.00 |
| 80903 | Arthur Foodland | 2024-10-17 | \$80.24 |
| 80904 | Bell Canada | 2024-10-17 | \$93.67 |
| 80905 | Bell Mobility | 2024-10-17 | \$1,416.66 |
| 80906 | Brenda's Embroidery | 2024-10-17 | \$22.00 |
| 80907 | Canadian Tire #066 | 2024-10-17 | \$67.79 |
| 80908 | Horrigan Overhead Doors 2019 | 2024-10-17 | \$240.40 |
| 80909 | | 2024-10-17 | \$355.20 |
| 80910 | Royal Bank Visa | 2024-10-17 | \$10,745.10 |
| 80911 | | 2024-10-17 | \$621.50 |
| 80912 | Triple F Construction | 2024-10-17 | \$39,978.91 |
| 80913 | Twp of Wellington North | 2024-10-17 | \$2,177.00 |
| 80914 | Wachs Canada Ltd. | 2024-10-17 | \$121.77 |
| 80915 | | 2024-10-17 | \$6,497.50 |
| 80916 | Waste Management | 2024-10-17 | \$1,147.99 |
| 80917 | Wellington Safety Flash | 2024-10-17 | \$367.25 |
| 80918 | Yard Weasels Inc. | 2024-10-17 | \$2,000.00 |
| EFT0007348 | Abell Pest Control Inc | 2024-10-17 | \$275.45 |
| EFT0007349 | Agrisan SC Pharma | 2024-10-17 | \$1,789.92 |
| EFT0007350 | A J Stone Company Ltd. | 2024-10-17 | \$973.16 |
| EFT0007351 | Arthur ACE Hardware | 2024-10-17 | \$36.97 |
| EFT0007352 | Arthur Home Hardware Building | 2024-10-17 | \$175.51 |
| EFT0007353 | BackSpace Consulting | 2024-10-17 | \$4,576.50 |
| EFT0007354 | | 2024-10-17 | \$240.00 |
| EFT0007355 | Clark Bros Contracting | 2024-10-17 | \$5,932.50 |
| EFT0007356 | Coburn Insurance Brokers Ltd. | 2024-10-17 | \$2,500.00 |
| EFT0007357 | Coffey Plumbing, Div. of KTS P | 2024-10-17 | \$557.09 |
| EFT0007358 | Steve Cudney | 2024-10-17 | \$150.00 |
| EFT0007359 | | 2024-10-17 | \$548.01 |
| EFT0007360 | FOSTER SERVICES/822498 ONT INC | 2024-10-17 | \$13,904.65 |
| EFT0007361 | | 2024-10-17 | \$180.89 |
| EFT0007362 | Mt Forest Business Improvement | 2024-10-17 | \$722.90 |
| EFT0007363 | Mount Forest Victory Church | 2024-10-17 | \$850.00 |
| EFT0007364 | PACKET WORKS | 2024-10-17 | \$169.50 |
| EFT0007365 | PSD Citywide Inc. | 2024-10-17 | \$6,205.57 |
| EFT0007366 | Resurface Corporation | 2024-10-17 | \$118,960.75 |
| EFT0007367 | Risolv IT Solutions Ltd | 2024-10-17 | \$13,655.00 |
| EFT0007368 | RLB LLP | 2024-10-17 | \$14,972.50 |
| EFT0007369 | Sterling Backcheck Canada Corp | 2024-10-17 | \$113.23 |

| Cheque Number | Vendor Cheque Name | Cheque Date | Amount |
|----------------------|--------------------------------|--------------------|---------------|
| EFT0007370 | Wellington North Power | 2024-10-17 | \$1,149.33 |
| EFT0007371 | Wellington North Machine/10000 | 2024-10-17 | \$459.28 |
| 80919 | Allied Medical | 2024-10-22 | \$521.97 |
| 80920 | Bannister Construction | 2024-10-22 | \$3,390.00 |
| 80921 | Blue Grotto Global Investments | 2024-10-22 | \$1,469.00 |
| 80922 | Brenda's Embroidery | 2024-10-22 | \$62.33 |
| 80923 | | 2024-10-22 | \$800.00 |
| 80924 | Cedar Creek Tools Ltd | 2024-10-22 | \$720.93 |
| 80925 | Chalmers Fuels Inc | 2024-10-22 | \$81.76 |
| 80926 | The Corporation of the City of | 2024-10-22 | \$70.06 |
| 80927 | Cotton's Auto Care Centre | 2024-10-22 | \$108.48 |
| 80928 | Denco Storage Sheds | 2024-10-22 | \$5,254.50 |
| 80929 | Grinham Architects | 2024-10-22 | \$3,345.08 |
| 80930 | | 2024-10-22 | \$800.00 |
| 80931 | Human Response Monitoring Cent | 2024-10-22 | \$339.00 |
| 80932 | JC Tint | 2024-10-22 | \$780.00 |
| 80933 | Keown | 2024-10-22 | \$4,972.00 |
| 80934 | Kronos Canadian Systems Inc. | 2024-10-22 | \$1,364.35 |
| 80935 | | 2024-10-22 | \$800.00 |
| 80936 | | 2024-10-22 | \$800.00 |
| 80937 | Darlene McIntosh | 2024-10-22 | \$510.00 |
| 80938 | Mount Forest Foodland | 2024-10-22 | \$71.38 |
| 80939 | | 2024-10-22 | \$196.30 |
| 80940 | | 2024-10-22 | \$800.00 |
| 80941 | Staples Professional | 2024-10-22 | \$25.98 |
| 80942 | Telizon Inc. | 2024-10-22 | \$851.27 |
| 80944 | United Rotary Brush of Canada | 2024-10-22 | \$3,341.91 |
| 80945 | Wightman Telecom Ltd. | 2024-10-22 | \$248.48 |
| 80946 | Workplace Safety & Ins Board | 2024-10-22 | \$11,907.74 |
| EFT0007372 | Arthur Home Hardware Building | 2024-10-22 | \$10.14 |
| EFT0007373 | Artic Clear 1993 Inc. | 2024-10-22 | \$124.50 |
| EFT0007374 | B. Richardson Transport Ltd. | 2024-10-22 | \$9,150.55 |
| EFT0007375 | B M Ross and Associates | 2024-10-22 | \$28,062.15 |
| EFT0007376 | Broadline Equipment Rental Ltd | 2024-10-22 | \$604.19 |
| EFT0007377 | CARQUEST Arthur Inc. | 2024-10-22 | \$791.41 |
| EFT0007378 | Chung & Vander Doelen Engineer | 2024-10-22 | \$2,912.01 |
| EFT0007379 | ClearTech Industries Inc. | 2024-10-22 | \$375.61 |
| EFT0007380 | Eric Cox Sanitation LTD. | 2024-10-22 | \$1,837.63 |
| EFT0007381 | | 2024-10-22 | \$250.00 |
| EFT0007382 | Ideal Supply Inc. | 2024-10-22 | \$158.78 |
| EFT0007383 | JJ McLellan & Son | 2024-10-22 | \$9,113.45 |
| EFT0007384 | K Smart Associates Limited | 2024-10-22 | \$858.80 |
| EFT0007385 | Lifesaving Society | 2024-10-22 | \$182.50 |

| <u>Cheque Number</u> | <u>Vendor Cheque Name</u> | <u>Cheque Date</u> | <u>Amount</u> |
|-----------------------------|----------------------------------|---------------------------|----------------------|
| EFT0007386 | Maple Lane Farm Service Inc. | 2024-10-22 | \$251.28 |
| EFT0007387 | Marcc Apparel Company | 2024-10-22 | \$2,393.22 |
| EFT0007388 | Midwest Co-operative Services | 2024-10-22 | \$40.66 |
| EFT0007389 | Ont Clean Water Agency | 2024-10-22 | \$5,003.78 |
| EFT0007390 | Pryde Truck Service Ltd. | 2024-10-22 | \$4,176.17 |
| EFT0007391 | Roubos Farm Service Ltd. | 2024-10-22 | \$339,985.40 |
| EFT0007392 | Sanigear | 2024-10-22 | \$1,334.83 |
| EFT0007393 | SGS Canada Inc. | 2024-10-22 | \$1,777.54 |
| EFT0007394 | Suncor Energy Inc. | 2024-10-22 | \$4,822.69 |
| EFT0007395 | The Power Factory Ltd | 2024-10-22 | \$2,327.80 |
| EFT0007396 | UnitedCloud Inc. | 2024-10-22 | \$592.78 |
| EFT0007397 | Wellington Advertiser | 2024-10-22 | \$473.11 |
| EFT0007398 | Wellington North Power | 2024-10-22 | \$15,685.71 |
| EFT0007399 | Yake Electric Ltd | 2024-10-22 | \$20,014.68 |
| EFT0007400 | Young's Home Hardware Bldg Cen | 2024-10-22 | \$154.30 |
| | Total Amount of Cheques: | | \$752,879.88 |



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-10-25
 MEETING TYPE: Open
 SUBMITTED BY: Chris Harrow, Fire Chief/Director Fire Services
 REPORT #: FIRE 2024-003
 REPORT TITLE: Updated Open Air Burn By-law

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2024-003;

AND THAT the Mayor and Clerk be authorized to sign the by-law at a future meeting of Council.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The open air burning by-law was last updated in 2015. Many things have changed in ten years and the by-law required some updating. As well, the Fire Services Management Team is working to standardize the three by-laws between the three municipalities (Minto, Mapleton and Wellington North) for a more uniformed approach.

ANALYSIS

Changes in the new by-law are minor in nature. Permits are now going to be valid for 1 month as opposed to one week. After the month, you will need to reapply if necessary for another permit. The distances between the burns and structures have been slightly changed to match the other municipalities. As well, some definitions were added and others changed to reflect the current times. The major change will be the implementation of the new software which will alleviate some of the work off of the front counter staff.

Fire management staff are proceeding with implementing a new software that has been used by other municipalities for a few years. This specialized software called burnpermits.com allows for residents to go online and fill out the proper sections to obtain their own permit with no staff time needed. It will allow a more convenient method for residents to complete the process. For fire department staff, it will allow us a more efficient method to track the permits and keep data on open air burning. The new software will also be on the tablets in each of our fire trucks allowing staff to look for permits when called to an area for an incident. Currently,

we have pieces of paper that are faxed to each station and don't always reach responding personnel.

Fire Management staff through the Joint Fire Services Advisory Committee had considered charging a small fee for each permit but decided to take the next year or two to educate the public about the new by-law and the new software process. Once both are implemented and understood, we can reevaluate the fee in the future.

The cost of the software will be shared across the three municipalities, saving each some funds. It is another example of joint purchasing to realize savings.

CONSULTATION

This report was completed in consultation with the Joint Fire Services Advisory Committee.

FINANCIAL CONSIDERATIONS

The approximate cost of the software would be \$500 annually.

ATTACHMENTS

Schedule A Open Air Burn By-law

STRATEGIC PLAN 2024

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

Approved by: Brooke Lambert, Chief Administrative Officer

The Corporation of the Township of Wellington North
By-Law No. 2024-XX

Being a by-law to regulate the setting of open fires
within the limits of the Township of Wellington North.

WHEREAS Section 7.1 (1)(b) of the Fire Protection and Prevention Act, S.O. 1997, c. 4. As amended provides authority to the Council of a municipality to pass by-laws to regulate the setting of open-air fires, including establishing the times during which open-air fires may be set;

AND WHEREAS Section 7.1.(3). Of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, provides that a by-law under this section may deal with different areas of the municipality differently;

AND WHEREAS Article 2.4.4.4. of the Ontario Fire Code, O. Reg. 388/97, provides that open-air burning shall not be permitted unless approved, or unless such burning consists of a small confined fire, supervised at all times, and used to cook food on a grill or barbeque or in an appliance that is in compliance with the Technical Standards and Safety Act, 2000, for outdoor use and is installed in accordance with the manufacturer's instructions;

AND WHEREAS section 7.1.(4). Of the Fire Protection and Prevention Act, 1997, S.O. 1997 c. 4, as amended, provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with;

AND WHEREAS Section 128 of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a municipality may pass by-laws to prohibit and regulate public nuisances, including matters that, in the opinion of Council are or could become public nuisances;

AND WHEREAS in section 446 of the *Municipal Act, 2001* that if a municipality has authority under the Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

AND WHEREAS Council considers excessive smoke, odour, airborne sparks or embers, and airborne particles of burnt materials to be or become or cause public nuisance by creating negative health effects on neighbouring residents, increasing fire

exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms;

NOW THEREFORE, the Council of the Corporation of the Township of Mapleton hereby enacts as follows:

1. DEFINITIONS

“Barbeque” shall mean appliances designed and intended solely for the cooking of food in the open air, including a hibachi and other similar commercially manufactured devices designed but does not include devices designed for personal warmth.

“Burn Barrel” means a metal barrel in sound condition no larger than a 205 L (45 gal) drum with a heavy-duty screen with a mesh size not greater than 2.5 cm by 2.5 cm (1 in by 1 in) over the top to prevent debris from flying out of the barrel.

“By-Law Enforcement Officer” means a duly appointed Municipal By-Law Enforcement Officer for the Corporation of the Township of Wellington North.

“Fire Chief” means the Director of Fire Services for Wellington North Fire Services of the Corporation of the Township of Wellington North or their designate.

“Firefighter” means the Fire Chief and any other person employed in or appointed to Wellington North Fire Services and assigned to undertake fire protection services.

“Ground Cover” means, but is not limited to, leaves, grasses, weeds, tree needles or wood chips on the ground.

“Incinerator” means an apparatus for burning material at elevated temperatures until it is reduced to ash.

“Open Air” means any open place, yard, field, or construction area which is not enclosed by a building or structure.

“Open Air Burning” means a fire set in the Open Air.

“Outdoor Fireplace” means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and may include but is not limited to chimineas.

“Owner” means the registered owner and/or any person (over the age of 18), firm or corporation having control over, or possession, of any portion of a building or property under consideration and includes the persons in the building or property.

“Permit” means a permit issued by the Township of Wellington North to set a fire in the open air for a specified time.

“Public Nuisance” as determined by the Fire Chief, designate, or By-Law Enforcement Officer, means excessive smoke, odour, airborne sparks or embers, and airborne particles of burnt materials that are likely to be a concern of others by, increasing fire exposure hazards, being adverse to public safety, and generating false alarms.

“Recreational Camp Fire” means a small, confined fire, always supervised, and used to cook food or provide warmth.

"Sky Lanterns" means a hot air balloon made of paper, with an opening at the bottom where a small fire is suspended.

“Smog Alert” means an alert issued by the Ministry of the Environment with respect to air quality.

“Township” means the Corporation of the Township of Wellington North.

“Urban Area” means the lands in the Township of Wellington North that are not zoned as agricultural and are located within a built-up area.

2. ADMINISTRATION

2.1 The Fire Chief, their designate, or By-Law Enforcement Officer shall be responsible for the administration and enforcement of this by-law.

2.2 The Fire Chief, their designate or By-Law Enforcement Officer is authorized to order any person to extinguish any fire when there is a breach of any of the provisions of this by-law, or where, in their judgment, there is a danger of such fire spreading and endangering life or property.

2.3 The Fire Chief or designate may issue a total ban on Open Air Burning if dry conditions or drought make burning dangerous.

2.4 Wellington North Fire Services shall be exempt from this by-law's provisions regarding open air fires for training, educating individuals in fire safety or for research purposes.

3. ENVIRONMENT

3.1 All open-air burning shall comply with the provisions of the Environmental Protection Act, R.S.O. 1990, c. E 19, as amended.

3.2 No open-air burning shall be permitted when a Smog Alert has been issued for the forecast area of the County of Wellington which includes the Township of Wellington North.

4. GENERAL PROVISIONS FOR ALL FIRES

- 4.1 No person shall release sky lanterns in the Township of Wellington North.
- 4.2 No person shall set or maintain an open-air burn larger than 1 m (3 ft) in diameter without a permit issued by the Township of Wellington North.
- 4.3 No person shall permit any individual under the age of 18 to be in care and control of a fire.
- 4.4 No person shall set or maintain a fire that causes discomfort, danger, irritation, and/or nuisance for other residents including smoke entering a neighboring residence or building or across a highway.
- 4.5 No Person shall burn garden waste or leaves in the boundaries of any urban area within the Township of Wellington North.
- 4.6 No person shall set or maintain a fire without a suitable means of extinguishment available while the fire is burning.
- 4.7 No person shall burn any of the following prohibited items:
- paint, solvents, rubber, wire (including coating), plastics, asphalt, shingles, toxic chemicals, or any materials that violate the regulations of the Ministry of the Environment be burned, ignited, or added to the fire at any time.
- 4.8 No permit is required for a burn barrel (where permitted), recreational campfire, outdoor fireplace, cooking fire or barbeque.
- 4.9 Every person that sets or maintains a fire shall maintain a constant watch and control over the fire from the time it is started until the time it is completely extinguished.
- 4.10 No person shall set or maintain a fire during a declared burn ban as issued by the Fire Chief or designate, except for use in a barbeque.

5. OPEN AIR BURNS

- 5.1 No person shall set or maintain a fire that is larger than 1 m (3 ft) in diameter before sunrise or after sunset.
- 5.2 No person shall set or maintain a fire that is closer than 45 m (150 ft) from any building, structure, property line, hedge, fence, roadway, overhead wire, or other combustible article.
- 5.3 No person shall set or maintain a fire if the wind velocity is greater than 10 km/hr.
- 5.4 No person shall set or maintain a fire within five m (16 ft) of any combustible ground cover.

5.5 No person shall set or maintain a fire that exceeds 3 m (10 ft) in diameter and/or 2 m (6 ft) in height without an inspection and approval from the Fire Chief or designate.

5.6 An application for a permit must be completed online through the Township of Wellington North or by contacting the Township of Wellington North Administration Office during regular business hours at (519) 848-3620 and providing the following information:

Name, address (a 911 number is required), phone number, material to be burned, date the burn will begin and the date the burn will end. It is recommended that the online route is the method to try first before calling.

6. CAMPFIRES

6.1 No person shall set or maintain a fire less than 3 m (10 ft) from any building, structure, property line, tree, hedge, fence, roadway, overhead wires, or other combustible article.

6.2 No person shall set or maintain a recreational campfire that is larger than 1 m (3 ft) in diameter or 1 m (3 ft) in height.

6.4 No person shall set or maintain a fire unless there is a portable fire extinguisher, an operable water hose, or other suitable means of extinguishment readily available.

6.5 Every person that sets or maintains a fire shall keep constant watch over the fire from the time it is ignited until the time it is extinguished.

6.6 No person shall set or maintain a fire that causes discomfort, danger, irritation, and/or nuisance for other residents including smoke entering a neighboring residence or building or across a highway.

7. BURN BARRELS

7.1 No person shall set or maintain a fire in a burn barrel on a property in an urban area in the Township of Wellington North except in the instances of a strike or lockout and are located on an industrial or commercial zoned property and is under constant supervision at the strike or lockout location.

7.2 A burn barrel shall be in sound condition with a heavy-duty screen that has a mesh size not greater than 2.5 cm x 2.5 cm (1 in x 1 in) over the top.

7.3 Vent holes shall be placed in the sides near the bottom of the barrel to allow for ventilation and drainage.

7.4 No person shall set or maintain a fire that is closer than 3 m (10 ft) from any building, structure, property line, hedge, fence, roadway, overhead wire, or other combustible article.

8. BARBEQUES

8.1 No person shall ignite, light, or start a fire in a barbeque or grill unless the fuel used is a commercially produced charcoal, wood pellet, or a flammable liquid commercially produced for the purpose of cooking (propane, natural gas).

8.2 No person shall light, ignite, start a fire, or permit a fire to be lighted, ignited or started in a grill or barbeque on or under a balcony of any building containing two (2) or more dwelling units.

9. INCINERATORS

9.1 All outdoor incinerators will be built and maintained as per NFPA (National Fire Protection Association) 82 Standard on Incinerators and Waste and Linen Handling Systems and Equipment where applicable. All Incinerators outside of this standard shall be approved by the Fire Chief or designate. All incinerators shall be inspected before they are commissioned, and an annual permit must be approved each year thereafter.

9.2 All outdoor incinerators shall be maintained in good repair and in good working condition.

9.3 An outdoor incinerator must be located no closer than 15 m (50 ft) to any building, structure, property line, tree, hedge, fence, roadway, overhead wires, or other combustible article.

9.4 No person shall start or maintain a fire in an incinerator if the wind velocity is greater than 10 km/h.

9.5 An incinerator shall not be placed within 5 m (15 ft) of combustible ground cover.

9.6 An incinerator shall not create a public nuisance.

10. OFFENCE AND ENFORCEMENT

10.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O., 1990, c. P. 33.

10.2 A permit issued under this by-law may be revoked by the Fire Chief or designate if the permit holder fails to comply with the requirements of the permit and/or any other provisions of this by-law.

10.3 The Fire Chief or designate must be notified if there are any changes to the conditions in which the permit was issued.

10.4 If a contravention of this by-law results in fire suppression or fire prevention

personnel and vehicles being dispatched to respond to the property, the person in control of the fire and/or the property owner may be charged at the discretion of the Fire Chief, for the cost of such response in accordance with the Fees and Charges By-Law. However, nothing in any schedule of rates shall be construed as limiting the rights of the Township of Mapleton to seek restitution for other direct or consequential damages or costs incurred beyond those listed.

10.5 The Township may recover the costs incurred as the result of fire suppression or fire prevention personnel and vehicles being dispatched to the property by invoicing the person that was in control of the fire and/or property owner and adding 2% interest per month until the invoice is paid in full, including interest.

10.6 If an invoice for a fire department response goes unpaid, the Township may add the costs, including interest, to the tax roll and collect these costs in the same manner as property taxes.

10.7 The amount of the costs, including interest, constitutes a lien on the property upon the registration in the proper land registry office of a notice of lien. The lien is in respect of all costs that are payable at the time the notice is registered plus interest accrued to the date the payment is made. Upon receiving payment of all costs payable plus interest accrued to the date of payment, the Township shall register a discharge of the lien in the proper land registry office.

10.8 No person shall hinder or obstruct the Fire Chief, their designate or a By-law Enforcement Officer in the enforcement of this by-law.

10.9 The Fire Chief, their designate, or a By-Law Enforcement Officer may enter on the land at any reasonable time for the purpose of carrying out an inspection to determine whether the by-law is complied with.

11. VALIDITY

11.1 If a court of competent jurisdiction declares any provision or part of a provision of this by-law to be invalid or to be of no force and effect, it is the intention of Council that the remainder of the by-law shall continue to be in full force and effect.

12. REPEAL

12.1 This By-Law repeals By-Law 2015-067.

13. BY-LAW IN FORCE

13.1 This by-law shall come into force and take effect on January 1, 2025 of its final passing.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-11-04

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-019

REPORT TITLE: INF 2024-019 being a report on Forest View Estates Subdivision (Arthur) Stage 1 and 2 Preliminary Acceptance and Security Reduction

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-019 being a report on Forest View Estates Subdivision (Arthur) Stage 1 and 2 Preliminary Acceptance and Security Reduction;

AND THAT Council receive the correspondence from Dustin Lyttle, Triton Engineering Services Limited, dated October 25, 2024, regarding Forest View Estates Preliminary Acceptance Stage I and II Municipal Services;

AND FURTHER THAT Council grant 940749 Ontario Limited for its Forest View Estates subdivision in the community of Arthur (Draft Plan 23T-18007), Preliminary Acceptance for Stage 1 and 2 Municipal Services works with the guarantee and maintenance period commencing on November 4, 2024;

AND FURTHER THAT Council grant 940749 Ontario Limited for the Colwill Court subdivision in the community of Arthur (Draft Plan 23T-18007) a reduction in securities to the retained amount of \$394,084.48.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

Report DC 2023-026 Forest View Estates Draft Plan of Subdivision 23T-18007

BACKGROUND

The Forest View Estates Subdivision (Colwill Court) is located north of Domville Street and east of Preston Street in Arthur. Construction of the works started in the fall of 2023 under a Subdivision Agreement dated September 11, 2023.

ANALYSIS

The Developer's engineer, S. Burnett & Associates Limited, is requesting Preliminary Acceptance for Stage 1 and 2 works as part of this subdivision development as shown in Attachment 1. Municipal consulting engineer, Triton Engineering Services Limited (Triton), has reviewed the supporting documentation and works completed to date. Triton recommends granting Preliminary Acceptance of Stage 1 and 2 works as shown in Attachment 1.

CONSULTATION

Infrastructure Services has consulted with the following department heads or their staff regarding the preliminary acceptance and security reduction of this subdivision:

Dale Clarke, Manager of Transportation Services

Darren Jones, Chief Building Official

Brooke Lambert, Chief Administrator Officer

Jeremiah Idialu, Director of Finance/Treasurer

Township's Consulting Engineers, Triton Engineering Services Limited

FINANCIAL CONSIDERATIONS

Triton recommends to have a security reduction to the retained amount of \$394,084.48 as shown in Attachment 1.

ATTACHMENTS

Attachment 1 – Triton Engineering Services Limited letter dated October 25, 2024
Forest View Estates Preliminary Acceptance Stage I and II Municipal Services

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



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

ORANGEVILLE • FERGUS • HARRISTON

October 25, 2024

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

Attention: Tammy Stevenson, C.E.T
 Senior Project Manager

RE: Township of Wellington North
 Forest View Estates
 Preliminary Acceptance
 Stage I and II Municipal Services
 Our File: A5524A

Dear Ms. Stevenson:

Further to a request from S.Burnett & Associates Limited (S.Burnett) dated September 24, 2024 (attached) regarding Preliminary Acceptance of Stage I and II municipal services (i.e. underground services, base asphalt and curb/gutter) for the Forest View Estates Subdivision, we wish to advise as follows:

- Site inspections have been completed by Triton Engineering Services Limited, S.Burnett and municipal staff. These inspections have confirmed that Stage I and II municipal works have been substantially completed. Minor deficiencies were noted during the inspection; however, these do not impact the substantial completion status. A deficiency list has been forwarded to the Developer's contractor. These deficiencies are to be addressed in a timely fashion. Securities will be retained to ensure these deficiencies are completed satisfactorily.
- The Developer's consultant, S.Burnett has provided written certification that these services have been constructed and installed in accordance with the approved plans and specifications in their letter dated September 24, 2024 (attached).

Based on the preceding, we recommend that Preliminary Acceptance be granted for Stage I and II municipal services for the Forest View Estates Subdivision with the guarantee and maintenance period commencing from the date of Council's resolution to grant Preliminary Acceptance.

Further, we recommend that the current securities held by the municipality be reduced to \$394,086.48 which reflects 20% of the completed works and 100% of the remaining works as per the Subdivision Agreement and the attached October 10, 2024, Letter of Credit Reduction calculation memo.

Additionally, security adjustments are subject to the Township confirming that all outstanding accounts with respect to the Development have been paid in full and that the Developer is not in default of their obligations pursuant to its agreements(s) with the municipality.

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

Respectfully,
Triton Engineering Services Limited



Dustin C. Lyttle, P. Eng.

Encl.

cc: Darren Jones, Township of Wellington North

September 24, 2024

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

Attn: Tammy Stevenson, Senior Project Manager

Re: Forest View Estates, Arthur
Preliminary Acceptance: Stage 1 and 2 Certification
SBA File No: D13001

Dear Tammy,

On behalf of 940749 Ontario Limited and in accordance with section 4.2 of the subdivision agreement, we are formally writing to request preliminary acceptance for stages (1) and (2) from the Township of Wellington North for the Forest View Estates Subdivision (File No. 23T-18007).

S. Burnett & Associates can confirm that all work completed to date has been under the full-time supervision of the developer's engineer and is in general conformance to the approved plans and Township of Wellington North municipal servicing standards. These works include:

- Stage (1) - All underground storm sewer, sanitary sewer, domestic watermain including service connections to street allowance limits, and all storm water management works
- Stage (2) – All road works up to and including granular road base, curb and gutter, base asphalt, boulevard grading, installation of street and traffic signs and installation of conduit for hydro and other utilities.

Minor deficiencies noted during the site inspection with the Township and the Townships' engineer on August 13, 2024, are currently being addressed and written confirmation and photographs will be provided upon rectification.

We trust you will find this acceptable and request that the Township issue a Certificate of Preliminary Acceptance for stages (1) and (2). Our request for a reduction in securities currently being held by the Township will be submitted separately.

Should you have any questions or require further information, please do not hesitate to contact myself.

Regards,



Blake Aram, P. Eng
Civil Engineer

S. Burnett & Associates Limited

cc: Dustin Lyttle, Triton Engineering Services Ltd.
James Coffey, 940749 Ontario Ltd.
Stephen Burnett, S. Burnett & Associates Ltd.
Danial Tunio, Township of Wellington North
Darren Jones, Township of Wellington North

D13001_Stage 1&2_Eng_Certification_FINAL_24SEP24

COPY

October 10, 2024

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

Attn: Danial Tunio, Development Technologist

Re: Forest View Estates
Application for Reduction of Security No.1
SBA File No: D13001

Dear Danial,

Please see below the application for reduction in securities in accordance with Schedule 'J' of the Subdivision Agreement (File No. 23T-18007).

APPLICATION FOR REDUCTRION OF SECURITY (Section 9.3, Schedule 'J')

TO: Danial Tunio, Development Technologist, Township of Wellington North
DEVELOPER: 940749 Ontario Ltd.
AGREEMENT: September 11, 2023
PROPERTY: PART PARK LOT 4, N/S DOMVILLE STREET, CROWN SURVEY, PART 1 PLAN 61R22025, :TOWNSHIP OF WELLINGTON NORTH
APPLICATION NO.: 1

The undersigned, S. Burnett & Associates Ltd., being the Developer's Engineer, hereby confirms that the Works constructed as at the date of this application have been installed by the Developer under the full time supervision of the Developer's Engineer and in accordance the requirements of the Subdivision Agreement between the Developer and the Township.

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

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

This application is given and delivered to the Township Engineer with full knowledge that the Township Engineer and the Township rely upon the information contained herein in granting a reduction of the security held by the Township pursuant to Section 9.2 of the said Subdivision Agreement affect the above property.

DATED at Orangeville, Ontario on this 10th day of October 2024.

Yours truly,



Blake Aram, P. Eng
Civil Engineer

S. Burnett & Associates Limited

Incl. Security Reductions Summary

cc: James Coffey, 940749 Ontario Ltd.
Tammy Stevenson, Township of Wellington North
Darren Jones, Township of Wellington North
Dustin Lyttle, Triton Engineering Services Ltd.
Stephen Burnett, S. Burnett & Associates Ltd.

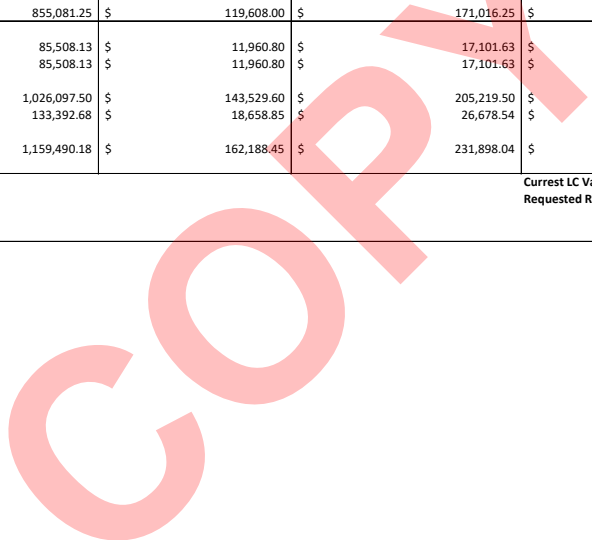
D13001_LC Reduction Request_No.1_FINAL_10OCT24





Project: Forest View Estates
 SBA Job #: D13001
 Security Reduction No.
 Date: 2024-10-10


1

| Security Reduction Summary | | | | | | | |
|----------------------------------|------------------------|------------------------|----------------------|----------------------|------------------------|-----------------------------------|------------------------|
| | ESTIMATED TOTAL | VALUE COMPLETED | VALUE INCOMPLETE | 20% COMPLETED VALUE | 100% INCOMPLETED VALUE | TOTAL REMAINING VALUE | |
| SCHEDULE A - MISCELLANEOUS COSTS | \$ 31,500.00 | \$ 28,500.00 | \$ 3,000.00 | \$ 5,700.00 | \$ 3,000.00 | \$ 8,700.00 | |
| SCHEDULE B - EARTHWORKS | \$ 13,350.00 | \$ 13,350.00 | \$ - | \$ 2,670.00 | \$ - | \$ 2,670.00 | |
| SCHEDULE C - SANITARY SEWER | \$ 123,160.00 | \$ 109,960.00 | \$ 13,200.00 | \$ 21,992.00 | \$ 13,200.00 | \$ 35,192.00 | |
| SCHEDULE D - STORM SEWER | \$ 287,240.00 | \$ 287,240.00 | \$ - | \$ 57,448.00 | \$ - | \$ 57,448.00 | |
| SCHEDULE E - WATERMAIN | \$ 95,990.00 | \$ 95,990.00 | \$ - | \$ 19,198.00 | \$ - | \$ 19,198.00 | |
| SCHEDULE F - ROADWORKS | \$ 241,122.50 | \$ 151,414.50 | \$ 89,708.00 | \$ 30,282.90 | \$ 89,708.00 | \$ 119,990.90 | |
| SCHEDULE G - SWM FACILITIES | \$ 97,620.75 | \$ 94,420.75 | \$ 3,200.00 | \$ 18,884.15 | \$ 3,200.00 | \$ 22,084.15 | |
| SCHEDULE F - STREET LIGHTING | \$ 48,056.00 | \$ 48,056.00 | \$ - | \$ 9,611.20 | \$ - | \$ 9,611.20 | |
| SCHEDULE I - EXTERNALS | \$ 36,650.00 | \$ 26,150.00 | \$ 10,500.00 | \$ 5,230.00 | \$ 10,500.00 | \$ 15,730.00 | |
| CONSTRUCTION TOTAL | \$ 974,689.25 | \$ 855,081.25 | \$ 119,608.00 | \$ 171,016.25 | \$ 119,608.00 | \$ 290,624.25 | |
| ENGINEERING (10%) | \$ 97,468.93 | \$ 85,508.13 | \$ 11,960.80 | \$ 17,101.63 | \$ 11,960.80 | \$ 29,062.43 | |
| CONTINGENCY (10%) | \$ 97,468.93 | \$ 85,508.13 | \$ 11,960.80 | \$ 17,101.63 | \$ 11,960.80 | \$ 29,062.43 | |
| TOTAL | \$ 1,169,627.10 | \$ 1,026,097.50 | \$ 143,529.60 | \$ 205,219.50 | \$ 143,529.60 | \$ 348,749.10 | |
| HST (13%) | \$ 152,051.52 | \$ 133,392.68 | \$ 18,658.85 | \$ 26,678.54 | \$ 18,658.85 | \$ 45,337.38 | |
| TOTAL LETTER OF CREDIT | \$ 1,321,678.62 | \$ 1,159,490.18 | \$ 162,188.45 | \$ 231,898.04 | \$ 162,188.45 | \$ 394,086.48 | |
| | | | | | | Current LC Value | \$ 1,314,261.00 |
| | | | | | | Requested Reduction Amount | \$ 920,174.52 |



|  | | Project: SBA Job #: Security Reduction No. Date: | | | Forest View Estates D13001 1 2024-10-10 | | | |
|---|---|---|------|--------------|--|------------------|-----------------|-----------------|
| ITEM | DESCRIPTION | ESTIMATED QUANTITY | UNIT | UNIT COST | Total Value | Amount Completed | Value Completed | Value Remaining |
| SCHEDULE A - MISCELLANEOUS COSTS | | | | | | | | |
| A1 | Mobilization & Demobilization | 1 | LS | \$ 12,000.00 | \$ 12,000.00 | 100% | \$ 12,000.00 | \$ - |
| A2 | Supply, Erect and Maintain Signs and Traffic Control Devices and Maintain Traffic Flow | 1 | LS | \$ 3,800.00 | \$ 3,800.00 | 100% | \$ 3,800.00 | \$ - |
| A3 | Utility Location & Construction Layout | 1 | LS | \$ 9,700.00 | \$ 9,700.00 | 100% | \$ 9,700.00 | \$ - |
| A4 | Environmental Mitigation Measures | 1 | LS | \$ 6,000.00 | \$ 6,000.00 | 50% | \$ 3,000.00 | \$ 3,000.00 |
| | SUBTOTAL | | | | \$ 31,500.00 | | \$ 28,500.00 | \$ 3,000.00 |
| SCHEDULE B - EARTHWORKS | | | | | | | | |
| B1 | Cut ROW & Transport to adjacent lots | 1500 | cu.m | \$ 8.90 | \$ 13,350.00 | 1500 | \$ 13,350.00 | \$ - |
| | SUBTOTAL | | | | \$ 13,350.00 | | \$ 13,350.00 | \$ - |
| SCHEDULE C - SANITARY SEWER | | | | | | | | |
| C1 | Supply & Place 200mm Dia. PVC DR-35 Sanitary Sewer | 242 | m(l) | \$ 170.00 | \$ 41,140.00 | 242 | \$ 41,140.00 | \$ - |
| C2 | Supply and Place 1200mm Dia. MH | 4 | ea. | \$ 7,600.00 | \$ 30,400.00 | 4 | \$ 30,400.00 | \$ - |
| C3 | Supply & Place Sanitary Sewer Services, 125mm PVC DR28, c/w Cleanout & Cap at Property Line | 26 | ea. | \$ 970.00 | \$ 25,220.00 | 26 | \$ 25,220.00 | \$ - |
| C4 | Sanitary Sewer Testing | | | | | | | |
| a) | Mandrel Testing, Leakage Testing, etc. | 1 | LS | \$ 5,000.00 | \$ 5,000.00 | 100% | \$ 5,000.00 | \$ - |
| b) | CCTV Inspection | | | | | | | |
| i) | Mainline only (Prior to Top Course Asphalt) | 1 | ea. | \$ 5,000.00 | \$ 5,000.00 | 0 | \$ - | \$ 5,000.00 |
| ii) | Mainline and Service's to Property Line (Prior to Preliminary & Final Acceptance) | 2 | ea. | \$ 8,200.00 | \$ 16,400.00 | 1 | \$ 8,200.00 | \$ 8,200.00 |
| | SUBTOTAL | | | | \$ 123,160.00 | | \$ 109,960.00 | \$ 13,200.00 |
| SCHEDULE D - STORM SEWER | | | | | | | | |
| D1 | Supply & Place Storm Sewermain (incl. Catchbasin Leads) | | | | | | | |
| a) | 200mm dia. PVC SDR 35 | 41 | m(l) | \$ 140.00 | \$ 5,740.00 | 41 | \$ 5,740.00 | \$ - |
| b) | 250mm dia. PVC SDR 35 | 40 | m(l) | \$ 150.00 | \$ 6,000.00 | 40 | \$ 6,000.00 | \$ - |
| c) | 300mm dia. PVC SDR 35 | 60 | m(l) | \$ 165.00 | \$ 9,900.00 | 60 | \$ 9,900.00 | \$ - |
| d) | 375mm dia. PVC SDR 35 | 30 | m(l) | \$ 185.00 | \$ 5,550.00 | 30 | \$ 5,550.00 | \$ - |
| e) | 300mm dia. Concrete | 276 | m(l) | \$ 220.00 | \$ 60,720.00 | 276 | \$ 60,720.00 | \$ - |
| f) | 450mm dia. Concrete | 102 | m(l) | \$ 240.00 | \$ 24,480.00 | 102 | \$ 24,480.00 | \$ - |
| g) | 525mm dia. Concrete | 102 | m(l) | \$ 265.00 | \$ 27,030.00 | 102 | \$ 27,030.00 | \$ - |
| D2 | Supply & Place Catchbasin Manhole (OPSD 701.010) | 11 | ea. | \$ 5,350.00 | \$ 58,850.00 | 11 | \$ 58,850.00 | \$ - |
| D3 | Supply & Place Catchbasins (OPSD 705.010) | 2 | ea. | \$ 2,700.00 | \$ 5,400.00 | 2 | \$ 5,400.00 | \$ - |
| D4 | Supply & Place Rear-Lot Catchbasins (OPSD 705.010) | 9 | ea. | \$ 2,450.00 | \$ 22,050.00 | 9 | \$ 22,050.00 | \$ - |
| D5 | Supply & Place Storm Sewer Services, 150mm PVC DR28, c/w cap at Property Line | 26 | ea. | \$ 1,020.00 | \$ 26,520.00 | 26 | \$ 26,520.00 | \$ - |
| D6 | Storm Sewer Tesintg | | | | | | | |
| a) | Mandrel Testing, etc. | 1 | LS | \$ 3,000.00 | \$ 3,000.00 | 100% | \$ 3,000.00 | \$ - |
| b) | CCTV Inspection (including all rear/side yard sewer and services to property line) | 1 | ea. | \$ 10,500.00 | \$ 10,500.00 | 1 | \$ 10,500.00 | \$ - |
| D7 | Supply & Place OGS (Storceptor Model EF08, 2400mm dia.) | 1 | LS | \$ 21,500.00 | \$ 21,500.00 | 100% | \$ 21,500.00 | \$ - |
| | SUBTOTAL | | | | \$ 287,240.00 | | \$ 287,240.00 | \$ - |

|  | | Project: Forest View Estates SBA Job #: D13001 Security Reduction No. Date: 2024-10-10 | | | | 1 2024-10-10 | | |
|---|--|---|-------|--------------|----------------------|------------------|----------------------|---------------------|
| ITEM | DESCRIPTION | ESTIMATED QUANTITY | UNIT | UNIT COST | Total Value | Amount Completed | Value Completed | Value Remaining |
| SCHEDULE E - WATERMAIN | | | | | | | | |
| E1 | Supply & Place 150mm Dia. PVC DR-18 Watermain | 276 | m(l) | \$ 170.00 | \$ 46,920.00 | 276 | \$ 46,920.00 | \$ - |
| E2 | Supply & Place Fire Hydrant c/w Valve and Lead | 2 | ea. | \$ 7,500.00 | \$ 15,000.00 | 2 | \$ 15,000.00 | \$ - |
| E3 | Supply & Install Water Service, 25mm PEX c/w Mainstop, Curbstop, Saddle Connection, etc.) | 26 | ea. | \$ 1,100.00 | \$ 28,600.00 | 26 | \$ 28,600.00 | \$ - |
| E4 | Supply & Install 25mm Temporary Blow Off | 1 | Ea. | \$ 970.00 | \$ 970.00 | 1 | \$ 970.00 | \$ - |
| E5 | Temporary Connection(s) c/w Backflow Protection, Pressure Testing, Swabbing, Disinfection, Bacteriological Testing | 1 | LS | \$ 4,500.00 | \$ 4,500.00 | 100% | \$ 4,500.00 | \$ - |
| SUBTOTAL | | | | | \$ 95,990.00 | | \$ 95,990.00 | \$ - |
| SCHEDULE F - ROADWORKS | | | | | | | | |
| F1 | Preparation & Fine Grading of Roadway & Boulevards | 5205 | sq.m | \$ 1.40 | \$ 7,287.00 | 5205 | \$ 7,287.00 | \$ - |
| F2 | Supply, Placement & Compaction of Road Materials | | | | | | | |
| a) | Granular 'B' (450mm depth) | 2665 | tonne | \$ 19.50 | \$ 51,967.50 | 2665 | \$ 51,967.50 | \$ - |
| b) | granular 'A' (150mm depth) | 790 | tonne | \$ 22.00 | \$ 17,380.00 | 790 | \$ 17,380.00 | \$ - |
| c) | HL4 (50mm depth) | 300 | tonne | \$ 121.00 | \$ 36,300.00 | 300 | \$ 36,300.00 | \$ - |
| d) | HL3 (40mm depth) | 240 | tonne | \$ 135.00 | \$ 32,400.00 | 0 | \$ - | \$ 32,400.00 |
| F3 | Supply & Place 150mm Subdrain (Perforated, Wrapped in Filter Cloth & Connection to Structures) | 520 | m(l) | \$ 26.00 | \$ 13,520.00 | 520 | \$ 13,520.00 | \$ - |
| F4 | Supply & Place Mountable Curb & Gutter (OPSD 600.100) | 520 | m(l) | \$ 48.00 | \$ 24,960.00 | 520 | \$ 24,960.00 | \$ - |
| F6 | Supply & Place Concrete Sidewalk, incl. Granular A Bedding | | | | | | | |
| a) | 1.5m wide (OPSD 310.010) | 314 | sq.m | \$ 82.00 | \$ 25,748.00 | 0 | \$ - | \$ 25,748.00 |
| b) | 1.8m wide (OPSD 310.020) | 105 | sq.m | \$ 87.00 | \$ 9,135.00 | 0 | \$ - | \$ 9,135.00 |
| F5 | Transfer Topsoil from Stockpile & Spread within Boulevard Areas, 200mm Depth | 1950 | sq.m | \$ 3.00 | \$ 5,850.00 | 0 | \$ - | \$ 5,850.00 |
| F10 | Sodding within Boulevard Areas | 1950 | sq.m | \$ 8.50 | \$ 16,575.00 | 0 | \$ - | \$ 16,575.00 |
| SUBTOTAL | | | | | \$ 241,122.50 | | \$ 151,414.50 | \$ 89,708.00 |
| SCHEDULE G - SWM FACILITIES | | | | | | | | |
| G1 | Construction of Stormwater Management Facilities | | | | | | | |
| a) | Excavation to Subgrade Elevations (approx. 270 m ³) | 1 | LS | \$ 5,940.00 | \$ 5,940.00 | 100% | \$ 5,940.00 | \$ - |
| b) | Supply & Placement of Concrete Headwalls (OPSD 804.030) | 2 | Ea. | \$ 5,840.00 | \$ 11,680.00 | 2 | \$ 11,680.00 | \$ - |
| c) | Supply & Placement of Pond Outlet Control Structures (OPSD 705.010) c/w Orifice Plates | 2 | Ea. | \$ 3,750.00 | \$ 7,500.00 | 2 | \$ 7,500.00 | \$ - |
| d) | Construct Redi-Rock Retaining Wall (Block 18) Approx. 1.5m H x 46.0m L | 1 | LS | \$ 22,500.00 | \$ 22,500.00 | 1 | \$ 22,500.00 | \$ - |
| e) | Construct Redi-Rock Retaining Wall (Block 19) Approx 1.8m H x 45.0m L | 1 | LS | \$ 28,500.00 | \$ 28,500.00 | 1 | \$ 28,500.00 | \$ - |
| f) | Supply & Place Rip-Rap Protection, c/w Geotextile Lining (Terrafix 270R or Approved Equivalent) | 50 | sq.m | \$ 75.00 | \$ 3,750.00 | 50 | \$ 3,750.00 | \$ - |
| g) | Supply & Place Turfstone Emergency Overflows | 16 | sq.m | \$ 200.00 | \$ 3,200.00 | 0 | \$ - | \$ 3,200.00 |
| h) | Supply & Install Clay Liner as specified on Drawings (300 mm thick) | 606 | sq.m | \$ 13.00 | \$ 7,878.00 | 606 | \$ 7,878.00 | \$ - |
| i) | Spread Topsoil (200mm depth) & Hydroseed | 651 | sq.m | \$ 10.25 | \$ 6,672.75 | 651 | \$ 6,672.75 | \$ - |
| SUBTOTAL | | | | | \$ 97,620.75 | | \$ 94,420.75 | \$ 3,200.00 |

|  | | Project: SBA Job #: Security Reduction No. Date: | | | Forest View Estates D13001 1 2024-10-10 | | | |
|---|---|---|------|-----------------|--|------------------|---------------------|---------------------|
| ITEM | DESCRIPTION | ESTIMATED QUANTITY | UNIT | UNIT COST | Total Value | Amount Completed | Value Completed | Value Remaining |
| SCHEDULE H - STREET LIGHTING | | | | | | | | |
| H1 | Street light cable (#6 Cu. 120V) | 417 | m(l) | \$ 16.00 | \$ 6,672.00 | 417 | \$ 6,672.00 | \$ - |
| H2 | Street light, base, pole luminaire and grounding (55W LED) | 7 | ea. | \$ 4,800.00 | \$ 33,600.00 | 7 | \$ 33,600.00 | \$ - |
| H3 | Street lighting pedestal (including secondary feed to transformer, vault and grounding) | 1 | ea. | \$ 5,600.00 | \$ 5,600.00 | 1 | \$ 5,600.00 | \$ - |
| H4 | 53mm dia. conduit including pull rope | 273 | m(l) | \$ 8.00 | \$ 2,184.00 | 273 | \$ 2,184.00 | \$ - |
| | | | | SUBTOTAL | \$ 48,056.00 | | \$ 48,056.00 | \$ - |
| SCHEDULE I - EXTERNALS | | | | | | | | |
| I1 | Supply & Place 150mm dia. PVC DR18 Watermain | 110 | m(l) | \$ 170.00 | \$ 18,700.00 | 110 | \$ 18,700.00 | \$ - |
| I2 | Restoration of External Lands (Rail Corridor) | 1 | LS | \$ 7,450.00 | \$ 7,450.00 | 100% | \$ 7,450.00 | \$ - |
| I3 | Construct Trail Access Pathway c/w Trail Gate and 7.5m, 450mm dia. HDPE Culvert | 1 | LS | \$ 10,500.00 | \$ 10,500.00 | 0% | \$ - | \$ 10,500.00 |
| | | | | SUBTOTAL | \$ 36,650.00 | | \$ 26,150.00 | \$ 10,500.00 |

COPY



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-11-04

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-020

REPORT TITLE: INF 2024-020 being a report on Lucas Subdivision (Mount Forest) Final Acceptance and Municipal Assumption

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-020 being a report a report on Lucas Subdivision (Mount Forest) Final Acceptance and Municipal Assumption;

AND THAT Council receive the correspondence from Frank Vanderloo, B.M. Ross and Associates Limited, dated October 25, 2024, regarding Lucas Subdivision, Mount Forest, Final Acceptance of Stage 4, Phase 2 and Securities Release;

AND FURTHER THAT Council grant Reeves Construction Limited for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest Final Acceptance for Stage 4 of Phase 2 (Lots 1 to 7 & Lots 21 to 31) direct staff to release all securities associated with Lucas Subdivision;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to accept and assume the public works constructed and installed within Registered Plan of Subdivision 23T-79087.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

Resolution 2022-007 of the January 10, 2022 Council Meeting

BACKGROUND

The Lucas Subdivision (Ronnie's Way, Doug's Crescent and Sarah Road) is located west of Albert Street and east of King Street in Mount Forest. The Subdivision Agreement between

Reeves Construction Limited and the Township of Wellington North for Lucas Subdivision dated June 26, 2017, provided for assumption of the subdivision upon satisfaction of terms.

Upon review by Infrastructure Services staff and Township consulting engineer, B.M. Ross and Associates (BMROSS), the agreement terms have been satisfied.

ANALYSIS

The Developer's engineer, Cobide Engineering Inc, is requesting Preliminary Acceptance for Stage 1 and 2 works as part of this subdivision development as shown in Attachment 1. Municipal consulting engineer, Triton Engineering Services Limited (Triton), has reviewed the supporting documentation and works completed to date. Triton recommends granting Preliminary Acceptance of Stage 1 and 2 works as shown in Attachment 2.

Infrastructure Services confirms that the Township has received all approvals and documentation required for the Township to take over responsibility and operation of this infrastructure. It is appropriate that the Township assumes the following Public Works, in the following approximate quantities:

- 535 meters (m) of watermain and appurtenances, including three (3) hydrants.
- 484.7 m of sanitary sewer, including six (6) maintenance holes
- 1018.1 m of storm sewer, including thirty three (33) maintenance hole/catch basin/ditch inlet structures
- One (1) CDS Unit
- One Stormwater Management Pond
- 506 m of urban road, including, curb, and fifteen (15) cobra style streetlights
- 345m of concrete sidewalk
- 183.4 m rear yard registered drainage easement

The Public Works are located with the Township owned road right-of-way. All easements for the Public Works have been registered on title.

CONSULTATION

Infrastructure Services has consulted with the following department heads or their staff regarding the assumption of this subdivision:

Dale Clarke, Manager of Transportation Services

Darren Jones, Chief Building Official

Brooke Lambert, Chief Administrator Officer

Jeremiah Idialu, Director of Finance/Treasurer

B.M. Ross and Associates Limited

FINANCIAL CONSIDERATIONS

Subject to Council authorization and enactment of the requisite by-law, all other securities for this subdivision will be returned, as there are no other outstanding costs or deficiencies.

The Township will now become responsible for all operations, maintenance and ultimate replacement costs associated with the public works constructed and installed within Registered Plan of Subdivision Plan 23T-79087. Maintenance of these assets will need to be considered in future Township budgets.

The Township Transportation Services Department has been completing snow removal on roadway and sidewalk on Ronnie's Way, Doug's Crescent and Sarah Road since November 2022 (Phase 1 since November 2021).

ATTACHMENTS

Attachment 1 – Cobide Engineering Inc. letter dated October 16, 2024
Acceptance and Release of Securities Lucas Subdivision Township of Wellington North O/Ref.: 01803

Attachment 2 – B.M. Ross and Associates Limited dated October 25, 2024
Lucas Subdivision, Mount Forest (Reeves Construction Limited) Draft Plan 23T-79087 Final Acceptance of Stage 4, Phase 2 (Lots 1 to 7 & Lots 21 to 31) Securities Release, Phase 2

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



October 16, 2024

BY EMAIL ONLY

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

Tel: 519- 848-3620 ext. 62
Fax. 519-848-1119
Email: djones@wellington-north.com

**Subject: Acceptance and Release of Securities
Lucas Subdivision
Township of Wellington North
O/Ref.: 01803**

Dear Mr. Jones:

In accordance with Section 4.3 of the approved subdivision agreement for the Lucas Subdivision, we are submitting a request on behalf of the owners for the Final Acceptance and therefore the release of the securities that are currently being retained by the Township of Wellington North for this subdivision as well as Assumption of all remaining works.

A site inspection was completed on September 30 to review to SWM Pond. An As Built Grading of the Pond has been included with this request.

Cobide Engineering is hereby certifying that there are no known deficiencies and all works that were inspected by Cobide Engineering have been completed in accordance with the Approved Drawings and Subdivision Agreement.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 101.

Yours truly,

A handwritten signature in blue ink, appearing to read "Travis Burnside".

Travis Burnside, P.Eng.
Director
cc: Reeves Construction Ltd. (Developer)

H:\Reeves\01803 Lucas Subdivision - Reeves\Correspondence\Letters\Reduction of Securities\Phase 1\2019-10-15\2019-10-15 le Jones Reduction of Securities - Phase 1.docx

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2945 www.bmross.net

File No. 08145

October 25, 2024

BY EMAIL ONLY**Darren Jones, CBCO**

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

**Re: Lucas Subdivision, Mount Forest (Reeves Construction Limited)
 Draft Plan 23T-79087
 Final Acceptance of Stage 4, Phase 2 (Lots 1 to 7 & Lots 21 to 31)
 Securities Release, Phase 2**

Reeves Construction Limited (Reeves) entered into a Subdivision Agreement with the Township, for the Lucas Subdivision, on June 26, 2017. In accordance with terms of that Agreement, Reeves, through their Engineer, Cobide Engineering Inc., is now requesting Final Acceptance for Stage 4 of Phase 2 (i.e. final lift of asphalt; sidewalks) and the final release of Phase 2 securities.

Phase 2 – Final Acceptance for Stage 4

The two-year warranty period for the Stage 4 works expired on October 2, 2022. A site meeting was held on May 23, 2023, with representatives of the Township, BMROSS, Developer and Developer's Engineer present, at which time a number of deficiencies were identified. Those deficiencies have now been satisfactorily addressed by Reeves Construction. Revised As Recorded drawing No. C12 was forwarded by Cobide to the Township on October 18, 2024, along with their October 16, 2024, certification and securities release request letter. It is our opinion Final Acceptance can be granted for Stage 4 of Phase 2. This is the final acceptance for all works associated with Phase 2 and for the entire subdivision.

The Township will now be responsible for all operations and maintenance activities for the assumed municipal Works within the entirety of the Lucas subdivision road allowances, rear yard storm sewer easements, and SWM Block.

Securities

In the enclosed October 16, 2024, letter, Cobide Engineering has requested final release of all remaining securities. It is our opinion the release of all securities for the Lucas subdivision is appropriate, subject to Council granting Final Acceptance for Stage 4 of Phase 2 and confirming that all outstanding accounts for the Lucas subdivision, if any, have been paid in full.

C:\Users\fvanderloo\Desktop\08145\Acceptances and Securities\08145-2024-10-25-WN-Let-Acceptance_and_SecuritiesRelease-Phase2.docx

A copy of Reeves' October 2, 2024, Statutory Declaration Re: Payment of Accounts is enclosed, along with an October 27, 2023, Final Survey Monument Certificate from Wilson-Ford Surveying & Engineering Ltd., for your records.

Summary

Based on available information provided to us by Reeves and their Engineer, and based on recent site observations, it is our opinion the Township could pass the following resolution:

THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest:

- 1. Final Acceptance for Stage 4 of Phase 2 (Lots 1 to 7 & Lots 21 to 31); and***
- 2. Release of the remaining \$30,000.00 in securities for Phase 2.***

Previously, by resolution of Council on January 10, 2022, Phase 1 of the Lucas subdivision was granted Final Acceptance and all securities for Phase 1 were to be released.

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per

Frank Vanderloo, P. Eng.

c.c. Doug Reeves, Reeves Construction Limited
 Travis Burnside, P. Eng., Cobide Engineering
 Tammy Stevenson, C.E.T., Senior Project Manager, Wellington North



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-11-04
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Stevenson, Senior Project Manager
 REPORT #: INF 2024-021
 REPORT TITLE: John Street and Fergus Street North Reconstruction Community Survey and Design Update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-021 being a report on the John Street and Fergus Street North Reconstruction Community Survey and Design Update;

AND THAT Council direct staff to proceed with John Street as shown in Triton Design Option 1A including:

- Roadway constructed to Municipal Servicing Standards for urban design at 8.5m wide with two through lanes of traffic, one in each direction and maintaining the existing John Street access to the Tim Horton.
- Barrier curb and gutter.
- Sidewalk installed on west side of roadway adjacent to curb at a width of 1.5m.
- Minimal hydro pole conflicts.
- Minimal construction impacts on trees.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

INF 2024-016 Fergus Street Reconstruction Update

INF 2024-015 John Street Reconstruction Update

OPS 2023-043 Public Information Centre – Capital Projects

INF 2024-010 Spring Traffic Count

BACKGROUND

Design updates for John Street and Fergus Street North projects were presented to Council in staff reports at the September 23, 2024, Council Meeting. A Community Survey to solicit feedback on the John Street and Fergus Street North Reconstruction projects was posted to the Township website. Public comment was received between September 25 and October 9,

2024. Promotion of the survey was provided on social media platforms and the Township website.

ANALYSIS

The consolidated survey results have been included in this report, as shown in Attachment 1. In total 124 survey responses were received. The public is generally supportive of any option that limits the impact to tree removal. The public has concerns with the existing traffic issues with Tim Horton's drive through vehicles queuing on John Street and the impact to vehicle movement and access residential properties along John Street.

The main objective of the John Street and Fergus Street North Reconstruction projects is to replace the ageing infrastructure (watermain, sanitary sewers, storm sewers and roadway) that is beyond the anticipated lifecycle and identified in the Asset Management. In order to advance these projects to construction stage, staff are recommending the following:

Fergus Street North Reconstruction Project be constructed as shown in B.M. Ross and Associates Limited Design Option, as shown in Attachment 2.

John Street Reconstruction Project be constructed as shown in Triton Design Option 1A, as shown in Attachment 3, which includes:

- Roadway constructed to Municipal Servicing Standards for urban design at 8.5m wide with two through lanes of traffic, one in each direction and maintaining the existing John Street access to the Tim Horton.
- Barrier curb and gutter.
- Sidewalk installed on west side of roadway adjacent to curb at a width of 1.5m.
- Minimal hydro pole conflicts.
- Minimal construction impacts on trees.

The design team acknowledges that there are ongoing traffic issues on John Street and will be monitoring and communicating with stakeholders and seeking additional bylaw enforcement when required. With the construction of John Street to urban standards including installation of new barrier curb and gutter, queuing traffic to turn left into Tim Hortons may feel uncomfortable waiting in the active lane of traffic. The barrier curb and gutter will also give the appearance of a narrower roadway and may discourage vehicle traffic from illegally stopping on John Street. John Street roadway base will also be constructed to allow for future modification as required.

Alternatively, Council may consider recommending a different design option as follows:

“AND THAT Council direct staff to proceed with John Street Design Option X.”

Brooke Lambert, Chief Administrative Officer
Jerry Idialu, Director of Finance/Treasurer
Dale Clark, Manager of Transportation Services
Corey Schmidt, Manager of Environmental Services
Triton Engineering Services Limited

FINANCIAL CONSIDERATIONS

There are no financial considerations to receive this report.

ATTACHMENTS

Attachment 1 – Public Survey results from September 25 to October 9, 2024

Attachment 2 – B.M. Ross and Associates Limited Fergus Street N Design

Attachment 3 – Triton Engineering Services Limited John Street Design Options

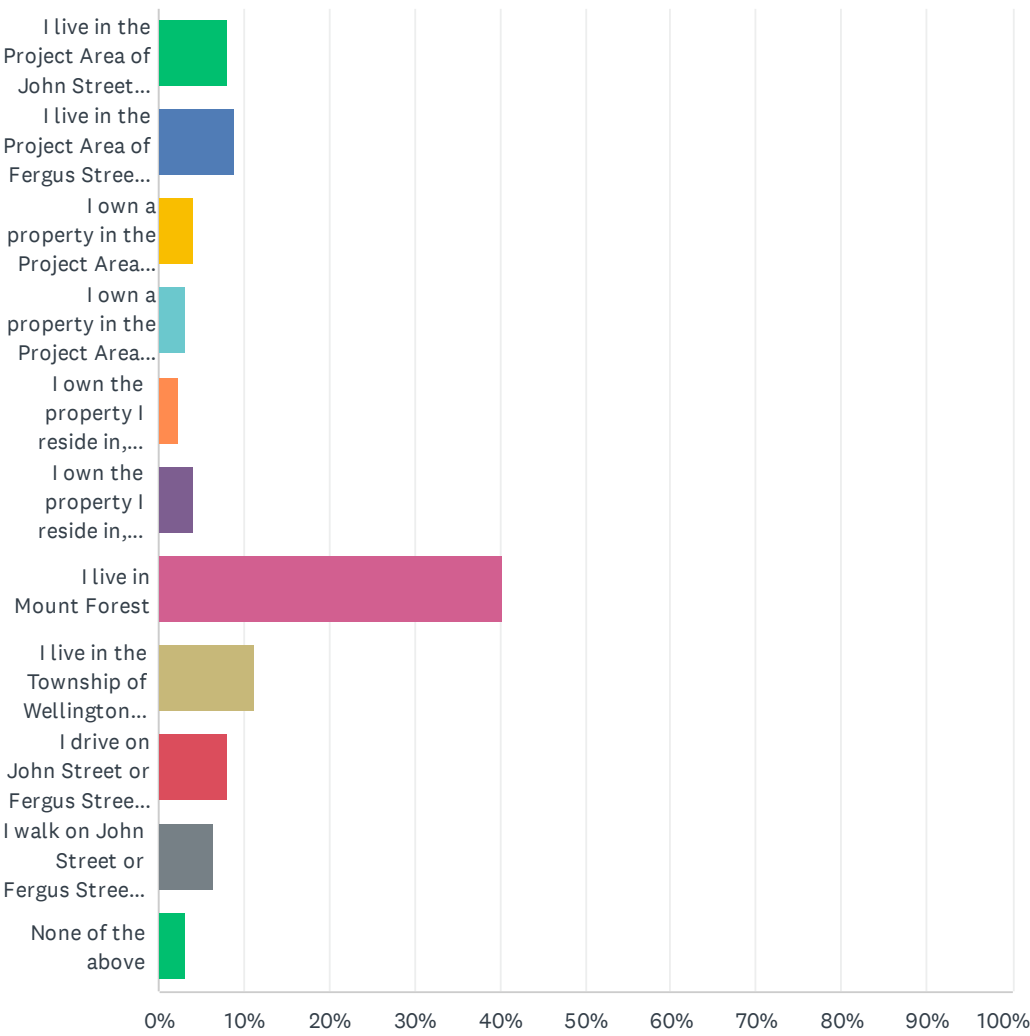
STRATEGIC PLAN 2024

- 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

Q1 How does this project relate to you? (Pick one)

Answered: 124 Skipped: 0

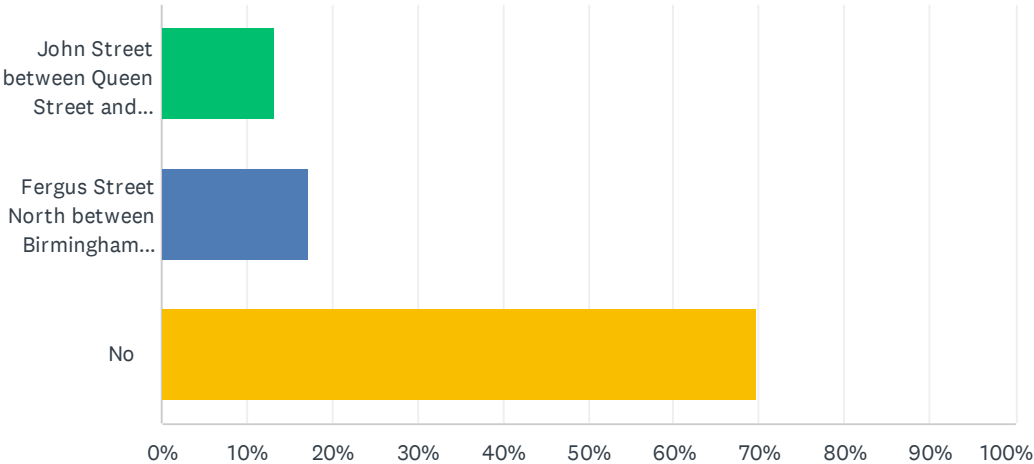


John Street and Fergus Street North Reconstruction Projects Public Survey – September 25 to
October 9, 2024 342

| ANSWER CHOICES | RESPONSES | |
|--|-----------|------------|
| I live in the Project Area of John Street between Queen Street West and Waterloo Street | 8.06% | 10 |
| I live in the Project Area of Fergus Street North between Birmingham Street East and Sligo Road East | 8.87% | 11 |
| I own a property in the Project Area of John Street between Queen Street West and Waterloo Street | 4.03% | 5 |
| I own a property in the Project Area of Fergus Street North between Birmingham Street East and Sligo Road East | 3.23% | 4 |
| I own the property I reside in, which is in the Project Area of John Street between Queen Street West and Waterloo Street | 2.42% | 3 |
| I own the property I reside in, which is in the Project Area of Fergus Street North between Birmingham Street East and Sligo Road East | 4.03% | 5 |
| I live in Mount Forest | 40.32% | 50 |
| I live in the Township of Wellington North | 11.29% | 14 |
| I drive on John Street or Fergus Street North | 8.06% | 10 |
| I walk on John Street or Fergus Street North | 6.45% | 8 |
| None of the above | 3.23% | 4 |
| TOTAL | | 124 |

Q2 Do you live or own property within the project limits?

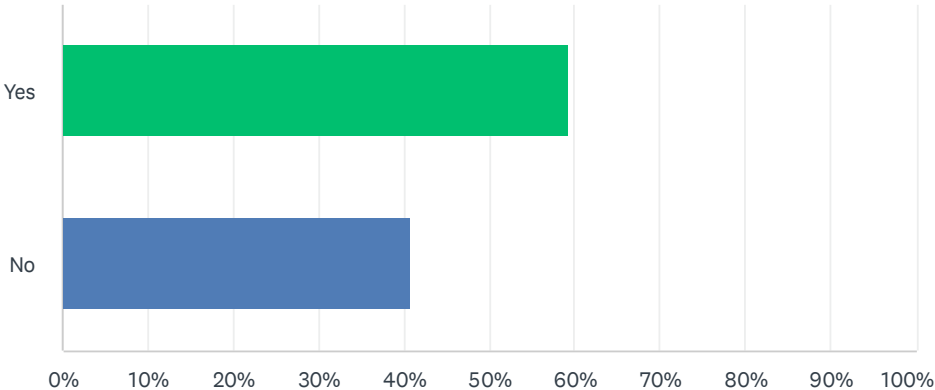
Answered: 122 Skipped: 2



| ANSWER CHOICES | RESPONSES | |
|--|-----------|------------|
| John Street between Queen Street and Waterloo Street | 13.11% | 16 |
| Fergus Street North between Birmingham Street and Sligo Road | 17.21% | 21 |
| No | 69.67% | 85 |
| TOTAL | | 122 |

Q3 Do you have a sump pump?

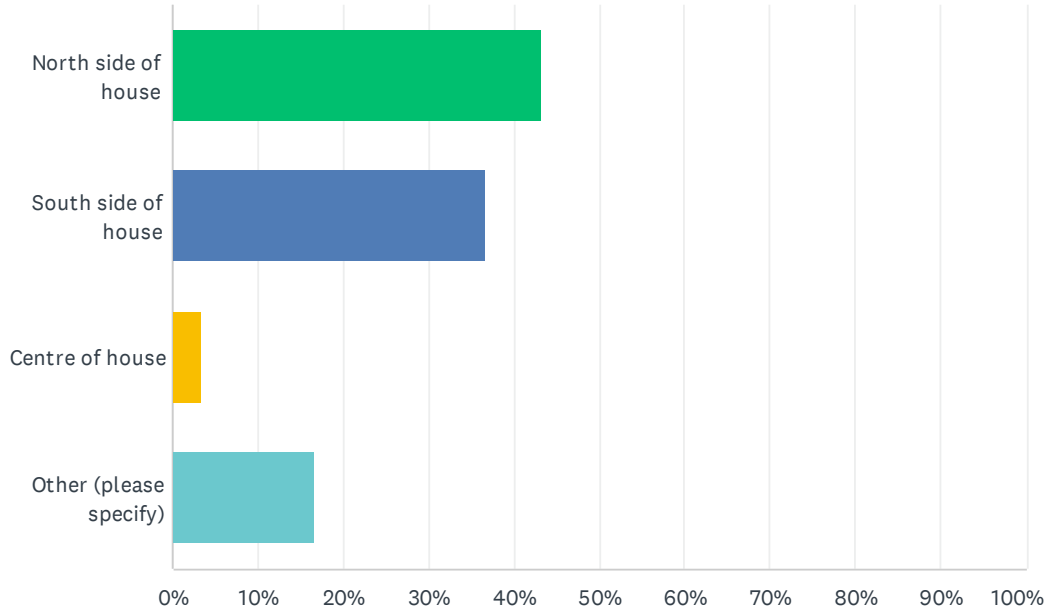
Answered: 32 Skipped: 92



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----|
| Yes | 59.38% | 19 |
| No | 40.63% | 13 |
| TOTAL | | 32 |

Q4 Preferred location for municipal storm service located at property line for an outlet for private sump pump connections. Example - North side of house

Answered: 30 Skipped: 94



| ANSWER CHOICES | RESPONSES | |
|------------------------|-----------|-----------|
| North side of house | 43.33% | 13 |
| South side of house | 36.67% | 11 |
| Centre of house | 3.33% | 1 |
| Other (please specify) | 16.67% | 5 |
| TOTAL | | 30 |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|-------------------|
| 1 | Not sure | 10/9/2024 3:44 PM |
| 2 | Does not apply | 9/29/2024 8:42 AM |
| 3 | I do not need a hook up. It is taken care of. | 9/27/2024 2:29 PM |
| 4 | I do not need it. All looked after | 9/27/2024 2:22 PM |
| 5 | I have no sump pump pail in the basement | 9/26/2024 9:21 PM |

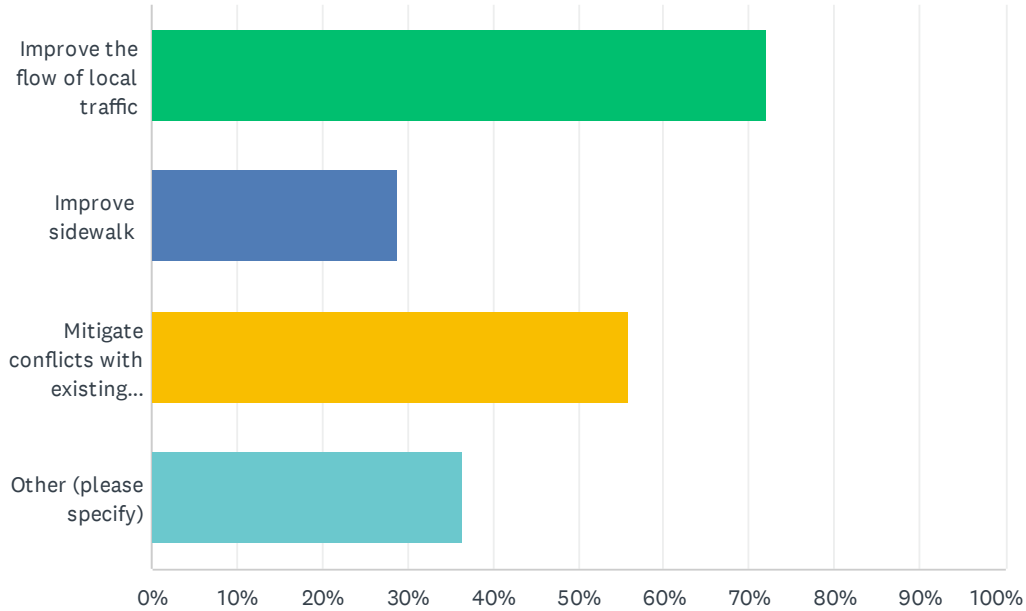
Q5 Do you have any comments specific to your property?

Answered: 11 Skipped: 113

| # | RESPONSES | DATE |
|----|---|-------------------|
| 1 | What is happening to my property? | 10/9/2024 3:44 PM |
| 2 | I am thankful that some of the trees are not being removed now. However, there is still one tree on my property that is to be removed. It is a mature and very healthy tree. Can you please explain to me the reason for the removal? | 10/8/2024 8:57 AM |
| 3 | No | 9/30/2024 6:52 PM |
| 4 | stop the traffic on john street and do not cut down trees on a residential street for a commercial business if they cannot accommodate their own traffic they need to move | 9/29/2024 9:54 PM |
| 5 | Put a new sidewalk on the West side of the street. Creates a safer situation for sidewalk users. Same side of street Sligo to 89. No crossing over. | 9/29/2024 8:42 AM |
| 6 | Try to save our tree at the front of the house | 9/27/2024 2:29 PM |
| 7 | None | 9/27/2024 9:34 AM |
| 8 | Will my new driveway be torn up and replaced ? | 9/27/2024 7:56 AM |
| 9 | No | 9/26/2024 9:21 PM |
| 10 | Don't touch my trees | 9/26/2024 4:40 PM |
| 11 | i hope i will not lose any trees | 9/26/2024 3:41 PM |

Q6 What aspects of the John Street reconstruction project are most important to you? Select two (2).

Answered: 104 Skipped: 20



| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Improve the flow of local traffic | 72.12% | 75 |
| Improve sidewalk | 28.85% | 30 |
| Mitigate conflicts with existing municipal trees | 55.77% | 58 |
| Other (please specify) | 36.54% | 38 |
| Total Respondents: 104 | | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|-------------------|
| 1 | Trees should not come down. | 10/9/2024 3:45 PM |
| 2 | Not interested | 10/8/2024 4:34 PM |
| 3 | minimize disruption to surrounding properties | 10/8/2024 8:57 AM |
| 4 | Stop people from blocking the street with distracted drivers | 10/5/2024 2:26 PM |
| 5 | Remove unlawful commercial traffic from residential road and enforce the law with physical measure built from concrete as signage and by-laws have failed for decades to deliver. Restore a balance between all stakeholders. | 10/3/2024 2:10 PM |
| 6 | Stop the abuse of the existing properties by Tim customers waiting to access the drive through. Some people acknowledge the existing driveways and do not block them but others are oblivious and do what they please. | 10/1/2024 1:24 PM |
| 7 | Find a solution to the Tum Hortons drive through | 10/1/2024 5:54 AM |
| 8 | I want to ensure that the best option includes either no removal of trees or a minimum removal | 9/30/2024 8:36 AM |

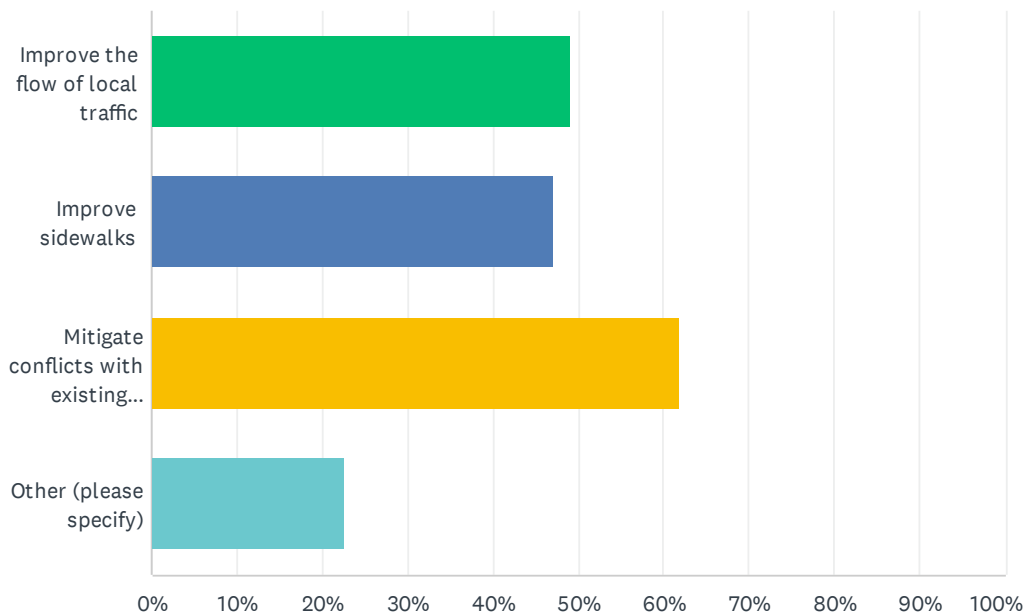
of trees. I also believe it is very important to not impact property owners directly affected.

| | | |
|----|---|--------------------|
| 9 | My husband experienced a fender bender there and I am also concerned about pedestrians and local hone owners | 9/30/2024 7:58 AM |
| 10 | Traffic heading west on Queen (89 highway) is constantly backed up with traffic turning left on to John street. Interfering with the flow | 9/29/2024 6:21 PM |
| 11 | Keep trees | 9/28/2024 4:47 PM |
| 12 | What is the cost of the project | 9/28/2024 1:40 AM |
| 13 | Save the trees | 9/27/2024 8:20 PM |
| 14 | Get new pipes | 9/27/2024 2:24 PM |
| 15 | My preferred design is Option #2 as it would eliminate the queuing of traffic altogether in the no stopping zones. Option 3 is also a good idea but from what I've seen in other locations in Guelph and Fergus, there will sill be southbound drivers trying to enter the northbound Tim Hortons exit. Option 5 will still have drivers stacking up on the northbound side in the No Stopping zone. | 9/27/2024 9:52 AM |
| 16 | Tim hortons | 9/27/2024 8:58 AM |
| 17 | Don't care if Tim hortons closes or moves. I don't go there. The citizens on John Street are being inconvenienced and historic trees removed to accommodate traffic flow for coffee | 9/27/2024 7:59 AM |
| 18 | Municipally-owned services get fully replaced as part of the project | 9/27/2024 5:22 AM |
| 19 | Not use taxpayers' money to resolve a traffic flow issue that a private business needs to take responsibility for. Close John St entry access to minimize impact to town residents. | 9/27/2024 12:59 AM |
| 20 | that all voices and ideas are truly considered | 9/26/2024 10:35 PM |
| 21 | Resurface of the street asphalt | 9/26/2024 9:22 PM |
| 22 | Tim hortons drive through | 9/26/2024 8:56 PM |
| 23 | Allow the trees to be left alone | 9/26/2024 8:40 PM |
| 24 | Eliminate Tim Horton s drive through traffic on John street | 9/26/2024 8:11 PM |
| 25 | Stop congestion on 89. People can not move east to west due to people wsiating to turn onyo John St | 9/26/2024 7:48 PM |
| 26 | leave it as is , the problem is sporadic and large percentage of the day and days of the week it is not a problem . Has anyone contacted the owners of Tim's and see if they can limit the use of the drive thru to product for the occupants only , A single occupant purchasing 8 coffees and food products should be differed to in store counter service, then the line would proceed faster. When you take into account that the Funeral home, Petro can and corner gas and convenience and Tims have 11 entry and exit points at 89and 6 Hwy, we do not want to transfer the congestion to the hwys. Not a problem and my tax money could be spent more productively. | 9/26/2024 7:06 PM |
| 27 | Stop the tim Hortons parking lot on John st | 9/26/2024 6:52 PM |
| 28 | The drive thru lane from John Street and exit onto John Street associated with Tim Horton business causes congestion on all surrounding traffic flow. Closing the John St access completely makes most sense. The business has altered their property from the original plan by adding curbs, large stones and a green space. That access was only for service vehicles in 1995. The Horton supply Truck parks on John Street, in no parking, to deliver product by wheeled dolly | 9/26/2024 6:49 PM |
| 29 | I think this project is unnecessary! Absolutely do not want to lose any large trees! Tim Hortons should deal with their drive through themselves | 9/26/2024 6:33 PM |
| 30 | Traffic flow but a turning lane isn't going to solve this. There are too many cars. Paint lines to remind people it's a road not a driveway. Bylaw officers handing out fines would work wonders. | 9/26/2024 6:24 PM |
| 31 | Closing of the drive through at Tim hortons | 9/26/2024 6:21 PM |
| 32 | Traffic flow | 9/26/2024 4:51 PM |

| | | |
|----|---|-------------------|
| 33 | Close the back entrance to tim hortons it's there problem | 9/26/2024 4:42 PM |
| 34 | CLOSE THE DRIVE THRU ENTRANCE, PROBLEM SOLVED! | 9/26/2024 4:27 PM |
| 35 | Tax dollars should not go towards a turning lane for one business. | 9/26/2024 4:17 PM |
| 36 | Also to make sure our tax dollars are not enhancing one business. If they want improvements, they can pay for it. | 9/26/2024 4:13 PM |
| 37 | what the heck why won't it let me go to the next question? | 9/26/2024 3:53 PM |
| 38 | Save trees from being removed for environmental reasons | 9/26/2024 3:38 PM |

Q7 What aspects of the Fergus Street North reconstruction project are most important to you? Pick two (2).

Answered: 102 Skipped: 22



| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Improve the flow of local traffic | 49.02% | 50 |
| Improve sidewalks | 47.06% | 48 |
| Mitigate conflicts with existing municipal trees | 61.76% | 63 |
| Other (please specify) | 22.55% | 23 |
| Total Respondents: 102 | | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|-------------------|
| 1 | No comment | 10/9/2024 3:45 PM |
| 2 | Na | 10/8/2024 4:34 PM |
| 3 | None | 10/3/2024 6:24 PM |
| 4 | Stop the crazy jam up of impatient people. This is not all local traffic by any stretch. Option 3 not allowing any entrance sounds good. A median would only let people line the street from the south. | 10/2/2024 9:12 PM |
| 5 | Same response as Question 3 | 9/30/2024 8:36 AM |
| 6 | My husband experienced a fender bender there and pedestrian safety as well as local hone owners | 9/30/2024 7:59 AM |
| 7 | Maintain trees on our property. | 9/29/2024 9:54 PM |
| 8 | Save the trees, traffic is fine and so are side walks | 9/27/2024 8:20 PM |
| 9 | Also we will get new services!! | 9/27/2024 2:30 PM |

| | | |
|----|--|-------------------|
| 10 | Get new pipes | 9/27/2024 2:24 PM |
| 11 | Fully replaced municipal services | 9/27/2024 5:23 AM |
| 12 | Not use taxpayers' money to address a traffic flow problem that should be a private business's responsibility. Close John St. access to Tim's to minimize impact to town residents. | 9/27/2024 1:02 AM |
| 13 | To see all the large century trees saved! | 9/26/2024 8:17 PM |
| 14 | Make Tim's pay for it | 9/26/2024 7:18 PM |
| 15 | As previous | 9/26/2024 6:50 PM |
| 16 | There is nothing wrong with our sidewalks or traffic flow - seems like a make work project. Absolutely do not take down ANY large trees !! | 9/26/2024 6:34 PM |
| 17 | Turning lane won't solve this. Paint lines on road to remind people it isn't a driveway. Bylaw officers handing out tickets would be great | 9/26/2024 6:26 PM |
| 18 | The trees are to large. They need a tree maintenance program | 9/26/2024 6:23 PM |
| 19 | Traffic congestion | 9/26/2024 4:52 PM |
| 20 | Trim the trees in town on a regular basis, problem solved! | 9/26/2024 4:28 PM |
| 21 | When are we going to learn to trim trees? Those old huge maples in town are a danger to society. They need properly maintained, drive down any street, the time is now to start trimming trees to avoid them growing out of control. | 9/26/2024 4:20 PM |
| 22 | I do not know about the Fergus St N project | 9/26/2024 4:02 PM |
| 23 | Save trees | 9/26/2024 3:39 PM |

Q8 Additional comments you would like to make about these projects.

Answered: 50 Skipped: 74

| # | RESPONSES | DATE |
|---|--|--------------------|
| 1 | Not sure why taxpayers are paying for Tim Hortons business. | 10/9/2024 3:46 PM |
| 2 | I sincerely appreciate that a revised plan is being implemented. Thank you. | 10/8/2024 8:58 AM |
| 3 | John Street is a nightmare. We have contacted OPP who don't care to enforce posted restrictions on stopping and parking. Traffic flow that near two major highway intersecting should be high priority. No turning lanes or anything, but the new grocery store has these in place. | 10/5/2024 2:28 PM |
| 4 | It seems like the property owners are being penalized and losing space for the Tim horton's traffic. Taking from us to accomodate them. | 10/5/2024 8:43 AM |
| 5 | I think Tim Horton's holds some responsibility for the traffic issues that their drive through is causing. | 10/4/2024 12:34 PM |
| 6 | We understod this survey might provide some revised examples on the reconstruction of John Street based on the last council meeting. Dissappointed none were provided. We are very much in favour of either making John a one-way street going North from Waterloo to Queen or as council had discussed make the Tim Hortons access to John Street as only an exit heading north. | 10/4/2024 9:37 AM |
| 7 | John street construction should be paid for in full by Tim Hortons or they should lose the John street access fully. They designed their mess, tax payers should not bail them out. | 10/3/2024 6:27 PM |
| 8 | My property is directly impacted by your suggestions. I understand that the township needs to find a solution which creates the most benefit for the community at the lowest cost possible. First, I would like to thank your team for listening to the residents, going back to the drawing board, evaluating multiple options with real traffic data, and pulling the site plan. Currently, Tim Hortons is intentionally using a residential road for their commercial traffic deliberately contrary to the submitted site plan from 1995. This non-compliance has been endured by the neighborhood since then and I doubt changing any traffic rules or adding signs will have an impact considering the current traffic rules which were added in response to Tim Hortons non-compliance are not enforced nor obeyed in this area. The only working traffic rule enforcement in this township is called concrete barriers. Comment for option 1A: This option would create significant traffic chaos and will only make the situation worse, basically handing over the stretch of street to Tim Hortons. Signs did not make people uncomfortable lining up, adding a curb will not change that. It will disable the possibility to pass the line up. This makes my property even worse accessible as it already is. I find this option unacceptable. Comment for option 1B: This option is worse than 1A as it will hand over two lanes to Tim Hortons line up traffic and lock up the neighborhood. Traffic will line up on the east side of the road (no matter the direction of the one way road). Then when the lane is full, the second lane will be used. And when the impatient customer (1 in 10) will arrive honking they will also pretend the first lane is full and use the second one until one lets them in or they are able to force themselves into a gap because one was too long on their phone. It will disable access to my property for hours. I find this option totally unacceptable. Comment for option 4: A center median in front of my driveway is unacceptable. Traffic will utilize the extra space and we can rename the road Tim Hortons drive through. People will line up on the East lane of John Street from Waterloo Street. People arriving from Queen Street to John Street will drive until either the concrete barrier is passed and make a u-turn or just drive on the left side of the road or parking lot when traffic is low. I have seen countless cars shooting from Queen Street into John Street to Tim Hortons at a high speed and driving on the derelict gas station parking lots to bypass John Street lineups or the traffic light. I find this option absolutely unacceptable. Comment for option 5: A dead end street to support even more Tim Hortons drive through traffic and parking in addition to creating a mini park for our visitors to use as a garbage dump and public toilet is just ridiculous. We can rename John Street to Tim Hortons-drive-through-and-parking-road. I find this option absolutely unacceptable. Comment for option 3: This option is at least starting to correctly accept that we are having traffic problems. There are multiple problems solely | 10/3/2024 2:11 PM |

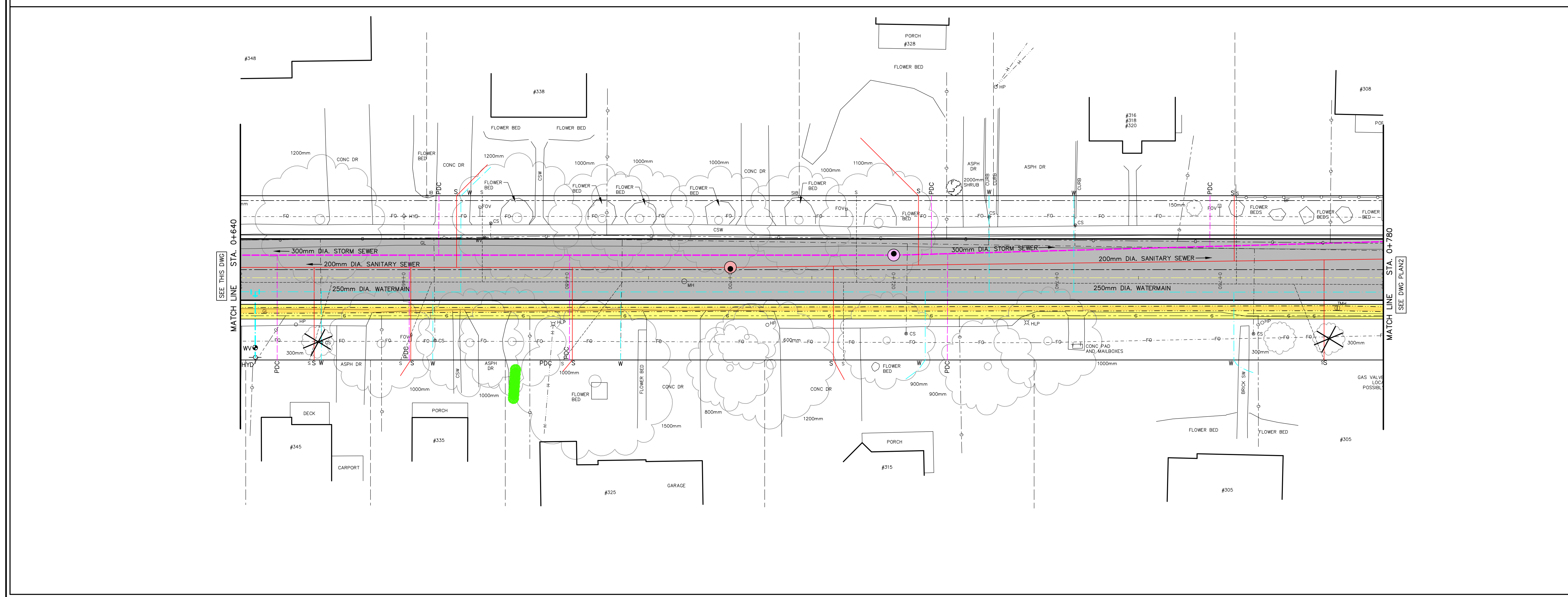
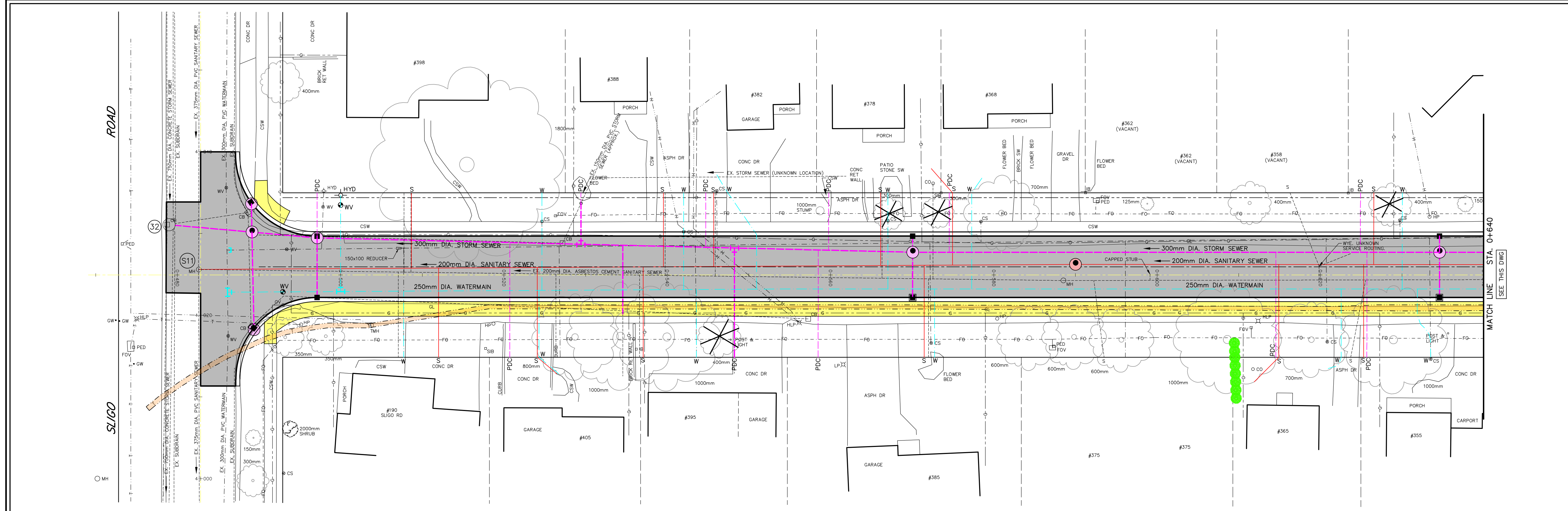
created by Tim Hortons when evaluating the traffic data you collected and making in-person observations. This approach tries to solve the drive through stacking problem with a sign. Signs haven't worked since Tim Hortons opened. The proposed physical layout of the John Street access will allow customers to line up on John Street and enter through the entrance by simply ignoring that newly added sign. I have seen multiple Tim Hortons locations with this configuration and it does not take long to see people ignoring the do-not-enter sign. The township's non-existent traffic rules enforcement in this area is one of the reasons why I doubt that this sign will solve the problem. The non-collaboration from profit maximizing Tim Hortons indicates that they are OK with customers breaking the law as they have been for decades. The proposed layout will only limit how many cars can enter and exit the John Street access at a time. Nothing else would change. In addition to this, other traffic problems will be retained. The official exit will allow customers to continue evading the traffic light at all costs. They will line up on John Street to turn left and lock up traffic until they can squeeze out, often ignoring oncoming right-ahead traffic. I have seen countless close call accidents by people turning left. Others, who turn right, will have to compete with one of those few opportunities as there is limited space too, again causing a line up on John Street. This is another indicator that John Street/Queen Street West intersection is designed only for a small amount of local residential traffic and is unable to accommodate the ten fold increase by Tim Hortons commercial traffic no matter how we change the road. If we go with Option 3 as you suggested, then we must also reconsider the road profile as a residential road profile is unable to handle the load created by the heavy truck load traffic generated by Tim Hortons. This comes with an increase of costs to the taxpayer I don't agree with. I find this option unacceptable as I doubt the current traffic flow will change. Comment for option 2: This option is the best option I have seen and I find it acceptable. I think removing access to Tim Hortons is the only feasible option. I want this reconstruction project to beautify this neighborhood. Removing the never municipally planned to be hosted Tim Hortons traffic from this road would allow it to stay beautiful for many more years. A site visit will confirm to you that the line up traffic is a significant load for the road and residential roads are not designed for this kind of traffic Tim Hortons generates. Main street in comparison is designed for heavy traffic, especially those heavy trucks I see all the time sinking deeper into the potholes into our current John Street. If we do not block traffic to Tim Hortons then we need to reconsider the street type we plan to build. I want a residential street for residents, a commercial heavy truck load street should be only installed on a main street but it would be needed for this replacement if we do not want to rebuild the road in 5 years again. Something I would prefer not to do. I understand the heavy traffic road would be more expensive and I don't think the township should use tax funds to accommodate Tim Hortons profit maximizing wishlist. Option 2 allows for most trees to survive and restores the residential character to this neighborhood. Commercial traffic should have never been allowed to take over this road and the submitted site plan should have been enforced a long time ago. As Tim Hortons obviously sees profit as more important than following the law or site plan we have no choice but to physically remove access for the public to Tim Hortons from John Street. Any proposed traffic signage will have the same effect as the current one, none. The only signs obeyed in this town are mounted on concrete barriers. As a directly impacted property owner who has endured this lawless traffic situation with countless close call accidents and being prevented from entering or leaving my property by Tim Hortons customers lining up in front of my driveway, I want option 2 to be implemented. The residential road is for residents and not for commercial use. That is what Main Street is designed and built for. The current plan (option 3) to rebuild John Street as a residential road will not be able to handle the 10 fold increase of traffic created by Tim Hortons and will crumble under our feet within years instead of decades. In summary option 2 is the only option which will address the traffic problems you have identified. All other options will make it worse. I do not understand why you would propose option 3 which basically allows for the current Tim Hortons traffic to continue as it is with a narrowing of the Tim Hortons John Street access and adding another sign. The currently installed signs are not enforced and obeyed and I have seen many other Tim Hortons locations where those do-not-enter signs are ignored constantly, even in jurisdictions with traffic law enforcement. The only traffic rules enforced in this area are made out of concrete. It is the duty of the township to build our roads for dedicated lawful traffic and physically limit unlawful activities when signage fails to deliver. During the day of the traffic study you closed the Tim Hortons access to John Street, I have observed the most peaceful day in this neighborhood. The lineup at Tim Hortons was organized and the number of cars honking and swearing was significantly down. Originally, I assumed customers were just avoiding the location but your traffic data shows that was not the case. "Somehow", having a proper lineup instead of 3 different ones merging is better for everyone, including Tim Hortons (better line up = more cars = more profit). And the cars driving on Queen Street did not have to stop for cars waiting to get on John Street's illegal drive through extension. It was such a successful

experiment, we should implement it permanently. Option 2 is the only logical choice we have, allowing us to restore the residential character of this road and neighborhood while accounting for all individuals rights. Tim Hortons has seized many of those rights exclusively for way too long and the township has the duty to restore a balance. As by-laws and signage are not working it has no choice but to make a physical change impeding continued deliberate corporate profit centered non-compliance.

| | | |
|----|---|--------------------|
| 9 | Good luck. Doing something is better than nothing | 10/2/2024 9:13 PM |
| 10 | Close John st entrance to tims. That business has altered their site and could remove grass area and rocks to have more drive there space. Opening onto John in 1995 plan was for service vehicles only, not car traffic | 10/2/2024 11:20 AM |
| 11 | People should not lose a portion of their property and their tree coverage to accommodate some ignorant drivers. | 10/1/2024 1:25 PM |
| 12 | Taxpayers should not be beholden to the whims of a billion dollar company and their revenues | 10/1/2024 11:15 AM |
| 13 | It is extremely unfortunate that the Township cannot use the lot that has been vacant for many years on the corner of Highway 6 and 89. It is my understanding that it is privately owned and would need mitigation of the soil, however has this been considered through appropriation of this parcel of land? | 9/30/2024 8:40 AM |
| 14 | The gentlemen who offered insite with army or navy trafficking flow experience would be a great asset in this project. Also no other business in town is offer3d the kind of support Tim hortons has in this situation. Dont get me wrong I love my tims. But it's glaringly obvious preferential | 9/30/2024 8:01 AM |
| 15 | keep tim horton's traffic in their parking lot. | 9/29/2024 9:55 PM |
| 16 | People and their safety come first. This project needs to put safety first, money second but please plant more trees to replace whatever needs to be removed. | 9/29/2024 7:34 PM |
| 17 | The sidewalk was taken away from the east side yet there is an apartment building and church | 9/29/2024 6:24 PM |
| 18 | Hire an engineer who knows what they are doing. Sewer pipes should be in straight lines. Not curved around trees. Unbelievable! | 9/29/2024 8:47 AM |
| 19 | I thought WN was seeking feedback on the John Street options. | 9/27/2024 4:30 PM |
| 20 | Would like a time line | 9/27/2024 2:31 PM |
| 21 | Saving the trees in Mount Forest is very important. Also the traffic congestion from Tim Horton's is not a town problem it is a business issue and cost and action should be on that business. Having the town taxes pay for business issues is a dangerous president to set. Having exit north bound only from Tim's onto John Street is the best solution as presented . Residential streets should be kept residential for those who live there and enjoy their homes. | 9/27/2024 10:18 AM |
| 22 | I see option #2 as the only solution for eliminating the traffic congestion problem | 9/27/2024 9:55 AM |
| 23 | Removing trees will deflate current values of homes on this street. | 9/27/2024 8:01 AM |
| 24 | Do not leave aged infrastructure in service in order to save a tree; reconstruction happens infrequently and risk associated with leaving in service aged infrastructure is costly long-term | 9/27/2024 5:25 AM |
| 25 | We need to leave the trees alone...I was recently in Niagara on the Lake and they have no sidewalks which I am sure was done to leave all the trees intact | 9/26/2024 8:42 PM |
| 26 | ONE WAY,EITHER WAY YOU WISH,DON'T DESTERB THE TREES.THEY ARE INNOCENT. | 9/26/2024 8:22 PM |
| 27 | Municipality should not be financially responsible for traffic management for Tim Hortons drive through. Simply close entry access from John street and let Tim hortons figure out the solution. | 9/26/2024 8:15 PM |
| 28 | I always thought it would be a great idea for Tim Hortons to purchase the old gas bar and MAX have it tore down and extend their parking lot there and have the drive-through come up and around kind of how Hanover Tim Hortons is Where are you pull in right and up through the drive-through and then parking in the middle and up at the store | 9/26/2024 8:06 PM |
| 29 | Traffic flow was improved downtown and at the same time lost prime parking spaces for upto 9 businesses at Main and Wellington. These businesses lost prime parking spots in the name if | 9/26/2024 7:53 PM |

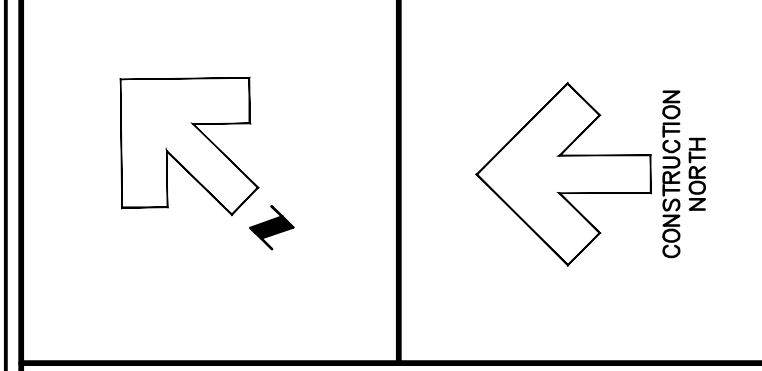
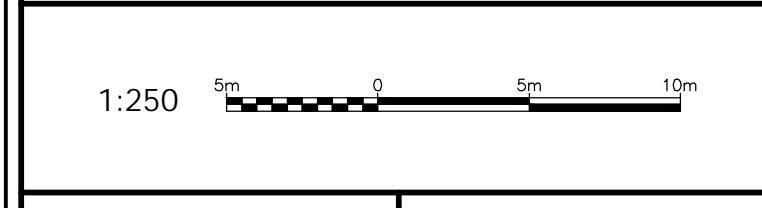
traffic flow. The John Street changes seem to give one business better access - That rubs me the wrong way - and I dont think its right

| | | |
|----|---|-------------------|
| 30 | It is a very sad day wgen tax payers need to pay fir a problem that a very profitable corparation has crested in a small town!!!! | 9/26/2024 7:49 PM |
| 31 | Make Tim's pay for it | 9/26/2024 7:18 PM |
| 32 | closing John St. to exit only from Tims will force the problem to 6 hwy, Tims also use the John St entre for deliveries, Leave it as is, most of the day like 90% it isn't an issue | 9/26/2024 7:10 PM |
| 33 | I personally think that closing off the tim hortons drive through is going to cause a variety of accidents. | 9/26/2024 6:58 PM |
| 34 | Make half of John street a one way street so no need to take down any trees and can help with traffic | 9/26/2024 6:31 PM |
| 35 | This is a Tim Hortons issue not a tax payer issue. Hand out tickets to people stopped on John St that block driveways or block the road. | 9/26/2024 6:29 PM |
| 36 | The township plants the trees and then doesn't maintain them. Where is the plan and dollars to do that. Something that has been forgotten for years | 9/26/2024 6:24 PM |
| 37 | Save as many trees as possible or pant new ones if any need to be removed. | 9/26/2024 6:02 PM |
| 38 | Make John St. One way from North to south and prohibit any exits from Tim Horton onto John St. | 9/26/2024 6:01 PM |
| 39 | Reducing sidewalks to just one side of the street increases the number of pedestrians on the roadways, and impacts the safety of both pedestrians and driveways. I live and own property on a street adjacent to Fergus St., and myself and my family frequently drive and walk on Fergus St. | 9/26/2024 5:13 PM |
| 40 | Good work with the designs! | 9/26/2024 5:01 PM |
| 41 | This should be decided based on the experts opinions on how best to improve traffic flow while ensuring safety- not based on public opinion. | 9/26/2024 4:52 PM |
| 42 | It's time the township stands up to ppl and stop allowing the ppl the run the show | 9/26/2024 4:43 PM |
| 43 | Leave our trees alone | 9/26/2024 4:42 PM |
| 44 | It's always disheartening to lose any of our beautiful trees. While some may be necessary due to rot and decay we ask you to save all trees if possible. | 9/26/2024 4:29 PM |
| 45 | Don't delay and just get it done efficiently and quickly | 9/26/2024 4:25 PM |
| 46 | I think we have learned a lesson from this captial project before it even began. As the Green Committee stated, we need regular tree maintenance to maintain our trees. 100 yr old maples should never grow as tall as they are on Fergus Street. This is so dangerous during storms. Our township has neglected all trees with no maintenance. Lets take care and maintain what we have before they grow out of control. | 9/26/2024 4:16 PM |
| 47 | None | 9/26/2024 4:03 PM |
| 48 | municipal residential streets should not be altered at the expense of the tax payers for PRIVATE commercial convenience | 9/26/2024 3:45 PM |
| 49 | We are in a time that we know that removing trees does not benefit the beauty of health of a community | 9/26/2024 3:40 PM |
| 50 | This road is a mess. I feel awful for people who live on the street, the Tim Hortons issue is huge. There's someone trying to sell right across the road and I imagine it'll be mighty difficult with inconsiderate people parking infront of their driveway! | 9/26/2024 3:18 PM |



LEGEND

- SAN. or STM. --- EXISTING SEWERS, SANITARY or STORM
- W --- EXISTING WATERMAIN and CATCHBASIN
- G --- EXISTING GASMAIN (ENBRIDGE)
- T --- EX. UNDERGND. TELECOMMUNICATIONS (BELL, EASTLINK)
- H --- EX. UNDERGND. HYDRO (WELLINGTON NORTH POWER)
- F --- EX. UNDERGND. FIBRE OPTIC (NIGHTMAN)
- U --- EX. UTILITY POLES
- P --- PROPOSED SANITARY SEWER
- S --- PROPOSED STORM SEWER
- W --- PROPOSED WATERMAIN
- X --- GRUBBING (TREE REMOVAL)
- Y --- PLACE CONC. SIDEWALK AND DRIVES
- Z --- PLACE HOT MIX ASPHALT (DRIVES 50mm HL-3 HOT MIX MISC.)
- A --- REINSTALL SALVAGED BRICK PAVING UNITS
- B --- DROP CURB (NOT INCLUDING TAPER)
- C --- REMOVE EXISTING CONC. SIDEWALK AND DRIVES
- D --- REMOVE EXISTING ASPHALT



NOTE
 The locations of existing underground utilities are shown in an approximate way only and have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work and agrees to be fully responsible for any damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

BENCHMARK INFORMATION
 ?
 ?
 ?

BENCHMARK INFORMATION
 ?
 ?
 ?

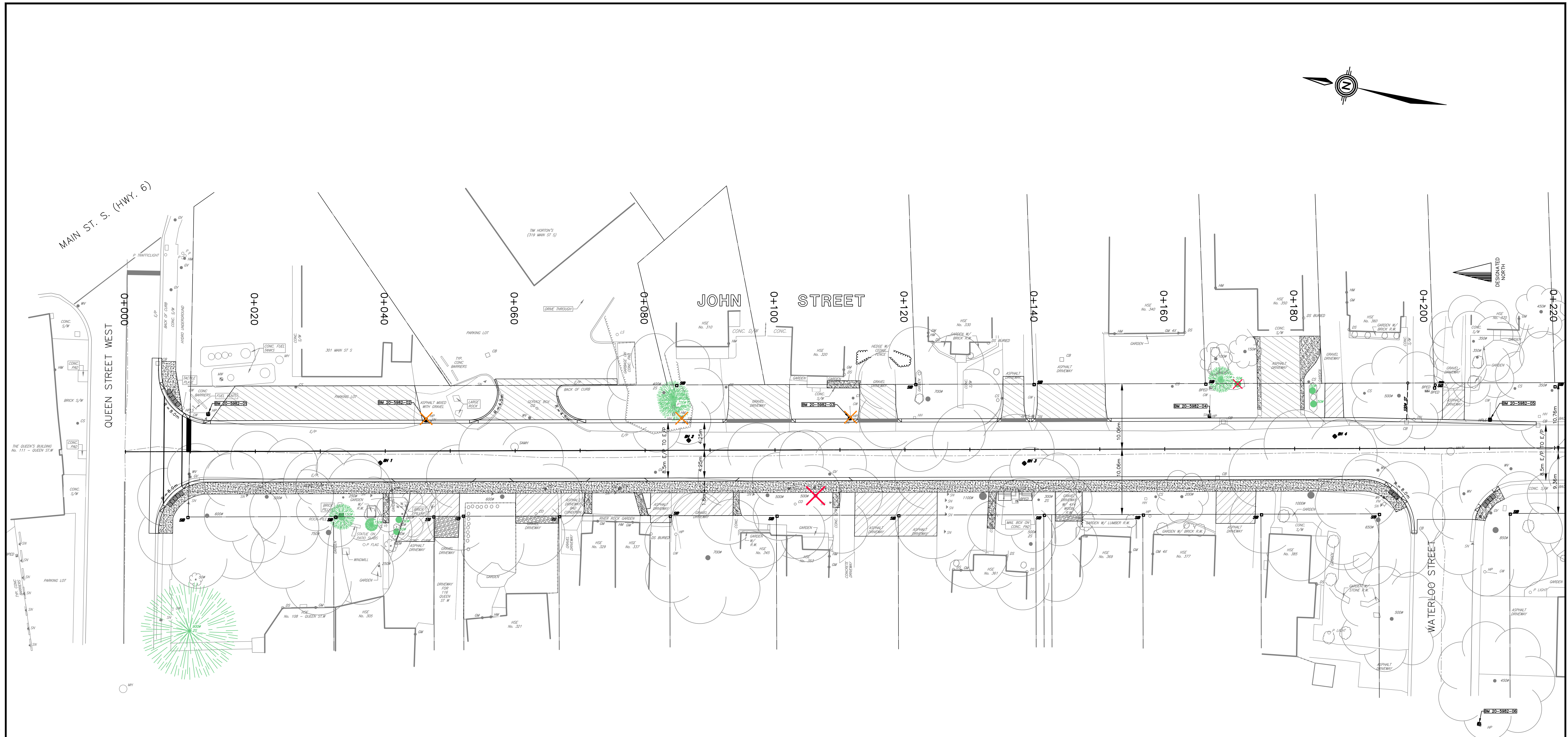
Design By: J.A.V. Checked By: I.S.D.

| No. | DATE | REVISION |
|-----|---------------|-----------------------------|
| 1 | Sep. 16, 2024 | Issued to Client for Review |
| | | |
| | | |
| | | |

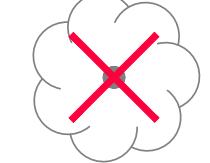



TOWNSHIP OF WELLINGTON NORTH
FERGUS STREET RECONSTRUCTION
 Plan View from Sligo Road to Sta. 0+780

| | |
|--|-------------------------|
| Contract No. ? | Project No. 21340A,B |
| Scale (24x36) Horizontal : 1:250 Vertical : 1:50 | Drawing No. Plan1 |



LEGEND:

-  TREE REMOVAL
-  HYDRO POLE REQUIRES RELOCATION DUE TO ENCROACHMENT ON CURB

DISCLAIMERS:
 1. ALL EXISTING ELEVATIONS & DIMENSIONS TO BE CONFIRMED ON SITE. THE LOCATION OF UTILITIES IS APPROXIMATE ONLY AND SHOULD BE DETERMINED BY CONSULTING THE MUNICIPAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF UTILITIES AND SHALL BE RESPONSIBLE FOR ADEQUATE PROTECTION AGAINST DAMAGE.

| No | DATE | REVISION | INITIAL |
|----|-----------|-------------|---------|
| 0 | JUN. 2024 | PRELIMINARY | PFZ |

**RECONSTRUCTION OF
JOHN STREET**
 TOWNSHIP OF WELLINGTON NORTH
 (MOUNT FOREST)

TOWNSHIP OF WELLINGTON NORTH
 7490 SIDEROAD 7 WEST
 KENILWORTH, ON N0G 2G0
**OPTION 1A
 STANDARD LOCAL STREET**

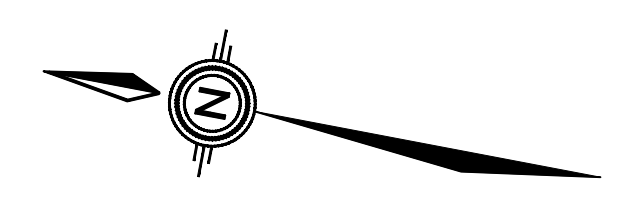
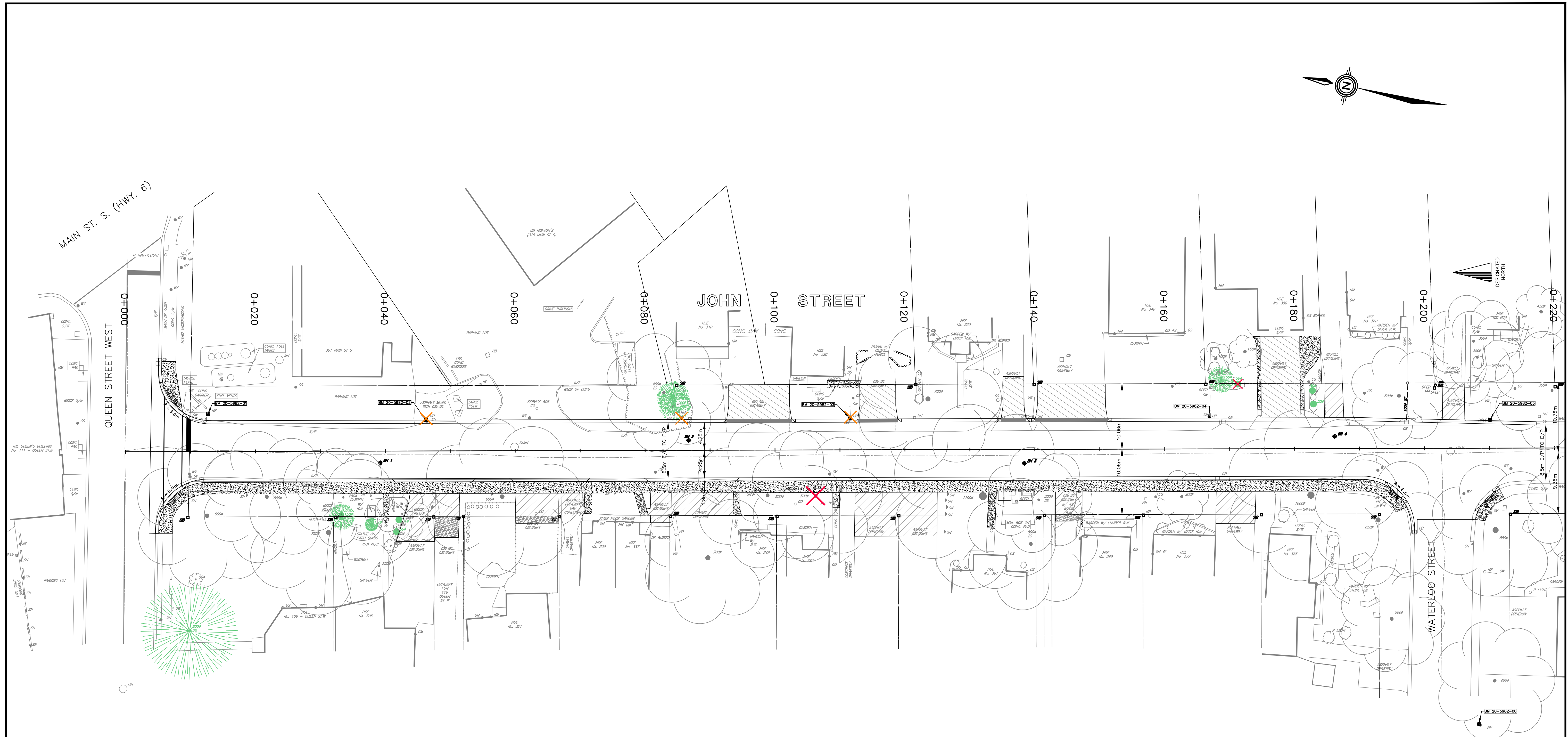
PROJECT No
M5982
 DESIGNED BY: ASB
 CHECKED BY: LS
 APPROVED BY: PFZ
 DATE: JUNE 2024



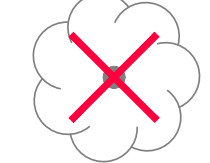

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 (06/24) (07/17)
 UNLESS OTHERWISE SHOWN

DRAWING NUMBER
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LEGEND:

-  TREE REMOVAL
-  HYDRO POLE REQUIRES RELOCATION DUE TO ENCROACHMENT ON CURB

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DISCLAIMERS:
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| No | DATE | REVISION | INITIAL |
|----|-----------|-------------|---------|
| 0 | JUN. 2024 | PRELIMINARY | PFZ |

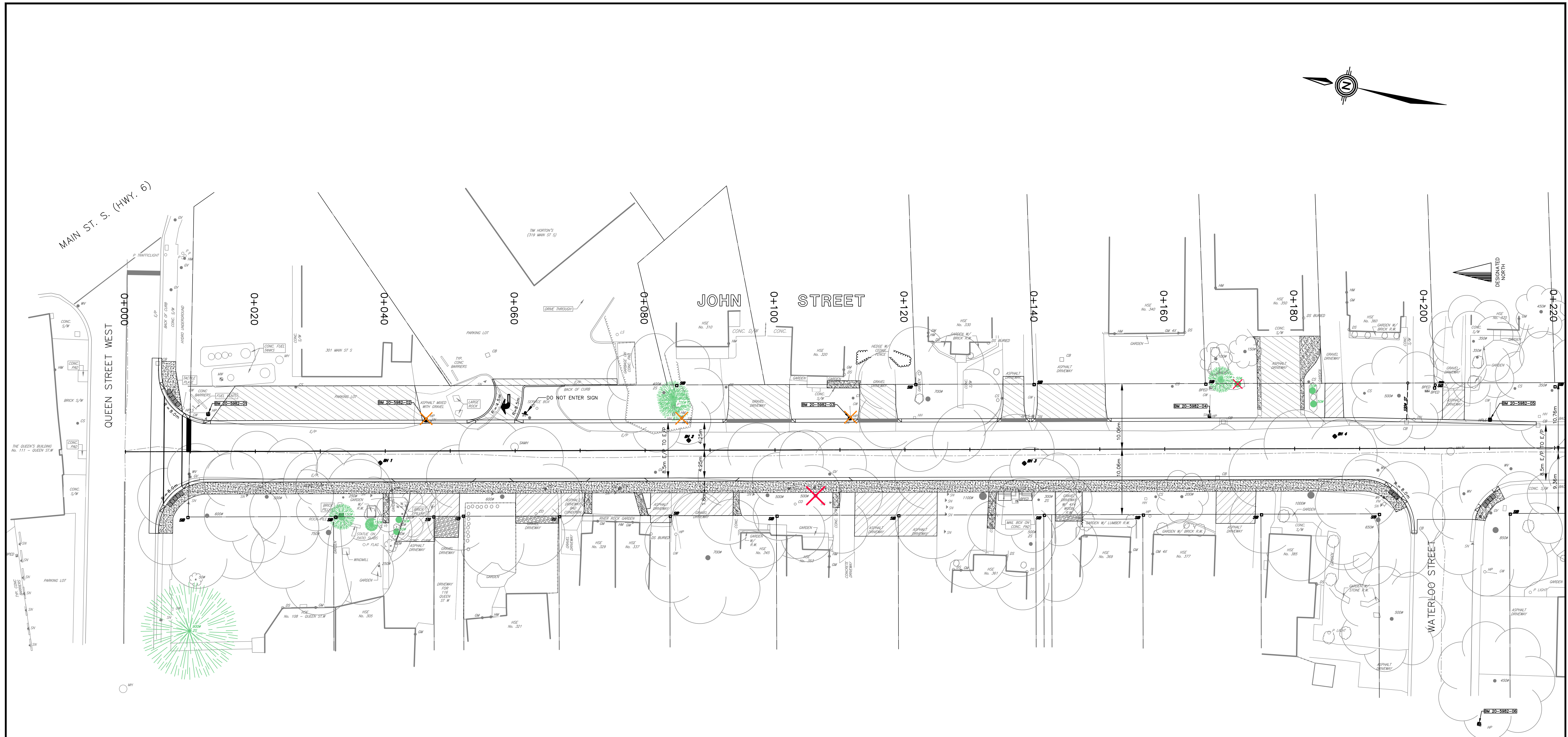
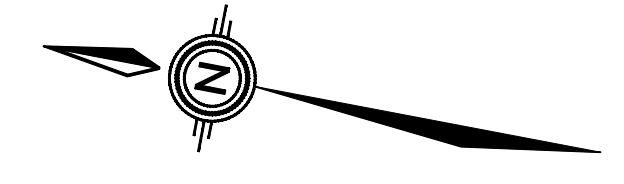
**RECONSTRUCTION OF
 JOHN STREET**
 TOWNSHIP OF WELLINGTON NORTH
 (MOUNT FOREST)

TOWNSHIP OF WELLINGTON NORTH
 7490 SIDEROAD 7 WEST
 KENILWORTH, ON N0G 2G0
**OPTION 2
 LOCAL URBAN STREET CROSS SECTION**

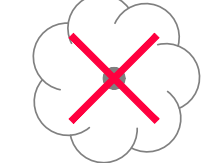

PROJECT No
M5982
 DESIGNED BY: ASB
 CHECKED BY: LS
 APPROVED BY: PFZ
 DATE: JUNE 2024



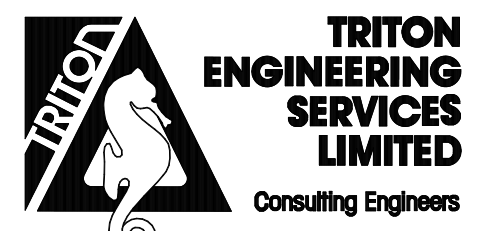
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DRAWING NUMBER
SK-3

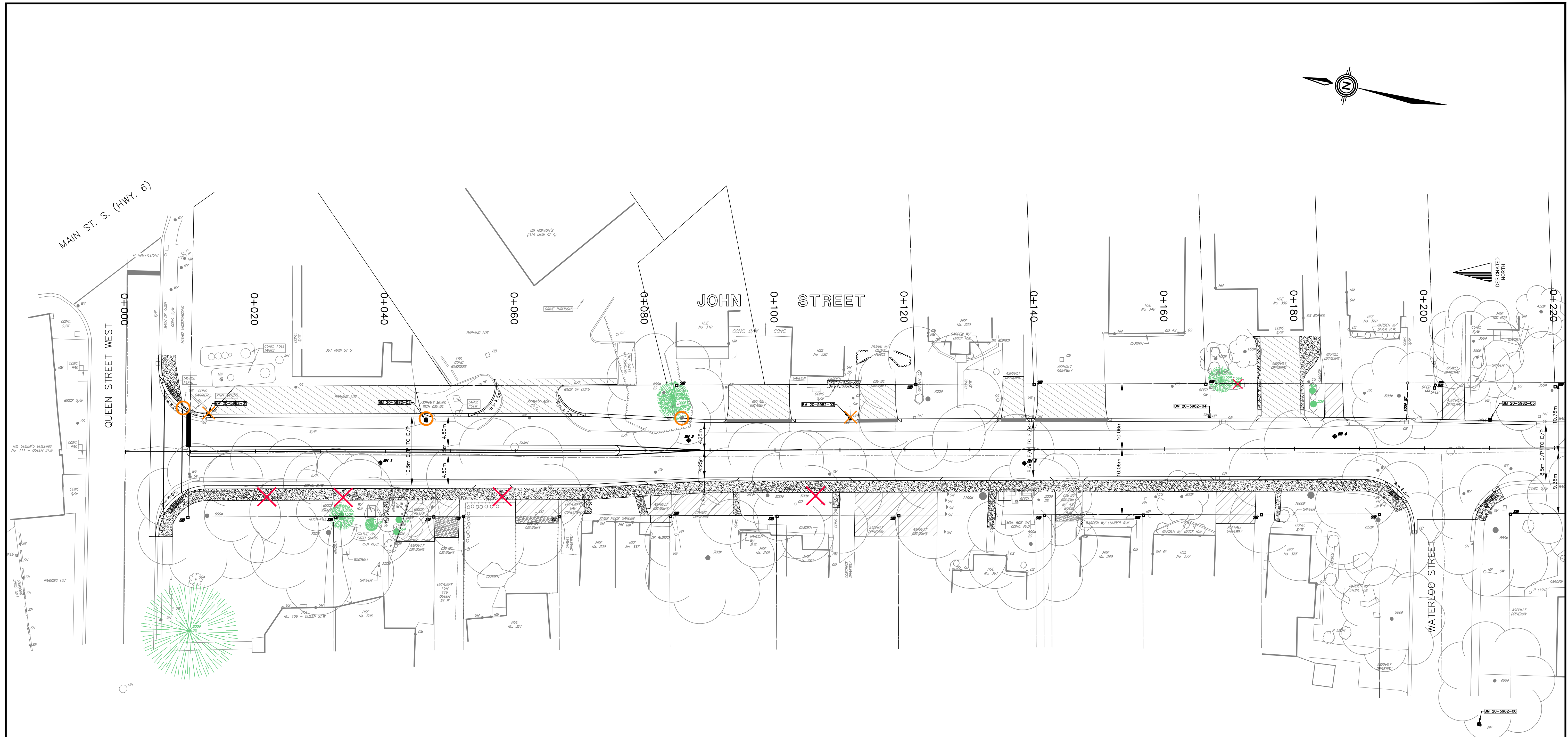


LEGEND:

-  TREE REMOVAL
-  HYDRO POLE REQUIRES RELOCATION DUE TO ENCROACHMENT ON CURB




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 ARCH full bleed D (36.00 x 24.00 inches)

| <p>DISCLAIMERS:</p> <p>1. ALL EXISTING ELEVATIONS & DIMENSIONS TO BE CONFIRMED ON SITE. THE LOCATION OF UTILITIES IS APPROXIMATE ONLY AND SHOULD BE DETERMINED BY CONSULTING THE MUNICIPAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF UTILITIES AND SHALL BE RESPONSIBLE FOR ADEQUATE PROTECTION AGAINST DAMAGE.</p> | | | | <p>RECONSTRUCTION OF JOHN STREET</p> <p>TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)</p> | | <p>TOWNSHIP OF WELLINGTON NORTH</p> <p>7490 SIDEROAD 7 WEST</p> <p>KENILWORTH, ON N0G 2G0</p> | | <p>PROJECT No</p> <p>M5982</p> | |  <p>TRITON ENGINEERING SERVICES LIMITED Consulting Engineers</p> | <p>SCALE:</p> <p>H: 1:300 H: 1:600</p> <p>V: - V: -</p> <p>(06/24) (07/17)</p> <p>UNLESS OTHERWISE SHOWN</p> | | | | | | |
|--|-----------|-------------|---------|--|--|---|------|---------------------------------------|---------|--|---|-----------|-------------|-----|--|--|------------------------|
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| No | DATE | REVISION | INITIAL | | | | | | | | | | | | | | |
| 0 | JUN. 2024 | PRELIMINARY | PFZ | | | | | | | | | | | | | | |



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LEGEND:

-  TREE REMOVAL
-  HYDRO POLE RELOCATION DUE TO CONFLICT
-  HYDRO POLE REQUIRES RELOCATION DUE TO ENCROACHMENT ON CURB

DISCLAIMERS:
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| No | DATE | REVISION | INITIAL |
|----|-----------|-------------|---------|
| 0 | JUN. 2024 | PRELIMINARY | PFZ |

**RECONSTRUCTION OF
 JOHN STREET**
 TOWNSHIP OF WELLINGTON NORTH
 (MOUNT FOREST)

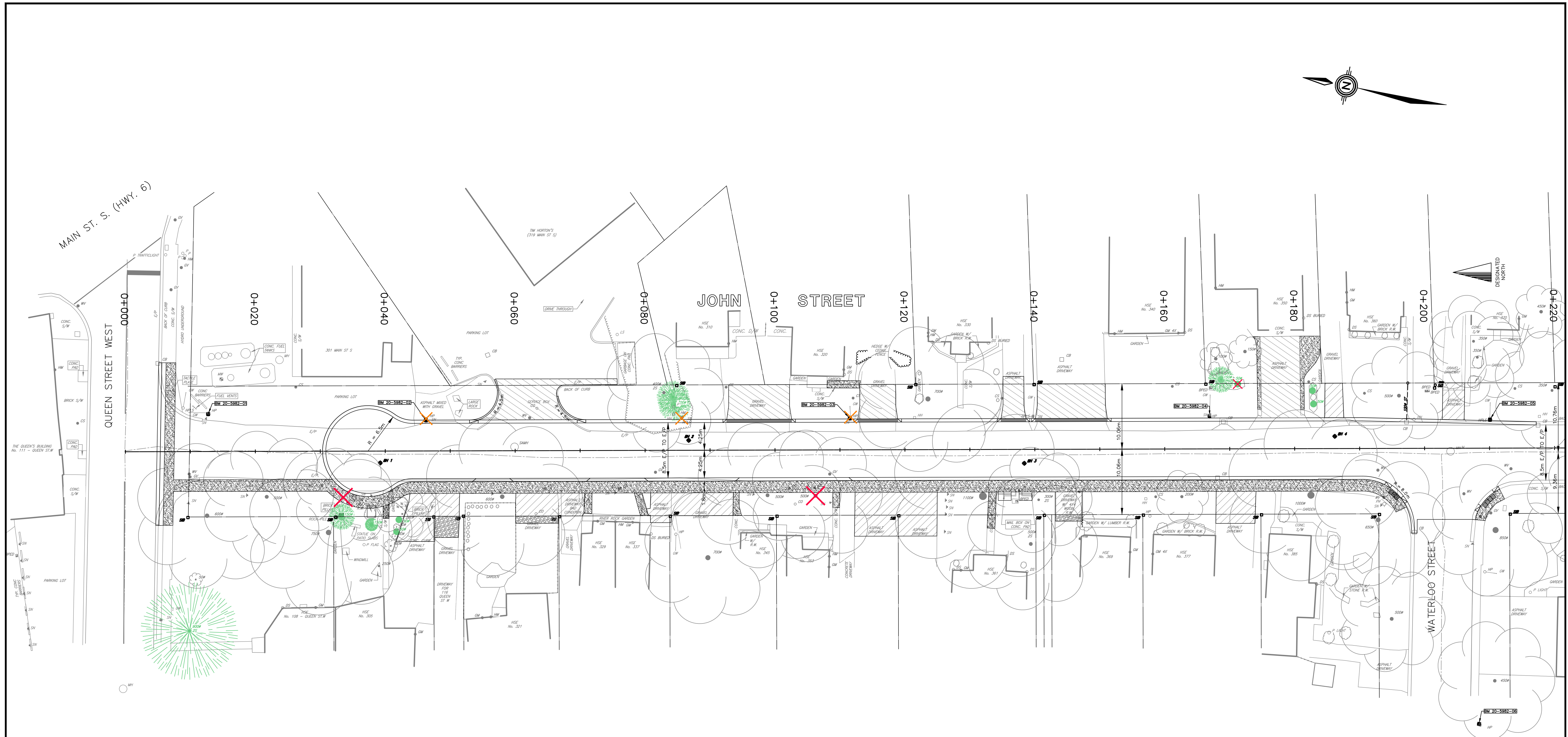
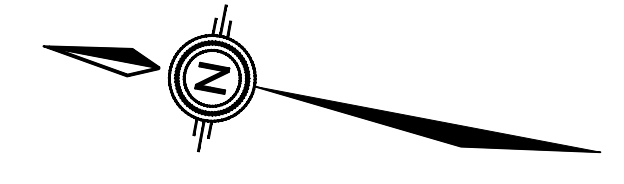
TOWNSHIP OF WELLINGTON NORTH
 7490 SIDEROAD 7 WEST
 KENILWORTH, ON N0G 2G0
**OPTION 4
 CENTRE MEDIAN**

| | |
|--------------|-----------|
| PROJECT No | M5982 |
| DESIGNED BY: | ASB |
| CHECKED BY: | LS |
| APPROVED BY: | PFZ |
| DATE: | JUNE 2024 |

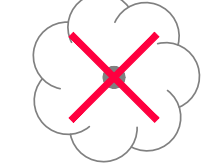



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 UNLESS OTHERWISE SHOWN

DRAWING NUMBER
SK-5



LEGEND:

-  TREE REMOVAL
-  HYDRO POLE REQUIRES RELOCATION DUE TO ENCROACHMENT ON CURB

DISCLAIMERS:
 1. ALL EXISTING ELEVATIONS & DIMENSIONS TO BE CONFIRMED ON SITE. THE LOCATION OF UTILITIES IS APPROXIMATE ONLY AND SHOULD BE DETERMINED BY CONSULTING THE MUNICIPAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF UTILITIES AND SHALL BE RESPONSIBLE FOR ADEQUATE PROTECTION AGAINST DAMAGE.

| No | DATE | REVISION | INITIAL |
|----|-----------|-------------|---------|
| 0 | JUN. 2024 | PRELIMINARY | PFZ |

**RECONSTRUCTION OF
JOHN STREET**
 TOWNSHIP OF WELLINGTON NORTH
 (MOUNT FOREST)

TOWNSHIP OF WELLINGTON NORTH
 7490 SIDEROAD 7 WEST
 KENILWORTH, ON N0G 2G0
OPTION 5
 JOHN ST. CLOSED AT QUEEN ST.

PROJECT No
M5982
 DESIGNED BY: ASB
 CHECKED BY: LS
 APPROVED BY: PFZ
 DATE: JUNE 2024



SCALE:
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 (06/24) (07/17)
 UNLESS OTHERWISE SHOWN

DRAWING NUMBER **SK-6**

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TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-11-04

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-022

REPORT TITLE: INF 2024-022 being a report on the MTO Connecting Link Program Application – Intake 10

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-022 being a report on the MTO Connecting Link Program Application – Intake 10;

AND THAT Council direct staff to submit an application to the MTO's 2025-2026 Connecting Link Program for the Highway 6 (Main Street) Resurfacing Project, from Queen Street to Sligo Road, in Mount Forest;

AND FURTHER THAT Council agree to fund the Township's portion of the project cost from the township's capital reserve, as recommended by Township staff, as well as support the project schedule detailed within the application;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into an agreement.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The Ministry of Transportation (MTO) offers grant programs to assist local municipalities to maintain roadways within the Provincial highways connecting link limits in urban communities. In Township of Wellington North, connecting link roads are Highway 89/Queen Street and Highway 6/Main Street in Mount Forest, and Highway 6/Smith Street and George Street in Arthur.

ANALYSIS

B.M. Ross and Associates Limited (BMROSS) is now completing the application form and supporting documentation for submission as per the Ministry's guidelines. A resolution of Council explicitly authorizing the submission is a requirement of the ministry guidelines. Applications are due by no later than November 13, 2024. If successful, eligible roads related project costs (roads, curb, storm sewer, and traffic control) would be funded up to 90% by the province.

The scope of the project is detailed within the BMROSS letter as show in Attachment 1.

Although total road reconstruction is not required at this time on Main Street, this could be an opportunity to complete resurfacing, stop light upgrades and storm sewer improvements as needed to extend the useful life another 15-20 years.

Water and wastewater infrastructure in this road section of Main Street between Queen Street to Birmingham Street was upgraded in 2008 and 2009 and no further servicing requirements are known at this time and are not eligible costs for this funding.

If the Township's connecting link application is approved, the intent is this project would be constructed in 2025.

CONSULTATION

Infrastructure Services has consulted with the following department heads or their staff regarding MTO Connecting Link Program Application:

Brooke Lambert, Chief Administrative Officer

Jeremiah Idialu, Treasurer/Director of Finance

Dale Clark, Manager of Transportation Services

Township's Consulting Engineers, B.M. Ross and Associates Limited

FINANCIAL CONSIDERATIONS

The estimated cost for the resurfacing of Main Street in Mount Forest from Queen Street to north of Sligo Road is approximately \$1,882,000 inclusive of net HST. If the Township is successful in its application, the Township's contribution would be 10% or \$188,200 inclusive of net HST.

ATTACHMENTS

Attachment 1 – B. M. Ross and Associates Limited Probable Cost Estimate dated October 28, 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



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2945 www.bmross.net

Memo

From: Frank Vanderloo
 fvanderloo@bmross.net

| | |
|---------|---|
| To: | TAMMY STEVENSON, C.E.T., SENIOR PROJECT MANAGER TOWNSHIP OF WELLINGTON NORTH |
| Re: | MAIN STREET (HWY. 6) CONNECTING LINK INTAKE 10 (2025-2026) FUNDING APPLICATION |
| File #: | 24250 |
| Date: | OCTOBER 28, 2024 |

Introduction

Main Street (Highway 6) is a municipal street that is a Connecting Link (C.L.) that runs in a “northerly” direction (construction north) through the community of Mount Forest, in the Township of Wellington North, in the County of Wellington. The south C.L. limit is approximately 375 m south of Murphy/South Water Street. The north C.L. limit is approximately 150m north of Industrial Drive.

Project Scope

The current resurfacing project proposal is for an approximate 1.1 km section of Main Street, from the south side of its intersection with Queen Street (Highway 89) to the north side of its intersection with Sligo Road (Wellington Road 6). It would include a pedestrian cross-over (PXO) c/w curb bump-outs at King Street, and upgrading the Wellington Street and Sligo Road traffic signal controllers c/w Uninterrupted Power Supply (UPS) and video sensors.

The asphalt within this 1.1km section is 15-18 years old. However, the surface asphalt, in particular between Queen Street and Wellington Street, has been deteriorating, and in order to protect the relatively new base asphalt (2-50mm lifts = 100mm) and the related base investment made 15-18 years ago, it is proposed to mill and resurface the upper 40mm surface asphalt wear layer.

Installation of a PXO along with curb bump-outs at King Street will improve pedestrian safety for this area of the Township’s busy downtown core. Upgrading two of the existing signalized intersection controllers will improve safety by providing battery backup during a town-wide power failure and improve reliability due to consistency in components that are maintained by the Township’s traffic signal maintenance contractor.

Z:\24250-WN-Main_St_CL_Upgrades\Projects\Probable costs\24250-2024-10-28-Memo-WN.docx

Some other minor work will be completed as part of the resurfacing work (select curb repairs; replace/adjust manhole covers and water valve boxes; improve asphalt finished grade at north side of Wellington Street to improve road drainage; line painting)

Probable Cost Estimate

The total probable cost of the project is \$1,882,000 (net HST inclusive). Provincial funding of \$1,693,800 (90%) will be requested. The Township's portion of the costs is estimated to be approximately \$188,200. A cost breakdown is as follows:

| Main Street (Hwy. 6) Connecting Link Resurfacing and signalization upgrades Queen Street to Sligo Road, Mount Forest, Township of Wellington North Probable Cost Summary (including net HST) | |
|---|---------------------------|
| Task | 2025 Probable Cost |
| Engineering design | \$67,000 |
| Project Management, Contract Administration & Construction Review | \$112,000 |
| Construction | \$1,643,000 |
| Miscellaneous (e.g., geotechnical) | \$60,000 |
| Total | \$1,882,000 |
| Amount of Provincial Funding to be requested | \$1,693,800 |
| ,Amount of Township's Contribution | \$188,200 |



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-11-04

MEETING TYPE: Open

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT # CLK 2024-026

REPORT TITLE: Cemetery By-law

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2024-026 cemetery by-law;

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

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

CLK 2024-006 cemetery full cost recovery;

CLK 2024-002 Cemetery full cost recovery

CLK 2023-041 Cemetery full cost recovery

CLK 2023-037 Cemetery fees and charges

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

CLK 2023-011 Cemetery winter burials

CLK 2023-010 Cemetery fees and charges

CLK 2021-027 Cemetery historical tour

CLK 2021-017 Cemetery fees and charges

CLK 019-031 Cemetery research project

CLK 2019-018 Cemetery refund of pre-payments

CLK 2019-010 Cemetery fees and charges

CLK 2017-037 Mount Forest Cemetery By-law

CLK 2016-058 Cemetery reserves

CLK 2016-025 Admin & Fin Cemetery expansion

BACKGROUND

The Mount Forest Cemetery is approximately 14.5 acres, located at 411257 Southgate Road 41, Mount Forest, Ontario.

The current cemetery by-law was approved by the Ministry of Consumer and Commercial Relations in 2017. There have been no amendments to the by-law since that time, however the fees and charges have been amended regularly.

In 2025 a new section of the cemetery will be developed providing for lots for cremated remains. Currently a full plot needs to be purchased for this type of interment, however the new section will provide a half plot and this by-law will accommodate those arrangements and sales

Notice of the draft by-law was posted in the Wellington Advertiser on September 18, 2024, and signage was posted at the cemetery on October 2, 2024, as required by the Bereavement Authority of Ontario.

Once the by-law is passed by Council, it must be forwarded to the Bereavement Authority of Ontario for final approval, prior to implementation.

ANALYSIS

The proposed by-law is written in plain language, eliminates duplicate sections, minor housekeeping amendments and ensures that proper cemetery maintenance and operations can be performed efficiently and safely.

CONSULTATION

Cemetery superintendent

Deputy Clerk

Bereavement Authority of Ontario

England Funeral Home

Suppliers of markers

FINANCIAL CONSIDERATIONS

Notice in the newspaper \$420.00

Signage \$60.00

Total \$480.00

ATTACHMENTS

By-law attached to 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: 2024-11-04

MEETING TYPE: Open

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT #: CLK 027-2024

REPORT TITLE: Dog licensing options

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 027-2024 dog licensing options in Wellington North;

AND THAT Council approves the staff recommendation to no longer require licensing of dogs;

AND FURTHER THAT the contract with Docupet not be renewed in 2025;

AND FURTHER THAT staff negotiate a new contract with R&R Pet Paradise;

AND FURTHER THAT that, if Council wishes to continue with the dog registration/licensing, staff be directed to bring a report to a future meeting of Council outlining a recommended process for remuneration, including cost estimates for implementation during 2025.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

CLK 2024-022 dog licensing and Docupet agreement

CLK 2023-034 Animal Control Activity

By-law 071-2019 Agreement for pet services Docupet

CLK 2019-029 DocuPet agreement for services

CLK 2019-019 being a report on the provision of services for licensing dogs

CLK 2018-023 being a report on canine licensing

CLK 2017-034 being a report on canine licensing

CLK 2016-082 being a report on provision of enumerator services for licensing canines

CLK 2016-065 being a report on canine licensing amnesty

BACKGROUND

In 2019, the municipality contracted with Docupet for the provision of dog license sales. This created efficiencies in the way the service was delivered as workload was reduced for staff, service was increased for the public as they were able to purchase a license 24/7 from their home, use a credit card and reduced the need to drive to Kenilworth to purchase a license.

The agreement with Docupet is at an end. Report CLK 022-2024 was brought to Council on September 9, 2024 with a recommendation to renew the Docupet agreement for a further term of five years. However, the day of the meeting, staff discovered that Docupet no longer offered an enumeration option, so the report and recommendation were deferred.

The animal control contract with R & R Pet Paradise is valid until December 31, 2026, with 24/7 service coverage. In 2024, the monthly fee was \$2,500.00 plus HST, payable on the 30th of each month. Starting January 1, 2025, and January 1, 2026, the cost will increase based on the cost of living adjustment (COLA) as determined by Statistics Canada.

Despite offering dog owners a more convenient way to purchase a license, revenues have decreased over time. This report will outline how to build efficiencies and review and evaluate the current licensing program as well as the effectiveness and fairness of the program.

Figure 1 shows the fluctuation in revenue and expenditures from 2017 to 2023 and shows sales decreased by 57%.

Figure 1

| YEAR | # TAGS SOLD | Revenue | Expenditure | GAIN/LOSS |
|------|-------------|----------|-------------|-----------|
| 2017 | 2052 | \$52,753 | \$49,948 | \$2,805 |
| 2018 | 1846 | \$34,229 | \$27,286 | \$6,943 |
| 2019 | 1649 | \$29,053 | \$23,601 | \$5,452 |
| 2020 | 1532 | \$34,958 | \$36,970 | -\$2,012 |
| 2021 | 1260 | \$29,280 | \$35,543 | -\$6,263 |
| 2022 | 1237 | \$26,861 | \$34,003 | -\$7,142 |
| 2023 | 1179 | \$24,860 | \$36,200 | -\$11,340 |

Notes:

- 2017 was an enumeration year
- R. & R. Pet Paradise (animal control) contracted in April of 2016
- Docupet contracted in September 2019
- Revenue includes licenses, boarding and fines
- Expenditures include Docupet fee, boarding fees, R. & R. Pet Paradise monthly fee
- In 2017, 2018 and 2019, the cost of a license was \$25.00. In 2020 to 2024 the fee decreased to \$20.00. The fee in 2025 has been approved at \$25.00.

Report CLK 2023-034 Animal Control Officer Activities showed that from 2022 to August 31, 2023 the Officer received or attended 58 calls of which 42 were for dogs at large, 3 for dog

bits (dangerous dogs) and 7 for barking dogs. Three individuals making barking dog complaints did not follow up with the information required by the Officer. There were five other miscellaneous complaints (too many dogs, no tag, cruelty)

ANALYSIS

Historically, the purpose of dog licensing has been to identify and re-unite lost dogs with their owners and licensing was the most effective way to provide this service. However, new tools have emerged that have significantly changed how lost dogs are identified and reunited with their owners. Dogs can be microchipped at a relatively low cost, (less than \$100.00) and some pet microchip registries offer a variety of value-added services, like a lost pet emergency medical hotline and travel assistance for found pets at little or no additional cost. On-line business and retail pet stores offer personally engraved tags at a reasonable price. Social media and not for profit groups also co-ordinate searches to return lost dogs to their rightful owners.

With these mechanisms available, fewer dog owners are purchasing municipal licenses.

The American Veterinary Medical Association estimates that in 2022, approximately 44.6% of households owned one dog. The Municipal Property Assessment Corporation MPAC advises there are approximately 5200 residential properties, not including residential units/apartments above commercial businesses in the downtown area buildings. Using those metrics, there should be approximately 2,288 licensed dogs, however in 2023 there were only 1,179 licenses issued.

Whenever possible, municipal services should be user pay, however as fewer people license their dogs (Figure 1 shows a 57% decrease in 6 years), the financial burden falls to the responsible dog owners who do license their pets.

It is staff's opinion that the resources and costs for the licensing program in conjunction with the declining revenues are no longer commensurate with the benefits and value provided to the community or pet owners. There is a valid argument to be made that ending a program that's existence can no longer be justified is a prudent public service decision.

Options

1. Take no action, continue contracting with Docupet and the Animal Control Officer.
Outcome: Based on the past 6 years of data, there will likely be a rise in costs and a decrease in revenue due to declining license purchases.
2. Continue contracting with Docupet and the Animal Control Officer. Hire a contractor to enumerate dogs in the summer of 2025 and every five years thereafter.
Outcome: An increased number of dogs in the system and increased revenue the year after the enumeration. There would be a significant cost to hire enumerators, however an enumeration fee could be added to the cost of the license to somewhat offset the cost. There will likely be a decrease in licensed dogs in subsequent years

until the next enumeration. It may be challenging to find someone to provide this service.

3. Opt out of licensing dogs, cancel the agreement with Docupet and amend the agreement with the Animal Control Officer to respond to dangerous dogs and at large. Remove the limit on the number of dogs per household.

Outcome: Improved customer service by reducing the “red tape” for residents and simplifying the municipal requirements and eliminating the licensing fee. It is anticipated there will be an immediate and significant drop in license sales before the opt out is complete and unfairness for those who may have just purchased a tag before the elimination of the program.

Should Council approve Option 3, the dog by-law would continue to provide that dogs can't run at large and a requirement that all dogs wear identification, either a collar or microchip. The Animal Control Officer would remain a reduced standby fee and would provide a kennel service, and be involved in dangerous dog designations, kennel licensing and inspection as well as at large dogs.

The following municipalities have stopped licensing dogs:

| MUNICIPALITY | YEAR | COMMENTS |
|--|------|---|
| North Stormont | 2024 | No complaints or issues so far |
| Southwest Oxford | 2021 | No issues, well received by public |
| Lambton Shore | 2001 | No issues, by-law will pick up dogs (2 year) take to Humane Society |
| Township Sioux Narrows | | |
| Township of Ashfield-Colborne-Wawanosh | | |
| Tudor Cashel | | |
| Township of Drummond/North Elmsley | | |
| Town Caledon | | |
| Welland | | |
| Woodstock | | |
| Blandford-Blenheim | 2021 | Seamless |
| East Zorra-Tavistock | 2022 | |

| | | | |
|-----------------------|------|--------------------|-----|
| South Glengarry | 2022 | No negatives | 376 |
| Township of Southwold | | | |
| North Dundas | 2024 | No issues/concerns | |
| Lucan Biddulph | 2022 | | |

CONSULTATION

Animal Control Officer

Other municipalities who have opted out

Guelph By-law

FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report. Depending on the option Council chooses, a further report with costing will be provided.

If opting out of licensing dogs is approved, costs for the animal control officer for recovery of a pet would be borne by the owner of the animal, including actual costs of the animal control officer time and fees. Where the owner can't be found, the cost of euthanizing the dog would be the responsibility of the municipality, costs for which the municipality is currently responsible. It would be recommended that an amount be added to the levy to pay for the cost of the Animal Control Officer standby fee of approximately \$10,000.00 annually.

ATTACHMENTS

N/A

STRATEGIC PLAN 2024

- Shape and support sustainable growth
- Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: By reviewing the need for services on a regular basis, the Township can ensure both value for tax dollar and the delivery of needed services. If services are determined to be no longer needed, resources can be redirected to areas that provide increased value.
- Enhance information sharing and participation in decision-making
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

QUARTERLY NEWSLETTER

2024 AGM

Our Annual General Meeting (AGM) is approaching!

Wednesday, Nov. 13th
at 8am - Mount Forest
Arena

This meeting is public and we encourage you to attend to hear of the recap of 2024 and of our plans for 2025.

No registration necessary.

Halloween Haunting on Main Street

Coming up this Saturday, October 26th, the Halloween Haunting on Main St is coming back!

We are excited for our upcoming event taking place Saturday, October 26th from 1-3pm. We will have a BIA hub located at the BMO Parkette where we will have our pumpkin carving contest, as well as a 'witches brew punch' and treats for event attendees.

Home for the Holidays Event

This year is our first annual 'Home for the Holidays' event. Starting on Thursday, December 5th we have our 2nd annual Christmas Tree Lighting at the Mount Forest Museum & Archives, where we will have carollers, and photos with Santa! This event will take place from 6 - 7:30pm.

Friday, December 6th is the Lions Santa Claus Parade, which we are looking forward to attending. It is always on the first Friday of December- be sure to mark your calendars annually!

Saturday, December 7th we have hosted a Free Public Skate at the Mount Forest Arena from 12 - 1:30pm. We are also in the midst of planning some activities for Saturday night- more details are to come.

Ending the weekend event off on Sunday, December 8th with a workshop at the Mount Forest Greenhouse, and some kids activities at the Mount Forest Bowling Centre. More details are to come on these events and registration may be required.

If you are looking to get involved, please reach out to mountforestbia@gmail.com

By the end of 2024, we will have implemented 4 events in hopes to unify and connect our community. Our goal is to make these events annual, and while the nature of the events may change, we are excited to continue bringing opportunities of connection to Mount Forest.

Another year has come & gone, and we would love to hear from you. If you have any feedback as to how we can improve, please share with us! We look forward to continue growing, and improving to serve our community, and to continue enhancing the business climate in the business district in a positive and community-minded manner.



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

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

October 28, 2024

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

By email: kwallace@wellington-north.com
blambert@wellington-north.com

Dear Township of Wellington North,

Re: 2025 Grand River Conservation Authority Draft Budget for Consultation

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved the GRCA's Budget 2025 Draft #1 for consultation purposes at their meeting on October 25, 2024. The approved motion is as follows:

THAT Report Number GM-10-24-87 – Budget 2025 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

This consultation circulation is required under [Ontario Regulation 402/22: Budget and Apportionment](#) which came into effect July 1, 2023, and sets out requirements for Conservation Authority budgets and municipal apportionment.

The attached report and draft 2025 budget outline the programs and services of the GRCA and how those programs are expected to be funded in 2025. Also attached is the municipal apportionment information.

This draft budget includes a total municipal apportionment amount of \$13,757,000 which represents a 3.5% increase over 2024. Municipal apportionment of General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses have been allocated to participating municipalities using Modified Current Value Assessment (MCVA) information in the watershed, which was provided by the Ministry of Natural Resources (MNR).

Under O.Reg.402/22, municipal apportionment and the budget must be approved at separate meetings. The Municipal Apportionment vote is scheduled to occur at the GRCA General Membership meeting on January 24, 2025, and the Final 2025 Budget vote is scheduled for the meeting on February 28, 2025.

Should you have any questions or feedback concerning the draft budget or municipal apportionment, please contact the undersigned.

Sincerely,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,
Deputy CAO/ Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-10-24-87

Date: October 25, 2024

To: Members of the Grand River Conservation Authority

Subject: Budget 2025 – Draft #1

Recommendation:

THAT Report Number 10-24-87 – Budget 2025 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

THAT staff be directed to forward correspondence regarding the Minister's direction to freeze planning and regulations user fees to the Minister of Natural Resources and Forestry.

Summary:

This report summarizes the first draft of the 2025 Budget. The final budget for 2025 will be presented for approval at the February 28, 2025 Annual General Meeting. See Budget 2025 Timetable (Appendix A) for additional details on budget timelines.

Budget 2025-Draft #1 reflects the continuation of programs and services delivered in 2024 and maintains breakeven results. Total draft expenditures for 2025 are \$37,907,688 (2024: \$36,902,214). Preliminary budget financial figures are outlined in Appendix G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Major Maintenance and Equipment, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 3.5% (or \$465,000) to \$13,757,000 in 2025. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Appendix C "Budget 2025 Municipal funding breakdown".

As required under *O.Reg. 687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Appendix B "Programs & Services Inventory" outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D "Summary of Municipal Apportionment" details the municipal apportionment and Memorandum of Understanding (MOU) funding requests by participating municipalities.

TABLE A -BUDGET 2025 EXPENDITURES

| | 2025 | 2024 | Increase/(decrease) |
|----------------------------|---------------------|---------------------|---------------------|
| <u>EXPENDITURES</u> | | | |
| Operating Expenses | \$30,904,688 | \$30,098,214 | \$806,474 |
| Capital Expenses | \$6,053,000 | \$4,674,000 | \$1,379,000 |
| Special Projects | \$950,000 | \$2,130,000 | (\$1,180,000) |
| TOTAL | \$37,907,688 | \$36,902,214 | \$1,005,474 |

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

Report:

A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS Jan 1, 2024

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

O. Reg. 402/22 - Budget and Apportionment defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

O. Reg. 402/22 requirements came into force for the 2024 budget process. See Appendix A – Budget 2025 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

B. OPERATING BUDGET

In general, the 2025 budget assumes the same level of program and service delivery as provided in 2024. Any exceptions to specific program areas are included in the commentary below as applicable.

(a) Resource Planning

- Resource Planning fee revenue declined in 2024 and therefore this draft of the budget reduced revenue by \$70,000.
- Compensation and benefits costs reduced by \$70,000 to recognize vacancy, rate savings which have occurred historically.

(b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2025 revenue of \$115,000 assumes no decrease in occupancy during 2025.
- The budgeted net result for this program is a \$28,000 surplus.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2024/25 contracts have been completed. The first draft of the budget assumes that 2024/25 school contracts will be extended for the 2025/26 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2025 budgeted revenue of \$11,200,000 is approximately \$1,000,000 less than projected revenue of \$12,200,000 for 2024.
- Operating expenses have been increased by \$500,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs. These expenses have been increased by \$34,000 (from \$510,000 to \$544,000)
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2024 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$100,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no cutbacks in the provincial Section 39 grant for the period April 1, 2025 to March 31, 2026 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Apportionment Funding

- The 2025 Budget includes \$12,705,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,052,000 for Category 2 MOU Programs for a total of \$13,757,000 which is a \$465,000 (or 3.5%) increase over the 2024 Apportionment of \$13,292,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2024. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and primarily used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2023, the reserve balance is approximately \$2.6 million.
- The strategy for Budget 2025 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) and to fund the Outdoor Environmental Education program deficit (\$353,000).

(j) Compensation and Benefits and Staffing:

- The 2025 draft budget includes a 5% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, market adjustments, and benefit cost increases. One finance position has been eliminated from the budget. One administrative position is being added to the budget.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. The GRCA has a contract for the period April 1, 2024 to March 31, 2027 (3 years). The 2025 budget reflects spending requirements in accordance with the contract.

C. CAPITAL & MAJOR MAINTENANCE BUDGET(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$3,000,000. Any increases in spending required can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Government funding included in budget 2025 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,500,000 of fee revenue and \$500,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$429,000 for Information Systems and \$324,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Appendix G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

D. SPECIAL PROJECTS

(a) Special projects do not rely on Municipal Apportionment funding.

(b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$950,000 in spending. By the time the 2025 budget is finalized, special project spending, along with matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$950,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$45,000 Brant/Brantford Children's Water Festival
- \$35,000 Mill Creek Rangers Project
- \$70,000 Species at Risk

(d) New Guelph Lake Nature Centre Building

This project is anticipated to be completed by end of 2024. The final budget draft may incorporate costs if the project is not completed. Funding will be provided by donations and may potentially require the use of GRCA reserves.

E. RESERVES

For 2025, reserves are budgeted to decrease by \$826,500. Significant budgeted drawdowns to reserves include: \$750,000 for Water Control Major Maintenance projects, \$500,000 for Conservation Area capital projects, \$353,000 to fund the Environmental Education deficit, \$270,000 to fund two staff positions, \$429,000 for Information Systems, and \$324,000 for Motor Pool. See Appendix E 'Summary of Reserves' for details of reserve movements budgeted for 2025. Interest income of \$2,050,000 is expected to be transferred into reserves. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use. The Programs & Services Inventory expenditures includes \$66,500 in transfer of Hydro revenue to the capital reserve (Appendix B).

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 22, 2024 meeting.

F. CATEGORY 2 – WATERSHED SERVICES

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Water Quality - Wastewater Optimization Program
- Water Quality - Groundwater Resources
- Watershed Sciences and Collaborative Planning

See Appendix F 'Budget 2025 Category 2 - Watershed Services Program Breakdown'

All participating municipalities entered into a Memorandum of Agreement with the GRCA to provide the above listed services.

G. MUNICIPAL APPORTIONMENT

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Appendix D 'Budget 2025 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined *in O. Reg. 402/22 Section (7)*. Five-year agreements with participating municipalities for Category

2 programs and services outline that net costs be allocated same as Category 1, namely, the MCVA method.

OTHER MAJOR ASSUMPTIONS

- (a) Cottage Lot Rental Program revenue increased by 2.0%.
- (b) Total Insurance expense increased by 5% or \$35,000 to reflect 2024 rate increases and projected 2025 rate increases.
- (c) Total Property Tax expense increased 3% or \$15,000.
- (d) Administrative expense related to computer charge-out rates increased 7% or \$100,000
- (e) Other Operating expenses increased between 0% and 3% as applicable.
- (f) Motor Pool charge-out rates held constant.

H. SIGNIFICANT OUTSTANDING BUDGET ITEMS

- (a) Year 2024 Carry forward Adjustments
2024 Surplus carry forward - this draft of the 2025 Budget assumes a \$100,000 surplus carryover from year 2024. The actual "2024 Net Surplus" will be incorporated into the 2025 budget.
- (b) 2024 Special Projects carry forward
Any projects commenced in year 2024 and not completed by December 31, 2024 will be carried forward and added to Budget 2025 (i.e. both the funding and the expense will be added to Budget 2025 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures
A final determination of the amount of spending to be added to the Budget 2025 (i.e. unspent amounts from 2024, new projects) will be made, including use of reserves for 2025 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECl funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Outdoor Environmental Education
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Appendix A: Budget 2025 Timetable
- Appendix B: Budget 2025 Program and Services Inventory
- Appendix C: Budget 2025 Municipal Funding Breakdown
- Appendix D: Budget 2025 Summary of Municipal Apportionment
- Appendix E: Budget 2025 Summary of Reserves
- Appendix F: Budget 2025 Category 2 - Watershed Services Program breakdown
- Appendix G: Statement of Operations & Detailed Programs and Services Statements

Financial Implications:

Budgeted spending for 2025 is \$37,857,688 (2024: \$36,902,214) before transfer of \$66,500 to reserves. This first draft of the budget includes a municipal apportionment (levy) increase of \$465,000 (or 3.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- Aging infrastructure in the Conservation Areas and Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.

Other Department Considerations:

None

Prepared by:

Sonja Radoja
Manager of Corporate Services

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Budget 2025 Timetable

| | |
|---------------------|---|
| September 27, 2024: | Timelines and Preliminary Considerations |
| October 25, 2024: | Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes |
| November 2024: | Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section |
| Nov & Dec 2024: | Consultation with Participating Municipalities as requested |
| December 13, 2024: | Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting |
| December 20, 2024: | Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget |
| Jan 24, 2025: | Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities. |
| Feb 28, 2025: | Final 2025 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNR |

Grand River Conservation Authority

PROGRAMS AND SERVICES INVENTORY
BUDGET 2025

| Programs & Services Inventory | | TOTAL EXPENDITURES (includes transfers to reserves) | MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING | MUNICIPAL- OTHER | SELF-GENERATED REVENUE | PROVINCIAL & FEDERAL GRANTS | Funding from RESERVES | Programs & Services SURPLUS allocation | TOTAL REVENUE (after P&S surplus allocation) | NET RESULT |
|--------------------------------------|--|--|---|-------------------|------------------------|-----------------------------|-----------------------|--|--|------------|
| CATEGORY 1 | Watershed Management | 1,028,100 | 915,600 | | | 37,500 | 75,000 | | 1,028,100 | - |
| | FFW & Flood Plain Mapping | 1,291,000 | 1,101,662 | | | 164,338 | 25,000 | | 1,291,000 | - |
| | Water Control Structures | 5,490,700 | 2,785,350 | | | 1,735,350 | 970,000 | | 5,490,700 | - |
| | Resource Planning | 2,747,600 | 1,823,600 | | 924,000 | | | | 2,747,600 | 0 |
| | Conservation Lands Management | 2,981,900 | 2,739,900 | | 42,000 | | 200,000 | | 2,981,900 | 0 |
| | Source Protection Planning | 780,000 | - | | | 780,000 | | | 780,000 | - |
| | Total Category 1 | 14,319,300 | 9,366,112 | | 966,000 | 2,717,188 | 1,270,000 | - | 14,319,300 | 0 |
| | | | 65% | 0% | 7% | 19% | 9% | 0% | 100% | |
| General Operating | General Operating Expenses (note 5) | 4,668,688 | 3,338,888 | | 350,000 | | 818,000 | 161,800 | 4,668,688 | - |
| | | | 72% | 0% | 7% | 0% | 18% | 3% | 100% | |
| CATEGORY 2 | CATEGORY 2 Watershed Services | 1,973,000 | 1,052,000 | 850,000 | - | 70,000 | 1,000 | | 1,973,000 | - |
| | | | 53% | 43% | 0% | 4% | 0% | 0% | 100% | |
| CATEGORY 3 | Burford Tree Nursery & Planting Services | 1,012,400 | | | 680,000 | | | 332,400 | 1,012,400 | - |
| | Conservation Services (Special Projects) | 166,200 | | 10,000 | 35,000 | 65,000 | | 56,200 | 166,200 | - |
| | Outdoor Environmental Education | 953,000 | | | 600,000 | | 353,000 | - | 953,000 | - |
| | Property Rentals | 1,109,700 | | | 3,130,000 | | | (2,020,300) | 1,109,700 | - |
| | Hydro Production | 162,000 | | | 530,000 | | | (368,000) | 162,000 | - |
| | Conservation Areas | 12,316,000 | | | 11,271,000 | | 501,000 | 544,000 | 12,316,000 | - |
| | Administrative Support (note 6) | 1,293,900 | | | | | | 1,293,900 | 1,293,900 | - |
| Total Category 3 | 17,013,200 | - | 10,000 | 16,246,000 | 65,000 | 854,000 | (161,800) | 17,013,200 | - | |
| | | | 0% | 0% | 95% | 0% | 5% | -1% | 100% | |
| TOTAL Programs & Services | | 37,974,188 | 13,757,000 | 860,000 | 17,562,000 | 2,852,188 | 2,943,000 | - | 37,974,188 | 0 |
| | | | 36% | 2% | 46% | 8% | 8% | 0% | 100% | |

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 36% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2024 Municipal funding totalled \$13,292,000. Therefore Municipal funding is increasing by \$465,000 (or 3.5%) to \$13,757,000 in 2025 compared to 2024.
- NOTE 5 **General Operating Expenses** include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 6 **Administrative Support** includes administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority

MUNICIPAL FUNDING BREAKDOWN (note 1)

BUDGET 2025

| | 2024 Municipal Apportionment | 2025 Municipal Apportionment |
|--|------------------------------------|------------------------------------|
| CATEGORY 1 - Mandatory General Operating Expenses | 8,964,112 | 9,366,112 |
| CATEGORY 2 - Municipally Requested MOU's | 1,017,000 | 1,052,000 |
| | 13,292,000 | 13,757,000 |
| | <i>dollar Increase</i> | 465,000 |
| | <i>percentage Increase</i> | 3.5% |

Note 1

Funding under special agreements with Municipalities is not included in above municipal funding breakdown (i.e. RWQP, Subwatershed studies)

**Grand River Conservation Authority
Summary of Municipal Apportionment - 2025 Budget**

DRAFT - October 25, 2024

| | % CVA in Watershed | 2024 CVA (Modified) | CVA in Watershed | CVA-Based Apportionment | 2025 Budget General Operating Expenses* | 2025 Budget Category 1 Operating Expenses* | 2025 Budget Category 2 Operating Expenses* | 2025 Budget Total Apportionment | 2024 Actual Total Apportionment | % Change |
|-----------------------|--------------------|------------------------|------------------------|-------------------------|---|--|--|---------------------------------|---------------------------------|-------------|
| Brant County | 82.9% | 7,956,819,370 | 6,596,203,258 | 3.03% | 101,217 | 283,929 | 31,891 | 417,037 | 395,639 | 5.4% |
| Brantford C | 100.0% | 16,110,222,385 | 16,110,222,385 | 7.40% | 247,206 | 693,453 | 77,888 | 1,018,547 | 987,407 | 3.2% |
| Amaranth Twp | 82.0% | 858,651,370 | 704,094,123 | 0.32% | 10,804 | 30,307 | 3,404 | 44,515 | 42,773 | 4.1% |
| East Garafraxa Twp | 80.0% | 698,985,395 | 559,188,316 | 0.26% | 8,581 | 24,070 | 2,704 | 35,355 | 32,895 | 7.5% |
| Town of Grand Valley | 100.0% | 637,941,807 | 637,941,807 | 0.29% | 9,789 | 27,460 | 3,084 | 40,333 | 39,251 | 2.8% |
| Melancthon Twp | 56.0% | 636,708,237 | 356,556,612 | 0.16% | 5,471 | 15,348 | 1,724 | 22,543 | 21,692 | 3.9% |
| Southgate Twp | 6.0% | 1,226,384,688 | 73,583,081 | 0.03% | 1,129 | 3,167 | 356 | 4,652 | 4,386 | 6.1% |
| Haldimand County | 41.0% | 7,744,135,997 | 3,175,095,759 | 1.46% | 48,721 | 136,670 | 15,351 | 200,742 | 192,819 | 4.1% |
| Norfolk County | 5.0% | 9,992,562,732 | 499,628,137 | 0.23% | 7,667 | 21,506 | 2,416 | 31,589 | 30,988 | 1.9% |
| Halton Region | 10.6% | 50,597,805,213 | 5,374,240,578 | 2.47% | 82,466 | 231,330 | 25,983 | 339,779 | 325,623 | 4.3% |
| Hamilton City | 26.8% | 99,914,929,873 | 26,727,243,741 | 12.28% | 410,121 | 1,150,455 | 129,219 | 1,689,795 | 1,639,233 | 3.1% |
| Oxford County | 35.9% | 4,736,170,991 | 1,700,479,619 | 0.78% | 26,093 | 73,196 | 8,221 | 107,510 | 105,841 | 1.6% |
| North Perth T | 2.0% | 2,555,744,512 | 51,114,890 | 0.02% | 784 | 2,200 | 247 | 3,231 | 3,115 | 3.7% |
| Perth East Twp | 40.0% | 2,138,784,312 | 855,513,725 | 0.39% | 13,128 | 36,825 | 4,136 | 54,089 | 52,608 | 2.8% |
| Region of Waterloo | 100.0% | 110,087,538,563 | 110,087,538,563 | 50.59% | 1,689,258 | 4,738,637 | 532,243 | 6,960,138 | 6,710,728 | 3.7% |
| Centre Wellington Twp | 100.0% | 5,678,028,668 | 5,678,028,668 | 2.61% | 87,128 | 244,407 | 27,452 | 358,987 | 344,247 | 4.3% |
| Erin T | 49.0% | 2,665,324,254 | 1,306,008,884 | 0.60% | 20,040 | 56,216 | 6,314 | 82,570 | 80,462 | 2.6% |
| Guelph C | 100.0% | 29,061,812,848 | 29,061,812,848 | 13.36% | 445,944 | 1,250,945 | 140,506 | 1,837,395 | 1,788,751 | 2.7% |
| Guelph Eramosa Twp | 100.0% | 3,023,807,383 | 3,023,807,383 | 1.39% | 46,399 | 130,158 | 14,619 | 191,176 | 186,515 | 2.5% |
| Mapleton Twp | 95.0% | 1,950,508,544 | 1,852,983,117 | 0.85% | 28,433 | 79,760 | 8,959 | 117,152 | 114,764 | 2.1% |
| Wellington North Twp | 51.0% | 1,881,548,776 | 959,589,876 | 0.44% | 14,725 | 41,305 | 4,639 | 60,669 | 58,619 | 3.5% |
| Puslinch Twp | 75.0% | 2,935,530,680 | 2,201,648,010 | 1.01% | 33,784 | 94,768 | 10,644 | 139,196 | 133,644 | 4.2% |
| Total | | 363,089,946,596 | 217,592,523,382 | 100.00% | 3,338,888 | 9,366,112 | 1,052,000 | 13,757,000 | 13,292,000 | 3.5% |

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

Grand River Conservation Authority

BUDGET 2025 - SUMMARY of RESERVES

General Meeting - October 25, 2024

| | BUDGET 2024 | "NET CHANGE" INCREASE/(DECREASE) 2024 VS 2025 | DETAILS OF "NET CHANGE" BUDGET 2025 | | | BUDGET 2025 |
|--|---------------------|---|-------------------------------------|--------------------|--|---------------------|
| | | | Transfer In (Interest Income) | Transfer In | Transfer Out Description of Transfer | |
| Type A: GRCA Controlled | | | | | | |
| Operating Reserves (designated) | | | | | | |
| Property & Liability Insurance | 291,417 | 10,000 | 10,000 | | | 301,417 |
| Building & Mechanical Equipment | 1,393,443 | 50,000 | 50,000 | | | 1,443,443 |
| Small Office Equipment | 0 | 0 | 0 | | | 0 |
| Personnel | 1,279,167 | (20,000) | 45,000 | | (65,000) OUT- Vacation Accrual, Wages | 1,259,167 |
| Transition | 2,320,308 | (353,000) | 100,000 | | (453,000) OUT-\$100K Staff Position, \$353,000 Environmental Education | 1,967,308 |
| Forestry | 1,586,205 | 50,000 | 50,000 | | | 1,636,205 |
| Information Systems and Technology | 976,899 | (384,000) | 45,000 | 1,532,000 | (1,961,000) IN-Chargebacks; OUT-Operating/Capital costs | 592,899 |
| Cottage Operations | 1,321,831 | 50,000 | 50,000 | | | 1,371,831 |
| Grand River Watershed Management Plan | 123,589 | 5,000 | 5,000 | | | 128,589 |
| Planning Enforcement | 567,652 | 20,000 | 20,000 | | | 587,652 |
| Property Rental Expenses | 820,090 | 35,000 | 35,000 | | | 855,090 |
| Watershed Restoration | 345,225 | 10,000 | 10,000 | | | 355,225 |
| Master Planning | 462,298 | 20,000 | 20,000 | | | 482,298 |
| Water Management Operating NEW-2022 | 1,078,942 | (130,000) | 40,000 | | (170,000) | 948,942 |
| Motor Pool Equipment | 1,315,460 | (264,000) | 60,000 | 1,400,000 | (1,724,000) IN-Chargebacks;OUT-Operating/Capital costs | 1,051,460 |
| Motor Pool Insurance | 99,821 | 4,000 | 4,000 | | | 103,821 |
| Capital Reserves (designated) | | | | | | |
| Water Control Structures | 3,136,063 | 80,000 | 130,000 | | (50,000) OUT-Water Control Structures major repairs | 3,216,063 |
| Cambridge Desiltation Pond | 3,967 | (1,000) | 0 | | (1,000) OUT-Cambridge Desiltation Pond costs | 2,967 |
| Completion of Capital Projects | 162,000 | 0 | | | | 162,000 |
| Conservation Areas-Stabilization/Capital | 8,291,029 | (180,000) | 320,000 | | (500,000) OUT-Cons Area Capital costs | 8,111,029 |
| Gauges | 950,910 | (60,000) | 40,000 | | (100,000) OUT-Gauge costs | 890,910 |
| Capital Reserves (undesignated) | | | | | | |
| General Capital Reserve | 1,609,071 | 116,500 | 50,000 | 66,500 | IN-Hydro Generation Revenue | 1,725,571 |
| Total Type A: GRCA Controlled | 28,135,387 | (941,500) | 1,084,000 | 2,998,500 | (5,024,000) | 27,193,887 |
| Type B: Reserves with Outside Control/Interest | | | | | | |
| With MNRF Interest (Capital Reserves) | | | | | | |
| Gravel | 279,315 | 9,000 | 10,000 | | (1,000) OUT-Gravel Pit License | 288,315 |
| Land Sale Proceeds Reserve | 23,618,711 | 90,000 | 940,000 | | (850,000) OUT-\$100K Demolition costs, \$750K Water Control Structure Projects | 23,708,711 |
| With School Board Interest (Operating Reserves) | | | | | | |
| App's Nature Centre | 79,501 | 3,000 | 3,000 | | | 82,501 |
| Laurel Creek Nature Centre | 121,762 | 5,000 | 5,000 | | | 126,762 |
| Guelph Lake Nature Centre | 149,181 | 4,000 | 4,000 | | | 153,181 |
| Taquanyah Nature Centre | 24,102 | 1,000 | 1,000 | | | 25,102 |
| Shade's Mills Nature Centre | 84,014 | 3,000 | 3,000 | | | 87,014 |
| Total Type B: Outside Control/Interest | 24,356,586 | 115,000 | 966,000 | 0 | (851,000) | 24,471,586 |
| TOTAL | \$52,491,973 | (826,500) | \$2,050,000 | \$2,998,500 | (\$5,875,000) | \$51,665,473 |

Grand River Conservation Authority

CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN

BUDGET 2025

| Programs & Services | Cost | Offsetting Funding | NET COST | Description of Offsetting Funding |
|--|---------------------|---------------------|---------------------|-----------------------------------|
| Sub-watershed Services | \$ 291,000 | \$ (50,000) | \$ 241,000 | Municipal Funding |
| Conservation Services | \$ 1,435,000 | \$ (870,000) | \$ 565,000 | Municipal & Federal Funding |
| Water Quality | \$ 151,000 | \$ (1,000) | \$ 150,000 | Reserves |
| Water Quality - Waste Water Optimization Program | \$ 87,600 | \$ - | \$ 87,600 | |
| Water Quality - Groundwater Resources | \$ 8,400 | \$ - | \$ 8,400 | |
| Watershed Sciences & Collaborative Planning * | | | | |
| TOTAL | \$ 1,973,000 | \$ (921,000) | \$ 1,052,000 | |

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

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2025**

| | New Regulations Category | P&S Ref # | NEW REGS Budget 2023 (draft Oct) | NEW REGS Budget 2024 | NEW REGS Budget 2025 |
|---|---|----------------------|---|-------------------------------------|-------------------------------------|
| <u>REVENUE</u> | | | | | |
| <u>Municipal</u> | | | | | |
| Municipal Apportionment | Category 1 | various | 11,976,000 | 12,275,000 | 12,705,000 |
| Memorandums of Understanding Apportionment | Category 2 | various | 992,000 | 1,017,000 | 1,052,000 |
| Other | Category 2 & 3 | 8 | 850,000 | 940,000 | 860,000 |
| | | | 13,818,000 | 14,232,000 | 14,617,000 |
| <u>Government Grants</u> | | | | | |
| MNRF Transfer Payments | Category 1 | various | 449,688 | 449,688 | 449,688 |
| Source Protection Program-Provincial | Category 1 | various | 640,000 | 834,000 | 780,000 |
| Other Provincial | Category 1 | various | 737,500 | 737,500 | 1,487,500 |
| Other Provincial | Category 2 | 8 | 0 | 130,000 | 0 |
| Other Provincial | Category 3 | 10 | 30,000 | 100,000 | 65,000 |
| Federal | Category 1 & 2 | various | 40,000 | 155,000 | 70,000 |
| | | | 1,897,188 | 2,406,188 | 2,852,188 |
| <u>Self Generated</u> | | | | | |
| User Fees and Sales | | | | | |
| <i>Resource Planning</i> | Category 1 | 4 | 1,144,000 | 994,000 | 924,000 |
| <i>Burford Operations & Planting Services</i> | Category 3 | 9 | 580,000 | 680,000 | 680,000 |
| <i>Conservation Lands Income</i> | Category 3 | 14 | 71,000 | 71,000 | 71,000 |
| <i>Conservation Lands Income</i> | Category 1 | 5 | 15,000 | 15,000 | 15,000 |
| <i>Conservation Areas User Fees</i> | Category 3 | 14 | 10,000,000 | 10,700,000 | 11,200,000 |
| <i>Environmental Education</i> | Category 3 | 11 | 500,000 | 600,000 | 600,000 |
| Property Rentals | Category 3 | 12 | 2,981,000 | 3,038,000 | 3,130,000 |
| Hydro Generation | Category 3 | 13 | 580,000 | 580,000 | 530,000 |
| Grand River Conservation Foundation | Category 1,2,3 | various | 27,000 | 662,000 | 62,000 |
| Investment Income | General Operating | 7 | 1,350,000 | 2,200,000 | 2,300,000 |
| Total Self-Generated Revenue | | | 17,248,000 | 19,540,000 | 19,512,000 |
| TOTAL REVENUE | | | 32,963,188 | 36,178,188 | 36,981,188 |

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2025**

| | New Regulations Category | P&S Ref # | NEW REGS Budget 2023 (draft Oct) | NEW REGS Budget 2024 | NEW REGS Budget 2025 |
|---|---|----------------------|---|-------------------------------------|-------------------------------------|
| <u>EXPENSES</u> | | | | | |
| OPERATING | | | | | |
| Watershed Management | Category 1 | 1 | 1,276,000 | 1,146,100 | 918,100 |
| Flood Forecasting and Warning | Category 1 | 2 | 895,000 | 911,000 | 1,101,000 |
| Water Control Structures | Category 1 | 3 | 2,143,200 | 2,128,700 | 2,490,700 |
| Resource Planning | Category 1 | 4 | 2,551,800 | 2,679,600 | 2,747,600 |
| Conservation Lands Management | Category 1 | 5 | 2,954,600 | 2,871,900 | 2,981,900 |
| Source Protection Program | Category 1 | 6 | 640,000 | 834,000 | 780,000 |
| General Operating Expenses | General Operating | 7 | 3,495,788 | 4,267,714 | 3,915,688 |
| Watershed Services | Category 2 | 8 | 1,043,000 | 1,068,000 | 1,103,000 |
| Burford Operations & Planting Services | Category 3 | 9 | 867,300 | 992,900 | 1,012,400 |
| Conservation Services | Category 3 | 10 | 81,200 | 82,200 | 86,200 |
| Environmental Education | Category 3 | 11 | 775,100 | 912,000 | 953,000 |
| Property Rentals | Category 3 | 12 | 1,095,200 | 1,109,200 | 1,109,700 |
| Hydro Production | Category 3 | 13 | 95,500 | 95,500 | 95,500 |
| Conservation Areas | Category 3 | 14 | 9,037,000 | 9,782,000 | 10,316,000 |
| Administrative Support | Category 3 | 15 | 1,198,000 | 1,217,400 | 1,293,900 |
| Total OPERATING Expenses | | | 28,148,688 | 30,098,214 | 30,904,688 |
| MAJOR MAINTENANCE & EQUIPMENT Expenses | | | | | |
| Watershed Management | Category 1 | 1 | 110,000 | 110,000 | 110,000 |
| Flood Forecasting and Warning | Category 1 | 2 | 190,000 | 190,000 | 190,000 |
| Water Control Structures | Category 1 | 3 | 1,500,000 | 1,500,000 | 3,000,000 |
| Conservation Areas | Category 3 | 13 | 2,000,000 | 2,000,000 | 2,000,000 |
| Information Systems | General Operating | 16 | 290,000 | 459,000 | 429,000 |
| Motor Pool | General Operating | 16 | 14,000 | 415,000 | 324,000 |
| Total Capital Expenses | | | 4,104,000 | 4,674,000 | 6,053,000 |
| SPECIAL | | | | | |
| Flood Forecasting and Warning | Category 1 | 2 | 0 | 250,000 | 0 |
| Resource Planning | Category 1 | 4 | 0 | 0 | 0 |
| Conservation Lands | Category 1 | 5 | 0 | 100,000 | 0 |
| Watershed Services | Category 2 | 8 | 800,000 | 1,095,000 | 870,000 |
| Conservation Services | Category 3 | 10 | 40,000 | 185,000 | 80,000 |
| Environmental Education | Category 3 | 11 | 0 | 500,000 | 0 |
| Total SPECIAL PROJECTS Expenses | | | 840,000 | 2,130,000 | 950,000 |
| Total Expenses | | | 33,092,688 | 36,902,214 | 37,907,688 |
| Gross Surplus | | | (129,500) | (724,026) | (926,500) |
| Prior Year Surplus Carryforward | | | 100,000 | 537,526 | 100,000 |
| Net Funding FROM/(TO) Reserves | | | 29,500 | 186,500 | 826,500 |
| NET SURPLUS | | | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #1 - Watershed Management
 BUDGET 2025

| | NEW REGS Budget 2023 | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|---------------------|----------------------------|----------------------------|----------------------------|------------------|
| (draft Oct version) | | | | |

INCR/(DECR)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

| | | | | |
|-------------------------------------|------------------|------------------|----------------|-----------|
| Compensation and Benefits | 1,013,900 | 884,000 | 688,000 | (196,000) |
| Administration Expenses | 197,000 | 197,000 | 165,000 | (32,000) |
| Other Operating Expenses | 65,100 | 65,100 | 65,100 | - |
| Total OPERATING Expenditures | 1,276,000 | 1,146,100 | 918,100 | |
| Instrumentation | 60,000 | 60,000 | 60,000 | - |
| Water Quality Monitoring Equipment | 50,000 | 50,000 | 50,000 | - |
| Total CAPITAL Expenditures | 110,000 | 110,000 | 110,000 | |

| | | | | |
|---|------------------|------------------|------------------|------------------|
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 1,386,000 | 1,256,100 | 1,028,100 | (228,000) |
|---|------------------|------------------|------------------|------------------|

Funding

(INCR)/DECR

Municipal

| | | | | |
|--------------------------------|-----------|-----------|---------|---------|
| Municipal Apportionment (levy) | 1,273,500 | 1,143,600 | 915,600 | 228,000 |
|--------------------------------|-----------|-----------|---------|---------|

Government Grants

| | | | | |
|------------------|--------|--------|--------|---|
| Other Provincial | 37,500 | 37,500 | 37,500 | - |
|------------------|--------|--------|--------|---|

Funding From Reserves

| | | | | |
|--------|--------|--------|--------|---|
| Gauges | 75,000 | 75,000 | 75,000 | - |
|--------|--------|--------|--------|---|

| | | | | |
|----------------------|------------------|------------------|------------------|----------------|
| TOTAL FUNDING | 1,386,000 | 1,256,100 | 1,028,100 | 228,000 |
|----------------------|------------------|------------------|------------------|----------------|

| | | | | |
|------------------------------|----------|----------|----------|----------|
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |
|------------------------------|----------|----------|----------|----------|

GRAND RIVER CONSERVATION AUTHORITY
P&S #2 - Flood Forecasting and Warning
 BUDGET 2025

| | NEW REGS Budget 2023 | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|----------------------------|----------------------------|----------------------------|------------------|
| (draft Oct version) | | | | |
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures and Funding to Reserves | | | | |
| Compensation and Benefits | 551,000 | 567,000 | 737,000 | 170,000 |
| Administration Expenses | 236,000 | 236,000 | 256,000 | 20,000 |
| Other Operating Expenses | 108,000 | 108,000 | 108,000 | - |
| Total OPERATING Expenditures | 895,000 | 911,000 | 1,101,000 | |
| Hardware | 88,000 | 88,000 | 88,000 | - |
| Stream Gauges | 102,000 | 102,000 | 102,000 | - |
| Total CAPITAL Expenditures | 190,000 | 190,000 | 190,000 | |
| Floodplain Mapping Projects | | 250,000 | | (250,000) |
| Total SPECIAL PROJECT Expenditures | 0 | 250,000 | 0 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 1,085,000 | 1,351,000 | 1,291,000 | (60,000) |
| Funding | | | | |
| | | | | (INCR)DECR |
| Municipal | | | | |
| Municipal Apportionment (levy) | 835,662 | 911,662 | 1,101,662 | (190,000) |
| Government Grants | | | | |
| MNRF Transfer Payments | 164,338 | 164,338 | 164,338 | 0 |
| Funding From Reserves | | | | |
| Floodplain Mapping Projects & Gauges | 25,000 | 275,000 | 25,000 | 250,000 |
| Water Management Operating | 60,000 | 0 | 0 | 0 |
| TOTAL REVENUE | 1,085,000 | 1,351,000 | 1,291,000 | 60,000 |
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #3 - Water Control Structures
 BUDGET 2025

| | NEW REGS Budget 2023 | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|---|----------------------------|----------------------------|----------------------------|--------------------|
| (draft Oct version) | | | | |
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 1,399,500 | 1,441,000 | 1,770,000 | 329,000 |
| Administration Expenses | 29,200 | 29,200 | 49,200 | 20,000 |
| Insurance | 199,000 | 143,000 | 151,000 | 8,000 |
| Property Taxes | 170,700 | 170,700 | 175,700 | 5,000 |
| Other Operating Expenses | 344,800 | 344,800 | 344,800 | - |
| Total OPERATING Expenditures | 2,143,200 | 2,128,700 | 2,490,700 | |
| Total CAPITAL Expenditures | 1,500,000 | 1,500,000 | 3,000,000 | 1,500,000 |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 3,643,200 | 3,628,700 | 5,490,700 | 1,862,000 |
| <u>Funding</u> | | | | |
| | | | | (INCR)/DECR |
| Municipal | | | | |
| Municipal Apportionment (levy) | 2,537,850 | 2,593,350 | 2,785,350 | (192,000) |
| Government Grants | | | | |
| MNRF Transfer Payments | 285,350 | 285,350 | 285,350 | 0 |
| Provincial | 700,000 | 700,000 | 1,450,000 | (750,000) |
| Funding From Reserves | | | | |
| Water Control Structures/Water Mgmt Operating Reserve | 120,000 | 50,000 | 970,000 | (920,000) |
| TOTAL REVENUE AND FUNDING FROM RESERVES | 3,643,200 | 3,628,700 | 5,490,700 | (1,862,000) |
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #4 - Resource Planning
 BUDGET 2025

| | NEW REGS Budget 2023 | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|----------------------------|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | |
| | | | | INCR/(DECR) |
| Expenditures and Funding to Reserves | | | | |
| Compensation and Benefits | 2,275,200 | 2,403,000 | 2,435,000 | 32,000 |
| Administration Expenses | 221,900 | 221,900 | 257,900 | 36,000 |
| Other Operating Expenses | 54,700 | 54,700 | 54,700 | - |
| Total OPERATING Expenditures | 2,551,800 | 2,679,600 | 2,747,600 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 2,551,800 | 2,679,600 | 2,747,600 | 68,000 |
| Funding | | | | |
| | | | | (INCR)/DECR |
| Municipal | | | | |
| Municipal Apportionment (levy) | 1,362,800 | 1,685,600 | 1,823,600 | (138,000) |
| Self Generated | | | | |
| Solicitor Enquiry Fees | 90,000 | 80,000 | 70,000 | 10,000 |
| Permit Fees | 500,000 | 470,000 | 410,000 | 60,000 |
| Plan Review Fees | 554,000 | 444,000 | 444,000 | 0 |
| Funding from Reserves | | | | |
| Water Management Operating Reserve | 45,000 | - | - | 0 |
| TOTAL REVENUE | 2,551,800 | 2,679,600 | 2,747,600 | (68,000) |
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #5 - Conservation Lands Management
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures and Funding to Reserves | | | | |
| Compensation and Benefits | 1,789,700 | 1,813,000 | 1,921,000 | 108,000 |
| Administration Expenses | 165,100 | 165,100 | 153,100 | (12,000) |
| Insurance | 201,000 | 60,000 | 65,000 | 5,000 |
| Property Taxes | 285,200 | 305,200 | 314,200 | 9,000 |
| Other Operating Expenses | 513,600 | 528,600 | 528,600 | - |
| Total OPERATING Expenditures | 2,954,600 | 2,871,900 | 2,981,900 | |
| Total CAPITAL Expenditures | | | | |
| Ecological Restoration | | 100,000 | | (100,000) |
| Total SPECIAL PROJECT Expenditures | 0 | 100,000 | 0 | |
| Forestry/Master Plans/Transition | 0 | 0 | 0 | |
| Land Sale Proceeds | 0 | 0 | 0 | |
| Total FUNDING to RESERVES | 0 | 0 | 0 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 2,954,600 | 2,971,900 | 2,981,900 | 10,000 |
| Funding | | | | (INCR)/DECR |
| Municipal | | | | |
| Municipal Apportionment (levy) | 2,712,600 | 2,629,900 | 2,739,900 | (110,000) |
| Self Generated | | | | |
| Timber Sales | 15,000 | 15,000 | 15,000 | 0 |
| Donations - Foundation | 27,000 | 127,000 | 27,000 | 100,000 |
| Funding From Reserves | | | | |
| Land (Demolitions) | 100,000 | 100,000 | 100,000 | 0 |
| Transition Reserve (Staffing) | 100,000 | 100,000 | 100,000 | 0 |
| TOTAL REVENUE | 2,954,600 | 2,971,900 | 2,981,900 | (10,000) |
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #6 - Source Protection Program
 BUDGET 2025

| | NEW REGS Budget 2023 | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|----------------------------|----------------------------|----------------------------|------------------|
| (draft Oct version) | | | | |
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures | | | | |
| Compensation and Benefits | 490,000 | 490,000 | 615,000 | 125,000 |
| Administration Expenses | 50,000 | 50,000 | 45,000 | (5,000) |
| Other Operating Expenses | 90,000 | 90,000 | 50,000 | (40,000) |
| Water Budget - Technical Studies | 10,000 | 204,000 | 70,000 | (134,000) |
| TOTAL EXPENDITURES | 640,000 | 834,000 | 780,000 | (54,000) |
| Funding | | | | |
| | | | | (INCR)/DECR |
| Government Grants | | | | |
| Provincial | 640,000 | 834,000 | 780,000 | 54,000 |
| TOTAL FUNDING | 640,000 | 834,000 | 780,000 | 54,000 |
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #7 General Operating Expense
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|---|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures and Funding to Reserves | | | | |
| Compensation and Benefits | 2,327,500 | 2,441,000 | 2,490,000 | 49,000 |
| Administration Expenses | 370,000 | 460,000 | 393,000 | (67,000) |
| Insurance | 63,500 | 334,500 | 298,000 | (36,500) |
| Other Operating Expenses | 804,788 | 1,102,214 | 804,688 | (297,526) |
| LESS: Recovery of Corporate Services Expenses | (70,000) | (70,000) | (70,000) | - |
| Total OPERATING Expenditures | 3,495,788 | 4,267,714 | 3,915,688 | |
| Interest Income | 1,250,000 | 2,050,000 | 2,050,000 | - |
| Total FUNDING to RESERVES | 1,250,000 | 2,050,000 | 2,050,000 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 4,745,788 | 6,317,714 | 5,965,688 | (352,026) |
| Funding | | | 4,165,688 | (INCR)/DECR |
| Municipal | | | | |
| Municipal Apportionment (levy) | 3,253,588 | 3,310,888 | 3,338,888 | (28,000) |
| Self Generated | | | | |
| Investment Income | 1,350,000 | 2,200,000 | 2,300,000 | (100,000) |
| Personnel | 65,000 | 65,000 | 65,000 | 0 |
| TOTAL REVENUE | 4,668,588 | 5,575,888 | 5,703,888 | (128,000) |
| Net Surplus/(Deficit) | (77,200) | (741,826) | (261,800) | (480,026) |

GRAND RIVER CONSERVATION AUTHORITY
P&S #8 - Watershed Services - CAT 2
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures and Funding to Reserves | | | | |
| Compensation and Benefits | 825,100 | 850,000 | 885,000 | 35,000 |
| Administration Expenses | 117,900 | 118,000 | 118,000 | - |
| Other Operating Expenses | 100,000 | 100,000 | 100,000 | - |
| Total OPERATING Expenditures | 1,043,000 | 1,068,000 | 1,103,000 | |
| RWQP Grants | 800,000 | 800,000 | 800,000 | - |
| Waste Water Optimization Project | | 130,000 | | (130,000) |
| Species at Risk | | | 70,000 | |
| Nature Smart Climate Solutions | | 85,000 | | (85,000) |
| Upper Blair Subwatershed Study | | 80,000 | | (80,000) |
| Total SPECIAL PROJECT Expenditures | 800,000 | 1,095,000 | 870,000 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 1,843,000 | 2,163,000 | 1,973,000 | (260,000) |
| Funding | | | | |
| | | | | (INCR)/DECR |
| Municipal | | | | |
| Memorandums of Understanding Apportionment | 992,000 | 1,017,000 | 1,052,000 | (35,000) |
| Municipal Other | 850,000 | 930,000 | 850,000 | 80,000 |
| Government Grants | | | | |
| Other Provincial | 0 | 130,000 | 0 | 130,000 |
| Federal | 0 | 85,000 | 70,000 | 15,000 |
| Funding From Reserves | | | | |
| Cambridge Desiltation Pond | 1,000 | 1,000 | 1,000 | 0 |
| TOTAL REVENUE | 1,843,000 | 2,163,000 | 1,973,000 | 190,000 |
| Net Surplus/(Deficit) | 0 | 0 | 0 | (70,000) |

GRAND RIVER CONSERVATION AUTHORITY
P&S #9 Burford Tree Nursery & Planting Services
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 278,000 | 287,000 | 296,000 | 9,000 |
| Administration Expenses | 30,900 | 30,900 | 20,400 | (10,500) |
| Other Operating Expenses | 558,400 | 675,000 | 696,000 | 21,000 |
| Total OPERATING Expenditures | 867,300 | 992,900 | 1,012,400 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 867,300 | 992,900 | 1,012,400 | 19,500 |
| <u>Funding</u> (INCR)/DECR | | | | |
| Self Generated | | | | |
| Burford Nursery | 400,000 | 450,000 | 450,000 | - |
| Landowner Contributions (Tree Planting) | 180,000 | 230,000 | 230,000 | - |
| TOTAL REVENUE | 580,000 | 680,000 | 680,000 | 0 |
| Net Surplus/(Deficit) | (287,300) | (312,900) | (332,400) | 19,500 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #10 - Conservation Services
 BUDGET 2025

| | NEW REGS Budget 2023 <small>(draft Oct version)</small> | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 26,000 | 27,000 | 28,000 | 1,000 |
| Administration Expenses | 33,200 | 33,200 | 36,200 | 3,000 |
| Other Operating Expenses | 22,000 | 22,000 | 22,000 | - |
| Total OPERATING Expenditures | 81,200 | 82,200 | 86,200 | |
| Total CAPITAL Expenditures | | | | |
| Mill Creek Rangers Program | | 35,000 | 35,000 | - |
| Species at Risk | 40,000 | 70,000 | - | (70,000) |
| Brant/Brantford Water Festival | | 45,000 | 45,000 | - |
| Profit Mapping | - | 35,000 | | (35,000) |
| Total SPECIAL PROJECT Expenditures | 40,000 | 185,000 | 80,000 | |
| Transition | - | - | - | |
| Total FUNDING to RESERVES | - | - | - | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 121,200 | 267,200 | 166,200 | (101,000) |
| <u>Funding</u> (INCR)/DECR | | | | |
| Municipal | | | | |
| Municipal-Other | | 10,000 | 10,000 | - |
| Government Grants | | | | |
| Other Provincial | 30,000 | 100,000 | 65,000 | 35,000 |
| Federal | 40,000 | 70,000 | 0 | 70,000 |
| Self Generated | | | | |
| Donations - Foundation | | 35,000 | 35,000 | - |
| TOTAL REVENUE | 70,000 | 215,000 | 110,000 | 105,000 |
| Net Surplus/(Deficit) | (51,200) | (52,200) | (56,200) | 4,000 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #11 - Outdoor Environmental Education
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures and Funding to Reserves | | | | |
| Compensation & Benefits | 574,500 | 642,000 | 672,000 | 30,000 |
| Administration Expenses | 57,000 | 57,000 | 68,000 | 11,000 |
| Other Operating Expenses | 143,600 | 213,000 | 213,000 | - |
| Total OPERATING Expenditures | 775,100 | 912,000 | 953,000 | |
| Guelph Lake Nature Centre | | 500,000 | | (500,000) |
| Total SPECIAL PROJECT Expenditures | 0 | 500,000 | 0 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 775,100 | 1,412,000 | 953,000 | (459,000) |
| Funding | | | | |
| | | | | (INCR)/DECR |
| Self Generated | | | | |
| Donations - Foundation | | 500,000 | 0 | 500,000 |
| Nature Centre Revenue - Schools | 500,000 | 600,000 | 600,000 | 0 |
| Funding from Reserves | | | | |
| Transition Reserve | 275,100 | 312,000 | 353,000 | (41,000) |
| TOTAL REVENUE | 775,100 | 1,412,000 | 953,000 | 459,000 |
| Net Surplus/(Deficit) | 0 | 0 | 0 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #12 - Property Rentals
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 456,000 | 470,000 | 473,000 | 3,000 |
| Administration Expenses | 37,500 | 37,500 | 35,000 | (2,500) |
| Other Operating Expenses | 601,700 | 601,700 | 601,700 | - |
| Total OPERATING Expenditures | 1,095,200 | 1,109,200 | 1,109,700 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 1,095,200 | 1,109,200 | 1,109,700 | 500 |
| <u>Funding</u> | | | | |
| | | | | (INCR)/DECR |
| Self Generated | | | | |
| Belwood | 1,040,000 | 1,066,000 | 1,087,000 | (21,000) |
| Conestogo | 1,245,000 | 1,276,000 | 1,302,000 | (26,000) |
| Agricultural | 250,000 | 250,000 | 270,000 | (20,000) |
| Residential | 110,000 | 110,000 | 115,000 | (5,000) |
| Miscellaneous | 336,000 | 336,000 | 356,000 | (20,000) |
| TOTAL REVENUE | 2,981,000 | 3,038,000 | 3,130,000 | (92,000) |
| Net Surplus/(Deficit) | 1,885,800 | 1,928,800 | 2,020,300 | (91,500) |

GRAND RIVER CONSERVATION AUTHORITY
P&S #13 - Hydro Production
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 70,000 | 70,000 | 70,000 | |
| Other Operating Expenses | 25,500 | 25,500 | 25,500 | |
| Total OPERATING Expenditures | 95,500 | 95,500 | 95,500 | |
| General Capital/Land Sale Proceeds | 116,500 | 116,500 | 66,500 | |
| Total FUNDING to RESERVES | 116,500 | 116,500 | 66,500 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 212,000 | 212,000 | 162,000 | 0 |
| <u>Revenue</u> | | | | |
| | | | | (INCR)/DECR |
| Government Grants | | | | |
| Provincial | 0 | 0 | 0 | |
| Self Generated | | | | |
| Hydro Production-Belwood | 265,000 | 265,000 | 315,000 | |
| Hydro Production-Conestogo | 260,000 | 260,000 | 160,000 | |
| Hydro Production-Guelph | 40,000 | 40,000 | 40,000 | |
| Hydro Production-Elora | 15,000 | 15,000 | 15,000 | |
| Miscellaneous Income | 0 | 0 | 0 | |
| Funding from Reserves | | | | |
| Land Sale Proceeds | 0 | 0 | 0 | |
| TOTAL REVENUE | 580,000 | 580,000 | 530,000 | 0 |
| Net Surplus/(Deficit) | 368,000 | 368,000 | 368,000 | 0 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #14 - Conservation Areas
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 5,033,000 | 5,774,000 | 6,017,000 | 243,000 |
| Administration Expenses | 215,000 | 220,000 | 253,000 | 33,000 |
| Property Tax | 65,000 | 65,000 | 65,000 | - |
| Other Operating Expenses | 3,724,000 | 3,723,000 | 3,981,000 | 258,000 |
| Total OPERATING Expenditures | 9,037,000 | 9,782,000 | 10,316,000 | |
| Total CAPITAL Expenditures | 2,000,000 | 2,000,000 | 2,000,000 | - |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 11,037,000 | 11,782,000 | 12,316,000 | 534,000 |
| <u>Funding</u> | | | | |
| Self Generated | | check | | (INCR)/DECR |
| Brant | 1,100,000 | 1,175,000 | 1,175,000 | 0 |
| Byng Island | 1,000,000 | 1,100,000 | 1,100,000 | 0 |
| Belwood Lake | 400,000 | 375,000 | 375,000 | 0 |
| Conestogo Lake | 550,000 | 600,000 | 600,000 | 0 |
| Elora Gorge | 2,000,000 | 2,300,000 | 2,800,000 | (500,000) |
| Elora Quarry | 450,000 | 450,000 | 450,000 | 0 |
| Guelph Lake | 1,300,000 | 1,400,000 | 1,400,000 | 0 |
| Laurel Creek | 650,000 | 650,000 | 650,000 | 0 |
| Pinehurst Lake | 850,000 | 900,000 | 900,000 | 0 |
| Rockwood | 1,250,000 | 1,300,000 | 1,300,000 | 0 |
| Shade's Mills | 450,000 | 450,000 | 450,000 | 0 |
| Total Fee Revenue | 10,000,000 | 10,700,000 | 11,200,000 | (500,000) |
| Miscellaneous Income (Luther) | 71,000 | 71,000 | 71,000 | 0 |
| Funding From Reserves | | | | |
| Gravel | 1,000 | 1,000 | 1,000 | 0 |
| Conservation Areas - Capital Projects | 500,000 | 500,000 | 500,000 | 0 |
| TOTAL REVENUE | 10,572,000 | 11,272,000 | 11,772,000 | (500,000) |
| Net Surplus/(Deficit) | (465,000) | (510,000) | (544,000) | 34,000 |

GRAND RIVER CONSERVATION AUTHORITY
P&S #15 - Administrative Support - CATEGORY 3
 BUDGET 2025

| | NEW REGS Budget 2023 (draft Oct version) | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| <u>Expenditures and Funding to Reserves</u> | | | | |
| Compensation and Benefits | 648,600 | 668,000 | 706,000 | 38,000 |
| Administration Expenses | 100,900 | 100,900 | 139,400 | 38,500 |
| Insurance | 208,500 | 208,500 | 208,500 | - |
| Other Operating Expenses | 240,000 | 240,000 | 240,000 | - |
| LESS: Recovery of Corporate Services Expenses | | | | |
| Total OPERATING Expenditures | 1,198,000 | 1,217,400 | 1,293,900 | |
| TOTAL EXPENDITURES AND FUNDING TO RESERVES | 1,198,000 | 1,217,400 | 1,293,900 | 76,500 |
| <u>Funding</u> | | | | |
| TOTAL REVENUE | 0 | 0 | 0 | 0 |
| Net Surplus/(Deficit) | (1,198,000) | (1,217,400) | (1,293,900) | 76,500 |

GRAND RIVER CONSERVATION AUTHORITY
Supplementary Information - Information Systems and Motor Pool
 BUDGET 2025

| | NEW REGS Budget 2023 <small>(draft Oct version)</small> | NEW REGS Budget 2024 | NEW REGS Budget 2025 | Budget Change |
|--|--|----------------------------|----------------------------|------------------|
| How much does it cost, and who pays for it? | | | | INCR/(DECR) |
| Expenditures | | | | |
| Information Systems | | | | |
| Compensation and Benefits | 1,290,000 | 1,329,000 | 1,394,000 | 65,000 |
| Administrative Expenses | 25,500 | 25,500 | 25,500 | - |
| Software and Hardware Maintenance | 187,500 | 187,500 | 187,500 | - |
| Supplies and Services | 54,000 | 54,000 | 54,000 | - |
| Total OPERATING Expenditures | 1,557,000 | 1,596,000 | 1,661,000 | |
| Capital Expenses | 170,000 | 300,000 | 300,000 | - |
| LESS Internal Charges | (1,437,000) | (1,437,000) | (1,532,000) | (95,000) |
| NET Unallocated Expenses | 290,000 | 459,000 | 429,000 | (30,000) |
| Motor Pool | | | | |
| Compensation and Benefits | 312,000 | 321,000 | 330,000 | 9,000 |
| Administrative Expenses | 26,000 | 26,000 | 26,000 | - |
| Insurance | 50,600 | 63,000 | 63,000 | - |
| Motor Pool Building and Grounds Maintenance | 10,400 | 10,000 | 10,000 | - |
| Equipment, Repairs and Supplies | 286,000 | 336,000 | 336,000 | - |
| Fuel | 254,000 | 284,000 | 284,000 | - |
| Total OPERATING Expenditures | 939,000 | 1,040,000 | 1,049,000 | |
| Capital Expenses | 375,000 | 675,000 | 675,000 | - |
| LESS Internal Charges | (1,300,000) | (1,300,000) | (1,400,000) | (100,000) |
| NET Unallocated Expenses | 14,000 | 415,000 | 324,000 | (91,000) |
| TOTAL EXPENDITURES | 304,000 | 874,000 | 753,000 | (121,000) |
| Funding | | | | |
| TOTAL REVENUE | 0 | 0 | 0 | |
| Gross Surplus (Deficit) | (304,000) | (874,000) | (753,000) | |
| Funding From Reserves | 3,041,000 | 3,611,000 | 3,685,000 | |
| Funding to Reserves | (2,737,000) | (2,737,000) | (2,932,000) | |
| Net Surplus/(Deficit) | 0 | 0 | 0 | |

Grand River Conservation Authority

Report number: GM-10-24-88

Date: October 25, 2024

To: Members of the Grand River Conservation Authority

Subject: Budget 2025 – Draft #1 – Municipal Apportionment

Recommendation:

THAT Report Number GM-10-24-88 – Budget 2025 – Draft #1 – Municipal Apportionment be received as information.

Summary:

The distribution of the proposed 2025 Municipal Apportionment to participating municipalities is attached, based on the first draft of the 2025 Budget.

Report:

Ontario Regulation 402/22: Budget and Apportionment, which came into effect July 1, 2023, details the Conservation Authority (CA) budget process and municipal apportionment.

Different apportionment methodologies are available depending on the category of expense. General operating expenses are to be apportioned using Modified Current Value Assessment (MCVA). General capital expenses may be apportioned using MCVA or by agreement. Category 1 operating and capital expenses may be apportioned using MCVA or by benefit-based apportionment agreements. Category 2 operating and capital costs are to be apportioned based on the methodology agreed to in the Memorandum of Understanding (MOU). Where Category 3 operating and capital costs are apportioned to municipalities, that calculation may be determined by MCVA, MOU, or benefit-based apportionment agreement.

At the Grand River Conservation Authority, municipal apportionment is allocated to participating municipalities based on Modified Current Value Assessment (2024 assessment) information in the watershed, which the Ministry of Natural Resources (MNR) provided.

Using the 2024 assessment information provided, the resulting apportionment of the proposed 2025 Municipal Apportionment based on the first draft of the 2025 budget is attached. The operating expenses are categorized as General, Category 1, and Category 2.

Financial Implications:

The first draft of the 2025 Budget proposes a municipal apportionment amount of \$13,757,000, representing an increase of \$465,000, or 3.5%, over 2024. After allocating this amount in accordance with O.Reg. 402/22, individual municipalities will experience increases ranging from 1.6% to 7.5% compared to 2024.

Other Department Considerations:

Not Applicable

Prepared by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

**Grand River Conservation Authority
Summary of Municipal Apportionment - 2025 Budget**

DRAFT - October 2024

| | % CVA in Watershed | 2024 CVA (Modified) | CVA in Watershed | CVA-Based Apportionment | 2025 Budget General Operating Expenses* | 2025 Budget Category 1 Operating Expenses* | 2025 Budget Category 2 Operating Expenses* | 2025 Budget Total Apportionment | 2024 Actual Total Apportionment | % Change |
|-----------------------|--------------------|------------------------|------------------------|-------------------------|---|--|--|---------------------------------|---------------------------------|-------------|
| Brant County | 82.9% | 7,956,819,370 | 6,596,203,258 | 3.03% | 101,217 | 283,929 | 31,891 | 417,037 | 395,639 | 5.4% |
| Brantford C | 100.0% | 16,110,222,385 | 16,110,222,385 | 7.40% | 247,206 | 693,453 | 77,888 | 1,018,547 | 987,407 | 3.2% |
| Amaranth Twp | 82.0% | 858,651,370 | 704,094,123 | 0.32% | 10,804 | 30,307 | 3,404 | 44,515 | 42,773 | 4.1% |
| East Garafraxa Twp | 80.0% | 698,985,395 | 559,188,316 | 0.26% | 8,581 | 24,070 | 2,704 | 35,355 | 32,895 | 7.5% |
| Town of Grand Valley | 100.0% | 637,941,807 | 637,941,807 | 0.29% | 9,789 | 27,460 | 3,084 | 40,333 | 39,251 | 2.8% |
| Melancthon Twp | 56.0% | 636,708,237 | 356,556,612 | 0.16% | 5,471 | 15,348 | 1,724 | 22,543 | 21,692 | 3.9% |
| Southgate Twp | 6.0% | 1,226,384,688 | 73,583,081 | 0.03% | 1,129 | 3,167 | 356 | 4,652 | 4,386 | 6.1% |
| Haldimand County | 41.0% | 7,744,135,997 | 3,175,095,759 | 1.46% | 48,721 | 136,670 | 15,351 | 200,742 | 192,819 | 4.1% |
| Norfolk County | 5.0% | 9,992,562,732 | 499,628,137 | 0.23% | 7,667 | 21,506 | 2,416 | 31,589 | 30,988 | 1.9% |
| Halton Region | 10.6% | 50,597,805,213 | 5,374,240,578 | 2.47% | 82,466 | 231,330 | 25,983 | 339,779 | 325,623 | 4.3% |
| Hamilton City | 26.8% | 99,914,929,873 | 26,727,243,741 | 12.28% | 410,121 | 1,150,455 | 129,219 | 1,689,795 | 1,639,233 | 3.1% |
| Oxford County | 35.9% | 4,736,170,991 | 1,700,479,619 | 0.78% | 26,093 | 73,196 | 8,221 | 107,510 | 105,841 | 1.6% |
| North Perth T | 2.0% | 2,555,744,512 | 51,114,890 | 0.02% | 784 | 2,200 | 247 | 3,231 | 3,115 | 3.7% |
| Perth East Twp | 40.0% | 2,138,784,312 | 855,513,725 | 0.39% | 13,128 | 36,825 | 4,136 | 54,089 | 52,608 | 2.8% |
| Region of Waterloo | 100.0% | 110,087,538,563 | 110,087,538,563 | 50.59% | 1,689,258 | 4,738,637 | 532,243 | 6,960,138 | 6,710,728 | 3.7% |
| Centre Wellington Twp | 100.0% | 5,678,028,668 | 5,678,028,668 | 2.61% | 87,128 | 244,407 | 27,452 | 358,987 | 344,247 | 4.3% |
| Erin T | 49.0% | 2,665,324,254 | 1,306,008,884 | 0.60% | 20,040 | 56,216 | 6,314 | 82,570 | 80,462 | 2.6% |
| Guelph C | 100.0% | 29,061,812,848 | 29,061,812,848 | 13.36% | 445,944 | 1,250,945 | 140,506 | 1,837,395 | 1,788,751 | 2.7% |
| Guelph Eramosa Twp | 100.0% | 3,023,807,383 | 3,023,807,383 | 1.39% | 46,399 | 130,158 | 14,619 | 191,176 | 186,515 | 2.5% |
| Mapleton Twp | 95.0% | 1,950,508,544 | 1,852,983,117 | 0.85% | 28,433 | 79,760 | 8,959 | 117,152 | 114,764 | 2.1% |
| Wellington North Twp | 51.0% | 1,881,548,776 | 959,589,876 | 0.44% | 14,725 | 41,305 | 4,639 | 60,669 | 58,619 | 3.5% |
| Puslinch Twp | 75.0% | 2,935,530,680 | 2,201,648,010 | 1.01% | 33,784 | 94,768 | 10,644 | 139,196 | 133,644 | 4.2% |
| Total | | 363,089,946,596 | 217,592,523,382 | 100.00% | 3,338,888 | 9,366,112 | 1,052,000 | 13,757,000 | 13,292,000 | 3.5% |

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

From: England Funeral Home <info@englandfuneralhome.com>
Sent: October 28, 2024 9:10 PM
To: Karren Wallace <KWallace@wellington-north.com>
Subject: Cemetery Operating Hours

Dear Karren,

We are writing today regarding the operating hours at the Mount Forest Cemetery.

We are being told by families on a regular basis that the cemetery hours are very restrictive, and we feel that the hours are not meeting the needs of the families of Wellington North. We have provided a few examples below of some of the challenges we face:

1. For a casket interment, we are required to be at the graveside by 1:30 p.m., Monday to Friday. In order to meet this requirement, families are forced to have a morning funeral (if they want the interment to take place on the same day). Some families live a fair distance from Mount Forest and need time to travel in the morning. In many situations, a 1:00 p.m. funeral start time would suit much better, with interment following. A typical funeral is anywhere from 25 minutes to an hour. At the current time restrictions, families could not make it to the cemetery in time.

Additionally, some families prefer to have their funeral, followed immediately by a reception, and then interment. Again, the current operating hours make this very difficult, if not impossible.

2. Saturday interments (of all kinds) are nearly impossible. If a family wanted their funeral and interment on the same day, their funeral would need to start at 9:00 a.m., which just isn't realistic.

Many, if not most cemeteries (both municipal and privately owned) offer longer hours than what Mount Forest currently does.

We would propose that the operating hours be amended to the following (for all interments):

Monday-Friday to be at the graveside by 3:00 p.m.
Saturday to be at the graveside by 1:00 p.m.

Thank you for your consideration.

Respectfully,
Holly & Kirk Jordan

England Funeral Home
294 Main Street South
P.O. Box 38
Mount Forest, ON N0G 2L0
P (519) 323-2631
F (519) 323-2500

info@englandfuneralhome.com

www.englandfuneralhome.com

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

BY-LAW NUMBER 091-2024

**BEING A BY-LAW TO CONTROL THE CEMETERY
OWNED BY THE CORPORATION OF THE TOWNSHIP
OF WELLINGTON NORTH**

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

1. The Cemeteries shall be managed and governed by the Rules and Regulations set out in Schedule "A" attached to this by-law.
2. Any previous versions of the cemetery by-law are hereby repealed.
3. This By-law shall take effect on approval of the Registrar.
4. And that By-law 077-2017 be repealed when this by-law becomes effective.

READ AND PASSED THIS 4TH DAY OF NOVEMBER, 2024

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A

Township of Wellington North Cemetery By-Law

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1. DEFINITIONS

1.1 “Act” shall mean the *Funeral, Burial and Cremation Services Act, 2002* and its associated regulation and any successor acts.

1.2 “Base” shall mean that portion of a monument or marker which sits upon the foundation and is in turn capped by the upper main portion of the monument or marker. The base excludes the foundation beneath and the monument or

marker above;

- 1.3 “Burial”** shall mean the opening and closing of an inground lot for the interment of human or cremated human remains;
- 1.4 “Care and Maintenance Fund”** shall mean the trust fund established pursuant to the Act;
- 1.5 “Casket”** shall mean a container intended to hold a dead human body for funeral, cremation or interment purposes that is not a vault, burial container or grave liner;
- 1.6 “Chapel”** shall mean the building located in the cemetery grounds in which bodies are stored prior to burial.
- 1.7 “Clerk”** shall mean the Clerk for the Township of Wellington North or his / her designate;
- 1.8 “Columbarium”** shall mean a structure designed for the purpose of interring cremated human remains in niches or compartments;
- 1.9 “Contract”** shall mean a written contract between the municipality and the purchaser of interment or scattering rights or other cemetery supplies and services. Purchasers shall receive a copy of the signed contract detailing the obligations of both parties, and acknowledging receipt of the cemetery by-laws, a copy of the BAO’s publication A Guide to Death Care in Ontario (“Consumer Information Guide”) and the operator’s price list;
- 1.10 “Cremation”** shall mean a process that uses incineration to reduce a body to an ash or granular substance.
- 1.11 “Cremation Plot”** means a plot / lot
- 1.12 “Cremation Section”** means a location within the cemetery designated for the internment of cremated human remains and referred to as a cremation plot.
- 1.13 “Emergency”** shall mean a situation outside of normal cemetery operating circumstances as defined in this by-law that, at the discretion of the municipality, requires expedited attention;

- 1.14 “Fees and Charges”** shall mean the list of cemetery product and service prices set out in the Township of Wellington North’s Fees and Charges by – law as amended from time to time;
- 1.15 “Foundation”** shall mean a poured concrete foundation upon which a monument (specifically the base) is placed;
- 1.16 “Flat Marker”** shall mean any permanent granite, marble or bronze marker set flush with the surface of the ground or on a foundation not including corner markers.
- 1.17 “Grave”** shall mean a place for burial of human remains, typically a hole dug in the ground and marked by a stone or mound;
- 1.18 “Grave Liner”** shall mean a receptacle with a lid, constructed of a durable material, that may or may not have a bottom, into which a casket holding human remains or an urn holding cremated human remains, is placed to provide reinforcement of a plot / lot as part of an interment;
- 1.19 “Human remains”** shall mean a deceased body or the cremated remains of a human body;
- 1.20 “Inurnment”** shall mean the placement of cremated human remains in an urn and placement of such urn in a niche, grave, or other suitable location in the cemetery.
- 1.21 “Interment”** shall mean the burial of human remains, including the placement of human remains in a lot, plot, grave, or niche.
- 1.22 “Interment Rights”** shall mean the right to require or direct the interment of human remains in a lot or the disinterment of human remains from that lot and to authorize the installation of a monument or marker;
- 1.23 “Interment Rights Certificate”** shall mean the document issued by the municipality to the purchaser once the interment rights to a specific lot have been paid in full, identifying ownership and authority over those specific interment rights;
- 1.24 “Interment Rights Holder”** shall mean any person who holds the right to

inter human or disinter remains in a specified lot and to authorize the installation of a monument or marker;

- 1.25 “Lot”** shall mean: an area of land in a cemetery containing, or set aside to contain human remains and includes a niche or compartment in a columbarium.
- 1.26 “Marker”** shall mean any monument, memorial, cornerstone, footstone, flat marker affixed to or intended to be affixed to a burial lot, columbarium niche or other structure or place intended for the deposit of human remains excluding base and foundation;
- 1.27 “Monument”** shall mean any permanent marker projecting above ground level and is also known as a headstone;
- 1.28 “Municipality”** shall mean the Corporation of the Township of Wellington North.
- 1.29 “Niche”** shall mean a compartment in a columbarium for placement of an urn;
- 1.30 “Personal Representative”** shall mean a person who is authorized to act on behalf of the interment rights holder or their estate, including an Executor;
- 1.31 “Pillow Marker”** shall mean a low tilted marker with a base similar to a flat marker and not exceeding 1 ft. (30 cm) in overall height.
- 1.32 “Plot”** shall mean 2 or more lots that are sold as a unit;
- 1.33 “Pre – need supplies or services”** shall mean cemetery supplies or services that are not required to be provided until the death of the interment rights holder at the time the arrangements are made;
- 1.34 “Scattering Garden”** shall mean an area designated specifically for the scattering of ashes of human remains;
- 1.35 “Scattering Rights”** shall mean the right to scatter cremated human remains in a cemetery;
- 1.36 “Urn”** shall mean a container for the reduced and processed human remains

resulting from cremation;

1.37 “Vault” shall mean a secondary container that is protective, rigid, sometimes waterproof, and usually made of concrete, fiberglass, plastic or similar reinforced material, within which the primary casket, or urn containing human remains is placed prior to burial in the ground

2. APPLICATION

2.1 These by-laws are the rules that govern the operations of all cemeteries owned and operated by the Township of Wellington North. They are in compliance with the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), Ontario Regulation 30/11 (O. Reg. 30/11) and Ontario Regulation 184/12 (O. Reg. 184/12), and have been approved by the Registrar, FBCSA, Bereavement Authority of Ontario (BAO). **Effective date: Month Day, 20xx**

2.2 The municipality reserves full control over the cemetery operations and management of land within the cemetery.

2.3 The Clerk shall be responsible for giving advice concerning the general management of the cemeteries pursuant to the provision of these rules and regulations and such further direction from council by resolution or By-law.

2.4 The Clerk shall be responsible for all sales of lots and cemetery services, for the maintenance of cemetery records and shall administer the Council approved budget.

2.5 The Clerk shall maintain records, including:

2.5.1 plans or surveys of the cemeteries;

2.5.2 the names of all the interment rights holders and their addresses;

2.5.3 copies of all contracts for the purchase of cemetery supplies and / or services

2.5.4 copies of all transfers of interment rights;

2.5.5 the date of, and location of, all interments within the cemeteries, and whether such interments are of cremated human remains;

2.5.6 Any other information required under the Act.

2.6 The Clerk shall maintain the public register, as required by Section 110 of Ontario Regulation 30-11, and shall make the registrar available for viewing at the Township office during regular business hours or by electronic means.

2.7 The Treasurer shall be responsible for the management and investment of care and maintenance funds in accordance with the provisions of the Act.

2.8 The municipality has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways, or roads, alter in shape, or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities and consent from the Registrar, FBCSA, BAO (where necessary).

2.9 The municipality shall reserve the right to carry out any procedural or administrative duty related to the efficient operation of the cemetery.

3. CARE AND MAINTENANCE FUNDS

3.1 The FBCSA, O. Reg. 30/11 and O. Reg. 184/12 require that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment and scattering rights sold, transferred or assigned; and prescribed amounts for monuments and markers, is contributed into the operator's care and maintenance trust fund. If no scattering rights are sold but scattering is permitted, a prescribed amount must be contributed to the fund when the scattering is conducted. Interest earned from this fund is used to provide care and maintenance of the cemetery, including markers and monuments, in perpetuity.

4. SALES OF INTERMENT RIGHTS

4.1 A purchaser acquires interment rights by purchasing

4.1.1 a lot

4.1.2 plot

4.1.3 niche

4.1.4 space in the scattering garden

4.2 Any purchaser of interment, inurnment, or scattering rights shall enter into a cemetery contract providing all information required by the municipality for the completion of the contract and the public register.

4.3 Prior to the entering into the contract, the Clerk shall provide each purchaser with a copy of:

4.3.1 Cemetery By-law;

4.3.2 Contract;

- 4.3.3 Interment rights certificate
 - 4.3.4 Map
 - 4.3.5 Price list
 - 4.3.6 Consumer Information Guide, Funeral, Burial, Cremation and Transfer Services; and
 - 4.3.7 Any other information as required under the Act.
- 4.4 A Certificate of Interment Rights shall not be issued until payment in full has been received.
- 4.5 At the time of need, should the Superintendent determine that a burial cannot be accommodated in a lot or plots owned by an interment rights holder, the municipality shall provide new lot or plot at no charge to provide for the burial together with an interment rights certificate.
- 4.6 Prior to providing new lot or plot and permitting the burial in Section 4.5, the Clerk shall cancel the original interment rights certificate and it shall become the property of the municipality. Where possible the interment rights holder should return the original interment rights certificate to the municipality.
- 4.7 All lots or plots and niches shall be sold in numerical order and there shall be no choice of location for an interment rights purchaser.
- 4.8 Notwithstanding clause 7.3, at the time of purchase, the names of all individuals who are to be interred in a lot or plot must be shown on the interment rights certificate.
- 4.9 When interment rights are held jointly by two or more persons, both rights holders shall jointly advise the municipality on any instructions, unless one rights holder is deceased at which time instructions will be accepted from surviving rights holder or their authorized representatives.
- 4.10 Whenever a document is required to be signed by an interment rights holder and that person has died, the holder's Personal Representative shall sign any required documentation. The Clerk may require evidence that a person signing documents required by this By-law is the Personal Representative of a deceased interment rights holder.
- 5. CANCELLATION OF A PURCHASE**
- 5.1 The purchaser has the right to cancel an interment or scattering rights contract

within 30 days of signing the interment, inurnment, or scattering rights contract, by providing written notice of the cancellation to the Clerk. Within this 30 day cooling off period, should a cancellation be received, a the purchaser will receive a full refund of all monies paid.

5.2 After the 30 day cooling off period, only the interment rights holder(s) can cancel the contract by providing written notice to the clerk. After the 30 day cooling off period the refund will be the current value of the interment or scattering rights less the Care and Maintenance Fund contribution.

5.3 The Clerk, within 30 days upon receiving notice in Section 5.1 or 5.2, will cancel the contract. If the interment or scattering rights certificate was issued it must be returned back to the municipality as part of the cancellation and the rights holder(s) must endorse the interment or scattering rights certificate, transferring all rights, title and interest back to the municipality. The appropriate paperwork must be completed before the municipality will issue a refund.

6. RESALE OF LOT PLOTS NICHE OR SCATTERING RIGHTS

6.1 Reselling interment rights to a third party is prohibited.

6.2 The rights holder may resell a lot, plot, niche or scattering rights to the municipality at the price listed on the cemetery current price list, less the care and maintenance contribution made at the time of purchase.

6.3 There shall be no resale to the municipality if interment, inurnment, or scattering rights have been exercised;

6.4 If at the time of a resale to the municipality, a headstone has been erected, it shall be removed to the satisfaction of the municipality, at the expense of rights holder, prior to the completion of the resale to the municipality.

7. TRANSFER OF PLOTS / NICHES

7.1 In cases of transfer of interment rights by will or bequest, the municipality reserves the right to require the production of a notarized copy of the will or other evidence sufficient to prove ownership.

7.2 Upon satisfactory evidence of the transfer of interment rights, by will or bequest, the Clerk shall issue a new certificate right to the individual to whom the transfer was willed or by bequest.

7.3 When interment rights holders wish to have an individual not shown as a rights holder interred in the said plot, written authorization shall be provided by all interment rights holders or their Personal Representative or surviving beneficiaries of the Estate of the interment rights holder.

7.4 In the case of a transfer of interment/scattering rights, an administration fee applies for the municipality to issue a new rights certificate to the transferee, as applicable. The fee, which is set out on the cemetery price list and in the fees and charges by-law, is also charged for replacement of lost or damaged certificates.

8. STANDARD GRAVES

8.1 A standard grave shall be 1.07 m (42 in) by 3.7 m (144 in)

8.2 A standard casket burial and two cremated human remains shall be permitted to be interred in a standard single lot.

8.3 Up to four cremated human remains shall be permitted to be interred in a standard single lot.

8.4 No monument other than a headstone shall be installed on a single grave.

8.5 Not more than one upright monument shall be erected on any one lot and this must be placed at the centre of the head, at the end of a plot, except where alignment with existing nearby monuments justifies another location; approved by the Clerk.

8.6 Lettering shall be permitted on the front and back of the monument.

8.7 No monument or memorial shall be placed without the interment rights holder's or their representative's permission.

9. CREMATION LOT / PLOT

9.1 A cremation lot / plot shall be 1.07 m (42 in) x 1.2 m (48 in)

9.2 A cremation lot / plot shall be located in the cremation section as determined by the municipality.

9.3 Two urns with cremated human remains shall be permitted to be buried in a

cremation lot/plot.

9.4 Only flat markers may be installed on a cremation lot/plot.

9.5 The price of a cremation lot / plot shall include the cost of the base.

10. COLUMBARIUM

10.1 The niches in the columbarium's located in Amethyst section are 38.1 cm (15 in) deep x 29.85 cm (11.75 in) high x 29.85 cm (11.75 in) wide.

10.2 The niches in the columbarium located in Topaz section are 29.85 cm (11.75 in) deep x 30.48 cm (12 in) high x 30.48 cm (12 in) wide.

10.3 No more than two urns shall be permitted in a niche. It is the responsibility of the rights holder to ensure that the urns are sized to fit inside the niche.

10.4 Inscribing of niche fronts must be approved by the municipality or designate, to ensure quality control, desired uniformity and standard of workmanship.

10.5 No person shall add attachments or decoration to the niche front on the columbarium.

10.6 Notwithstanding Section 10.5, any etching or marking to honour a veteran is permitted on the niche front providing such marking is issued and approved by the Royal Canadian Legion and the marking does not interfere or change the standard font size on the niche front.

11. BURIALS / INURNMENTS

11.1 Lots or plots shall only be used for the interment / inurnment of human remains.

11.2 Human remains that are not cremated may only be interred in a lot or plot.

11.3 No human remains shall be interred or placed in a niche unless that individual is shown to be a rights holder, or on the written authorization as provided in Section 7.

11.4 Two standard casket burials shall be permitted in a single lot provided the grave was sold prior to January 1, 1998 and the first interment has taken place at a double depth.

- 11.5** Notwithstanding clause 11.4, double depth burials shall not be permitted.
- 11.6** The municipality reserves the right to determine if adverse weather or ground conditions shall prevent a burial in the cemetery on the date requested for a burial. See Section 12 for Chapel rules for more information.
- 11.7** A burial permit issued by the Registrar General or an equivalent document showing that the death has been registered with the province shall be provided to the Clerk prior to a burial, scattering or entombment taking place.
- 11.8** A Certificate of Cremation shall be submitted to the Clerk prior to the burial of cremated human remains or scattering of cremated human remains taking place.
- 11.9** The opening and closing of a lot, plot or niche, or the scattering of cremated human remains, shall be conducted by the municipality or authorized designate.
- 11.10** Notwithstanding Section 10.9, an individual other than a municipal employee may conduct the scattering of cremated human remains in the scattering garden, under the supervision of the municipality.
- 11.11** All communication regarding burials, openings, niche placements shall be in writing to the Clerk not less than 48 hours in advance of the event.
- 11.12** The Clerk reserves the right to demand an original interment rights certificate be produced prior to an interment rights holder being interred in a plot.
- 11.13** Human remains shall be interred in a lot shall:
- 11.13.1** be in a container having sufficient strength and durability so as not to collapse during interment;
 - 11.13.2** be of a size to permit the burial within the size of the lot.

12. DISINTERMENTS

- 12.1** Human remains may be disinterred from a lot provided written authorization of the interment rights holder or surviving heirs has been received by the Clerk and the Medical Officer of Health has been notified.

- 12.2** In special circumstances, the removal of human remains may also be ordered by the Medical Officer of Health, without the consent of the interment rights holder and / or next of kin(s).
- 12.3** The cemetery is not responsible for damage to any casket, urn, container or vault which may occur during a disinterment. Additionally, due to the length of time that a casket, urn, container or vault has been interred and the conditions to which it has been exposed, the cemetery cannot guarantee that it can retrieve the complete casket, urn, container or vault interred in the cemetery. Should a new casket, urn or container be required at the time of disinterment, it shall be at the expense of the party authorizing the disinterment.
- 12.4** Disinterment shall be scheduled at a day and time designated by the municipality. The municipality reserves the right to close the cemetery or the section where the disinterment is to take place. Only those persons required or permitted by the cemetery to attend a disinterment shall be allowed to enter the cemetery or the section involved during a disinterment.
- 12.5** If reinterment does not take place within the same lot and if existing memorialization (monument, marker, niche front or crypt front) needs to be removed, it will be at the expense of the person authorizing the disinterment.
- 12.6** Once a disinterment has been completed, the lot space shall be considered available to the interment rights holder for a new interment or transfer in accordance with the operator's by-laws. If the grave, niche or mausoleum space from which a disinterment has occurred, is transferred, the new interment rights holder must be made aware of the previous disinterment and agree in writing to such knowledge as part of the transfer agreement.

13. CHAPEL RULES

- 13.1** If the municipality determines a grave may not be opened pursuant to Section 15.36, storage in the chapel or at an alternate location arranged by the funeral home or family of the deceased, shall be required, until conditions permit the interment.
- 13.2** The burial permit and interment information must accompany the human remains when delivered to the cemetery for storage in the chapel.
- 13.3** All caskets must be removed from the storage in the chapel each year by

May 15.

- 13.4** Any caskets not removed by May 15, or as soon thereafter as weather permits, the municipality, after all reasonable attempts to contact the funeral home/internment rights holder have been made, shall arrange to have the casket removed from the Chapel.
- 13.5** The bodies of persons dying from communicable diseases as defined in O-Reg 557-90 shall be handled as set out in O-Reg 557-90.
- 13.6** Prior to May 15, should the condition of the body render its interment, necessary or expedient, the municipality may remove a body stored in the chapel and inter it in a single lot after reasonable attempts have been made to contact the interment rights holder/representative prior to the interment occurring.
- 13.7** All human remains stored in the chapel must be embalmed and must be encased in a wooden or metal casket.
- 13.8** All funeral homes and / or interment rights holders shall have proper insurance coverage on any bodies or cremated human remains stored in the chapel.
- 13.9** The fee for storage in the chapel are contained in the cemetery price list and on the fees and charges by-law.

14. GENERAL RULES

- 14.1** No person shall do any work in the cemetery without the permission of the municipality.
- 14.2** The municipality shall have sole discretion to determine if weather conditions are such that work and/or burials must be halted.
- 14.3** No parades other than funeral processions or Decoration Day or Remembrance Day ceremonies shall be permitted within the cemetery.
- 14.4** Vehicles shall remain on the roadways at all times, unless required to leave the road to conduct work on the grounds or accommodate a burial.
- 14.5** Any complaints by interment rights owners or visitors shall be made to the

Clerk in writing.

14.6 All dogs in the cemetery shall be leashed and subject to all regulations and fines set out in the Canine Control By-law for the municipality.

15. HOURS OF OPERATION

15.1 All funerals shall be conducted between the hours of 10:00 am and 3:00 pm Monday to Friday and between 9:00 am and 12:00 pm on Saturday.

15.1.1 In order to facilitate burials pursuant to Section 14.1 of the By-law, the following rules apply:

Monday to Friday interments the procession must be graveside:

| | |
|---|---------|
| Standard casket burial | 1:30 pm |
| Cremated human remains in standard plot | 2:00 pm |
| Cremated human remains in niche | 2:30 pm |

Saturday interments the procession must be graveside

| | |
|---------------------------------|----------|
| Standard casket burial | 10:30 am |
| Cremated human remains in grave | 11:00 am |
| Cremated human remains in niche | 11:30 pm |

15.2 Funerals are prohibited on Sundays and Statutory holidays, Easter Monday and Remembrance Day (except as required by regulation).

15.3 No graves shall be opened during the winter, or when frost is in the ground and the top sod cannot be removed and replaced without destruction.

15.4 Notwithstanding section 15.1, 15.2, 15.3 a burial shall occur on prohibited days, based on a medical officer of health's orders or a doctor's certificate that a burial must be made within 24 hours of death in accordance with the regulations of the Ontario Ministry of Health for the control of communicable diseases or unless special permission is granted by the Clerk.

16. CARE OF LOTS AND CEMETERY GROUNDS

16.1 No lot shall be defined or enclosed by a fence, railing, coping, hedge or any enclosure or markers other than corner markers level with the sod.

16.2 If any tree or shrub on a plot or lot has become unsightly or encroaching on

the adjacent lots, drains, roads or walks or negatively impacts the general appearance of the grounds shall be removed in whole or part by the municipality without notice to the interment rights holder.

- 16.3** No vases urns, flower stands, flowers, memorial arrangements, or wreaths (artificial or real) shall interfere with the care of the lot or columbarium and if unsightly shall be removed in whole or in part by the municipality without notice to the interment rights holder.
- 16.4** Flowers, wreaths and designs placed against or near any part of the Columbarium that are liable to stain or deface the structure will be removed in whole or part by the municipality without notice to the interment rights holder.
- 16.5** Artificial flowers and wreaths will not be allowed to remain on or near any part of the Columbarium and shall be removed by the municipality 7 days after they are placed without notice to the interment rights holder.
- 16.6** New flower beds shall not be permitted to be planted effective 2017.
- 16.7** Flower beds that were in existence prior to 2017 may remain, but if they become unkempt shall be sodded over by the municipality without notice to the interment rights holder.
- 16.8** Glass containers, nails, wires, pottery, string lights, corrosive chemicals or any items that in the opinion of the Superintendent may pose a risk to staff or visitors are prohibited and will be removed without notice to the interment rights holder.
- 16.9** No rights holder shall change the grading of a lot and in case of any such change the municipality may restore the lot to its original grade at the expense of the rights holder.
- 16.10** No unauthorized person shall sod or move corner markers.
- 16.11** The municipality, its agents and employees shall not be responsible for loss of or damage to any articles placed upon any interment space or lot.
- 16.12** Implements or materials used in doing work within the cemetery shall not be left on the grounds and may be removed by the municipality.

17. FEES AND CHARGES

- 17.1** All fees and charges for cemetery services provided by the municipality are included in the current fees and charges By-law.
- 17.2** Prepayment of interment / inurnment fees shall be prohibited.
- 17.3** No interment, inurnment or scattering of human remains shall take place until payment in full has been made.

18. MONUMENTS MARKER AND FOUNDATIONS

- 18.1** No monument or marker shall be installed until payment for the lot or plots has been made in full.
- 18.2** No person shall install, or make alterations, repairs, cleaning or removal of a marker, monument, memorial, footstone, or base of any description in the cemetery unless such person has:
- 18.2.1** notified the Clerk in writing on a Notice of Monument Installation form no less than 3 business days prior to the start of work;
 - 18.2.2** paid in full all charges related to subject interment right including the application fee as set out in the fees and charges By-law.
- 18.3** Minor scraping of the monument base of an upright monument due to grass / lawn maintenance or burial activities shall be considered to be normal wear.
- 18.4** The municipality will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.
- 18.5** The municipality shall:
- 18.5.1** Reserve the right to determine the maximum size of monuments, their number and their location on each lot or plot;
 - 18.5.2** Take whatever actions deemed necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk if it poses a risk to public safety;
 - 18.5.3** Remove at their sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery;
 - 18.5.4** Approve all specific design plans of monument or other structures including: dimensions, material of structure, construction details, and proposed location prior to installation.

18.6 Monuments for standard graves shall:

18.6.1 Be composed of granite

18.6.2 Be set upon foundations not less than 122.92 cm (48 inches) in depth

18.6.3 Be placed upon a base

18.6.4 Not exceed 122.92 cm (48 inches) in height including the base

18.6.5 Be centered on each lot or adjoining lots provided the same rights holders owns the adjoining lots

18.6.6 Not exceed 122.92 cm (48 inches) overall height, including the base, by 76.20 cm (30 inches) width on a single grave

18.6.7 Not exceed 122.92 cm (48 inches) overall height, including the base, by 122.92 cm (49 inches) width on a double grave

18.6.8 Not exceed 122.92 cm (48 inches) overall height, including the base, by 182.88 cm (72 inches) width on a four or six grave lot

18.6.9 Be not less a minimum thickness of 15.24 cm (6 inches) provided the monument is no more than 86.36 (34 inches) overall height, including the base, by 91.44 cm (36 inches) in width;

18.6.10 Be not less a minimum thickness of 20.32 cm (8 inches) if the monument exceeds 86.36 cm (34 inches) overall height, including the base, and exceeds 91.44 cm (36 inches) in width;

18.6.11 Be not less a minimum thickness of 20.32 cm (8 inches) if the monument is if the monument is 50.80 cm (20 inches) in overall height, including the base, and 106.68 cm (42 inches) in width

18.7 A base shall:

18.7.1 Be composed of granite

18.7.2 Be not less than 20.32 cm (8 inches) in height

18.7.3 Be of sufficient size to provide for a minimum border of 7.62 cm (3 inches) of the top surface of the base exposed on all sides after placement of the monument

18.7.4 Placed no closer than 7.62 cm (3 inches) to the lot width size on which it is to be installed

18.7.5 Have bottoms that are smooth sawn

18.8 Standard Burial lots shall be limited to the following:

18.8.1 A single lot – one monument and no cornerstones

18.8.2 A double lot – one monument and two footstones OR two cornerstones;

18.8.3 A four grave lot – one monument, four footstones and two cornerstones

- 18.8.4** On a six grave lot – two monuments, six footstones and two cornerstones
- 18.9** The bottom bed of all bases and markers shall be cut level and true.
- 18.10** The municipality shall construct the sidewalk/base for all cremation burial lots and shall be:
- 18.10.1** 1.2 metres (3.9 feet) by 46.6 metres (153 feet)
 - 18.10.2** 150mm thick 32 MPa concrete with 5-8% air entrainment, 80mm ± slump with steel mesh centre in the concrete
 - 18.10.3** Contraction joints shall be saw cut
 - 18.10.4** Contraction joints in the hardened concrete within a sufficient time of placing the concrete
 - 18.10.5** Dummy joints to be placed every 0.9144m (36") spacing to easily identify where each plot is located
 - 18.10.6** Full saw cut contraction joint to be placed every 1.8288m (72").
- 18.11** Cremation burial lots shall be limited to the following:
- 18.11.1** One flat marker up to 60.96 cm (24 inches) wide x 45.72 (18 inches) tall
 - 18.11.2** All flat markers must be 10.16 (4 inches) in depth
 - 18.11.3** No cornerstones or footstones
- 18.12** Cornerstones shall:
- 18.12.1** Be made of granite
 - 18.12.2** Not exceed 15.24 cm (6 inches) square by 15.24 cm (6 inches) deep
 - 18.12.3** Be installed flush to the ground
- 18.13** Markers and footstones on a standard burial lot shall
- 18.13.1** Be installed flush to the ground
 - 18.13.2** Not exceed 30.48 cm (12 inches) by 45.72 cm (18 inches) by 10 cm (4 inches) in depth
 - 18.13.3** Only be installed after an interment has taken place
 - 18.13.4** Shall be placed at the end of the grave farthest from the monument
- 18.14** Construction of new private mausoleums shall be prohibited.
- 18.15** Foundations shall:
- 18.15.1** Not be constructed between November 15 to April 15

- 18.15.2** Be replaced at the expense of the contractor if, in the opinion of the municipality, the foundation is not poured and installed properly
- 18.15.3** Be between not less than 121.92 to 137.16 cm (48 to 54 inches) deep
- 18.15.4** Be set at the direction of the municipality
- 18.15.5** Constructed with the following concrete mix:
 - 18.15.5.1** 20.5 MPA
 - 18.15.5.2** 75 mm slump
 - 18.15.5.3** 20 mm (about 0.79 in) aggregate
 - 18.15.5.4** 5% + / - 1% air entraining agent
- 18.15.6** Be trowel finished
- 18.15.7** Have all surface levels flush with the surrounding ground level
- 18.15.8** Provide a level surface free of defects
- 18.15.9** Cured for a minimum of 48 hours before placing the monument thereon

19. MONUMENT DEALERS, CONTRACTORS, AND CONTRACT EMPLOYEES

- 19.1** Every contractor performing any work in the cemetery shall:
 - 19.1.1** Comply with all provisions in this By-law
 - 19.1.2** Comply with all applicable legislation
 - 19.1.3** Must provide a clearance certificate from the Workplace Safety and Insurance Board
 - 19.1.4** General liability insurance of not less than \$2,000,000.
- 19.2** The behaviour of all contractors and their workers in the cemetery shall be in accordance with this By-law and subject to the control of the municipality.
- 19.3** Planks shall be laid on the lots and paths over which heavy materials are to be moved, in order to protect the surface from injury.
- 19.4** Contractors shall temporarily cease all operations if they are working within 100 metres of a funeral until the conclusion of the service.
- 19.5** All work shall be done during regular cemetery hours, unless special written permission is obtained from the municipality.
- 19.6** No person shall access the cemetery in a vehicle carrying a heavy load when, in the sole discretion of the municipality, the roads are in an unfit condition.

- 19.7** No person shall deliver a monument to any cemetery until the foundation is completed and the contractor has the permission of the municipality to proceed with monument installation.
- 19.8** No person shall leave implements and materials used in the performance of any work and all rubbish and surplus earth shall be removed in such manner and at such time and to such place as the municipality may order.
- 19.9** The municipality may remove rubbish or obstructions and the expense shall be charged to the company.
- 19.10** Any person who damages any lot, monument, or other structure, or otherwise does any injury in the cemetery, shall be personally responsible for such damage or injury, in addition thereto, his employer shall be liable, therefore.

20. LIABILITY

- 20.1** The municipality shall not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to, any lot, plot, columbarium niche, mausoleum crypt, monument, marker, or other article that has been placed in relation to an interment or scattering right, save and except for direct loss or damage caused by gross negligence of the cemetery.

21. ENFORCEMENT

- 21.1** The municipality shall reserve the right to prohibit any behaviour or activity that interferes with the safety of the public or employees or that is not in keeping with respecting the decorum of the cemetery or the provisions of this By-law.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 092-2024

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

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

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

1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning of the lands described as Park Lot 3 S/S Birmingham St. RP:61R21979, Part 4, as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Future Development (FD) and Medium Density Residential (R2) to High Density Residential Site Specific with a Holding (R3-77(H)) zone.**

2. THAT Section 32 – Exception Zone 2 – Mount Forest, is hereby amended by adding the following new exception:

| | | |
|---------------------------------|-----------------|--|
| 32.77 Wellington Street E | R3-77(H) | <p>Notwithstanding any other provisions of the By-law to the contrary, the lands zoned R3-77 shall be subject to the following regulations:</p> <ol style="list-style-type: none"> i) Lot Area, Minimum 19, 550 m² (210, 434 ft²) ii) Lot Frontage, Minimum 19.6 m (64.3 ft) iii) Rear Yard, Minimum 7.5 m (24.6 ft) iv) Interior Side Yard, Minimum (side of buildings along northeast 4.32 m (14.17 ft) and southwest property line) v) Maximum number of units in a row <ol style="list-style-type: none"> a) Stacked Townhouses 6 (12 total units) b) Stacked/Stacked back-to-back 18 total units <p style="text-align: center;">Townhouses combined</p> |
|---------------------------------|-----------------|--|

| | | |
|--|--|--|
| | | <p>vi) Maximum number of units on the lot 88 Units</p> <p>vii) A minimum distance of 2.58 m (8.46 ft) shall be maintained between any side of a residential townhouse block and any side of the same or another block.</p> <p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this by-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> i. Municipal water and sewage servicing including sufficient reserve capacity is or will be made available to the land; ii. Stormwater management has been adequately addressed; iii. Site plan approval has been obtained and a site plan agreement has been executed. |
|--|--|--|

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

READ AND PASSED THIS 4TH DAY OF NOVEMBER, 2024.

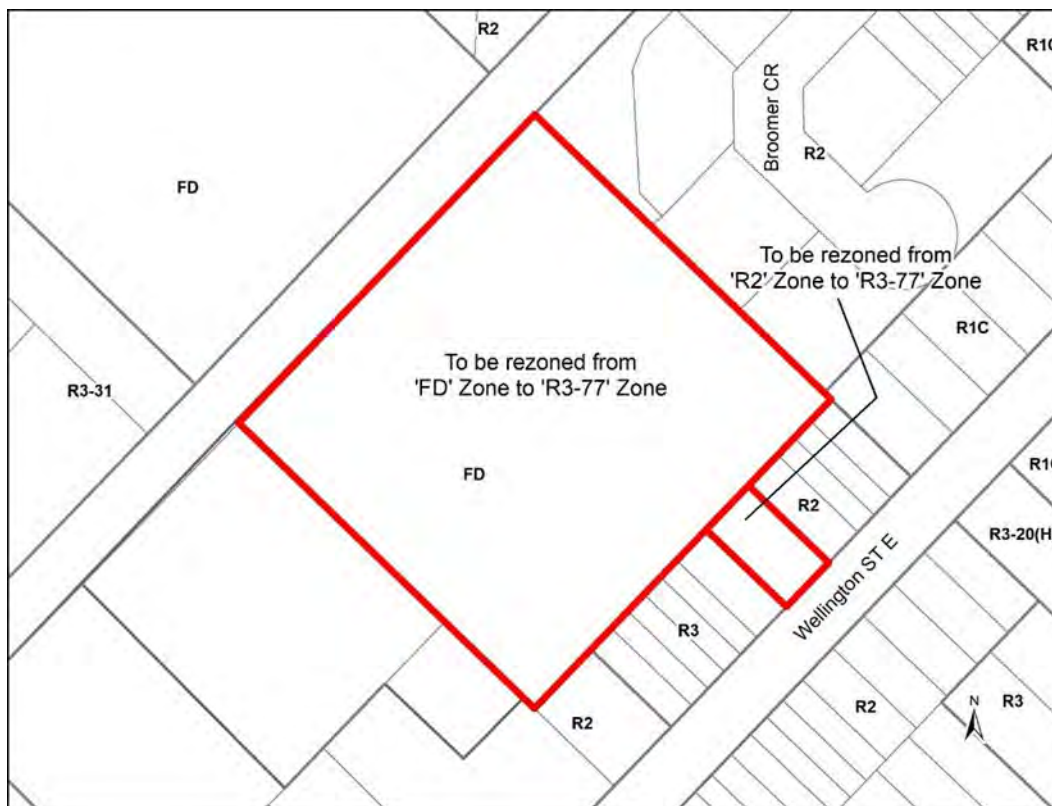
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 092-2024

Schedule "A"



This is Schedule "A" to By-law 092-2024

Passed this 4th day of November, 2024

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 092-2024

THE LOCATION OF THE SUBJECT LANDS is described as of Park Lot 3 S/S Birmingham St. RP:61R21979, Part 4, Mount Forest. The subject property is approximately 1.96 ha (4.84 ac) in size. The subject property is currently zoned Future Development (FD) and Medium Density Residential (R2) zone and is vacant.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Future Development (FD) and Medium Density Residential (R2) zone to High Density Residential Site Specific with a Holding (R3-77(H)) zone to permit an 88-unit stacked townhouse development. Site specific zoning is requested to provide relief from the minimum lot area, lot frontage, rear yard setback, interior side yard setback, distance between cluster townhouses, as well as the maximum number of attached units in a row.

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

BY-LAW NUMBER 093-2024

**BEING A BY-LAW TO ACCEPT AND ASSUME PUBLIC WORKS
IN THE LUCAS SUBDIVISION, REGISTERED PLAN 23T-79087**

**WHEREAS SECTIONS 11 AND 31 OF THE MUNICIPAL ACT, 2001, S.O.2001,
c.25, AS AMENDED, ENABLES THE COUNCIL OF A MUNICIPALITY TO
PASS BY-LAWS TO ESTABLISH AND ASSUME HIGHWAYS FOR PUBLIC
USE;**

**AND WHEREAS ALL OF THE PUBLIC WORKS IN REGISTERED PLAN 23T-
79087, HAVE BEEN CONSTRUCTED AND INSTALLED IN ACCORDANCE
WITH THE SUBDIVISION AGREEMENT FOR THIS PLAN;**

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

1. That the public works constructed and installed in accordance with the Lucas Subdivision agreement for Registered Plan 23T-79087, are hereby accepted and assumed.
2. That Ronnie's Way, Doug's Crescent and Sarah Road as shown on Registered Plan 23T-79087 are hereby assumed for public use.
3. That the Town Assumes all Dedicated Blocks within Registered Plan 23T-79087, Including Blocks 23.

READ AND PASSED THIS 4TH DAY OF NOVEMBER, 2024

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 094-2024

**BEING A BY-LAW TO AUTHORIZE AN EXTENSION OF THE
AGREEMENT BETWEEN PERFECTMIND INC. AND THE
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS Township and PerfectMind entered into an agreement dated October 15th, 2019 (the “Original Agreement”) for the provision of PerfectMind Software as a Service;

AND WHEREAS The Corporation of the Township of Wellington North and PerfectMind Inc. wish to enter into an extension agreement

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

1. That the Corporation of the Township of Wellington North enter into a software as a service and professional services agreement with PerfectMind Inc., in substantially the same form as the agreement attached hereto as Schedule “A”.
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

READ AND PASSED THIS 4th DAY OF NOVEMBER, 2024.

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

CONTRACT EXTENSION AGREEMENT

Dated the 6 day of September, 2024

B E T W E E N:

PERFECTMIND INC.
(“PerfectMind”)

– and –

TOWNSHIP OF WELLINGTON NORTH
(the “Customer”)

WHEREAS:

- A. The Customer and PerfectMind entered into an agreement dated October 15th, 2019 (the “Original Agreement”) for the provision of PerfectMind Software as a Service;
- B. The parties hereby agree to extend the term of the Original Agreement in accordance with the terms set out herein

NOW THEREFORE, in consideration of the mutual covenants contained in this Extension Agreement and other consideration (the receipt and sufficiency of which are acknowledged), the parties agree as follows:

1. Definitions

1.1. Any capitalized term not expressly defined in this Extension Agreement shall have the meaning ascribed to it in the Original Agreement.

2. Extension

The Original Agreement will expire on October 14, 2024 (“Original Term”). Except to the extent otherwise provided in this Extension Agreement, the Original Agreement will be extended on the same terms and conditions for an additional five (5) year period (such period, the “Extended Term” and together with the Original Term, the “Term”), which will begin immediately on the expiry of the Original Term. At the expiration of the Extended Term, the Term will be automatically renewed for successive one-year periods (each, an “Additional Term”) unless a party provides written notice to the other party of the first party’s intention not to renew, at least thirty days before the expiry of the then-current Term.

3. Fees

The Platform use fee during the Extended Term will be as set out in the payment schedule attached hereto in Exhibit A, payable by Customer in advance at the beginning of each 12-month period. The Platform use fee payable by Customer during any Additional Term will be the same as the fees for the last year during the prior term unless PerfectMind has given

Customer written notice of a pricing change at least 90 days before the end of such prior term, in which case the new fee will be effective upon renewal and thereafter.

4. Conflict

The provision of this Extension Agreement shall form part of the Original Agreement. Except to the extent otherwise amended in this Extension Agreement, all other terms and conditions of the Original Agreement shall remain the same, provided that in the event of a conflict between the provisions of this Extension Agreement and those of the balance of the Original Agreement, the terms and provisions of this Extension Agreement shall supersede those provisions of the balance of the Original Agreement with which they conflict.

TO WITNESS THEIR AGREEMENT, the parties have duly executed this Extension Agreement as of the date first above written.

PERFECTMIND INC.

TOWNSHIP OF WELLINGTON NORTH

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

EXHIBIT A**Extended Term**

Year Six (October 15th, 2024 to October 14th, 2025): \$7,500

Year Seven (October 15th, 2025 to October 14th, 2026): \$7,500

Year Eight (October 15th, 2026 to October 14th, 2027): \$7,500

Year Nine (October 15th, 2027 to October 14th, 2028): \$7,500

Year Ten (October 15th, 2028 to October 14th, 2029): \$7,500

Optional Provision:

Upon the renewal of the terms, the Subscriber shall have the option to enroll in our Mobile Application at a fifty percent (50%) discount for the initial term of one (1) year. This option must be exercised within the first six (6) months following the renewal date.

CULTURAL MOMENT FOR NOVEMBER 4, 2024

CELEBRATING CAPTAIN FREDERICK WILLIAM CAMPBELL, VC



Captain William Frederick Campbell of Mount Forest

Frederick William Campbell was born in Mount Forest on June 15, 1869. He was the son of Ephraim and Esther Hunt Campbell.

As a young man, he joined a unit of the Canadian Militia. He served in the South African War with The Royal Canadian Regiment. During this campaign, he showed his ability to meet extraordinary circumstances. A cannon had been struck by an enemy shell, resulting in one wheel being damaged. Campbell entered an abandoned house and discovered a heavy, round-topped table. He repurposed the tabletop as a wheel, which remained on the cannon for some time. He returned to Mount Forest following the war, marrying Margaret Annie.

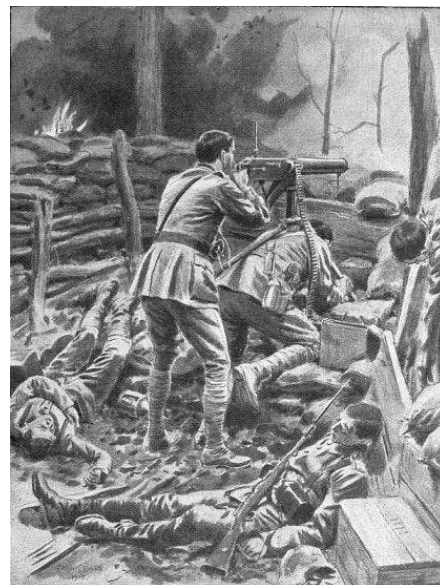
On September 23, 1914, he enlisted and was commissioned as an officer in the Canadian Expeditionary Force, in the 1st Battalion.

At a campaign near Givenchy, France, Captain Campbell took two machine-guns over the parapet, arrived at the German first line with one gun, and maintained his position there, under very heavy rifle, machine-gun and bomb fire. Almost the whole of his detachment had then been killed or wounded. When the supply of bombs had become exhausted, he advanced with Private Howard Vincent still further to an exposed position, and, by firing about 1,000 rounds, succeeded in holding back the enemy's counterattack.

As he was retreating, his right thigh bone was shattered. Campbell was given first aid by Captain Gordon, the regimental Chaplain, also of Mount Forest. Gordon was assisted by Private [William George Seim](#), 2nd Battalion, also from Mount Forest, who later became a Sergeant.

It was Campbell's 48th birthday. The wound turned septic, and Campbell succumbed to his wounds four days later on June 19, 1915.

For his actions, he earned posthumously the Victoria Cross, the British Empire's highest and most prestigious award for gallantry in the face of the enemy. Campbell was 1 of 70 Canadians to receive it. His citation read: "For most conspicuous bravery on 15th June, 1915, during the action at Givenchy." He is buried in Boulogne Eastern Cemetery in France. A plaque at the Capt. Fred Campbell Victoria Cross Branch of The Royal Canadian Legion in Mount Forest commemorates his bravery.



Frederick William Campbell and Howard Vincent

Submitted by Penny Renken, Wellington North Cultural Roundtable

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

BY-LAW NUMBER 095-2024

**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
NOVEMBER 4, 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 November 4, 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 4TH DAY OF NOVEMBER, 2024.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK