

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

HOW TO JOIN

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

Please click this URL to join. <https://us02web.zoom.us/j/89605194094>

Or join by phone:

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

Webinar ID: 896 0519 4094

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CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the December 2, 2024 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

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

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

Recommendation:

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

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

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

1. REPORTS

- CLK 2024-030 cemetery hours of operation
- EDO 2022-031 Municipal Land Sale Part Lot 13, Concession WOSR, divisions 1 & 2, Part 12, 61R8621 Highway 6, Riverstown, Ontario
- CAO 2024-016 Staffing Update – Part 2

2. REVIEW OF CLOSED SESSION MINUTES

- November 4, 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 CLK 2024-030, cemetery hours of operation;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-031 Municipal Land Sale Part Lot 13, Concession WOSR, divisions 1 & 2, Part 12, 61R8621 Highway 6, Riverstown, Ontario;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2024-016, Staffing Update – Part 2;

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 November 4, 2024 Council Meeting.

O'CANADA

PRESENTATIONS

- | | |
|---|-----|
| 1. 2025 Budget Overview Presentation | 001 |
| • Report TR 2024-009, 2025 Operating and Capital Budget | 038 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2024-009 2025 operating and capital budget.

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

OPEN BUDGET PORTION OF MEETING

Mayor Lennox will open the floor to comments and inquiries regarding the budget.

RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

Recommendation:

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

COMMITTEE OF ADJUSTMENT

- 5053745 Ontario Inc. (279 Fergus St. S.), A09/24
- Allen & Cherdee Whaley, A08/24

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the December 2, 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, November 18, 2024 | 191 |
| 2. Public Meeting, November 18, 2024 | 198 |

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on November 18, 2024 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- | | |
|--|-----|
| a. Mount Forest Aquatics Ad-Hoc Advisory Committee, October 22, 2024 | 201 |
|--|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on October 22, 2024.

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| b. Safe Communities Wellington County Leadership Table, September 18, 2024 | 205 |
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Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table meeting held on September 18, 2024.

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| c. Wellington North Cultural Roundtable, November 14, 2024 | 211 |
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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 November 14, 2024.

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| d. Maitland Valley Conservation Authority, Membership Meeting #8-2024, October 16, 2024 | 217 |
|---|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Membership Meeting #8-2024 held on October 16, 2024.

- e. Grand River Conservation Authority, Summary of the General Membership Meeting – November 22, 2024 221

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership meeting held on November 22, 2024.

2. PLANNING

- a. Report DEV 2024-038, 2763604 Ontario Inc. Amending Site Plan Agreement 222

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2024-038 regarding the final approval of the 2763604 Ontario Inc. Amending Site Plan Control Agreement.

- b. Report DEV 2024-039, Notice of Decision Received for Consent Applications B52-24, B74-24, B75-24, B76-24, B77-24 & B87-24 229

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2024-039 regarding the Notice of Decision for the following Consent Applications, received from the County of Wellington Planning and Land Division Committee:

- B52-24 Community Living Guelph Wellington, Part Lots 14 & 15, w/s Fergus St., Plan Town of Mount Forest known as 125 & 135 Fergus St. S. in the town of Mount Forest (Severance);
- B74-24, B75-24 & B76-24 Wilson Developments/5053745 Ontario Inc., Lots 9 & 10, Hart’s Survey, known as 360 Wellington St. E. in the town of Mount Forest (Severances);
- B77-24 John Rooney, Part Park Lot 5, North Side of Smith St., Crown Survey known as 326-328 Smith St. in the village of Arthur (Severance); and
- B87-24 Community Living Guelph Wellington, Part Lots 14 & 15, w/s Fergus St., Plan Town of Mount Forest known as 125 & 135 Fergus St. S. in the town of Mount Forest (Easement)

3. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Report C&ED 2024-046, 2025 Grants and Donations Community Development Program 254

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-046 being a report on the 2025 Grants and Donations Community Development Program;

AND THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$36,665.49 in grants and fee waivers to the following organizations for 2025:

GROUP	RECOMMENDED
100 Women Who Care Rural Wellington	\$ 220.35
895 Fred Campbell VC Royal Canadian Air Cadets (Mount Forest Air Cadets) – Flight Simulator Program	\$ 500.00
895 Fred Campbell VC Royal Canadian Air Cadets (Mount Forest Air Cadets) – Pasta Dinner Fundraiser	\$ 788.74
Arthur Agricultural Society	\$ 500.00
Arthur and Area Historical Society	\$ 500.00
Arthur Chamber of Commerce	\$ 1,000.00
Arthur and District Horticulture Society	\$ 1,000.00
Arthur Lions Club	\$ 788.74
Arthur Minor Hockey	\$ 500.00
Arthur Optimist Club – Canada Day Celebrations	\$ 2,500.00
Arthur Optimist Club – Arthur Seniors Hall	\$ 500.00
Arthur OPTIMRS	\$ 500.00
Arthur SU Sports Camp	\$ 920.25
Auxiliary to the Louise Marshall Hospital – Spring Luncheon	\$ 579.84
Auxiliary to the Louise Marshal Hospital – November Bazaar	\$ 709.84
Big Brothers Big Sisters of North Wellington	\$ 1,000.00
Christmas Time in Arthur	\$ 826.60
Community Resource Centre of North and Centre Wellington	\$ 1,000.00
Friends of Bill Walker – “Git Yer Hillbilly On Ribfest”	\$ 444.09
Hospice Wellington	\$ 1,000.00
Little Black Dress Affair	\$ 890.58
Louise Marshall Hospital Foundation – Gala	\$ 2,500.00
Louise Marshall Hospital Foundation – Community Breakfast	\$ 460.20
VON – Falls Prevention Programming	\$ 569.52
VON – SMART Exercise Program	\$ 1,000.00
VON – Pole Walking Program	\$ 1,000.00
Mount Forest Christmas Bureau	\$ 1,000.00
Mount Forest Community Garden	\$ 1,000.00
Mount Forest Community Pantry	\$ 1,000.00
Mount Forest Curling Club	\$ 788.74
Mount Forest Family Health Team/Cancer Patient Services – Coffee and Caregivers Program	\$ 678.00
Mount Forest Family Health Team/Cancer Patient Services – Gentle Movement Program	\$ 1,000.00
Mount Forest Fireworks Festival	\$ 2,500.00
Mount Forest Horticultural Society	\$ 1,000.00
Mount Forest Leos Club	\$ 1,000.00
Mount Forest Lions Club – Valentine’s Dance	\$ 250.00
Mount Forest Lions Club – Spring Craft Show	\$ 1,000.00
Mount Forest Lions Club – Chicken Dinner Fundraiser	\$ 250.00
Mount Forest Lions Club – Christmas Craft Show	\$ 1,000.00
Mount Forest Lions Club – Santa Claus Parade	\$ 500.00

Mount Forest Seniors Group	\$ 500.00
York Soaring Association	\$ 1,000.00
TOTAL REQUESTS/GRANTS - Fee Waivers - \$16,665.49 - Donations - \$20,000.00	\$36,665.49

- b. Report C&ED 2024-047, Communications Update 267

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report C&ED 2024-047 on Communications Update.

AND THAT Council approve Communications Policy 009-2024.

AND FURTHER THAT Council rescind Communications Policy 034-2015 and Social Media Policy 023-2015.

- c. Report C&ED 2024-050, Community Improvement Plan 207 George St., Arthur 273

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-050 Community Improvement Plan;

AND THAT Council approve a Building Conversion and Improvement Grant in the amount of \$457.67 to property owners Albertino and Lucy Argiro, 207 George Street, Arthur for a permit fee issued for the replacement of burnt interior electrical to the commercial portion of the premises.

4. FINANCE

- a. Vendor Cheque Register Report, November 22, 2024 277

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated November 22, 2024.

5. INFRASTRUCTURE

- a. Report INF 2024-024, Concession 4N Traffic Study 283

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-024 being a report on Concession 4N Traffic Study for information.

AND THAT Council direct staff to include Concession 4N in the Spring and Fall 2025 traffic count.

- b. Report INF 2024-025 Fall Traffic Counts 301

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report INF 2024-025 being a report on Fall Traffic Counts.

6. ENVIRONMENT

- a. Report ENV 2024-003, Township’s Drinking Water Quality Management System (DWQMS) – 2024 Management Review Meeting Minutes 309

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report ENV 2024-003 for information on the Township's Drinking Water Quality Management System (DWQMS) – 2024 Management Review Meeting Minutes.

7. ADMINISTRATION

- a. Report CLK 2024-029, Cemetery signage and repair update 324

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2024-029 cemetery signage and repair update.

8. COUNCIL

- a. Township of Wellington North Notice of Council Meeting to Consider the 2025 Budget, December 16, 2024 330

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Township of Wellington North Notice of Council Meeting to Consider the 2025 Budget, December 16, 2024.

- b. Erik Downing, General Manager/Secretary Treasurer, Saugeen Valley Conservation Authority correspondence dated November 25, 2024 regarding the 2025 SVCA Draft Budget 331

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence, dated November 25, 2024, from Erik Downing General Manager/Secretary Treasurer, Saugeen Valley Conservation Authority regarding the 2025 SVCA Draft Budget.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items For Consideration on the December 2, 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 101-2024 being a by-law to amend By-law 135-2022 being a by-law to appoint members to the Mount Forest Business Improvement Area Board of Directors | 333 |
| b. | By-law Number 102-2024 being a by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North and repeal By-law 004-2017 | 334 |
| c. | By-law Number 103-2024 being a by-law to amend By-law Number 083-2024 being a by-law to establish fees and charges for various services provided by the municipality | 341 |
| d. | By-law Number 104-2024 being a by-law to amend By-law 046-17 being a by-law to provide for the operation and licensing of kennels in the Township of Wellington North | 346 |
| e. | By-law Number 105-2024 being a by-law to authorize the sale of real property Pt Lt 13 Con WOSR Division 1 & 2 Arthur Twp, Pt 12, 61R8621; Wellington North; T/W DN22899; RO666049, RO723376; RO724277 and repeal By-law 013-023 | 347 |

Recommendation:

THAT By-law Number 101-2024, 102-2024, 103-2024 and 105-2024 be read and passed.

CULTURAL MOMENT

- Celebrating Community Resilience Following 1985 Tornado 359

CONFIRMING BY-LAW

360

Recommendation:

THAT By-law Number 106-2024 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 December 2, 2024 be read and passed.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of December 2, 2024 be adjourned at ___:___ p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Mount Forest Santa Claus Parade	Friday, December 6, 2024	7:00 p.m.
Mount Forest Chamber of Commerce Meeting, Mount Forest Chamber Office	Tuesday, December 10, 2024	4:30 p.m.
Mount Forest BIA Meeting, Mount Forest Sports Complex	Tuesday, December 10, 2024	12:30 p.m.
Arthur Chamber of Commerce Meeting, Arthur Chamber Office	Wednesday, December 11, 2024	4:30 p.m.
Regular Council Meeting	Monday, December 16, 2024	7:00 p.m.
Arthur BIA Meeting, virtual	Wednesday, December 18, 2024	7:30 p.m.
Regular Council Meeting	Monday, December 16, 2024	7:00 p.m.



2025 BUDGET OVERVIEW

December 02, 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
- This is second budget meeting being held today, December 2nd. The initial budget meeting with the Council and staff took place on November 4th, and an additional meeting is scheduled to take place on 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 6.9% (Mosey & Mosey Guidance)
 - Municipal Insurance renewal – 5% - 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	113,611	4,834	4.4%
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	234,937	12,112	5.4%



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 7.89% (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)	(2,223,100)	8.0%	(164,700)
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	1,377,798	1,563,886	2,086,060	33.4%	522,174
Property	(7,786)	(6,592)	(69,226)	950.2%	(62,634)
WNP Holding Co.	0				
Subtotal - General Government	(298,735)	(485,357)	(270,329)	-44.3%	215,028



Operating Budget Summary Analysis by Segment (Continued)

2025 Budget Summary

FIR Category	2023 Budget	2024 Budget	2025 Budget	% Change	Change \$
Protection Services					
Fire	1,015,643	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	234,937	5.4%	12,112
Protective Inspection & Control	0				
Animal Control	7,948	18,050	9,520	-47.3%	(8,530)
By-Law Enforcement	61,503	66,610	67,027	0.6%	417
Subtotal - Protection Services	1,323,645	1,476,403	1,492,015	1.1%	15,612



Operating Budget Summary Analysis by Segment (Continued)

2025 Budget Summary

FIR Category	2023 Budget	2024 Budget	2025 Budget	% Change	Change \$
Transportation Services					
Roads	4,838,608	5,227,897	6,164,510	17.9%	936,613
Streetlights	0				
Rural Water	7,400	5,782	7,400	28.0%	1,618
Subtotal - Transportation Services	4,846,008	5,233,679	6,171,910	17.9%	938,231



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	123,489	-14.3%	(20,671)
Subtotal - Health Services	105,524	144,160	123,489	-14.3%	(20,671)
Recreation and Cultural Services					
Parks & Recreation	2,487,209	2,400,253	2,109,339	-12.1%	(290,914)
Community & Economic Development	458,975	750,673	1,025,354	36.6%	274,681
Subtotal - Recreation and Cultural Services	2,946,184	3,150,926	3,134,693	-0.5%	(16,233)



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	-298,735	-485,357	-270,329	-44.30%	215,028
Protection Services	1,323,645	1,476,403	1,492,015	1.06%	15,612
Transportation Services	4,846,008	5,233,679	6,171,910	17.93%	938,231
Health Services	105,524	144,160	123,489	-14.34%	-20,671
Recreation and Cultural Services	2,946,184	3,150,926	3,134,693	-0.52%	-16,233
Planning and Development	89,342	126,951	50,740	-60.03%	-76,211
Environmental Services	-	-	-	0.00%	-
Total Levy Requirement	9,011,968	9,646,763	10,702,518	10.94%	1,055,755



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	3,061,599	25.50%	448,742
To Reserves	1,036,717	702,540	933,923	32.94%	231,383
To Reserve Funds	5,000	5,000	5,000	0.00%	-
New transfers	3,123,660	3,320,397	4,000,523	20.48%	680,125



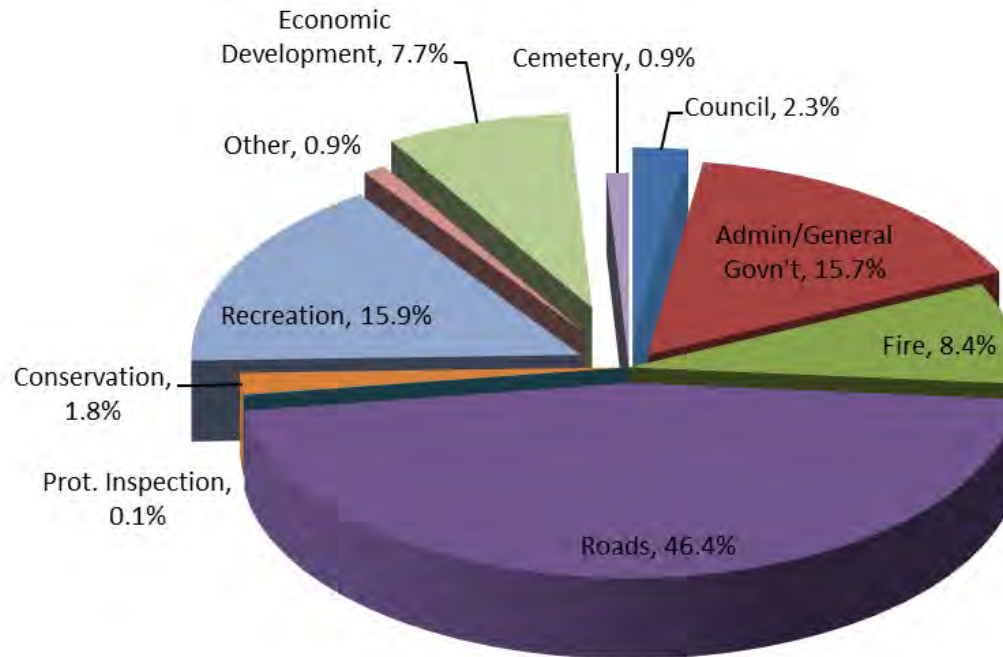
Draft Budget Modeling – 2025 Tax Implication – Base Case

	<u>2023</u>	<u>2024</u>	<u>2025 (Draft)</u>	<u>YoY Increase (%)</u>
Operating Budget	6,086,011	6,326,366	6,701,995	5.94%
Policy Mandated Transfer to Reserve funds	115,700	80,700	115,700	43.37%
Net Transfers	728,313	626,840	823,223	31.33%
Contributions to Capital	2,081,943	2,612,857	3,061,599	17.17%
Total Budgeted Tax Levy	9,011,967	9,646,763	10,702,518	10.94%
		Organic Growth		7.89%
		Impact to Existing Taxpayer		3.05%



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		277,944	277,944	225,944
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	-	938,923	938,923	231,383
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	1,438,923	958,459	(355,053)



Draft Budget Modeling – 2025 Tax Implication – Base Case

AMOUNT TO BE RAISED 2025
\$ 10,702,518

Tax Rate = amount to be raised/weighted assessment = **0.00557220**

COMPARISON OF TAXES

	<u>2025</u>	<u>2024</u>
Residential Assessment	\$ 271,636.00	\$ 271,636.00
Tax Rate	0.00557220	0.00540724
Taxes	\$1,513.61	\$1,468.80
Increase over 2024		\$44.81

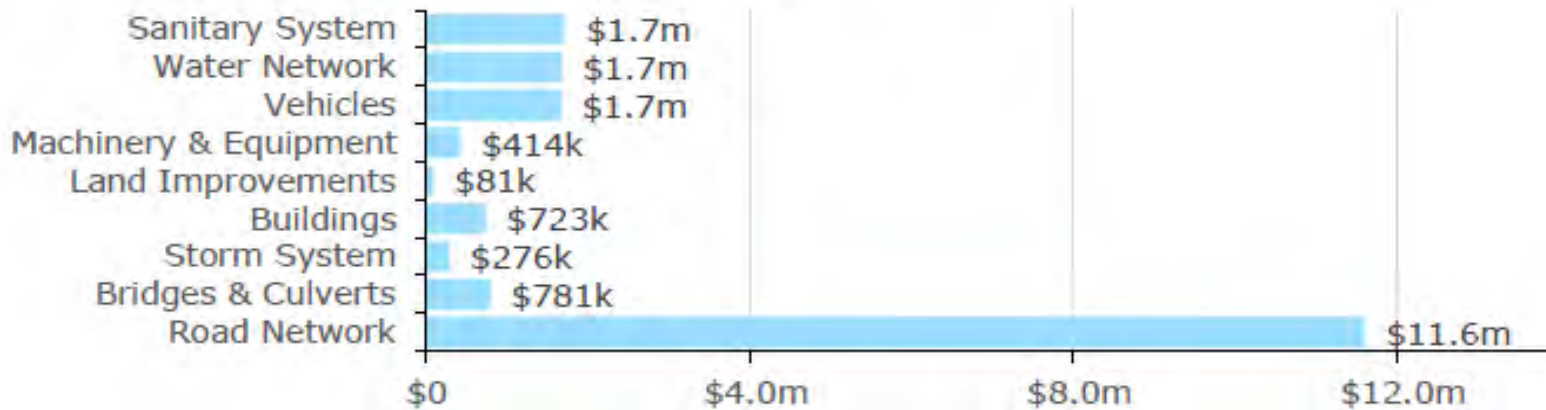




2025 CAPITAL BUDGET

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 Margarett 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
Scada Historian Server	\$ 45,200.00
Scada Workstations	\$ 6,780.00
Workstation Replacement	\$ 25,000.00
Grand Total	\$ 621,960.00



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	\$ 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	\$ 50,300.00
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
Plow Truck	\$ 450,000.00
PXO – Queen Street East and Fergus Street	\$ 116,649.90
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



Draft Capital Program – Infrastructure & Transportation 2025 Cont.

Project Name	2025 Ask
Sidewalk Machine	\$ 230,000.00
Storm Sewer Realignment – Smith Street Design Only	\$ 44,635.00
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
Pickup Truck (Replacement Vehicle)	\$ 70,000.00
Grand Total	\$ 8,664,243.42



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
Mount Forest Dam	\$ 124,000.00
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
MFWWTP Exterior Lighting OCWA Projects (Mount Forest)	\$ 22,600.00
Grand Total	\$ 1,749,117.50



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

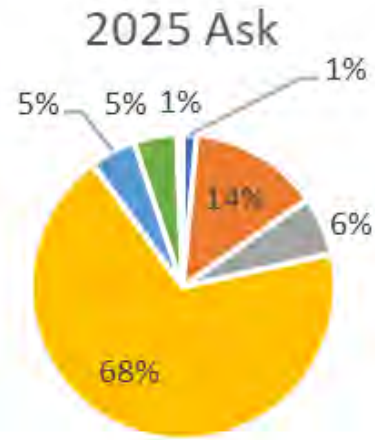


Draft Capital Program – 2025

Departments	2025 Ask
Community & Economic Development	\$ 187,500.00
Environmental Services	\$ 1,749,117.50
Recreation Services	\$ 792,000.00
Infrastructure/Operation/Transportation	\$ 8,664,243.42
General Government	\$ 621,960.00
Building	\$ 580,000.00
Protection Service	\$ 76,000.00
Grand Total	\$ 12,670,820.92



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>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	-	-	-	-	-
Roads & Drainage	5,050,983	4,428,871	4,601,238	5,703,945	7,874,943
Waterworks	1,871,775	707,916	988,081	484,557	908,419
Sanitary Sewers	620,500	744,932	511,081	434,556	646,699
Fleet	391,000	958,000	-	930,000	865,000
Parks & Recreation	1,154,271	944,234	1,420,000	806,950	934,500
Fire	258,700	138,000	504,500	160,000	76,000
Admin & Property	10,000	160,750	489,603	932,000	1,344,180
Cemetery	-	-	49,849	20,000	21,080
Total	10,620,148	8,831,508	8,564,352	9,472,009	12,670,821
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	-	13,500,000	-
Grand Total	10,620,148	8,831,508	8,564,352	22,972,009	12,670,821



Draft Capital Program – 2025

Funding Model

Source/Year	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Revenue (levy, fees, etc)	3,512,480	3,557,822	3,359,105	3,531,471	4,444,612
Grants	3,272,983	1,343,688	1,030,775	1,074,123	58,500
Dev't Charges & Reserves	2,390,781	2,233,600	1,735,301	1,873,852	4,843,679
Developer Contributions	334,905	21,500	120,000	22,500	1,124,564
External Debt	-	-	-	-	-
Gas Tax	200,000	655,000	340,000	1,287,768	514,360
Sustained OCIF	909,000	900,000	1,979,171	1,682,295	1,685,106
Unfunded Amounts	-	119,898	-	-	-
Total	10,620,148	8,831,508	8,564,352	9,472,009	12,670,821
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	-	13,500,000	-
Grand Total	10,620,148	8,831,508	8,564,352	22,972,009	12,670,821



Projects for future considerations & Multi-Year Projects

Initial Capital listing compiled for 2025 contained projects totalling \$24,923,461; however, staff deliberations had identified ~\$12.3M 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
Mount Forest Cemetery repairs storage shed	\$ 22,470.00



Projects for future considerations & Multi-Year Projects Cont.

Mount Forest Cemetery survey and title clearance	\$	30,000.00
Mount Forest Sports Complex Parking Lot	\$	350,000.00
Mount Forest Switch Upgrade	\$	60,000.00
New Vehicle - Infrastructure Project Lead	\$	70,000.00
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	\$	39,000.00
Grand Total	\$	12,252,640.51



Enhance Cemetery Service Level – Expanded Hours

Operating Costs: \$20,500

Period: May to November (31 Saturdays)

- Staff: 2 staff for 7 hours each Saturday
- Cost per Saturday: \$661.08
- Total Operating Cost: \$20,500

Capital Costs: \$39,900

1. Mount Forest Cemetery Survey and Title Clearance: \$30,000
2. Mount Forest Cemetery Fence Repairs: \$9,900



Budget Options for Consideration

1. Budget as Presented

- Tax Impact: 3.05% increase

2. Budget + Additional Cemetery Projects

- Tax Impact: 3.47% increase

3. Budget + Additional Cemetery Projects + Extended Operational Hours

- Tax Impact: 3.68% increase



Council Direction Required

- Provide Guidance on the Preferred Scenario and Target Levy Impact for 2025.
- Identify Items for Addition or Omission in the 2025 Capital Program.
- Provide any additional feedback or direction.







TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-12-02

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2024-009

REPORT TITLE: 2025 Operating and Capital Budget

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2024-009 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 second presentation of the 2025 Operating and Capital Budget for Council's consideration and direction. Prepared with the township's strategic priorities in mind, the proposed budget aims to balance the need for continued investment in critical infrastructure and services with current financial realities.

ANALYSIS

The 2025 budget proposes three scenarios for Council's consideration, reflecting varying levels of service and corresponding tax impacts. The first scenario includes a 3.05% increase in the tax levy, resulting in a total levy requirement of \$10,702,518. This scenario maintains current service levels while accounting for in-year assessment growth and inflationary pressures. For a typical single-family residential property assessed at \$271,636 (as of January 1, 2016), the township portion of the property tax will increase by approximately \$44.81.

The second scenario includes additional cemetery capital projects—Survey and Title Clearance (\$30,000) and Fence Repairs (\$9,900). Adding these projects to the budget will increase the tax levy impact to 3.47%. For a typical single-family residential property, the township portion of the property tax will increase by approximately \$50.45.

Lastly, the third scenario includes the cemetery projects outlined in Scenario 2, plus expanded operational hours (staffing cost of \$20,500) between May and November. This will increase the tax levy impact to 3.68%. For a typical single-family residential property, the township portion of the property tax will increase by approximately \$53.35.

The 2025 Capital Program now totals \$12,670,821, reflecting an increased annual investment in capital infrastructure. This increase aligns with the recommendations of the completed 2024 Asset Management Plan, which identified a need for an \$18.9 million annual capital investment to close the gap in the township's capital program. While the Township is still some ways from the \$18.9 million target, this increase represents a positive step toward addressing the township's long-term infrastructure 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 \$448,742 greater than the previous year. Additionally, reserve and development charge contributions have increased by \$2,969,826.81 compared to the previous year. This increase is driven by a higher drawdown from development charge reserves and the transfer of surplus funds from favourable tenders in the 2024 Capital Program. Furthermore, an increase in developer contributions of \$1,102,064 is helping to support the funding requirements of the 2025 Capital Program.

ATTACHMENTS

Attachment 1 - 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



WELLINGTON NORTH
SEMPER PORRO

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				

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: _____				



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				

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				

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: _____				



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: _____				



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: _____				



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: _____				



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				

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: _____				



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	Replacment 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 • Roads • Water • Sanitary	\$1,902,002 • \$916,056 • \$518,025 • \$467,921			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees • Roads • Water • Sanitary	\$256,770 \$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: <u>Tammy Stevenson</u> Department Head: <u>T. Stevenson</u>
Date Prepared: <u>Sept 25, 2024</u> 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 • Roads+Misc • Water • Sanitary		\$2,147,000 • \$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	\$44,500			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
HST (13%)	\$5,785			
Total Fees *Includes HST	\$50,285			

Funding				
Reserves	\$50,300			
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application:				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$50,300			
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>November 13, 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: _____				



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</p> <p>2022 \$1749.00</p> <p>2023 \$4330.00</p> <p>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:				

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					

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					

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					

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	If 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					

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: _____				



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)				

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: _____				



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				

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: _____				



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				

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				

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: _____				



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				

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				

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				

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				

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)				

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				

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				

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: _____				



CAPITAL PROJECT SHEET				
Department:	Environmental Services			
Project Name:	MFWWTP Exterior Lighting OCWA Projects (Mount Forest)			
Asset Name:	Wastewater Treatment Plant	Import ID:	NA	
Project Description	Project will replace the following: 1. All existing exterior lighting at the Mount Forest Wastewater Treatment Plant with energy efficient LED lighting. Existing lighting is original to the plant and failing regularly.			
Project Justification	Capital projects recommended by OCWA = \$20,000 + HST			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Operators required to attend site after hours so proper lighting is essential for safety.
Legislative Requirement	X			
Operational Saving, Short Payback			X	LED lights are more energy efficient than the current lights that are failing.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Existing lights are failing regularly and have reached end of life. Repairing existing lights is costly and parts are becoming difficult to procure.
Growth related	X			
Service enhancements	X			
Total	3	0	3	
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material		\$20,000		
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				



Legal Fees				
Contingency				
HST (13%)		\$2,600		
Total Fees		\$22,600		
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> C. Schmidt </u> Department Head: <u> C. Schmidt </u>				
Date Prepared: <u> November 6, 2024 </u> Reviewed by				
Treasurer: _____				

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – NOVEMBER 18, 2024 AT 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING
[November 18, 2024, Township of Wellington North Council Meeting \(youtube.com\)](https://www.youtube.com/watch?v=...)**

Members Present: **Mayor:** Andrew Lennox
 Councillors: Lisa Hern
 Steve McCabe
 Penny Renken

Member Absent: **Councillor:** Sherry Burke

Staff Present:

Chief Administrative Officer:	Brooke Lambert
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Executive Assistant to the CAO:	Tasha Grafos
Human Resources Manager:	Amy Tollefson
Chief Building Official:	Darren Jones
Senior Project Manager:	Tammy Stevenson
Manager of Development Planning:	Curtis Marshall

CALLING TO ORDER

Mayor Lennox called the meeting to order

ADOPTION OF THE AGENDA

RESOLUTION: 2024-394

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Agenda for the November 18, 2024 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest disclosed.

O'CANADA

COUNTY COUNCIL UPDATE

Andrew Lennox, Mayor, provided the following update:

- Automated Speed Enforcement. The County has begun its pilot project for automated speed enforcement on County roads. Legislation states that it can only be used in community safety and school zones. Signs have been posted indicating that automated speed enforcement is coming and enforcement is expected to begin in January. The pilot is intended to run for a year and then will be evaluated to determine if the desired results were achieved. If successful, the program will be made permanent and be offered to local

municipalities. A provider has been contracted to provide equipment, do the processing, and issue the tickets.

- Replacement of four bridges on County Road 109, east of Arthur. While not finalized, the intent would be to replace two structures in 2025 and two in 2026. The plan is to ensure there is always two-way traffic. The budgetary size of this big project needs to be worked out for financing to be able to get this done as quickly as possible. Pending approval of the budget in January, we will know more about how it rolls out.
- Producer responsibility for recycling. On July 1st, 2025 producers become responsible for recycling, however they will not be picking up from businesses. The County is looking at a program for once a week pick up using a cart type system for all the businesses in the downtown cores across the County, pending budget approval. Institutional, commercial and industrial are not included in the provincial program.

PRESENTATIONS

1. Hurania Melgar, Emergency Manager/CEMC
 - Report EM 2024-002, 2024 Annual Emergency Management Programme Report

RESOLUTION: 2024-395

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report EM 2024-002 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2024.

AND THAT THE Council accepts the annual status report of the Township's Emergency Management Programme for 2024.

CARRIED

RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

RESOLUTION: 2024-396

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the November 18, 2024 Regular Meeting of Council at 7:16 p.m. for the purpose of holding meetings under the Planning Act.

CARRIED

PUBLIC MEETING

- ZBA 18/24, OPA-2024-01 & Draft Plan of Subdivision 23T-24002 Eastridge Landing PH V

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2024-397

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North resume the November 18, 2024 Regular Meeting of Council at 7:31 p.m.

CARRIED

QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)

No questions on agenda registered.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, November 4, 2024

2. Public Meeting, November 4, 2024

RESOLUTION: 2024-398

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on November 4, 2024 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings of Council.

RECESS TO MOVE INTO A PUBLIC HEARING UNDER THE BUILDING CODE ACT AND THE PLANNING ACT

RESOLUTION: 2024-399

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North recess the November 18, 2024 Regular Meeting of Council at 7:32 p.m. for the purpose of holding a hearing under the Building Code Act and the Planning Act.

- Fees and charges under the Building Code Act and the Planning Act

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2024-400

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the November 18, 2024 Regular Meeting of Council at 7:34 p.m.

CARRIED

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

5a, 5b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2024-401

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT all items listed under Items For Consideration on the November 18, 2024 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce Board Meeting held on October 8, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Board of Directors Meeting held on September 9, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Board of Directors Meeting held on October 9, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 037-2024 regarding the final approval of the 1000228603 Ontario Inc. Site Plan Control Agreement.

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-048 Community Improvement Plan;
AND THAT Council approve a Façade Improvement Loan in the amount of \$2,500.00 to property owners Albertino and Lucy Argiro, 207 George Street, Arthur for upgrades already completed.

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2024-005 being a report on 2024 Wellington North Employee Group Update;

AND THAT Council approve the Wellington North "CARES" values.

THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington Committee Report, dated October 10, 2024, prepared by Jameson Pickard, to the Planning Committee, regarding County Official Plan Review – OPA 123 Recommendation Report.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2024-402

Moved: Councillor McCabe

Seconded: Councillor Renken

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That Council of the Township of Wellington North formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
2. Be It Further Resolved Council of the Township of Wellington North calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing and local MP and MPP;
5. Be It Further Resolved That copies of this resolution be forwarded to the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

CARRIED

RESOLUTION: 2024-403

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Karl Ellis, Board Member, Wellington North Power Inc., dated October 30, 2024 regarding a request for direction for municipal goals and expectations for service.

CARRIED

Council directed staff to work with Wellington North Power Inc. to arrange a meeting to discuss municipal goals and expectations for service.

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- Cultural Round Table: holiday farmers market boxes are available.
- Hospital Auxiliary held a luncheon and bazaar on Saturday, November 16th.

Councillor Hern (Ward 3):

- Arthur BIA AGM will be held on November 20th at the Parish Hall on Georgina St., Arthur

Councillor McCabe (Ward 4):

- ROMA Meeting on Friday, November 15th
- Friday night Sip, Savour & Shop event was well attended
- Firefighters Award Night was held on Saturday, November 16th. The firefighters requested a program to plant a tree for everyone that has been part of the firefighters.

Council directed staff to investigate the proposal of memorial trees being planted for firefighters who have served in Mount Forest, Arthur and Wellington North Fire Services.

Mayor Lennox:

- Arthur Lions 85th Anniversary celebration dinner was held on Saturday, November 16th

BY-LAWS

- a. By-law Number 097-2024 being a by-law to amend By-law 135-2022 being a by-law to appoint members to the Mount Forest Business Improvement Area Board of Directors
- b. By-law Number 098-2024 being a by-law to regulate open air burn and repeal By-law 057-2016
- c. By-law Number 099-2024 being a by-law concerning the Collective Agreement with the Canadian Union of Public Employees (C.U.P.E.) Local 255.11 and The Corporation of the Township of Wellington North (Schedule A as per Report HR 2024-003, Proposed CUPE Agreement July 1, 2024 – June 30 2024 received in closed session on October 21, 2024)

RESOLUTION: 2024-404

Moved: Councillor Hern

Seconded: Councillor Renken

THAT By-law Number 097-2024, 098-2024 and 099-2024 be read and passed.

CARRIED

CULTURAL MOMENT

- Celebrating the Duke of Wellington

CONFIRMING BY-LAW

RESOLUTION: 2024-405

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT By-law Number 100-2024 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 18, 2024 be read and passed.

CARRIED

ADJOURNMENT

RESOLUTION: 2024-406

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Regular Council meeting of November 18, 2024 be adjourned at 8:06 p.m.

CARRIED

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING AGENDA NOVEMBER 18, 2024 @ 7:00 P.M.
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING
[November 18, 2024, Township of Wellington North Council Meeting \(youtube.com\)](https://www.youtube.com/watch?v=...)**

Members Present: Mayor: Andrew Lennox
Councillors: Lisa Hern
Steve McCabe
Penny Renken

Member Absent: Councillor: Sherry Burke

Staff Present:

Chief Administrative Officer:	Brooke Lambert
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Executive Assistant to the CAO:	Tasha Grafos
Human Resources Manager:	Amy Tollefson
Chief Building Official:	Darren Jones
Senior Project Manager:	Tammy Stevenson
Manager of Development Planning:	Curtis Marshall

CALLING TO ORDER

Mayor Lennox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest disclosed.

OWNERS/APPLICANT

ZBA 15/24 & OPA 2024-02 2073022 Ontario Inc.

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is legally described as CON 1, PT LOT 1 (West Luther), Parts 5 and 6 RP 61R21786, Arthur, Township of Wellington North. The subject property has a total area of 3.45 ha (8.5 acres).

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed zoning by-law amendment is to rezone the lands from Future Development (FD) to Low Density Residential (R1B), Low Density Residential (R1C), Medium Density Residential (R2), High Density Residential (R3), and Open Space (OS).

The purpose and effect of the proposed official plan amendment is to re-designate the subject lands from “Future Development” to “Residential”.

A 55 unit residential subdivision is being proposed on the subject lands.

Draft Plan of Subdivision Application

A related draft plan of subdivision application has been filed with the County of Wellington to permit the development of 18 Single Detached Residential Lots; 6 Semi-

Detached Residential Lots (12 units); 25 On-Street Townhouse Units (5 Blocks) and 1 Block Walkway on the subject lands.

NOTICE

Notices were mailed to property owners within 120 meters of the subject property as well as the applicable agencies and posted on the subject property on October 29, 2024.

PRESENTATIONS

Curtis Marshall, Manager of Development Planning, County of Wellington, Township of Wellington North

- Planning Report dated November 8, 2024

CORRESPONDENCE FOR COUNCIL'S REVIEW

Tammy Stevenson, Senior Project Manager, Township of Wellington North

- Letter dated October 29, 2024 (No Objections)

Danielle Fisher, Source Protection Coordinator, Wellington Source Water Protection

- Memorandum dated October 30, 2024 (No Objections)

Hailey Till, Planning Technician, Upper Grand District School Board

- Letter dated October 31, 2024 (No Objections)

Jessica Conroy, Resource Planner, Grand River Conservation Authority

- Letter dated November 1, 2024 RE: OPA-2024-02 & 23T-24002 (No Objections)

Jessica Conroy, Resource Planner, Grand River Conservation Authority

- Email dated November 4, 2024 RE: ZBA 15/24 (No Objections)

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR COMMENTS/QUESTIONS

Nancy Shoemaker, Planning Consultant for the applicant, commented that the project started in 2006 with a draft plan that included five phases of this subdivision, but it was determined that they would do draft plan approval phase by phase. In phase one the Township received the full parkland dedication and the construction of the storm water management pond that services the entire subdivision, including phase five.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor Renken inquired where the parkland designated in phase one is located. Ms. Shoemaker explained that it is along the north side of Schmidt Drive and that the entire north side is parkland.

Councillor Renken asked if the units are going to be built so that no variances are required. Ms. Shoemaker responded that they haven't asked for specialized regulation and are not anticipating any variances.

Mayor Lennox inquired if an endorsement of the Official Plan Amendment is required at this stage. Mr. Marshall the intent is to come back in the near future with a follow up report. They are hopeful that they can have draft conditions and seek the endorsement soon. Endorsement of the OPA and endorsement of the subdivision from Council should be sent to the County for their consideration and approval. They will also be seeking an approval in principle of the Zoning By-law. When it gets approval by the County the by-law will come to a Council Meeting for consideration, subject to Council's support. The zoning by-law can't be approved until the Official Plan Amendment is in force and affect.

ADJOURNMENT

RESOLUTION: PM-2024-010

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Public meeting of November 18, 2024, be adjourned at 7:30 p.m.

CARRIED

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
TUESDAY, OCTOBER 22, 2024 @ 7:00 P.M.
LOWER LEISURE HALL, MOUNT FOREST AND DISTRICT SPORTS COMPLEX**

Committee Members Present:

- Sherry Burke, Councillor, Chairperson
- Penny Renken, Councillor, Member
- Laurie Doney, Member
- Al Leach, Mount Forest Lions Club
- Jessica McFarlane, Member

Staff in Attendance:

- Mandy Jones, Manager of Community and Economic Development
- Mike Wilson, Community Development Coordinator

Regrets:

- Vern Job, Mount Forest Lions Club
- Ray Tout, Member

Call to Order
Chair Burke called the meeting to order at 7:04 p.m.
Adoption of Agenda
Moved by Member McFarlane Seconded by Member Doney Recommendation: THAT the agenda for the October 22, 2024, Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed. CARRIED
Declaration of Pecuniary Interest
None declared.
Minutes of Previous Meeting – September 10, 2024
Accepted by Council at the September 23, 2024 Meeting of Wellington North Council Moved by Member Leach Seconded by Member Renken Recommendation: THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee receive for information the Minutes from the September 10, 2024, committee meeting. CARRIED
Corporate Donor Update
Member Leach reported that he, Member Tout and Chair Burke were a delegation to West Grey Council on Tuesday, October 15. Member Leach said the presentation was well received by West Grey Council, who deferred the committee's request for financial support

to staff, for consideration in the 2025 Budget. Member Leach said West Grey Council asked good questions about the project; stating he felt it was valuable to make the presentation.

The committee discussed follow-up with both West Grey and Southgate. Chair Burke suggested letters be sent to both municipalities in early 2025.

Chair Burke read a letter received from the Captain Fred Campbell Royal Canadian Legion Branch 134 in Mount Forest, who confirmed their support of the new pool project and have finalized their initial pledge. Chair Burke is working with the Legion to arrange for a photo opportunity and press release to announce the pledge. The committee expressed their gratitude to the Legion for its support.

Chair Burke thanked Member Leach for his efforts in arranging the presentations made to local groups and neighbouring municipalities over the summer months.

Automatic Monthly Withdrawals

A discussion was had regarding recurring payment options. Member Leach suggested creating a slogan to help promote this opportunity.

Following the meeting, the Finance team clarified that this program is not a Pre-Authorized Remittance (PAR) or Pre-Authorized Payment (PAP). Instead, it is a one-time or recurring e-transfer process, initiated directly by individuals making donations. To establish a recurring e-transfer donation, individuals should direct payments to accounting@wellington-north.com, and must include their full name, phone number, mailing address, and reference “MF Pool Donation” in the memo to qualify for a charitable receipt.

Other accepted payment methods include cash, cheque and debit.

Receipts will be issued for each payment received.

An update on this item will be presented at a future committee meeting.

Pathway Brick Program

Chair Burke provided the committee with information from Custom Rock Creations about sizing and pricing for engraving bricks for the Pathway Brick Program. Custom Rock Creations is the same company that provided these services for the Mount Forest Splash Pad, Arthur Splash Pad and Arthur Skate Park projects.

The committee discussed pricing and what the program could look like. Consideration was made for the fact that the Pathway Brick Program may be a 2026 or 2027 initiative.

Member Leach stated he believes this program will be valuable to the committee’s fundraising efforts, as it provides a lower-cost option for individuals and families to participate in, while making a notable contribution to the pool.

Community Sport and Recreation Infrastructure Fund

Manager of C&ED Jones and CDC Wilson provided an update to the committee on the Community Sport and Recreation Infrastructure Fund (CSRIF) grant application.

On October 21, 2024, Council approved a recommendation to submit a Stream 2 application to the Community Sport and Recreation Infrastructure Fund, requesting 50% of project costs. This program is a provincial grant awarding up to \$10M for new build projects with an on-going intake period. Staff are preparing the application to submit by end of 2024 provided all information related to the project is received.

Township staff are working with BM Ross on the site plan. Tillman Ruth Robinson Architects has been retained to assist with the CSRIF application, to ensure the technical portions of the application are completed accurately. Tillman Ruth Robinson will also prepare the tender package for the project so that, if the grant is successful, the project can be put out for tender as soon as possible following notification of funding.

Staff met with the Regional Development Advisor from the Ministry of Tourism, Culture and Gaming (the ministry overseeing the CSRIF) on October 10 to discuss the project. The Regional Development Advisor provided valuable information on how to ensure the application is as strong as possible and recommended getting the application in as soon as possible.

One of the Regional Development Advisor's suggestions was seeking personalized Letters of Support from the community to illustrate support for the project. Staff have prepared a template that can be used by members of the community and request they be submitted by November 30 for inclusion in the application. Member McFarlane will work on a social media campaign to solicit letters. The Letter of Support is also available on the [Township's website](#).

Finally, staff will continue to work with Parks and Recreation Ontario for the review of our application.

New Business

None.

Financial Update

Moved by Member McFarlane
Seconded by Member Doney

Recommendation:

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

CARRIED

Other Business/Roundtable

Member McFarlane informed the committee the Flocking Holiday Home Tour will not proceed this year. However, one participant – Yellow Brick Guest House in Mount Forest – is planning on conducting their own home tour on Friday, November 22. Member McFarlane said owner Tracey Reaman will be offering the tour by donation, with proceeds going to the Mount Forest Outdoor Pool project. The committee was excited to hear this news and agreed to supply Yellow Brick Guest House with information about the project to hand out the day of the tour, as well as to help promote the event.

Chair Burke reported she has registered for a booth at the Mount Forest Lions Crafters Market on Saturday, November 23 to sell pool swag. She also informed the committee she is working on ordering additional inventory, as well as working on some possible new items.

The Fundraising sub-committee is planning to meet on October 28 to discuss the details of upcoming fundraising events.

Next Meeting

The next meeting of the Mount Forest Aquatics Ad-Hoc Advisory Committee will be held at the call of the chair.

Adjournment

Moved by Member Doney
Seconded by Member Renken

Recommendation:

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of October 22, 2024, be adjourned at 8:16 p.m.

CARRIED

Safe Communities Wellington County Leadership Table Meeting

Wellington County Museum & Archives

9:30 a.m., September 18, 2024

In Attendance

Angelle Eybel, Co-Chair SCWC & Chair, Minto Safe Communities
Earl Campbell, Wellington County Council
Gianni Accetola, Wellington Healthcare Alliance
Alexandra Fournier, Wellington Dufferin Guelph Public Health
Scott Vallier, Wellington County OPP
Allysandra Kent, Community Resource Centre of North and Centre Wellington
Toby Harris, Traverse Independence
Jean Hopkins, Guelph Wellington Drug Strategy
Tasha Grafos, Township of Wellington North
Darren Hale, Upper Grand District School Board
Sarah Bowers-Peter, Crime Stoppers Guelph Wellington
Stephanie Chidlow, Fire Services, MFR MFD WNFS
Sooriya Jayandan, Township of Guelph/Eramosa
Will Wycherley, Compass Community Services
Marlene Ottens, Township of Mapleton
Christine Veit, Safe Communities Wellington County

Regrets: Stephen Thomas, Helen Edwards, Kate Kobbbes, Luisa Artuso, Karen Armstrong, Cathy Sweeney, Barb Evoy, Lisa MacDonald

1. **Call to Order** – Angelle Eybel called the meeting to order at 9:35am.

Approval of Minutes – June 19, 2024 - It was Moved by Gianni Accetola, Seconded by Will Wycherley that the amended minutes of the meeting held June 19, 2024 be approved.

CARRIED

2. Presentation – Toby Harris, Traverse Independence
 - a. HELP Screener is attached to email
 - b. Visit the Traverse web site is simple to navigate and has links to all of the topics that were touched on. <https://www.traverseindependence.ca/>
 - c. The HELPS Screener can be found on the web too, but here is the link to it. chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://abitoollkit.ca/assets/images/HELPS-tool.pdf I have also attached a PDF copy for your reference. It is simple to use.

- d. Traverse is happy to set up screening blitzes, anywhere they might be productive and we offer a very flexible, but informative training on brain injury which might be of interest to some of the members.

3. New Business

1. Updating Community Safety and Well-Being Plan
 - a. Created the initial Community Safety and Well-Being Plan in 2021
 - b. Ministry of the Solicitor General wants a follow up document by June 2025 be contacting stakeholder organizations to provide statistics in Wellington County regarding injuries
 - c. Part of the requirement from the province is the participation of all municipalities. We need to ensure everyone is sitting at the table.
 - d. Participation from OPP, hospitals and FHT, GWDS, WDG Public Health, Fire Services, GWPS, CMHA, etc.
 - e. Reducing the number of hard copies and push more digital copies.
 - f. Reaching out individually for stats and text

2. **Events and Campaigns at-a-glance 2024 (Place in your Calendar)**
 - a. **Safe Communities Day – October 1 & 2,, 2024**
 - a. 250 Grade 5 students already registered
 - b. Chosen to run over 2 days during 1 educational block
 - c. First Responders first Day and second day a mixture of organizations including Falls Action Group, Wellington County Emergency Management, Centre Wellington Aquatics, GRCA, etc.
 - d. Handing out green Bandanas this year
 - e. Christine to reach out to Drayton Christian School

 - b. **National Teen Driver Safety Week (now Canadian Youth Road Safety Week) – October 20 2024 to October 26, 2024**
 - a. Christine will be visiting Wellington County and City of Guelph High Schools. – John F. Ross are definite
 - b. We are going into Guelph because we have students from Wellington County in Guelph

 - c. **Falls Prevention Month – November 2024**

d. **October – Safe Routes to School – Walk to School**

e. **Festive Ride Campaign – November/December 2024**

4. Continuing Business

a. **Safe Communities Day**

b. **Drug Poisoning Awareness Day**

- i. **Fantastic day in Mount Forest – Largest number of service providers in attendance**
- ii. **Great speaker – Cassidy speaking about her daughter**
- iii. **Hoping to have more advocacy events**

5. Reports from Safe Communities Groups, Action Groups & Municipalities

i. **Mapleton Safe Communities Group**

1. **Drayton Fire Hall**
2. **NIPD – July 5 - 104 ice cream coupons handed out**
3. **Parachute Canada participated**
4. **Kids were wearing green, and kids were really excited about safety messaging.**

ii. **Minto Safe Communities Group**

1. **Bike Rodeo July 13 in Clifford - Clifford Carnival Celebration**
2. **15 kids approximately attended**
3. **Great location, but maybe not during that specific event**
4. **Human Trafficking Presentation in October**

iii. **Accidental Poisonings**

1. **Next meeting we will be talking about the FAST Program along with Public Health**
2. **We receive Realtime data on drug overdoses – very Important**
3. **There are some major changes in services that are happening now.**

iv. **Fire Services**

1. **Second annual test your smoke alarm day**
2. **Octove 6 to 12 – fire prevention week**

3. Promotions at the hospital
 4. Please send detailed information to Christine to update the website and on socials about Fire Prevention Week.
- v. Guelph Eramosa Township
1. New representative for GET - Sooriya Jayandan
 2. Preliminary discussions with Jamie Wingate
- vi. Wellington County OPP
1. Two new positions dedicated to Domestic Violence and intimate partner violence
 2. Two new media officers
 3. PAR Program - what is it? Partner Assault Response - in response to Domestic Violence or Intimate Partner Violence related charges or convictions. All referrals are made through Courts or Probation & Parole Offices.
- vii. Falls Prevention Action Group
1. Follow up to Falls Prevention workshop held in June in Fergus Nick Serafini Kin. From Upper Grand FHT that many participants followed up with him at his office to create personalized falls prevention exercise programs
 2. Safe Communities Day - Wightman is coming to Mount Forest to film next exercise program on Wednesday, September 25 th and will film the Falls PAG video for the day at that time.
 3. Anti-Falls Kits (salt & gravel)
 4. Kelly Gee VON reports that both day programs are on board to help with creating the kits this year. Participants find this work meaningful, as it is helping others. Aim to have kits created and distributed in time for Falls Prevention Month in November.
 5. In person Falls Prevention presentation to be held in Mount Forest during November at the Mount Forest legion. Falls prevention kits will be showcased.
 6. Occupational Therapists have created videos showcasing how items in the Falls Prevention tool kit are used. Problems sharing videos. Nick has reached out to Christine to determine if we can have a page on Safe Communities, You Tube channel.

7. Exercise by the Kitchen Sink booklet - All FHT's have limited numbers of these booklets so plan to get quote before the end of the year.
 8. Workplan Development - Began discussions at the September meeting on the creation of the 2025 meeting which needs to be ready in November.
 9. SMART 30 th Anniversary- locations are still be finalized in person and zoom sessions will be coordinated on Thursday October 17 th at 10:30 a.m.
- viii.** County of Wellington
1. Budget Process starts in November
- ix.** Township of Mapleton
1. Reminder that North Wellington includes Mapleton
- x.** Compass Community Services
1. Trying to get back into Mount Forest Family Health Team
 2. AGM - September 25 4 to 7 – Tent in the parking lot behind Starbucks to talk about services in the Skyline Hub; Grove, Big Brothers and Big Sisters of Centre Wellington
- xi.** Wellington County Healthcare Alliance
1. Between the three hospitals – we are going through a service review for a growing community
- xii.** Community Resource Centre
1. Starting construction at the Skyline Hub Site
 2. Early ON, Outreach Services
 3. Hopefully a similar site up north
 4. ChiliFest next Friday – strictly take-out and delivery - \$15
 5. Launched winter wear program – JK to Grade 12
 - a. It is already closed, but we are trying to receive additional funding to open the application again.
- xiii.** Upper Grand District School Board
1. At Palmerston we have set up a wall of QR Codes for information to parents
 2. Utilize a lot of resources to be able to cloth, feed and help out families
- xiv.** Crime Stoppers Guelph Wellington
1. Mount Forest Shredding Event
 2. Guelph Shredding event – September 28, 2024 – Sky Jack Parking lot - Guelph

3. Project Aquatic – Cyber Safety Blitz – Created a secondary school level training for youth – UGDSB and Wellington Catholic requested elementary version
4. Within a week – 30 schools have already registered
5. Next week – September 25 – Fraud Talk – MF Library – 10:30 am – Harriston Library – 2:30
6. October 8 – Fraud Talk – Clifford Rotary - Clifford Community Centre.
7. Prey on good, helpful people.

xv. Township of Wellington North

1. Safety Wednesday's on Social Media
2. If anyone wants to share information
3. Sanguen Training for staff – Sensitivity training, Naloxone, and harm reduction coming up.

6. **Leadership Table Meeting Dates for 2024 & 2025**

- a. November 20, 2024 @ 9:30 - Wellington County Museum and Archives
- b. January 15, 2025 @ 9:30 – Groves Memorial Hospital
- c. March 19, 2025 @ 9:30 – Public Health Building – Charles Allen Way
- d. May 21, 2025 @ 9:30 – Wellington County Museum & Archives – Aboyne Hall
- e. June 18, 2025 @ 9:30 – Wellington County Museum & Archives – Aboyne Hall
- f. September 17, 2025 @ 9:30 – Wellington County Museum & Archives – Aboyne Hall
- g. November 19, 2025 @ 9:30 – Location TBA

7. Thoughts from the floor

8. **Adjournment (11:11am)**

The Next Leadership Table meeting is scheduled for Wednesday, November 20, 2024 at 9:30 a.m at **Wellington County Museum & Archives**

** Action Groups and Executive Team meeting at 8:30 am **



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
CULTURAL ROUNDTABLE MEETING MINUTES
THURSDAY, NOVEMBER 14 @ 12:00 PM
COUNCIL CHAMBERS, KENILWORTH**

Committee Members Present:

- Bonny McDougall, Chair
- Doris Cassan, Member (virtual)
- Linda Hruska, Member (virtual)
- Trina Reid, Member
- Penny Renken, Councillor

Regrets:

- Faye Craig, Member
- Tim McIntosh, 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 (arrived at 12:12 p.m., left at 12:39 p.m.)

Guests:

- Carol Vair

Calling to Order
Chair McDougall called the meeting to order at 12:05 p.m.
Adoption of Agenda
Moved by Member Reid Seconded by Councillor Renken THAT the agenda for the November 14, 2024, Wellington North Cultural Roundtable Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None

Minutes of Previous Meeting – October 17, 2024**(approved by Council on November 4, 2024)**

Moved by Councillor Renken
Seconded by Member Cassan

THAT the Wellington North Cultural Roundtable Committee receive for information the minutes of the October 17, 2024 Committee Meeting.

CARRIED

Historical/Heritage Recognition Discussion

The committee reviewed a report prepared by the Clerk. After a thorough discussion, the consensus of the Committee was that they are not interested in seeking formal designations for buildings - outside of the Lynes Blacksmith Shop. Instead, the Committee is interested in pursuing a Cultural Significance program.

Discussion included reviewing the Cookstown and Orangeville programs. In addition, staff explained the Community Improvement Program (CIP).

ACTION: Manager of Community and Economic Development and Councillor Renken to meet with Kate Rowley from the Museum and Archives to discuss a heritage designation for the Lynes Blacksmith Shop.

Deputation

None

Business Arising

None

Update on Workplan Items

Workplan Item 1: Wellington North Farmers' Market

Holiday Boxes: The Holiday Boxes are available to purchase online until December 1. This year, there are two versions available, "Home for the Holidays" and "Holiday Treats". The cost of each box is \$89.00. Delivery is available for a small fee of \$5.00, while pick-up is free. The boxes will be ready for pick-up or delivered on Friday, December 13.

Farmers' Market Location: For the 2025 season, the Farmers' Market will be moving to a new location at 393 Parkside Dr., the former site of the Mount Forest Lion Roy Grant Pool. This new location offers better visibility from Highway 6 and includes a playground, which will provide entertainment for children while their parents or guardians shop. As this new location also has ample green space, there could be an opportunity to further develop children's programming at the market. A portable washroom will be available for both vendors and the public. More details will be provided as we get closer to the 2025 season.

The committee asked about moving the market to Friday nights. However, staff are recommending that we wait to see how the new location works out before making additional changes. If vendors prefer Friday evenings, this option can be explored further.

Workplan Item 2: Cultural Grants and Donations

Grants and Donations: Staff presented the Cultural Roundtable with two applications from the 2025 Community Grants and Donation Program. These two applications were brought forward for consideration as they align with the mandate of the Cultural Events Funding and Sponsorship program, which is to provide funding for culturally significant initiatives such as the promotion of the arts, live arts, exhibitions, and/or oral storytelling.

In 2025, the budget for the Cultural Events Funding and Sponsorship Program is \$2,000.

The two applications brought forward were:

- Mount Forest and District Arts Council - \$375.00 cash request to assist with the delivery of the annual Music Festival in Mount Forest.
- Mount Forest Diwali Celebration - \$788.74 waiver of fees to pay for the rental of the Community Hall in Mount Forest in October 2025 for a Diwali event.

The Committee discussed and agreed to grant the full amount requested by the Mount Forest and District Arts Council in 2025, recognizing the event's 34-year history.

The Committee expressed its support for the Mount Forest Diwali Celebration, and has committed to supporting the event financially, however the Committee would like additional time to finalize the dollar amount. The Committee also committed to supporting the event through assistance with marketing.

Moved by: Chair McDougall

Seconded by: Councillor Renken

THAT the Wellington North Cultural Roundtable approve the request of \$375.00 to assist the Mount Forest and District Arts Council with the delivery of the annual Music Festival as part of its 2025 Cultural Events Funding and Sponsorship Program.

CARRIED

Workplan Item 3: Cultural Moments

- October 21 – Flax Production in Arthur
- November 4 – Captain Frederick William Campbell

Upcoming Cultural Moments

- St Andrews Presbyterian Church
- "Toad" Reeves
- Tornadoes in Arthur

Workplan Item 5: Wellington North Culture Days

No update

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

ON Culture Guide: "[The Saugeen Region: Hanover, Minto, Wellington North](#)" website is live. Staff are working with Ontario Culture to finalize the print guide. Once complete, it will showcase 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: The Saugeen Culture Bus Tour was held on Saturday, October 26. The event was sold-out, with 62 participants attending from Hanover, the Town of Minto and the Township of Wellington North. Stops included the Silver Fox Distillery in Arthur and the Mount Forest Museum and Archives; The Barrell House and Grey Wellington Theatre Guild at the Harriston Town Hall in Minto; and the Hanover Civic Theatre and Stone Stories at the historical cemetery in Hanover. Attendees received a bagged lunch from Misty Meadows, snacks, beverages and gifts from local businesses. The weather cooperated and the stops and tours were all very well received. Staff shared the survey results with the committee. All the reviews were positive, and they included some great recommendations for future bus tours. This special event was a part of the Ontario Culture Days experience in the Saugeen and Northern Wellington area, funded by the Tourism Growth Program.

Other Items

Lynes Blacksmith Shop:

Committee members commented that the new roof looks great.

The Wellington North Community Guide 2024-2026 is complete, and has been circulated across Wellington North through Canada Post.

Items for Consideration

Wellington Advertiser Cultural Ads

The committee reviewed the October Cultural advertisement in the Wellington Advertiser.

Upcoming Events

Staff reported that the Mayor's Charity Bonspiel will take place on Thursday, November 21 at the Mount Forest Curling Club. Twelve teams are participating, with the proceeds going to local youth initiatives and organizations.

Staff provided a quick overview of the TechTours: Connecting Seniors Through Technology and Bus Adventures program. This program is funded by the Province of Ontario's Seniors Community Grant. The Township received \$21,700 for the program. Janice Benson has been hired on a six-month contract to facilitate the program, which will include three bus tours and digital literacy classes (to be taught in Harriston, Drayton, Arthur and Mount Forest). The digital literacy classes will consist of eight sessions in each location. The first of the bus tours – a December 1 trip to Harriston to see the Grey Wellington Theatre Guild production of Anne of Green Gables – is sold out. The second bus tour will take place on December 18 – a trip to Drayton to see the MooreBand's Holly Jolly Christmas Show, with a third bus trip planned for the new year. Tickets for the December 18 event can be purchased on [Eventbrite](#).

Roundtable

Member Hruska: Four Corners Quilters Guild is working on the Alzheimer's Quilt Project, over 30 quilts to be delivered to Waterloo Wellington. The Guild has requested that their quilts stay in Wellington North. Thank you to the Cultural Roundtable committee for their financial support.

Member Reid: The accessible outdoor art gallery in Mount Forest will be unveiled at 4:00 PM tonight, with a Ribbon Cutting at 5:00 PM joined by MP John Nater. The gallery is in the alley between Hybrid Hair Detox Spa and Pizza Pizza. Member Reid thanked Chris and Erin Kiers (partners) for their support, and the Mount Forest BIA for lighting the displays, as well as some pop-up shops.

Councillor Renken: The quilts were wonderful that the quilters were working on at the Artisan Showcase on October 12.

Volunteer and Newcomer Luncheon on September 12 was such a welcoming event for our community, a wonderful idea.

Auxiliary to Louise Marshall Hospital Luncheon will take place on Saturday, November 16 at the Mount Forest and District Sports Complex.

Knox Presbyterian Church in Conn once again displaying nativities: Friday, December 6 from 5:00 – 8:00 PM; Saturday, December 7 from 10:00 AM – 4:00 PM; and Sunday, December 8 from 1:00 – 4:00 PM. All invited.

Chair McDougall: "How to Can" workshops - reached out to Grey County Food Advisory. A group in Markdale does these workshops and will get back to Chair McDougall. Elsa Mann does demonstrations.

Staff shared the meaning of Cultural Roundtable Logo:

The Cultural Roundtable Logo was created in early 2015. The Committee worked with Sherry Leibold of DesignCel to create the logo. Sherry no longer has the email correspondence pertaining to the logo, however she provided Staff with an early concept of the logo (see below) that was used to create the current logo:



Based on the conceptual logo, Sherry's interpretation of the colours used in the logo are as follows:

- Brown – Agriculture and/or Food
- Green – Shopping/Retail
- Purple – Arts
- Orange – Tours, Tourism or Heritage Locations

Date of next meeting and adjournment

Next Meeting (Holiday Luncheon): Thursday, December 12 at Council Chambers in Kenilworth

Moved by Councillor Renken
Seconded by Member Hruska

THAT the Wellington North Cultural Roundtable Committee meeting of November 14, 2024, be adjourned at 2:02 p.m.

CARRIED



Membership Minutes

Membership Meeting #8-2024

October 16, 2024

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Megan Gibson, Matt Duncan, Evan Hickey, Anita Van Hittersum, Ed Podniewicz, Sharen Zinn, Matt Duncan

Regrets: Andrew Fournier, Vanessa Kelly

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Jayne Thompson, Communications, GIS, IT Coordinator
Shannon Millar, Restoration Supervisor

Others Present: Cory Bilyea, Midwestern News

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 #7-2024 held on September 18, 2024.

Motion FA #85-24

Moved by: Alvin McLellan

Seconded by: Evan Hickey

THAT the minutes from the General Membership Meeting #7-2024 held on September 18 2024, be approved.

(carried)

4. Business out of the Minutes:

- a) 75th Anniversary Planning Report #60-2024

Report #60-2024 was presented to the members and the following motion was made:

Motion FA #86-24

Moved by: Matt Duncan

Seconded by: Ed Podniewicz

That staff investigate the idea of organizing a river festival as part of MVCA's 75th anniversary in 2026.
(carried)

- b) Administrative Review Draft Policy: Report #61-2024

Report #61-2024 was presented to the members and the following motion was made:

Motion FA #87-24

Moved by: Evan Hickey

Seconded by: Alvin McLellan

THAT the draft Administrative Review policy be approved for posting for 30 days and to review any comments at the November 20th Members meeting
(carried)

- c) Technical Guidelines for Natural Hazards-Response from the Ministry of Natural Resources: Report #62-2024

Report #62-2024 was presented to the members and the following motion was made:

Motion FA #88-24

Moved by: Megan Gibson

Seconded by: Alison Lobb

THAT the draft interim policy utilizing the most updated Technical guidelines available to MVCA be used to review development applications in hazardous area;
AND THAT the draft policy outlined in Report 62-2024 be posted for public comment for 30 days; AND FURTHER THAT the comments be reviewed by the Members at the November 20, 2024 meeting.
(carried)

5. **Business Requiring Decision and or Direction:**

- a) 2025-2027 Work Plan and Budget Forecast: Report #63A&B-2024

Report #63A-2024 was presented to the members and the following motion was made:

Motion FA #89-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the three-year work plan outlined in Report #63a-2024 be approved for planning purposes as well as a guide for the development of the 2025 work plan.
(carried)

Report #63B-2024 was presented to the members and the following motion was made:

Motion FA #90-24

Moved by: Evan Hickey

Seconded by: Megan Gibson

THAT the 2025-2027 financial forecast be accepted with the addition of the inclusion of including a proposed levy increase of \$128,394 for 2027 for planning purposes;

AND THAT the 2025 draft budget include a proposed levy increase of \$175,000;

AND FURTHER THAT the amount of the approved levy allocated for projects be increased by \$10,000 per year over the next three years.

(carried)

b) Southern Lake Huron Coastal Action Plan-Restoring Sediment Pathways & Dam Decommissioning Project: Report #64-2024

Report #64-2024 was presented to the members and the following motion was made:

Motion FA #91-24

Moved by: Ed Podniewicz

Seconded by: Alvin McLellan

THAT THE MVCA's 2024 budget be amended to include the funding received from Environment Canada and Climate Change for the Southern Lake Huron Coastal Action Plan: Restoring Natural Sediment Transport Pathways Project (2024-2028).

(carried)

c) Comments Received – Draft Watershed Strategy: Report #65-2024

Report #65-2024 was presented to the members and the following motion was made:

Motion FA #92-24

Moved by: Matt Duncan

Seconded by: Megan Gibson

That the Township of Howick be thanked for their comments and that the draft watershed strategy be accepted.

(carried)

d) Conservation Lands Strategy: Report #66-2024

Report #66-2024 was presented to the members and the following motion was made:

Motion FA #93-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT THE Members approve the Draft Conservation Areas Strategy as amended;

AND THAT the members approve public and stakeholder consultation be performed as outlined.

(carried)

6. Chair and Member Reports

No reports.

7. Consent Agenda:

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

- a) Revenue/Expenditure Report for September 2024: Report #67-2024
- b) Agreements Signed: Reepport #68-2024
- c) Carbon Footprint Initiative-October 2 Meeting Summary: Report #69-2024
- d) Story: Destination Maitland

Motion FA #94-24

Moved by: Matt Duncan

Seconded by: Alvin McLellan

THAT Report #67-69 along with the respective motions as outlined in the Consent Agenda be approved.
(carried)

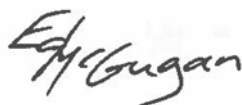
8. Adjournment: Next meeting: November 20, 2024, at 7:00 pm at the Administrative Centre, Wroxeter.

Motion FA #95-24

Moved by: Megan Gibson

Seconded by: Matt Duncan

THAT the Members Meeting be adjourned at 8:25pm
(carried)



Ed McGugan
Chair



Phil Beard
General Manager / Secretary-Treasurer



Grand River Conservation Authority

Summary of the General Membership Meeting – November 22, 2024

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board passed the recommendations in the following reports as presented in the agenda:

- GM-11-24-110 - By-law Update - Change to Vice-Chair
- GM-11-24-111 - Fee Policy and Fee Schedule Amendments
- GM-11-24-101 - Reserves 2024
- GM-11-24-106 - Financial Summary
- GM-11-24-104 - Shand Dam Stoplog Storage Building - Tender Award

Information Items

The Board received the following reports as information:

- GM-11-24-101 - Cash and Investment Status
- GM-11-24-109 - Per Diems and Honorariums 2025
- GM-11-24-102 - Complimentary GRCA Membership Passes
- GM-11-24-105 - Water Control Structures Major Maintenance Forecast 2025-2029
- GM-11-24-103 - Dam/River Safety in the Grand River Watershed
- GM-11-24-108 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Benjamin Doolittle UE, Mohawk Nation of Grand River regarding the establishment of Mohawk Environmental Protection and Sustainability Initiative
- Susan Watson and Phil Pothen regarding a Freedom of Information request related to Niska Lands

Delegations

There were no registered delegations.

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board. There was no meeting held this month.

For full information, please refer to the [November 22 Agenda Package](#). Complete agenda packages for the General Membership and Source Water Protection Authority, and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following approval at the next meeting of the General Membership.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-12-02
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2024-038
 REPORT TITLE: 2763604 ONTARIO INC. AMENDING SITE PLAN AGREEMENT

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2024-038 regarding the final approval of the 2763604 Ontario Inc. Amending Site Plan Control Agreement.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- Resolution 2023-461 dated December 11, 2023, RE: Final Approval of the 2763604 Ontario Inc. Site Plan Control Agreement
- Zoning By-law Amendment 037-2023 dated May 23, 2023

BACKGROUND

Subject Lands

The property is located in the southwest quadrant of the Township, on the north side of Wellington County Road 109 and east of Concession 6 S.

The land holding is approximately 86 acres and is legally known as: PT LT 28 CON 5 ARTHUR TOWNSHIP; PT LT 29 CON 5 ARTHUR TOWNSHIP AS IN RON98748; WELLINGTON NORTH

The Proposal

The Owner received Site Plan Approval from the Township to construct a 2,371 m² (24,521.23 ft²) addition to the existing building, including new processing facility, offices and washrooms, within the A-13 Agricultural Site-Specific zone back on December 12, 2023.

The Owner has since decided to increase the footprint of the building to a floor area of 4,082 m² (43,940 ft²) going from having a mezzanine to a 2-storey building. These changes required an amendment to the site plan control agreement to update Schedule "A" Approved Plans and Drawings. This project will include landscaping, site grading, servicing, storm water management control and a facility expansion.

Existing Policy Framework

The subject lands are designated (A) Agricultural, (NE) Natural Environment and (A-13) Agricultural Rural Exception Zones in the Township of Wellington North Zoning By-Law 66-01 and Prime Agricultural and Core Greenlands in the County of Wellington Official Plan.

ANALYSIS

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. The applicant has satisfied staff that this amendment will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached. The executed amending site plan agreement will be forwarded to the Township's solicitor for registration.

CONSULTATION

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

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

DEV 2024-038 **APPENDIX A** – Location Map

DEV 2024-038 **APPENDIX B** – Site Plan Showing Location of Building

DEV 2024-038 **APPENDIX C** – Draft Amending Site Plan Control Agreement

STRATEGIC PLAN 2024

- Shape and support sustainable growth
How: This development will provide the applicant with warehousing facility on their existing site, allowing business growth.
- 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





SITE PLAN CONTROL AMENDING AGREEMENT

THIS AGREEMENT made this ____ day of November, 2024.

BETWEEN:

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

-and-

2763604 ONTARIO INC.
 (hereinafter collectively called the "Owner")
 OF THE SECOND PART

WHEREAS the Owner is the registered owner of the Lands described as:

PT LT 28 CON 5 ARTHUR TOWNSHIP; PT LT 29 CON 5 ARTHUR TOWNSHIP AS IN
 RON98748; WELLINGTON NORTH

PIN: 71093-0016 (LT)

(hereinafter called the "Lands")

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the parties entered into a Site Plan Control Agreement dated December 12th, 2023 and registered against the Lands as instrument number WC725568 on March 36, 2024 in the Land Registry Office #61 (the "Site Plan Agreement");

AND WHEREAS the parties require the Site Plan Agreement to be amended pursuant to this Site Plan Amending Agreement:

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

- Schedule "A" is deleted in its entirety and replaced with the following:

SCHEDULE "A"

Approved Plan and Drawings

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	SEAL DATE	PREPARED BY
00	Cover Page	4	28 October, 2024		Coldbox
A001	Overall Site Plan	17	24-10-28	2024-10-29	Coldbox
A002	Partial Site Plan	17	24-10-28	2024-10-29	Coldbox
A003	Landscape Plan	6	24-10-28	2024-10-29	Coldbox
A005	Site Plan Details	4	24-10-28	2024 10 29	Coldbox
A201	Overall Building Elevations	14	24-10-28	2024-10-29	Coldbox
A202	Partial Building Elevations	13	24-10-28	2024-10-29	Coldbox
A203	Partial Building Elevations	13	24-10-28	2024-10-29	Coldbox
SW1	Grading Plan	6	24-10-24	24-10-24	Husson

SITE PLAN CONTROL AMENDING AGREEMENT
2763604 ONTARIO INC.

2

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	SEAL DATE	PREPARED BY
SW2	Servicing Plan	6	24-10-24	24-10-24	Husson
SW3	Grading Plan – New Driveway	6	24-10-24	24-10-24	Husson
	Report on Geotechnical Investigation		August 14, 2023		DS Consultants Ltd.
	Noise Brief Letter		January 19, 2023		SS Wilson Associates
	Odour Best Management Practices – Brief Summary		January 19, 2023		ALTECH Environmental Consulting Ltd.
Sheet 1 of 2	Topographic Plan of Survey Plan: 36-23-1		May 16, 2023		Cunningham McConnell Limited
Sheet 2 of 2	Topographic Plan of Survey Plan: 36-23-1		May 16, 2023		Cunningham McConnell Limited
	Traffic Brief Letter		July 27, 2023		Amir Specialty Poultry

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SITE PLAN CONTROL AMENDING AGREEMENT
2763604 ONTARIO INC.

THIS AGREEMENT is executed by the Township this ____ day of November, 2024.

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

Darren Jones – Interim Chief Administrative
Officer
I have authority to bind the corporation.

THIS AGREEMENT is executed by the Township this ____ day of November, 2024.

2763604 ONTARIO INC.
Per:

AMIR AZIZ - PRESIDENT
I have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 128 Hedgedale Road, Brampton, ON, L6T 4W9

DEVELOPER'S PHONE NUMBER: 905-457-7557

DEVELOPER'S EMAIL ADDRESS: laziz@amirqualitymeats.com



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-12-02
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2024-039
 REPORT TITLE: Notice of Decision Received for Consent Applications B52-24, B74-24, B75-24, B76-24, B77-24 & B87-24

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2024-039 regarding the Notice of Decision for the following Consent Applications, received from the County of Wellington Planning and Land Division Committee:

- B52-24 Community Living Guelph Wellington, Part Lots 14 & 15, w/s Fergus St., Plan Town of Mount Forest known as 125 & 135 Fergus St. S. in the town of Mount Forest (Severance);
- B74-24, B75-24 & B76-24 Wilson Developments/5053745 Ontario Inc., Lots 9 & 10, Hart's Survey, known as 360 Wellington St. E. in the town of Mount Forest (Severances);
- B77-24 John Rooney, Part Park Lot 5, North Side of Smith St., Crown Survey known as 326-328 Smith St. in the village of Arthur (Severance); and
- B87-24 Community Living Guelph Wellington, Part Lots 14 & 15, w/s Fergus St., Plan Town of Mount Forest known as 125 & 135 Fergus St. S. in the town of Mount Forest (Easement)

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- DEV 2024-024 Consent B52-24 Community Living Guelph Wellington (Aug. 12, 2024)
 - Resolution in Support: 2024-257
- DEV 2024-027 Consent B74-24, B75-24 & B76-24 Wilson Developments/5053745 Ontario Inc (Oct. 21, 2024)
 - Resolution in Support: 2024-347
- DEV 2024-028 Consent B77-24 John Rooney (Oct. 21, 2024)
 - Resolution in Support: 2024-346
- DEV 2024-029 Consent B87-24 Community Living Guelph Wellington (Oct. 21, 2024)
 - Resolution in Support: 2024-348

BACKGROUND

The County of Wellington is the approval authority for Consent Applications which include: severances, lot line adjustments and easements. The Township of Wellington North is a commenting agency for applications within the municipality.

ANALYSIS

Notices of Decision have been received from the County of Wellington Planning and Land Division Committee on the above noted applications.

Council was in support of all these applications and the required conditions have been added to the decision.

The last day to file an appeal to the Ontario Land Tribunal for these applications is December 10, 2024.

CONSULTATION

When notification of an application is received, it is circulated to staff for review. Some of the items evaluated are site size, zoning by-law conformity, entrances, servicing availability and municipal drain location.

Once this stage is complete, conditions are added that will need to be met, prior to the application being completed, and a recommendation made to Council regarding whether the municipality is in support or not.

Once a decision is made by Council, staff submit the commenting form back to the County stating whether the Township is in support of the application, along with the list of conditions to be cleared.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

DEV 2024-039 **APPENDIX A** Notice of Decision B52-24

DEV 2024-039 **APPENDIX B** B52-24 Severance Sketches No. 24-10002

Prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated June 7, 2024

DEV 2024-039 **APPENDIX C** Notices of Decision B74-24, B75-24 & B76-24

DEV 2024-039 **APPENDIX D** B74-24, B75-24 & B76-24 Severance Sketch No. 33146-24

Prepared by Jeff Buisman at Van Harten Land Surveyors - Engineers, dated August 9, 2024

DEV 2024-039 **APPENDIX E** Notice of Decision B77-24

DEV 2024-039 **APPENDIX F** B77-24 Severance Sketch No. 24468-17

Prepared by Jeff Buisman at Van Harten Land Surveyors - Engineers, dated August 29, 2024

DEV 2024-039 **APPENDIX G** Notice of Decision B87-24

DEV 2024-039 **APPENDIX H** B87-24 Severance Sketch No. 24-10002

Prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated September 10, 2024

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

County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

November 20, 2024

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B52-24** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Land Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or a **written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 400.00, as prescribed by the Ontario Land Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario**.

If a specified person files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Ontario Land Tribunal may dismiss the appeal.

Also, the Ontario Land Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford them an opportunity to make representation as to the merits of the appeal.

The Ontario Land Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused, pursuant to Subsection 53(41) of the Ontario Planning Act.**

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.
 Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT	AGENT – Greg Ford	MUNICIPALITY – Township of Wellington North
COUNTY PLANNING DEPARTMENT	BELL CANADA	
SAUGEEN VALLEY CONSERVATION AUTHORITY	SOURCE WATER	REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
Wellington County Administration Centre
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B52-24

APPLICANT

Community Living Guelph Wellington
 8 Royal Road
 Guelph N1H 1G3

LOCATION OF SUBJECT LANDS

Township of Wellington North (Mount Forest)
 Part Lots 14 & 15, w/s Fergus St.
 Plan Town of Mount Forest

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by Community Living Guelph Wellington pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for urban residential lot subject easement for access (B87-24), being Part of Lot 15, W/S Fergus Street, Plan Town of Mount Forest, Mount Forest, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 7 CONDITIONS OF APPROVAL**. The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plan; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There was a written submission made to the Planning and Land Division Committee. No oral submissions made at the Public Meeting.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of two years after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Land Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of two years from the date of the order or date of the notice of the Ontario Land Tribunal issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON NOVEMBER 21, 2026

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4 **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5 **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 further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **THAT** the Owner provide separate servicing for the retained and severed lots to the satisfaction of the Township of Wellington North and provide an updated sketch of servicing locations on private property for the building department to review to ensure servicing is entirely within the severed and retained lands; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7 **THAT** access be provided to the rear portion of the severed parcel either through an easement on the adjacent retained property or through construction of a new driveway on the severed parcel; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

End of Conditions of Approval; see next page for signatures, dates and other information.

NOTICE OF DECISION ON APPLICATION B 52-24, continued:


PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned



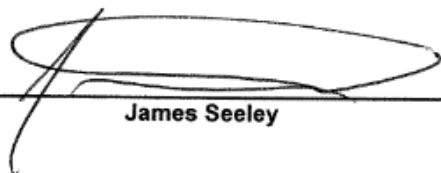
 Michael Dehn



 Shawn Watters



 Mary Lloyd



 James Seeley



 Andrew Lennox

CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON NOVEMBER 14, 2024

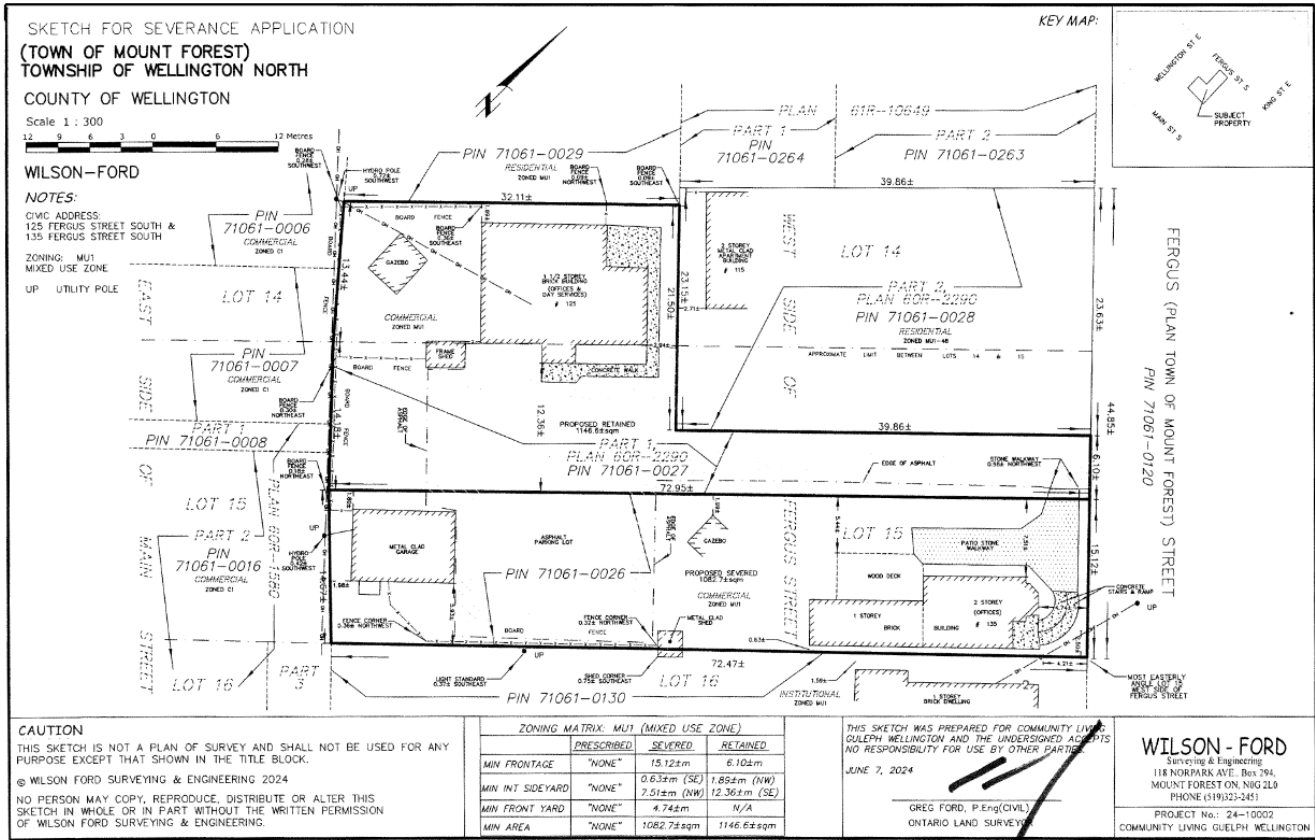
AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

DECEMBER 10, 2024

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: NOVEMBER 20, 2024 SIGNED: 

APPENDIX B - SEVERANCE SKETCHES B52-24



County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

November 20, 2024

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B74-24** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Land Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or **a written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 400.00, as prescribed by the Ontario Land Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario.**

If a specified person files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Ontario Land Tribunal may dismiss the appeal.

Also, the Ontario Land Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford them an opportunity to make representation as to the merits of the appeal.

The Ontario Land Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused, pursuant to Subsection 53(41) of the Ontario Planning Act.**

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.
 Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT - Wilson Developments	AGENT – Matt Rapke	MUNICIPALITY – Township of Wellington North
COUNTY PLANNING DEPARTMENT	BELL CANADA	
SAUGEEN VALLEY CONSERVATION AUTHORITY	SOURCE WATER	REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B74-24

APPLICANT

Wilson Developments/5053745 Ontario
 Inc.
 PO Box 7
 Mount Forest N0G 2L0

LOCATION OF SUBJECT LANDS

Township of Wellington North (Mount Forest)
 Lots 9 & 10
 Hart's Survey

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by Wilson Developments/5053745 Ontario Inc. pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for an urban residential lot T/W easement for rear yard access in favour of application B75-24, being Part of Lot 10, Hart's Survey, Mount Forest, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 8 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plan; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of two years after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Land Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of two years from the date of the order or date of the notice of the Ontario Land Tribunal issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON NOVEMBER 21, 2026

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4 **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5 **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 further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **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 the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7 **THAT** driveway access can be provided to the severed and retained parcels to the satisfaction of the appropriate road authority; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8 **THAT** servicing can be accommodated on the severed and retained parcels to the satisfaction of the local municipality; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

End of Conditions of Approval; see next page for signatures, dates and other information.

NOTICE OF DECISION ON APPLICATION B 74-24, continued:

PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned



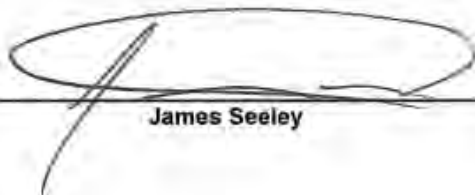
Michael Dehn



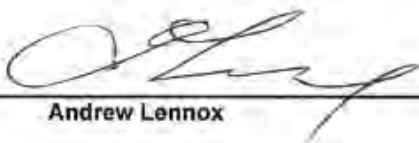
Shawn Watters



Mary Lloyd



James Seeley



Andrew Lennox

CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON NOVEMBER 14, 2024

AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

DECEMBER 10, 2024

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: NOVEMBER 20, 2024

SIGNED: 

County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

November 20, 2024

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision** on **Application for Consent B75-24** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Land Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or a **written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 400.00, as prescribed by the Ontario Land Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario**.

If a specified person files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Ontario Land Tribunal may dismiss the appeal.

Also, the Ontario Land Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford them an opportunity to make representation as to the merits of the appeal.

The Ontario Land Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused, pursuant to Subsection 53(41) of the Ontario Planning Act.**

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.
 Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT - Wilson Developments AGENT – Matt Rapke MUNICIPALITY - Township of Wellington North
 COUNTY PLANNING DEPARTMENT BELL CANADA
 SAUGEEN VALLEY CONSERVATION AUTHORITY SOURCE WATER REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
Wellington County Administration Centre
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B75-24

APPLICANT

Wilson Developments/5053745 Ontario
 Inc.
 PO Box 7
 Mount Forest N0G 2L0

LOCATION OF SUBJECT LANDS

Township of Wellington North (Mount Forest)
 Lots 9 & 10
 Hart's Survey

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by Wilson Developments/5053745 Ontario Inc. pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for an urban residential lot S/T an easement over B74-24 for access, being Part of Lot 10, Hart's Survey, Town of Mount Forest, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 8 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plan; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of two years after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Land Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of two years from the date of the order or date of the notice of the Ontario Land Tribunal issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON NOVEMBER 21, 2026

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4 **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5 **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 further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **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 the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7 **THAT** driveway access can be provided to the severed and retained parcels to the satisfaction of the appropriate road authority; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8 **THAT** servicing can be accommodated on the severed and retained parcels to the satisfaction of the local municipality; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

End of Conditions of Approval; see next page for signatures, dates and other information.

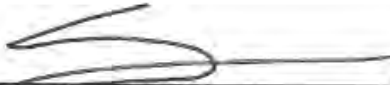
PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned




Michael Dehn



Shawn Watters



Mary Lloyd



James Seeley



Andrew Lennox

CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON NOVEMBER 14, 2024

AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

DECEMBER 10, 2024

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: NOVEMBER 20, 2024

SIGNED: 

County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

November 20, 2024

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B76-24** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Land Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or a **written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 400.00, as prescribed by the Ontario Land Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario**.

If a specified person files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Ontario Land Tribunal may dismiss the appeal.

Also, the Ontario Land Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford them an opportunity to make representation as to the merits of the appeal.

The Ontario Land Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused**, pursuant to Subsection 53(41) of the Ontario Planning Act.

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.
 Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT – Wilson Developments	AGENT – Matt Rapke	MUNICIPALITY - Township of Wellington North
COUNTY PLANNING DEPARTMENT	BELL CANADA	
SAUGEEN VALLEY CONSERVATION AUTHORITY	SOURCE WATER	REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
Wellington County Administration Centre
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B76-24

APPLICANT

Wilson Developments/5053745 Ontario
 Inc.
 PO Box 7
 Mount Forest N0G 2L0

LOCATION OF SUBJECT LANDS

Township of Wellington North (Mount Forest)
 Lots 9 & 10
 Hart's Survey

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by Wilson Developments/5053745 Ontario Inc. pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for an urban residential lot subject to access easement over abutting retained parcel, being Part of Lot 9, Hart's Survey, Town of Mount Forest, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 8 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plan; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of two years after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Land Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of two years from the date of the order or date of the notice of the Ontario Land Tribunal issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON NOVEMBER 21, 2026




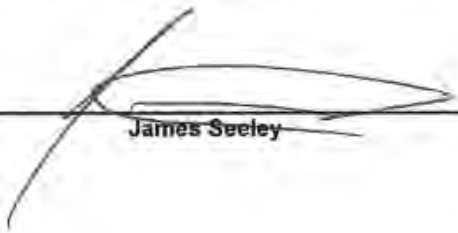
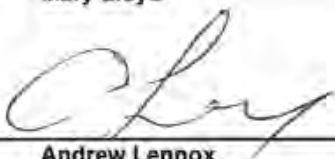
- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent on both the severed and retained parcels, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division a printed copy of each of the "completed electronic transfer documents in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent on both the severed and retained parcels.
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fees which are in effect at the time of the payment of the fees required for the review and issuance of the Certificate of Consent for the severed and retained parcels.
- 4 **THAT** the transfers of the severed and retained parcels for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee
- 5 **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 further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **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 the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7 **THAT** driveway access can be provided to the severed and retained parcels to the satisfaction of the appropriate road authority; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8 **THAT** servicing can be accommodated on the severed and retained parcels to the satisfaction of the local municipality; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

End of Conditions of Approval; see next page for signatures, dates and other information.

NOTICE OF DECISION ON APPLICATION B 76-24, continued:**PLEASE BE ADVISED:**

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned

 _____ Michael Dehn	 _____ Shawn Watters
 _____ Mary Lloyd	 _____ James Seeley
 _____ Andrew Lennox	

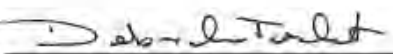
CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON NOVEMBER 14, 2024

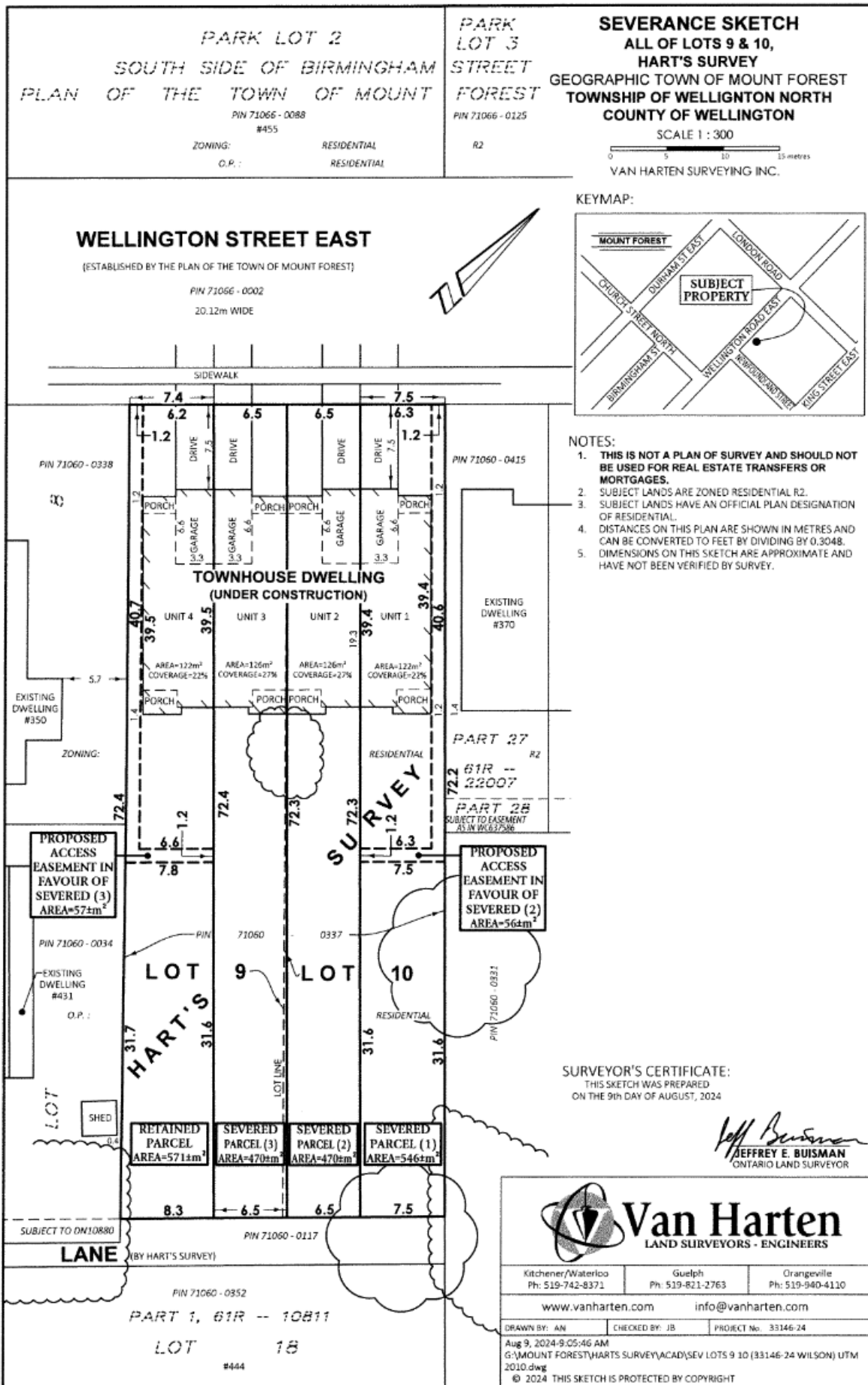
AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

DECEMBER 10, 2024

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: NOVEMBER 20, 2024

SIGNED: 



County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

November 20, 2024

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B77-24** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Land Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or **a written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 400.00, as prescribed by the Ontario Land Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario**.

If a specified person files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Ontario Land Tribunal may dismiss the appeal.

Also, the Ontario Land Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford them an opportunity to make representation as to the merits of the appeal.

The Ontario Land Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused**, pursuant to Subsection 53(41) of the Ontario Planning Act.

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.
 Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT – John Rooney AGENT – Jeff Buisman MUNICIPALITY - Township of Wellington North
 COUNTY PLANNING DEPARTMENT BELL CANADA
 GRAND RIVER CONSERVATION AUTHORITY REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
Wellington County Administration Centre
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B77-24

APPLICANT

John Rooney
 POB ox 878
 Arthur ON N0G 1A0

LOCATION OF SUBJECT LANDS

Township of Wellington North (Arthur Village)
 Part Park Lot 5
 North Side of Smith St., Crown Survey

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by John Rooney pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for an urban residential lot – semi-detached dwelling, being Part of Park Lot 5, North of Smith Street, Crown Survey, Arthur Village, now township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 8 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plan; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of two years after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Land Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of two years from the date of the order or date of the notice of the Ontario Land Tribunal issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON NOVEMBER 21, 2026

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4 **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5 **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 further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **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 the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7 **THAT** servicing can be accommodated on the severed and retained parcels to the satisfaction of the local municipality; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8 **THAT** driveway access can be provided to the severed parcels to the satisfaction of the appropriate road authority; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

End of Conditions of Approval; see next page for signatures, dates and other information.

NOTICE OF DECISION ON APPLICATION B 77-24, continued:

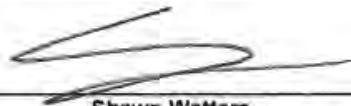
PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
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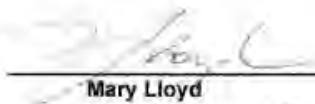
WE, the undersigned



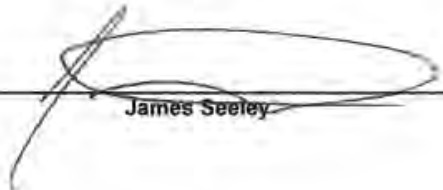
Michael Dehn



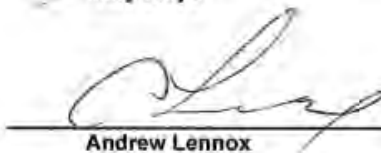
Shawn Watters



Mary Lloyd



James Seeley



Andrew Lennox

CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON NOVEMBER 14, 2024

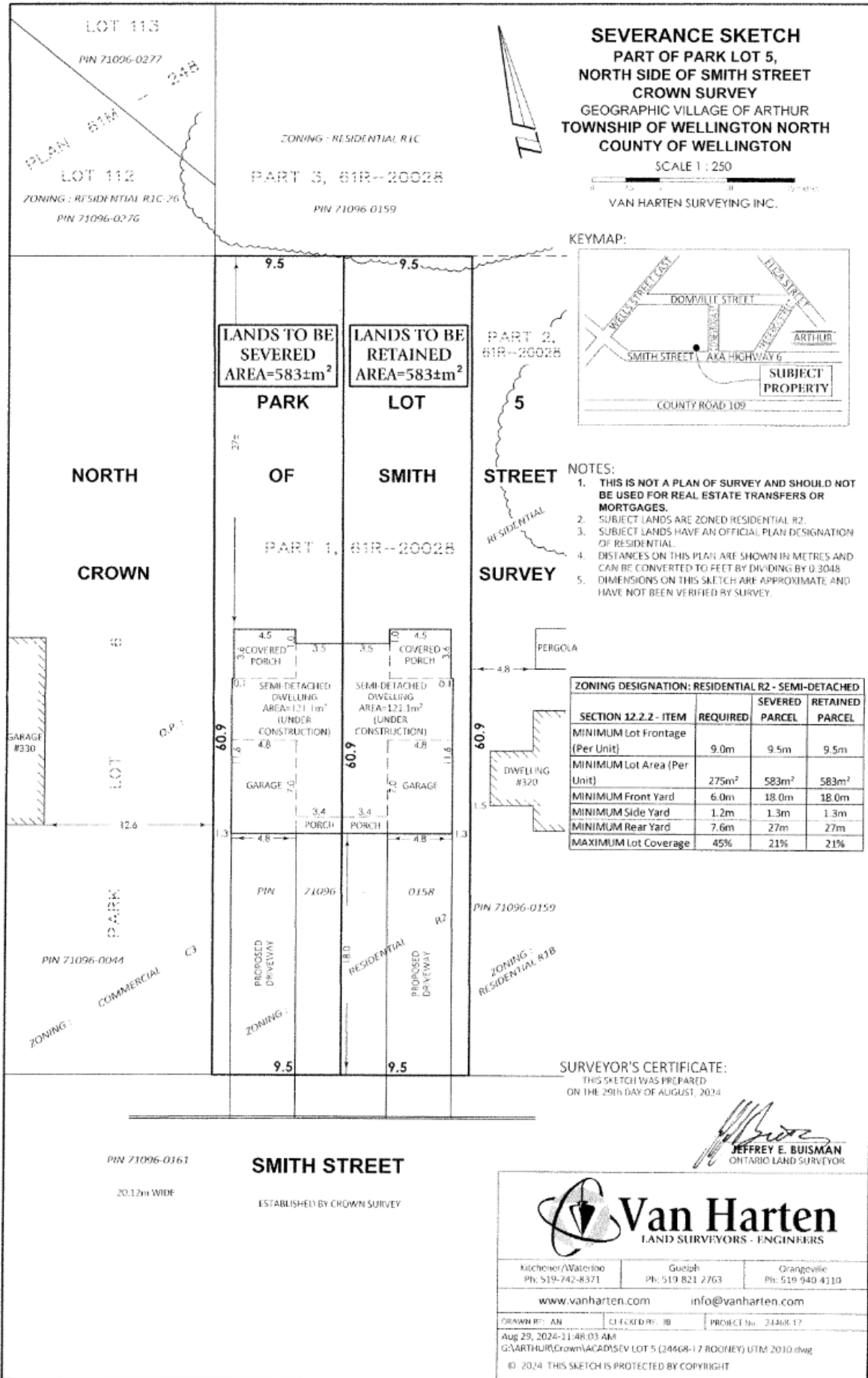
AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

DECEMBER 10, 2024

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: NOVEMBER 20, 2024

SIGNED: Deborah Towler



County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

November 20, 2024

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B87-24** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Land Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or a **written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 400.00, as prescribed by the Ontario Land Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario**.

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Also, the Ontario Land Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford them an opportunity to make representation as to the merits of the appeal.

The Ontario Land Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused, pursuant to Subsection 53(41) of the Ontario Planning Act.**

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.
 Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT - Community Living Guelph Wellington AGENT – Greg Ford MUNICIPALITY Township of Wellington North

COUNTY PLANNING DEPARTMENT BELL CANADA

SAUGEEN VALLEY CONSERVATION AUTHORITY REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
Wellington County Administration Centre
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B87-24

APPLICANT

Community Living Guelph Wellington
 8 Royal Road
 Guelph N1H 1G3

LOCATION OF SUBJECT LANDS

Township of Wellington North (Mount Forest)
 Part Lots 14 & 15, w/s Fergus St.
 Plan Town of Mount Forest

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by Community Living Guelph Wellington pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for an access easement to abutting provisional consented lot B52-24, being Part of Lot 15, W/S Fergus Street, Plan Town of Mount Forest, Mount Forest, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 4 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plans; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

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CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON NOVEMBER 21, 2026

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
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End of Conditions of Approval; see next page for signatures, dates and other information.

NOTICE OF DECISION ON APPLICATION B 87-24, continued:

PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
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3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned




 Michael Dehn



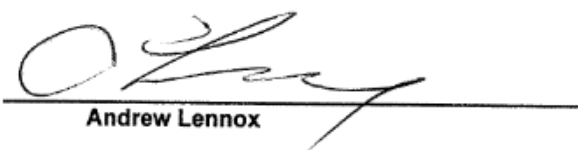
 Shawn Watters



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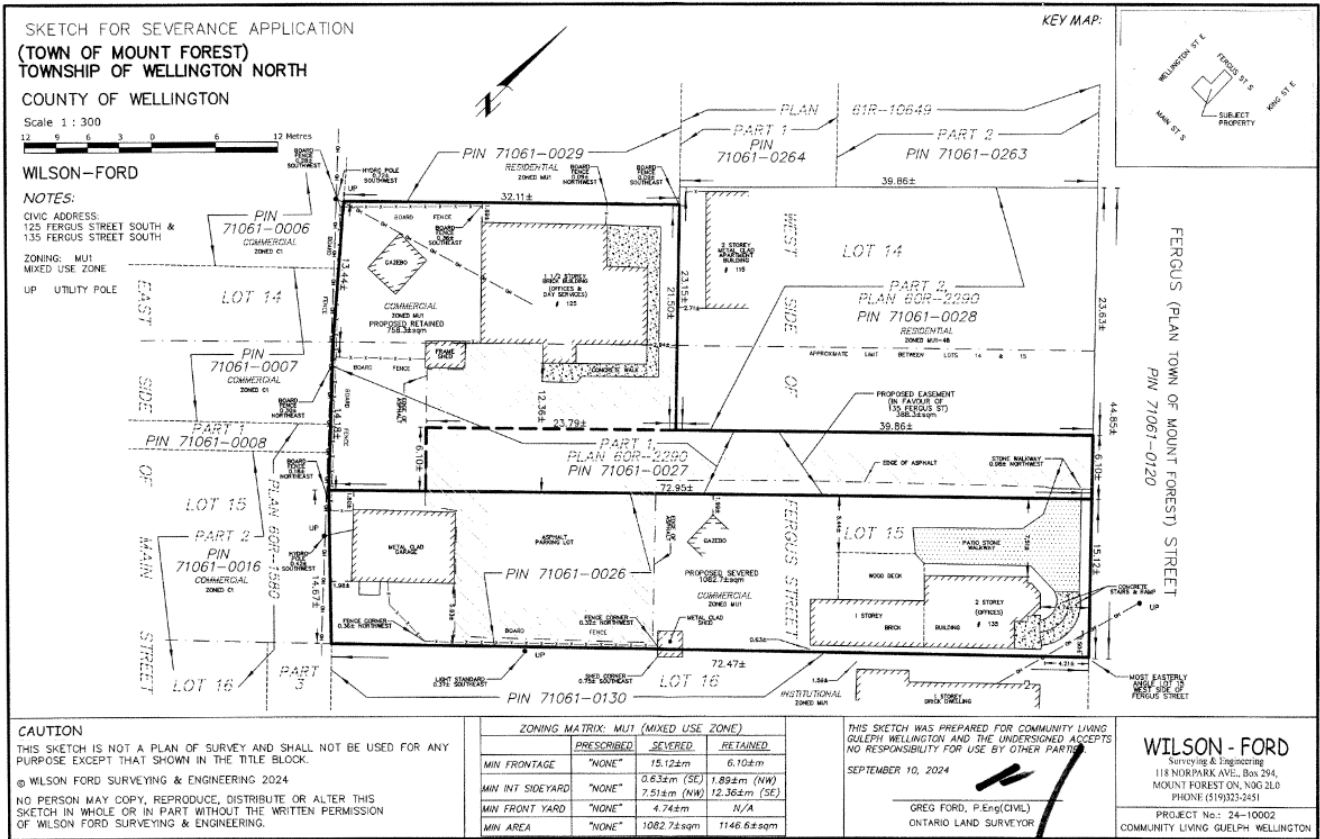
CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON NOVEMBER 14, 2024

AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

DECEMBER 10, 2024

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: NOVEMBER 20, 2024 SIGNED: 





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-12-02

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2024-046

REPORT TITLE: 2025 Grants and Donations Community Development Program

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-046 being a report on the 2025 Grants and Donations Community Development Program;

AND THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$36,665.49 in grants and fee waivers to the following organizations for 2025:

GROUP	RECOMMENDED
100 Women Who Care Rural Wellington	\$ 220.35
895 Fred Campbell VC Royal Canadian Air Cadets (Mount Forest Air Cadets) – Flight Simulator Program	\$ 500.00
895 Fred Campbell VC Royal Canadian Air Cadets (Mount Forest Air Cadets) – Pasta Dinner Fundraiser	\$ 788.74
Arthur Agricultural Society	\$ 500.00
Arthur and Area Historical Society	\$ 500.00
Arthur Chamber of Commerce	\$ 1,000.00
Arthur and District Horticulture Society	\$ 1,000.00
Arthur Lions Club	\$ 788.74
Arthur Minor Hockey	\$ 500.00
Arthur Optimist Club – Canada Day Celebrations	\$ 2,500.00
Arthur Optimist Club – Arthur Seniors Hall	\$ 500.00
Arthur OPTIMRS	\$ 500.00
Arthur SU Sports Camp	\$ 920.25
Auxiliary to the Louise Marshall Hospital – Spring Luncheon	\$ 579.84
Auxiliary to the Louise Marshall Hospital – November Bazaar	\$ 709.84
Big Brothers Big Sisters of North Wellington	\$ 1,000.00
Christmas Time in Arthur	\$ 826.60
Community Resource Centre of North and Centre Wellington	\$ 1,000.00

Friends of Bill Walker – “Git Yer Hillbilly On Ribfest”	\$ 444.09
Hospice Wellington	\$ 1,000.00
Little Black Dress Affair	\$ 890.58
Louise Marshall Hospital Foundation – Gala	\$ 2,500.00
Louise Marshall Hospital Foundation – Community Breakfast	\$ 460.20
VON – Falls Prevention Programming	\$ 569.52
VON – SMART Exercise Program	\$ 1,000.00
VON – Pole Walking Program	\$ 1,000.00
Mount Forest Christmas Bureau	\$ 1,000.00
Mount Forest Community Garden	\$ 1,000.00
Mount Forest Community Pantry	\$ 1,000.00
Mount Forest Curling Club	\$ 788.74
Mount Forest Family Health Team/Cancer Patient Services – Coffee and Caregivers Program	\$ 678.00
Mount Forest Family Health Team/Cancer Patient Services – Gentle Movement Program	\$ 1,000.00
Mount Forest Fireworks Festival	\$ 2,500.00
Mount Forest Horticultural Society	\$ 1,000.00
Mount Forest Leos Club	\$ 1,000.00
Mount Forest Lions Club – Valentine’s Dance	\$ 250.00
Mount Forest Lions Club – Spring Craft Show	\$ 1,000.00
Mount Forest Lions Club – Chicken Dinner Fundraiser	\$ 250.00
Mount Forest Lions Club – Christmas Craft Show	\$ 1,000.00
Mount Forest Lions Club – Santa Claus Parade	\$ 500.00
Mount Forest Seniors Group	\$ 500.00
York Soaring Association	\$ 1,000.00
TOTAL REQUESTS/GRANTS - Fee Waivers - \$16,665.49	
- Donations - \$20,000.00	\$36,665.49

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- C&ED 2024-037 Community Grants and Donations Program Update
- C&ED 2024-016 Grants and Donations Community Development Program
- EDO 2023-011 Grants & Donations Community Development Program
- EDO 2023-012 Grants & Donations Community Development Program
- EDO 2022-012 Grants & Donations Community Development Program
- EDO 2021-012 Grants & Donations Community Development Program
- EDO 2020-007 Grants & Donations Community Development Program

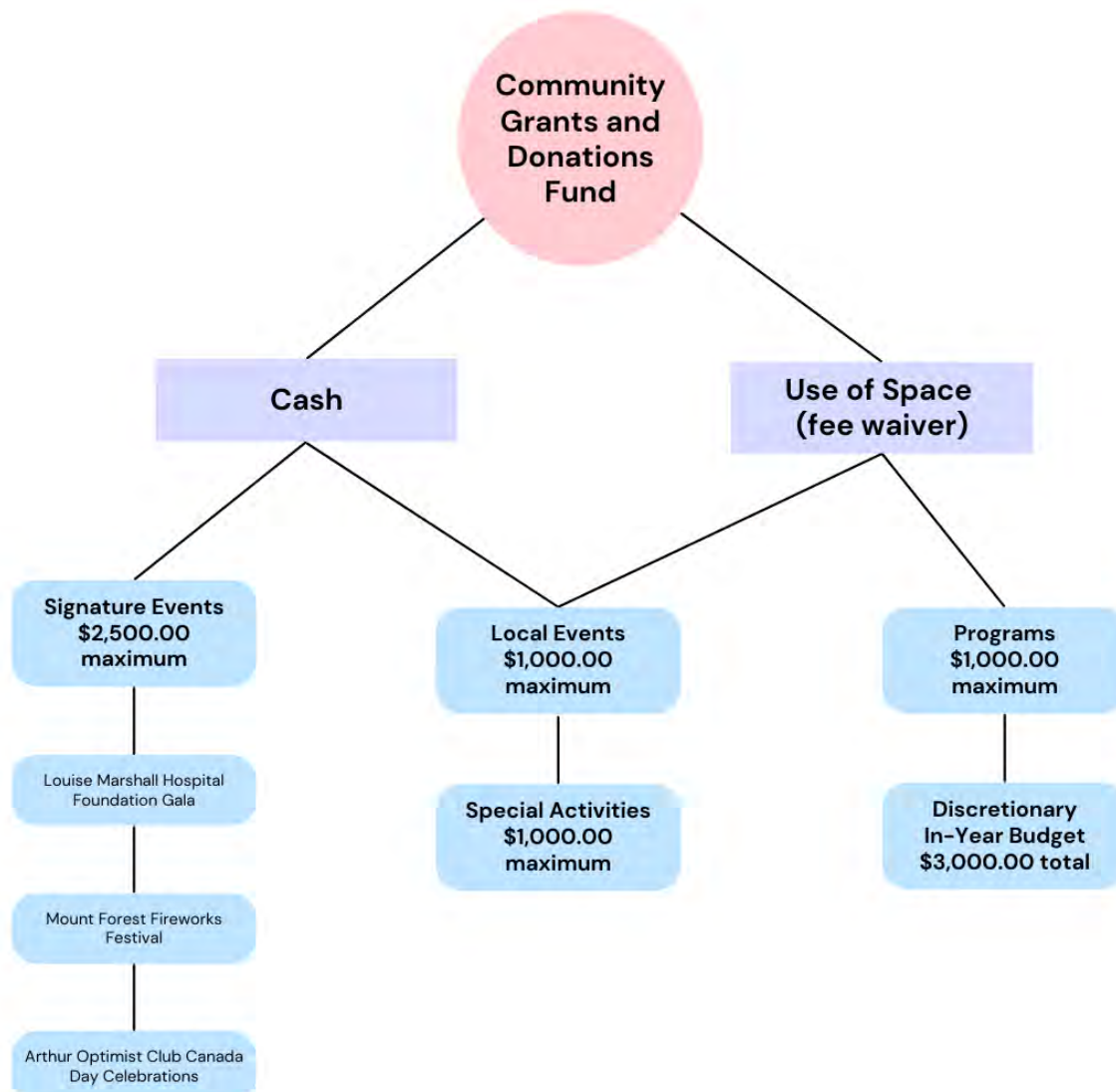
BACKGROUND

The Township of Wellington North values the significant role that not-for-profit and community organizations play in delivering events, projects and activities that support community benefit.

In December 2016, Council approved the Grants & Donations Community Development Program Fund. This fund supports project and event-based initiatives, for not-for-profit organizations and community groups, and encourages a high-level of collaboration.

In April 2024, Council directed staff to review the delivery of the program for 2025. In August 2024, Council approved changes to the Grants and Donations Community Development Fund for 2025, including:

- Creating two distinct streams for the program: **Cash** (for Signature Events, Local Events and Special Activities) and **Waiver of Fees** (for Programs, Local Events, Special Activities, and Discretionary in-year budget Donations).
- Maintaining the overall budget for the program at \$40,000; \$37,000 is to be used for the Fund, and \$3,000 for discretionary in-year budget donations.
- Allocating contributions to healthcare recruitment (\$10,000), Seniors' Centre for Excellence (\$10,000), Mount Forest and District Chamber of Commerce (\$2,500) and Arthur and District Chamber of Commerce (\$2,500). These funds will no longer be part of the Fund and instead will be through presentations to council or Memorandum of Understandings.
- Moving the application deadline to September 30, 2024 for 2025 applications, in order to consider applications as part of the 2025 budget process.



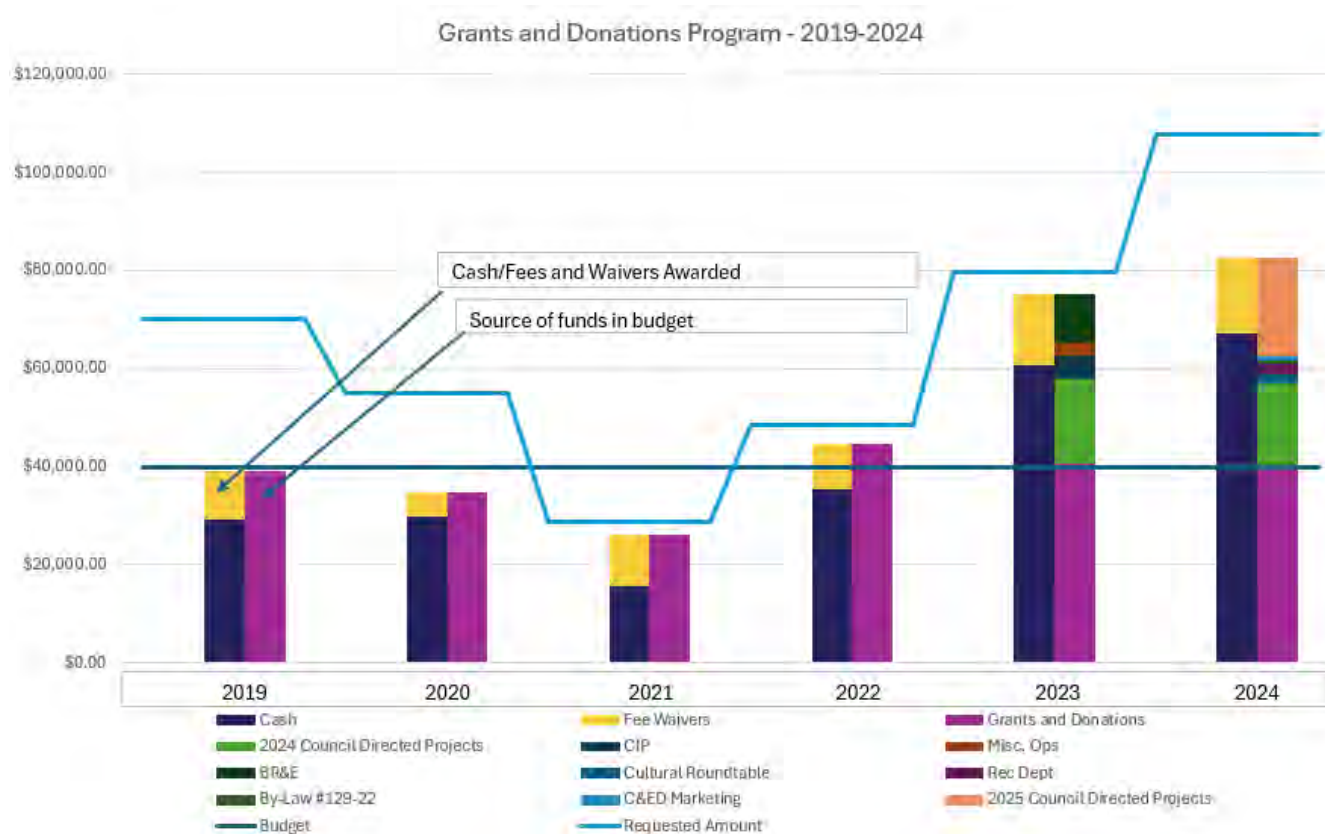
The new funding model will ensure Council's priorities are effectively met. By setting maximum dollar and waiver of fee amounts, staff anticipated the opportunity to support a greater number of programs, events and activities. Additionally, by expanding eligibility to include for-profit businesses and organizations, the program enables more diverse offerings, particularly in areas where the Township currently lacks capacity.

ANALYSIS

For the 2025 intake period ending September 30, 2024, a total of 46 applications were received with a total request of \$49,454.77 in funding. This compares to 2024, when the program had 41 applications totalling \$107,687.32. The significant drop in the amount requested year-to-year can be attributed to applicants recognizing the maximum amount their specific event or program is eligible for, at the time of applying.

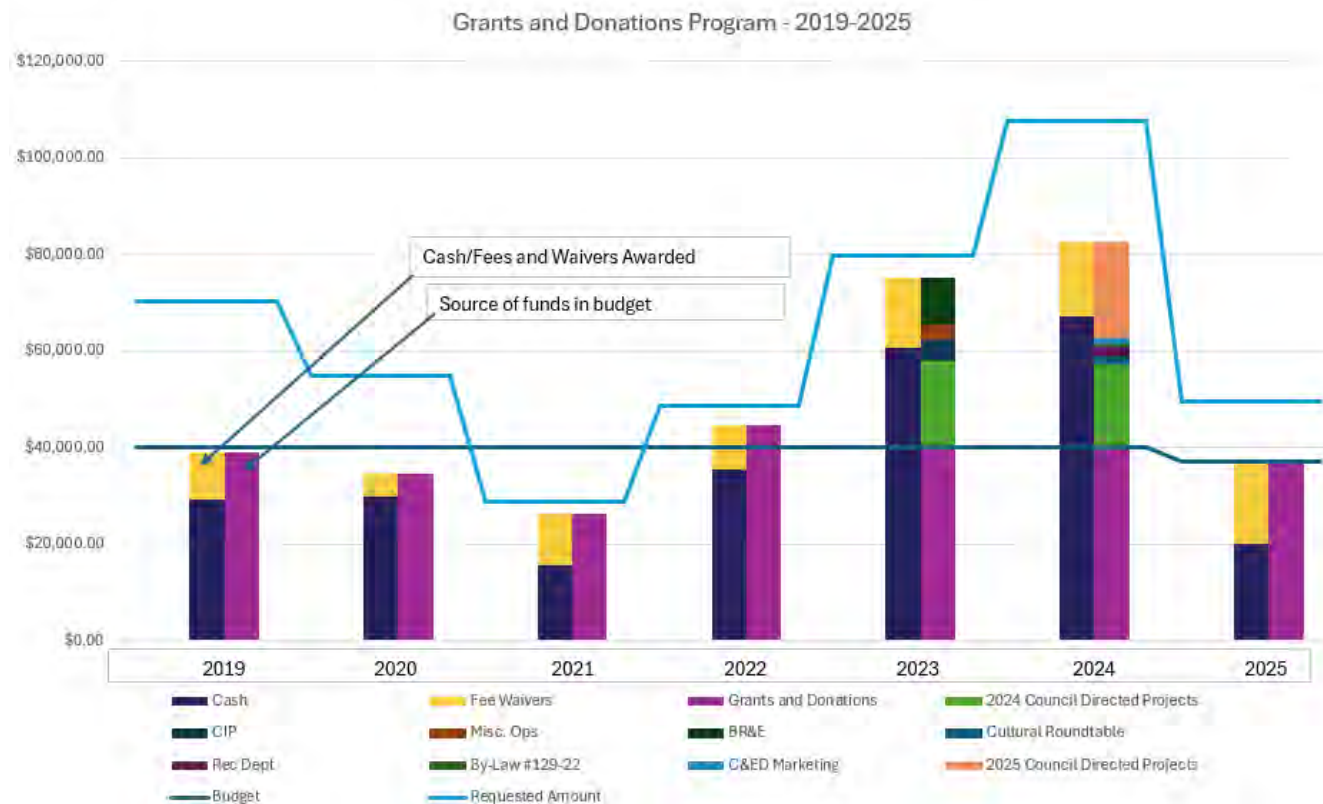
A chart tracking the requests, awarded amount, and how those funds were allocated in the budget between 2019-2024 is below (Figure 1):

Figure 1: Tracking Requests 2019-2024



The chart below contains the Community Grants and Donations requests, and amounts awarded, from 2019-2024. It also includes the recommended 2025 requests on the far right of the graph (Figure 2).

Figure 2: Grants Awarded 2019-2024



In total, 46 applications were received. To evaluate, staff used a scoring matrix to determine dollar or waiver of fee values. The scoring matrix included reviewing the following four categories: community impact, audience/individuals served, completeness of grant application, and township recognition.

1. Twelve (12) applications to receive less than their requested funding amount.

- i. 895 Fred Campbell VC Royal Canadian Air Cadets (Flight Simulator Program) - \$500 (requested \$1,000)
- ii. Arthur and Area Historical Society - \$500 (requested \$1,000)
- iii. Arthur Minor Hockey - \$500 (requested \$1,000)
- iv. Arthur Optimist Club (Seniors Hall) - \$500 (requested \$1,000)
- v. VON Smart Exercise Program - \$1,000 (requested \$2,467.92)
- vi. VON Pole Walking Program - \$1,000 (requested \$2,467.92)
- vii. Mount Forest Community Graden - \$1,000 (requested \$2,000)
- viii. Mount Forest Curling Club - \$788.74 (requested \$1,918.74)
- ix. Mount Forest Family Health Team/Cancer Patient Services - \$1,000 (requested \$2,135.70)
- x. Mount Forest Leos Club – \$1,000 (requested \$1,322.10)
- xi. Mount Forest Lions Club – Valentine’s Dance - \$250 (requested \$1,000)
- xii. Mount Forest Lions Club – Chicken Dinner - \$250 (requested \$1,000)

2. Two applications were presented to the Wellington North Cultural Roundtable for funding from its Cultural Events Funding and Sponsorship program:

- i. Mount Forest and District Arts Council – This application seeks a \$375 cash donation to assist with the costs of delivering the annual Music Festival in Mount Forest.
- ii. Mount Forest Diwali Celebration – This application seeks a Use of Space fee waiver (\$788.74) for a planned Diwali Celebration in Mount Forest in October 2025.

At its November 14, 2024 meeting, the Cultural Roundtable passed a motion to approve the Mount Forest and District Arts Council application in full (\$375). The Cultural Roundtable expressed its support for the Mount Forest Diwali Celebration, and plans on supporting the event in 2025, however would like additional time to finalize its financial contribution.

3. Two applications are not being recommended for funding:

- Arthur Chamber of Commerce AGM (\$282.50 Use of Space fee waiver request): Township provides \$2,500 in support to the Arthur Chamber on an annual basis as part of a Memorandum of Understanding, Staff believe that this request is not suitable for the Fund.
- Mount Forest Lions Club – Breakfast with Santa (\$444.09) Use of Space fee waiver request: The Lions applied for funding for six events, and it is recommended that five of these events receive financial or fee waiver support, with a total funding allocation of \$3,000.

These recommendations allow the Township to support several worthwhile initiatives and events in some way, while ensuring the Community Grants and Donations Program remains within the budget set by Council for 2025.

CONSULTATION

Brooke Lambert, CAO

Mike Wilson, Community Development Coordinator

Wellington North Cultural Roundtable

FINANCIAL CONSIDERATIONS

Council have allocated \$37,000 to cover Cash Donations and Use of Space applications through the Grants and Donations Community Development Fund in 2025. Staff have recommended \$36,665.49 for approval, \$314.51 under budget.

There is \$3,000 remaining in the Grants and Donations Community Development Fund for discretionary in-year budget donations.

Upon council direction and approval, in the new year notification letters, along with the funds, will be distributed to each organization. Groups receiving a waiver of fees will be advised that once their event is over, an accounting entry will be made by the Township to cover the fee.

ATTACHMENTS

Attachment A – Grants and Donations Requests

STRATEGIC PLAN 2024

- Shape and support sustainable growth
How:
- Deliver quality, efficient community services aligned with the Township’s mandate and capacity
How: Supporting local not-for-profit organizations with funding and fee waivers for local events and programs, which will directly benefit the residents of Wellington North.
- Enhance information sharing and participation in decision-making
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

GROUP	FUNDS APPROVED 2024	FUNDS REQUESTED 2025	TOTAL 2025 FUNDS REQUESTED	2025 AMOUNT ELIGIBLE	STAFF RECOMMENDED FUNDS	PURPOSE/COMMENTS	SCORING MATRIX SCORE
895 Fred Campbell VC Royal Canadian Air Cadets (Mount Forest Air Cadets)							
1. Flight Simulator Program	\$1,000.00	\$1,000.00	\$1,788.74	\$1,000.00	\$500.00	1. The Air Cadets are looking to purchased 2 VR flight simulator programs to increase access to flight training. Squadron is finding it difficult to arrange flight times that work for cadets and their families. Request is approximately 10% of total program cost. Staff recommending \$500 be approved.	11
2. Pasta Dinner fundraiser		\$788.74		\$1,000.00	\$788.74	2. Local Event – Use of Space request for the Community Hall in Mount Forest to host a Pasta Dinner fundraiser for the Squadron. Event will take place in late April/early May 2025.	16
Arthur Agricultural Society	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Local Event – Cash Donation request to assist with funding children’s programming at the 2025 Arthur Fall Fair.	19
Arthur and Area Historical Society	\$0	\$2,500.00	\$2,500.00	\$1,000.00	\$500.00	Special Activity funding request to assist with the purchase of wall shelving and display carts for the Arthur and Area Historical Society when it moves to its new location in the Upper Hall at the Arthur and Area Community Centre. Estimated cost of purchasing shelving and carts is \$10,000. Staff recommend \$500 be approved.	10
Arthur Chamber of Commerce							
1. Annual General Meeting	\$0	\$282.50	\$1,282.50	\$1,000.00	\$0.00	1. Local Event – Use of Space request for the rental of the Upper Leisure Hall at the Arthur and Area Community Centre for the Chamber’s AGM and Awards Dinner in November 2025. Staff recommend not funding this request, as the Township provides \$2,500 annually to the Chamber via an MOU for support.	12
2. By The Fire	\$1,000.00	\$1,000.00		\$1,000.00	\$1,000.00	2. Local Event – Cash Donation request to assist with the delivery of the second annual Arthur By The Fire event in June 2025.	19
Arthur and District Horticulture Society	\$600.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (cash donation) request to assist with maintaining various garden beds around the Village of Arthur.	15

Arthur Lions Club	\$685.00	\$788.74	\$788.74	\$1,000.00	\$788.74	Local Event – Use of Space request to cover the cost of the Lower Hall at the Arthur Community Centre for the Lions’ annual Christmas Craft Show and Sale, scheduled for November 23, 2025.	18
Arthur Minor Hockey	\$0	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	Local Event – Use of Space request to cover \$1,000 worth of ice time rental for Arthur Minor Hockey Day. This event is held annually to raise funds for the organization, which it uses to help keep the cost of registration down for Arthur youth. Staff recommend \$500 be approved.	13
Arthur Optimist Club							
1. Canada Day Celebration	\$2,500.00	\$2,500.00		\$2,500.00	\$2,500.00	1. Signature Event (cash donation) request for the Arthur Optimist Club’s annual Canada Day event.	Signature Event
			\$3,500.00				
2. Arthur Seniors Hall	\$0	\$1,000.00		\$1,000.00	\$500.00	2. Special Activity (cash donation) request to assist with the operation and maintenance of the Arthur Seniors Hall, which the club signed a 15-year lease with the Township in July 2024. Staff recommend \$500 be approved.	13
Arthur OPTIMRS	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Local Event – Cash Donation request for the Arthur Santa Claus Parade. Funds would be used to assist with cost of insurance for event.	18
Arthur SU Sports Camp	\$663.70	\$920.25	\$920.25	\$1,000.00	\$920.25	Annual Program (Use of Space) request for ball diamond and pavilion rental for children’s sports camp in Arthur the first week of July. The waiver enables the group to keep registration fees affordable for Arthur residents. Anticipate 75-90 kids will register in 2025.	15
Auxiliary to the Louise Marshall Hospital							
1. Spring Luncheon	\$945.00	\$579.84	\$1,289.68	\$1,000.00	\$579.84	Local Event – Use of Space requests for two events: Spring Luncheon (May 2025) and Bazaar (November 2025). Auxiliary is requesting a fee waiver for the use of the Community Hall in Mount Forest for both events.	18
2. November Bazaar		\$709.84		\$1,000.00	\$709.84		18
Big Brothers Big Sisters of North Wellington	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Program funding request to help provide mentoring programs to children and youth in Wellington North.	18

Christmas Time in Arthur	\$500.00	\$826.60	\$826.60	\$1,000.00	\$826.60	Local Event – Use of Space request or six hours of ice time at the Arthur and Area Community Centre on November 28, 2025 – two hours for a family skate, and four hours for charity hockey games.	15
Community Resource Centre of North and Centre Wellington	\$3,825.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (cash donation) request to support the purchase of school supplies and backpacks for children and youth (Kindergarten to Grade 12) living in low-income households in Wellington North.	22
Friends of Bill Walker - "Git Yer Hillbilly On Ribfest"	\$385.00	\$444.09	\$444.09	\$1,000.00	\$444.09	Local Event – Use of Space request to cover the cost of renting the Community Hall at the Mount Forest and District Sports Complex on the Thursday evening of the 2025 Fireworks Festival to host annual Ribfest competition and fundraiser.	18
Hospice Wellington	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Program (Use of Space) request for the user of the Plume Room at the Mount Forest and District Sports Complex to provide grief counselling during the Walking Group.	18
Little Black Dress Affair	\$0	\$890.58	\$890.58	\$1,000.00	\$890.58	Local Event – Use of Space request to cover the cost of renting the Community Hall at the Mount Forest and District Sports Complex on October 4, 2025. The Little Black Dress Affair raises money for the Louise Marshall Hospital.	16
Louise Marshall Hospital Foundation							
1. Community Breakfast	1. \$0	\$460.20	\$3,288.74	\$1,000.00	\$460.20	1. Local Event – Use of Space fee waiver request for the Community Hall at the Mount Forest and District Sports Complex for October 18, 2025 to host a Community Breakfast in support of the Louise Marshall Hospital Foundation's CKNX Health Care Heroes Radiothon campaign. This will be the second year for the breakfast.	18
2. Gala	2. \$3,068.00	\$2,500.00		\$2,500.00	\$2,500.00	2. Signature Event request for a cash donation on \$2,500.00 for the Louise Marshall Hospital Foundation Gala. The 2024 Gala was hosted at the Mount Forest and District Sports Complex, raising \$145,000 for the hospital.	Signature Event
VON							
1. Falls Prevention Programming		\$569.52		\$1,000.00	\$569.52	1. Program (Use of Space) request to offer programming at the Arthur and Area Community Centre. Falls Prevention Programming would be a six-week session (two hours per week).	

2. SMART Exercise Programming	\$1,560.00	\$2,467.92	\$5,505.36	\$1,000.00	\$1,000.00	2. Program (Use of Space) request to offer SMART Exercise programming at the Arthur and Area Community Centre two hours per week in 2025.	19
3. Pole Walking Programming		\$2,467.92		\$1,000.00	\$1,000.00	3. Program (Use of Space) request to offer Pole Walking programming at the Arthur and Area Community Centre two hours per week in 2025. This was a trial program in 2024, which was very well attended.	
Mount Forest Christmas Bureau	\$0	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to help with the costs of the annual Christmas Hamper program. Anticipated to help 168 Wellington North families.	21
Mount Forest Community Garden	\$1,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	Special Activity (cash donation) request to assist with the installation of 10 additional raised beds in the Mount Forest Community Garden. All existing beds were rented for the 2024 growing season.	23
Mount Forest Community Pantry	\$0	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to help offset the cost of rent at the Community Pantry's Main Street location.	20
Mount Forest Curling Club	\$0	\$1,918.74	\$1,918.74	\$1,000.00	\$788.74	Local Event – Use of Space request for the Community Hall at the Mount Forest and District Sports Complex to host the closing ceremony and dinner gala on January 11, and rental of the hall at Victory Community Centre from January 8-11 for the U18 Men's and Women's Provincial Curling Championships. The event takes place January 8-12, 2025 at the Mount Forest Curling Club. Staff recommend \$788.74 (Community Hall rental) be approved, due to uncertainty with Victory Community Centre.	19
Mount Forest and District Arts Council	\$350.00	\$375.00	\$375.00	\$1,000.00	\$375.00 *	Local Event – Cash Donation request to assist with the costs of delivering the annual Music Festival in Mount Forest. Staff forwarded this application to the Wellington North Cultural Roundtable to consider on November 14, 2024, as it aligns with the Cultural Roundtable's Cultural Events Funding and Sponsorship Program. * The Cultural Roundtable passed a motion at its November 14, 2024 meeting to grant the funds to the event as part of its 2025 budget.	18

Mount Forest Diwali Celebration	\$0	\$788.74	\$788.74	\$1,000.00	TBD	Local Event – Use of Space request for a brand-new event in October 2025. Goal of event is to bring the community together for a family-friendly celebration while providing local exposure to Indian food and culture. Staff recommend this application be sent to the Cultural Roundtable for consideration on November 14, 2024, as it aligns with the Cultural Events Funding and Sponsorship Program. The Cultural Roundtable was receptive to supporting the event, however would like additional time to finalize its support.	19
Mount Forest Family Health Team							
1. Coffee and Caregivers Program	1. \$1,000.00	\$678.00		\$1,000.00	\$678.00	1. Program (Use of Space) request for the use of the Meeting Room at the Mount Forest and District Sports Complex once per month for the Coffee and Caregivers Conversations Program. This program is offered in partnership with Cancer Patient Services. 2. Program (Use of Space) request for the use of the Plume Room at the Mount Forest and District Sports Complex two hours per week, for 45 weeks, for the Gentle Movement Program. This program is hosted in partnership with Cancer Patient Services. Currently offered on Thursdays, but looking to switch to Mondays in 2025 pending availability of room.	19
			\$3,166.26				18
2. Gentle Movement Program	2. \$1,000.00	\$2,135.70		\$1,000.00	\$1,000.00		
Mount Forest Fireworks Festival	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	Annual Signature Event (cash donation) request to support the annual Mount Forest Fireworks Festival.	Signature Event
Mount Forest Horticultural Society	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity request to assist with maintaining various garden beds around the community, with a focus on the beds at the Cenotaph and the Mount Forest Cemetery.	17
Mount Forest Leos Club	\$854.28	\$1,322.10	\$1,322.10	\$1,000.00	\$1,000.00	Local Event – Use of Space request to cover the cost of renting the Community Hall in Mount Forest for three Teen Dances in 2025. The Leos ran two Teen Dances in 2024. Funds raised to go back into the community.	17
Mount Forest Lions Club							
1. Valentine’s Dance	1. \$0	\$788.74		\$1,000.00	\$250.00	1. Local Event – Use of Space waiver request for annual Valentine’s Dance at Community Hall in Sports Complex. First time application. Staff recommend \$250 be approved.	

2. Spring Craft Show	2. \$0	\$1,071.24		\$1,000.00	\$1,000.00	2. Local Event – Use of Space waiver request for Spring Craft Show at Sports Complex. First time application.	
3. Chicken Dinner	3. \$385.00	\$444.09		\$1,000.00	\$250.00	3. Local Event – Use of Space waiver request for Chicken Dinner fundraiser at Sports Complex. Staff recommend \$250 be approved.	19
			\$4,319.40				
4. Christmas Craft Show	4. \$0	\$1,071.24		\$1,000.00	\$1,000.00	4. Local Event – Use of Space waiver request for Christmas Craft Show at Sports Complex. First time application.	
5. Breakfast with Santa	5. \$385.00	\$444.09		\$1,000.00	\$0.00	5. Local Event – Use of Space waiver request for Breakfast with Santa at Sports Complex.	
6. Santa Claus Parade	6. \$500.00	\$500.00		\$1,000.00	\$500.00	6. Local Event – Cash Donation request for Santa Claus Parade. Staff recommend full amount be approved, as in past years.	
Mount Forest Seniors Group	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Special Activity cash donation request to help offset the costs of delivering monthly special events aimed at seniors in Wellington North. Some of these events are entertainment, others are educational. Working in partnership with the Seniors Centre for Excellence, Mount Forest Legion and other groups. Goal is to make programs free for seniors to attend.	18
100 Women Who Care Rural Wellington	\$0	\$220.35	\$220.35	\$1,000.00	\$220.35	Local Event – Use of Space request to cover the cost of a three-hour rental of the Lower Hall at the Arthur Community Centre in the Fall of 2025. The group meets to choose a local registered charity for its 100+ members to donate \$100 each to.	14
York Soaring Association	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Local Event – Cash Donation request to assist with the costs of hosting a World War I Antique Fly-In event at York Soaring on Saturday, June 21, 2025.	20
TOTAL REQUESTS/GRANTS	\$82,635.82	\$49,454.77	\$49,454.77	\$50,500.00	\$36,665.49		
Total in Fee Waivers	-----	\$25,079.77	-----	-----	\$16,665.49		
Total in Donations	-----	\$24,375.00	-----	-----	\$20,000.00		



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2024-12-02
 MEETING TYPE: Open
 SUBMITTED BY: Mandy Jones, Manager Community & Economic Development
 REPORT #: C&ED 2024-047
 REPORT TITLE: Communications Update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report C&ED 2024-047 on Communications Update.

AND THAT Council approve Communications Policy 009-2024.

AND FURTHER THAT Council rescind Communications Policy 034-2015 and Social Media Policy 023-2015.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

C&ED 2024-021 Communications Update

2024 Strategic Plan

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

CAO 2023-014 Township of Wellington North Strategic Plan Implementation

Corporate Communications Policy 34.2015 (November 23, 2015)

BACKGROUND

This report is a result of report C&ED 2024-021 Communications Update which was presented to Council in May 2024. Council directed staff to complete a comprehensive review of the Corporate Communications Policy and bring it back for approval.

In the fall of 2023, The Township of Wellington North Council approved an action-oriented and results-based Strategic Plan. The process tied together new and existing initiatives, creating a more comprehensive workplan for Council and the organization. Consultation with the community was an important part of this discussion and provided a valuable perspective on where resources should be focused to create the most value for the public with the ultimate

goal and purpose *to create a safe, sustainable, and welcoming community*; achieved by addressing the three strategic priorities listed below.

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

ANALYSIS

An internal Communications Working Group (CWG) was established to support the third strategic priority. The CWG began by reviewing the Township's Communication Policy. From this review, two internal Standard Operating Procedures (SOP's) were developed:

1. Communications SOP
2. Social Media SOP

These SOP documents, unlike the Communications Policy, are "living documents". The intent is for these two SOP's to be reviewed and updated twice a year, or as required.

Communications SOP Summary:

- Aims to establish a coordinated approach to communications for the Township of Wellington North.
- Sets a minimum standard for communication, ensuring speed, volume of information, and accuracy.
- Emphasizes the use of the Township's website and social media channels for dialogue and information distribution, alongside traditional methods like signage, print, and radio advertising.
- Covers communication strategies for various stakeholders, including Council, municipal staff, property owners, business owners, residents, visitors, regional partners, and potential investors.
- There are six core components: Internal Communications, External Communications, Social Media, Media Relations, Advertising/Marketing, and Corporate Identity/Branding Guidelines.
- Internal communications focus on fostering a positive work environment through open, timely, and collaborative communication between Council, the CAO, the SMT, and other staff members.
- External communications aim to ensure the public receives accurate, relevant, and timely information from the Township, utilizing multiple channels to reach a broader audience.
- Includes a Land Acknowledgement to be used at key Township meetings and in important municipal documents.
- Outlines the importance of maintaining a consistent brand and identity for the Township, including the use of official logos and standardized communication materials.

Social Media SOP Summary:

- Aims to ensure consistent, secure, and professional use of social media platforms to represent the Township's brand, mission statement, and values.
- Applies to Township employees using social media as part of their employment
- The Township has official social media accounts on Facebook, X (formerly Twitter), Instagram, LinkedIn, and YouTube.
- The Wellington North Fire Services and the Wellington North Farmers' Market, as well as other committees of council, have their own social media policies.
- Social media sites must include a disclaimer stating that third-party comments are not official communications of the Township and that the Township updates and monitors its accounts Monday to Friday from 8:30 a.m. to 4:30 p.m.
- Offensive or inappropriate content posted by the public may be removed, and users may be blocked if necessary.
- The success of social media posts will be measured by views, followers, engagement, and website traffic.
- The SOP will be reviewed every six months to ensure it remains up to date.

2024 Social Media Impact Review

The CWG have implemented some of the initiatives in the two SOP's on a trial basis to test effectiveness and resident response. Outlined below is some of the data observed since the last report to Council in May 2024, which contained data ending April 22, 2024.

FACEBOOK All data for Facebook is from April 22 - November 18, 2024 (unless otherwise noted) and is compared to data from September 24, 2023 – April 21, 2024 (same number of days).

- Followers increased from 2,688 to 2,828, an increase of 140.
- Post reach was 70,348, an increase of 79.1%.
- Content interactions were 5,876, an increase of 128.1%.
- Page visits were 18,091, an increase of 44.4%.
- Views were 217,009.

INSTAGRAM All data for Instagram is from April 22 - November 18, 2024 (unless otherwise noted), and is compared to data from September 24, 2023 – April 21, 2024 (same number of days).

- Followers increased from 1,128 to 1,245, an increase of 117.
- Post reach was 9,785, an increase of 482.8%.
- Content interactions were 3,643, an increase of 100%.
- Page visits were 1,670, an increase of 160.9%.
- Views were 81,587.

LINKEDIN All data for LinkedIn is from April 22-November 17, 2024 (unless otherwise noted).

- Followers increased from 597 to 666, an increase of 69.
- Post reach was 14,605.
- Engagement rate was 13.43%, up from 4.67% in April.

X (formerly Twitter)

- Followers slight increase (+8).
- Unfortunately, the analytics available through X are not as in-depth as other social media platforms without paying for X Premium.

YOUTUBE All data for YouTube is from April 22-November 18, 2024.

- Views: 2,900
- Watch time: Total watch time for YouTube videos was 404.6 hours.
- Subscribers increased from 46 to 62.

CONSULTATION

Brooke Lambert, CAO

Mike Wilson, Community Development Coordinator

Tasha Grafos, Executive Assistant to the CAO

Brittany Duncan, Business Support

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

Attachment A: Communications Policy

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: By using a consistent approach to sharing important information on social media, website, radio and print to further increase engagement and create a sense of community.
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



COMMUNICATIONS POLICY

Department: CAO
Policy Number: 009-2024
Effective Date: December 2, 2024
Legislative Authority: Municipal Act
Approved by: Council
Review Period:

Introduction

The Township of Wellington North is committed to providing high-quality services to its residents. This policy outlines the general principles and guidelines for communication within the organization. All communication practices should adhere to the established Communication and Social Media Standard Operating Procedures (SOPs).

Purpose

The purpose of this policy is to ensure that all internal and external communications are consistent, professional, and aligned with the organization's objectives. This policy aims to enhance clarity, efficiency, and effectiveness in all forms of communication.

Scope

This policy applies to all employees, appointed committee members, and representatives of the Township of Wellington North. It covers all types of communication, including but not limited to emails, reports, social media, and verbal interactions. All communication activities must follow the guidelines set forth in the Township's SOPs.

SOP Updates

The SOPs will be updated every six months or as needed. Employees, appointed committee members, and representatives of the Township of Wellington North should reference these documents regularly.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-12-02

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2024-050

REPORT TITLE: Community Improvement Plan 207 George St., Arthur

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2024-050 Community Improvement Plan;

AND THAT Council approve a Building Conversion and Improvement Grant in the amount of \$457.67 to property owners Albertino and Lucy Argiro, 207 George Street, Arthur for a permit fee issued for the replacement of burnt interior electrical to the commercial portion of the premises.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

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

BACKGROUND

Our **Community Improvement Program** (CIP) enables the Municipality to provide grants to individuals, businesses, and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community. Since the program was launched in 2011, 170 applicants have applied for and been approved for funding under the program.

The total dollar value of improvements made in our community, in partnership with these applicants, is conservatively estimated at over \$4 million. Of this amount 88.1% has been covered by the applicants with the remaining 11.9% covered by grants or loans under the Community Improvement Program or the Downtown Revitalization Program. (see chart below)

In July 2023, Council approved our updated Community Improvement Program. The goals of our 2023 CIP have not changed significantly from previous years, however, with this recent update council has communicated a commitment to continue with our CIP program through to 2028. At that time, another analysis will be completed, and recommendations made to Council.

YEAR	NUMBER OF APPLICANTS	MUNICIPAL APPROVAL	AMOUNT ADVANCED	APPLICANT CONTRIBUTION	TOTAL \$ VALUE OF IMPROVEMENTS
2012 Totals	4 applicants	\$9,715	\$7,500	\$39,722	\$49,437
2013 Totals	4 applicants	\$11,400	\$10,778	\$18,910	\$30,310
2014 Totals	9 applicants	\$26,195	\$25,247	\$62,098	\$88,293
2015 Totals	7 applicants	\$26,050	\$26,050	\$57,960	\$84,010
2016 Totals	9 applicants	\$20,299	\$18,358	\$61,538	\$81,838
2017 Totals	12 applicants	\$52,757	\$50,257	\$197,305	\$250,062
2018 Totals	11 applicants	\$43,879	\$35,880	\$191,645	\$235,524
2019 Totals	29 applicants	\$88,137	\$65,189	\$534,597	\$622,734
2020 Totals	36 applicants	\$79,132	\$79,132	\$604,769	\$683,901
2021 Totals	17 applicants	\$60,798	\$50,798	\$889,795	\$950,593
2022 Totals	12 applicants	\$21,411	\$17,500	\$61,756	\$83,167
2023 Totals	10 applicants	\$33,220	\$30,720	\$906,020	\$939,240
2024 Totals	10 applicants	\$25,652	\$9,622	\$57,625	\$83,277
Totals	170 applicants	\$498,645 (11.9%)	\$427,031	\$3,683,740 (88.1%)	\$4,182,386

GOAL

The Community Improvement goals continue:

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

OBJECTIVES

The Community Improvement objectives continue as follows:

- a. To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;
- b. To provide an incentive for private investment through the use of municipally assisted programs, (e.g. tax incentives, grants, loans) and funding sources;

- c. To improve the physical, functional and aesthetic amenities of buildings in downtown Mount Forest, Arthur, hamlets and agricultural areas while stimulating private investment, revitalization, and sustainability.

BUILDING CONVERSION AND IMPROVEMENT GRANT

The intent of the Building Conversion and Improvement Grant is:

- to assist with improvements to existing buildings, to meet the current Building Code, and to provide for safe and usable eligible uses;
- to reduce the cost of improvements by offering a grant for any required 28 Wellington North Community Improvement Plan Update planning application fees (e.g. minor variance), building permit fees or development charges;
- to assist with the removal of barriers and increase accessibility for people with disabilities in Wellington North and to support improvements to private property in order to meet the Ontario's accessibility laws and standards;

to assist in the conversion of existing unused or underused space into new eligible uses, existing eligible uses and support an increase in non-residential assessments.

ANALYSIS

Background:

The building at 207 George St, Arthur, had a large portion of the exterior and interior destroyed by a fire on October 26, 2023. The owners are completing their renovations of the building in stages:

Stage 1: Façade and exterior improvements

The façade improvements included replacing the siding and board and batten on all three street facing facades of the building. It also included the enhancement of the Charles St., façade with metal siding, covering the previously worn brick. In addition, the improvements included the installation of exterior gooseneck lights and the replacement of shutters. These improvements were completed in 2024 and were approved for CIP funding of \$2,500 at the November 18 Council meeting.

Stage 2: Interior electrical upgrades

A CIP application was received for their stage 2 renovations, reflecting a total cost of work at \$10,795.92. Cost of work is as follows:

\$1,926.37 Township permits (residential and commercial + admin fee)

\$8,022.05 electrical work (residential and commercial)

\$847.50 drawings renovations.

As per our CIP Program guidelines, this application is only eligible for the commercial portion of the township permit; Business and Mercantile Occupancies – renovations/alteration greater than 500 Sq. Ft. The Building Conversion and Improvement Grant provides up to 50% of the costs, to a maximum grant of \$5,000.00. The cost of the commercial permit fees is \$915.33 which means this application is eligible for \$457.67.

Darren Jones, Chief Building Official
Robyn Mulder, Economic Development Officer

FINANCIAL CONSIDERATIONS

The applicant is eligible for a Building Conversion and Improvement Grant totaling 50% of the costs up to a maximum grant of \$5,000.00 The cost of the commercial permit fees is \$915.33 which means they are eligible for \$457.67.

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

Year to date, not including this application, council will have approved \$25,652 in grant funding.

Staffing Implications – some administration

ATTACHMENTS

N/A

STRATEGIC PLAN 2024

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

Approved by: Brooke Lambert, Chief Administrative Officer

2024-11-22 Township of Wellington North
 VENDOR CHEQUE REGISTER REPORT

<u>Cheque Number</u>	<u>Vendor ID</u>	<u>Cheque Date</u>	<u>Amount</u>
80947		2024-10-31	\$2,966.25
80948	Biz Bull	2024-10-31	\$310.75
80949	Bluewater Fire & Security	2024-10-31	\$257.64
80950	Casa Verde Imports	2024-10-31	\$310.00
80951	Canadian Tire #066	2024-10-31	\$77.38
80952	Cedar Creek Tools Ltd	2024-10-31	\$313.95
80953	Compass Minerals Canada	2024-10-31	\$33,250.38
80954	Cotton's Auto Care Centre	2024-10-31	\$175.15
80955	Eastlink	2024-10-31	\$536.75
80956	Economic Developers Associatio	2024-10-31	\$474.31
80957	Fergus Monuments	2024-10-31	\$113.00
80958	Fisher's Regalia & Uniform	2024-10-31	\$68.65
80959	Go Glass & Accessories	2024-10-31	\$79.10
80960	Good's Realty Inc.	2024-10-31	\$67,028.37
80961	Grand Quarry Ltd.	2024-10-31	\$643.15
80962	Hydro One Networks Inc.	2024-10-31	\$2,008.14
80963	Jim's Auto Service	2024-10-31	\$961.18
80964		2024-10-31	\$905.75
80965		2024-10-31	\$497.38
80966		2024-10-31	\$875.00
80967	Mount Forest Community Pantry	2024-10-31	\$75.00
80968		2024-10-31	\$160.00
80969	Premier Equipment Ltd.	2024-10-31	\$676.04
80970		2024-10-31	\$248.95
80971	Silver Fox Distillery Inc.	2024-10-31	\$700.60
80972	Sorbara, Schumacher, McCann LL	2024-10-31	\$50.00
80973	Staples Professional	2024-10-31	\$297.47
80974	Sterre Cafe & Gifts	2024-10-31	\$1,663.78
80975	Twp of Wellington North	2024-10-31	\$682.36
80976	Enbridge Gas Inc.	2024-10-31	\$194.22
80977	Ward & Uptigrove Consulting &	2024-10-31	\$2,938.00
EFT0007401	Abell Pest Control Inc	2024-10-31	\$78.69
EFT0007402	Arthur ACE Hardware	2024-10-31	\$310.52
EFT0007403	Arthur Home Hardware Building	2024-10-31	\$25.97
EFT0007404	Balaklava Audio	2024-10-31	\$579.69
EFT0007405	B M Ross and Associates	2024-10-31	\$3,654.99
EFT0007406	Brandt Cambridge	2024-10-31	\$257.06
EFT0007407	Canada's Finest Coffee	2024-10-31	\$20.35
EFT0007408	CARQUEST Arthur Inc.	2024-10-31	\$509.51
EFT0007409	Carson Supply	2024-10-31	\$16,980.86
EFT0007410	Cedar Signs	2024-10-31	\$333.77

<u>Cheque Number</u>	<u>Vendor ID</u>	<u>Cheque Date</u>	<u>Amount</u>
EFT0007411	C-Max Fire Solutions	2024-10-31	\$5,020.79
EFT0007412	Coffey Plumbing, Div. of KTS P	2024-10-31	\$741.45
EFT0007413	Cordes Enterprise	2024-10-31	\$1,760.10
EFT0007414	County of Wellington	2024-10-31	\$14,940.00
EFT0007415	Steve Cudney	2024-10-31	\$150.00
EFT0007416	Decker's Tire Service	2024-10-31	\$316.40
EFT0007417	Eric Cox Sanitation LTD.	2024-10-31	\$713.07
EFT0007418	Everything Asphalt	2024-10-31	\$25,277.67
EFT0007419		2024-10-31	\$250.00
EFT0007420	H Bye Construction Limited	2024-10-31	\$994.40
EFT0007421	Ideal Supply Inc.	2024-10-31	\$278.59
EFT0007422		2024-10-31	\$193.00
EFT0007423	JOB-INC Electric	2024-10-31	\$1,830.60
EFT0007424	KORE Mechanical Inc.	2024-10-31	\$3,847.97
EFT0007425	K Smart Associates Limited	2024-10-31	\$2,034.00
EFT0007426	M & L Supply, Fire & Safety	2024-10-31	\$132.18
EFT0007427	Maple Lane Farm Service Inc.	2024-10-31	\$687.38
EFT0007428	Marcc Apparel Company	2024-10-31	\$1,908.43
EFT0007429		2024-10-31	\$344.37
EFT0007430	Mt Forest Business Improvement	2024-10-31	\$148.31
EFT0007431	Midwestern Line-Striping Inc.	2024-10-31	\$1,740.20
EFT0007432		2024-10-31	\$2,207.45
EFT0007433	Midwest Co-operative Services	2024-10-31	\$2,044.71
EFT0007434	Officer's Auto Care Inc.	2024-10-31	\$752.64
EFT0007435	Ont Clean Water Agency	2024-10-31	\$42,713.79
EFT0007436	Print One	2024-10-31	\$317.81
EFT0007437	Pryde Truck Service Ltd.	2024-10-31	\$2,803.31
EFT0007438	Resurface Corporation	2024-10-31	\$406.80
EFT0007439	R. J. Burnside & Assoc. Ltd.	2024-10-31	\$6,490.21
EFT0007440	ROBERTS FARM EQUIPMENT	2024-10-31	\$134.59
EFT0007441	Sanigear	2024-10-31	\$3,690.77
EFT0007442	Suncor Energy Inc.	2024-10-31	\$12,864.92
EFT0007443	T&T Power Group	2024-10-31	\$408.27
EFT0007444	Technical Standards & Safety A	2024-10-31	\$262.50
EFT0007445	Triton Engineering Services	2024-10-31	\$14,081.79
EFT0007446	Wellington Advertiser	2024-10-31	\$1,074.82
EFT0007447	Wellington North Power	2024-10-31	\$65,397.52
EFT0007448		2024-10-31	\$52.60
EFT0007449	Yake Electric Ltd	2024-10-31	\$2,713.70
EFT0007450	Young's Home Hardware Bldg Cen	2024-10-31	\$757.05
80978	Cedar Creek Tools Ltd	2024-11-05	\$224.87
80979	Cook's Garage	2024-11-05	\$2,933.07
80980	Easypay	2024-11-05	\$428.27
80981	Excell Stamping Inc	2024-11-05	\$1,142.81

<u>Cheque Number</u>	<u>Vendor ID</u>	<u>Cheque Date</u>	<u>Amount</u>
80982	Hydro One Networks Inc.	2024-11-05	\$1,185.62
80983	JPM Architecture Inc.	2024-11-05	\$414.24
80984	Marmo Waste Services	2024-11-05	\$269.51
80985		2024-11-05	\$1,900.00
80986		2024-11-05	\$161.62
80987	Mount Forest Foodland	2024-11-05	\$59.08
80988		2024-11-05	\$1,412.84
80989	Enbridge Gas Inc.	2024-11-05	\$6,412.03
80990		2024-11-05	\$45.98
80991	Wightman Telecom Ltd.	2024-11-05	\$135.46
EFT0007451	Agrisan SC Pharma	2024-11-05	\$11,832.14
EFT0007452	A J Stone Company Ltd.	2024-11-05	\$779.70
EFT0007453	ALS Canada Ltd.	2024-11-05	\$3,425.03
EFT0007454	Arthur Agricultural Society	2024-11-05	\$200.00
EFT0007455	Broadline Equipment Rental Ltd	2024-11-05	\$4,378.75
EFT0007456	Canada's Finest Coffee	2024-11-05	\$185.00
EFT0007457	CARQUEST Arthur Inc.	2024-11-05	\$66.44
EFT0007458	CIMA Canada Inc.	2024-11-05	\$35,210.41
EFT0007459	City of Guelph	2024-11-05	\$3,425.82
EFT0007460	Cordes Enterprise	2024-11-05	\$845.30
EFT0007461	Cox Construction Limited Guelph	2024-11-05	\$128,665.24
EFT0007462	Delta Elevator Co. Ltd.	2024-11-05	\$1,028.14
EFT0007463	Central Square Canada Software	2024-11-05	\$21,196.87
EFT0007464	Eric Cox Sanitation LTD.	2024-11-05	\$13,438.81
EFT0007465	Excel Business Systems	2024-11-05	\$451.10
EFT0007466		2024-11-05	\$168.32
EFT0007467	Midwest Co-operative Services	2024-11-05	\$235.22
EFT0007468	Print One	2024-11-05	\$50.85
EFT0007469	R&R Pet Paradise	2024-11-05	\$1,263.89
EFT0007470	Reeves Construction Ltd	2024-11-05	\$316.01
EFT0007471	Stephen Hale	2024-11-05	\$1,678.05
EFT0007472	Triton Engineering Services	2024-11-05	\$13,677.08
EFT0007473	Wellington Advertiser	2024-11-05	\$169.50
EFT0007474	World Water Operator Training	2024-11-05	\$349.17
EFT0007475	Young's Home Hardware Bldg Cen	2024-11-05	\$90.39
80992	Angelo Serafini Barrister	2024-11-12	\$50.00
80993	Beatty Petroleum Consulting	2024-11-12	\$2,522.16
80994	Bell Canada	2024-11-12	\$47.08
80995	BELLAMY CONTRACTING SERVICES L	2024-11-12	\$284.76
80996	Benchmark Carpentry and Genera	2024-11-12	\$16,007.21
80997	Biz Bull	2024-11-12	\$310.75
80998	Chalmers Fuels Inc	2024-11-12	\$44.08
80999		2024-11-12	\$106,109.80
81000	Francotyp-Postalia Canada Inc.	2024-11-12	\$101.70

<u>Cheque Number</u>	<u>Vendor ID</u>	<u>Cheque Date</u>	<u>Amount</u>
81001		2024-11-12	\$3,502.00
81002	Hopkins Unlimited Inc.	2024-11-12	\$5,650.00
81003	Horrigan Overhead Doors 2019	2024-11-12	\$22,719.89
81004	Hydro One Networks Inc.	2024-11-12	\$860.86
81005	Jim's Auto Service	2024-11-12	\$170.16
81006	Manulife Financial	2024-11-12	\$41,383.95
81007	Moorefield Tire Ltd	2024-11-12	\$220.35
81008		2024-11-12	\$117.00
81009	Royal Bank Visa	2024-11-12	\$12,809.59
81010	Township of Centre Wellington	2024-11-12	\$2,155.15
81011	Enbridge Gas Inc.	2024-11-12	\$573.53
81012	Ward & Uptigrove Consulting &	2024-11-12	\$7,910.00
81013	Workplace Safety & Ins Board	2024-11-12	\$16,423.25
EFT0007476	Abell Pest Control Inc	2024-11-12	\$73.74
EFT0007477	Arthur ACE Hardware	2024-11-12	\$28.24
EFT0007478	Arthur Home Hardware Building	2024-11-12	\$64.40
EFT0007479	B M Ross and Associates	2024-11-12	\$5,745.48
EFT0007480	Broadline Equipment Rental Ltd	2024-11-12	\$116.39
EFT0007481	CARQUEST Arthur Inc.	2024-11-12	\$443.15
EFT0007482	Carson Supply	2024-11-12	\$382.80
EFT0007483	County of Wellington	2024-11-12	\$6,443.88
EFT0007484	FOSTER SERVICES/822498 ONT INC	2024-11-12	\$7,186.80
EFT0007485	Hort Manufacturing (1986) Ltd.	2024-11-12	\$324.07
EFT0007486	Ideal Supply Inc.	2024-11-12	\$578.70
EFT0007487	Industrial Alliance Insurance	2024-11-12	\$184.67
EFT0007488	International Trade Specialist	2024-11-12	\$211.69
EFT0007489	J J McLellan & Son	2024-11-12	\$1,827.18
EFT0007490	Maple Lane Farm Service Inc.	2024-11-12	\$791.17
EFT0007491	Midwest Co-operative Services	2024-11-12	\$22.36
EFT0007492	Ontario One Call	2024-11-12	\$136.55
EFT0007493	Pryde Truck Service Ltd.	2024-11-12	\$4,752.62
EFT0007494	Purolator Inc.	2024-11-12	\$17.87
EFT0007495	Reeves Construction Ltd	2024-11-12	\$457.65
EFT0007496	Roubos Farm Service Ltd.	2024-11-12	\$139,858.93
EFT0007497	Saugeen Community Radio Inc.	2024-11-12	\$1,383.12
EFT0007498	Suncor Energy Inc.	2024-11-12	\$6,327.66
EFT0007499	Toromont Industries Ltd.	2024-11-12	\$12,084.24
EFT0007500	Tri-Mech Inc.	2024-11-12	\$348.31
EFT0007501	Upanup Studios Inc.	2024-11-12	\$1,288.20
EFT0007502	Young's Home Hardware Bldg Cen	2024-11-12	\$71.68
81014		2024-11-20	\$2,604.41
81015		2024-11-20	\$15,763.90
81016		2024-11-20	\$400.00
81017	Biz Bull	2024-11-20	\$155.38

<u>Cheque Number</u>	<u>Vendor ID</u>	<u>Cheque Date</u>	<u>Amount</u>
81018		2024-11-20	\$400.00
81019	C & G CONCRETE	2024-11-20	\$8,848.02
81020	Canarm Ltd.	2024-11-20	\$139.85
81021	Chalmers Fuels Inc	2024-11-20	\$3,219.25
81022		2024-11-20	\$400.00
81023		2024-11-20	\$400.00
81024		2024-11-20	\$400.00
81025	Eastlink	2024-11-20	\$552.85
81026	Filion Wakely Thorup Angeletti	2024-11-20	\$268.38
81027	Fireground Apparel Co.	2024-11-20	\$1,946.43
81028	Francotyp-Postalia Canada Inc.	2024-11-20	\$101.70
81029		2024-11-20	\$400.00
81030	Grey Wellington Theatre Guild	2024-11-20	\$1,925.00
81031		2024-11-20	\$400.00
81032	Hanover Community Players	2024-11-20	\$2,560.00
81033	Hydro One Networks Inc.	2024-11-20	\$42.07
81034	Jaguar Media Inc	2024-11-20	\$1,017.00
81035	Jim's Auto Service	2024-11-20	\$177.98
81036	Kenilworth Feed Service Ltd.	2024-11-20	\$921.54
81037	Keown	2024-11-20	\$1,374.25
81038		2024-11-20	\$400.00
81039		2024-11-20	\$400.00
81040	Misty Meadows Country Market	2024-11-20	\$620.00
81041		2024-11-20	\$400.00
81043	MPI Print	2024-11-20	\$14,409.01
81044		2024-11-20	\$4,300.00
81045	Royal Bank Visa	2024-11-20	\$1,411.13
81046		2024-11-20	\$400.00
81047		2024-11-20	\$400.00
81048	TD Wealth	2024-11-20	\$1,271.52
81049	Telizon Inc.	2024-11-20	\$851.37
81050	The Barrel House	2024-11-20	\$1,550.00
81051	Triple F Construction	2024-11-20	\$52,762.05
81052	Twp of Wellington North	2024-11-20	\$783.09
81053		2024-11-20	\$400.00
81054	Waste Management	2024-11-20	\$1,346.83
81055	W.H.A. Publications	2024-11-20	\$830.55
81056		2024-11-20	\$2,205.92
81057	Wightman Telecom Ltd.	2024-11-20	\$284.34
81058		2024-11-20	\$400.00
81059		2024-11-20	\$400.00
81060		2024-11-20	\$55.74
EFT0007503	Arthur ACE Hardware	2024-11-20	\$22.58
EFT0007504	Arthur Home Hardware Building	2024-11-20	\$121.82

<u>Cheque Number</u>	<u>Vendor ID</u>	<u>Cheque Date</u>	<u>Amount</u>
EFT0007505	B M Ross and Associates	2024-11-20	\$3,938.28
EFT0007506	Brandt Cambridge	2024-11-20	\$1,193.59
EFT0007507		2024-11-20	\$264.00
EFT0007508	Carson Supply	2024-11-20	\$114.28
EFT0007509	CFRS Inc.	2024-11-20	\$13,551.53
EFT0007510	Chung & Vander Doelen Engineer	2024-11-20	\$2,574.71
EFT0007511	City of Guelph	2024-11-20	\$2,957.40
EFT0007512	Coffey Plumbing, Div. of KTS P	2024-11-20	\$3,383.13
EFT0007513	Canadian Union of Public Emplo	2024-11-20	\$3,277.28
EFT0007514	Economic Developers Council of	2024-11-20	\$1,977.50
EFT0007515	Eramosa Engineering Inc.	2024-11-20	\$5,705.35
EFT0007516	FOXTON FUELS LIMITED	2024-11-20	\$301.90
EFT0007517		2024-11-20	\$110.00
EFT0007518	Ideal Supply Inc.	2024-11-20	\$296.53
EFT0007519	International Trade Specialist	2024-11-20	\$493.35
EFT0007520		2024-11-20	\$1,030.60
EFT0007521		2024-11-20	\$868.50
EFT0007522	MacDonald's Home Appliances	2024-11-20	\$829.42
EFT0007523	Marcc Apparel Company	2024-11-20	\$489.01
EFT0007524	MRC Systems Inc	2024-11-20	\$1,518.96
EFT0007525	Ont Good Roads Association	2024-11-20	\$1,285.82
EFT0007526	Ont Mun Employee Retirement	2024-11-20	\$93,300.26
EFT0007527	PACKET WORKS	2024-11-20	\$169.50
EFT0007528	PETRO-CANADA	2024-11-20	\$3,577.96
EFT0007529	Print One	2024-11-20	\$282.50
EFT0007530	Pryde Truck Service Ltd.	2024-11-20	\$165.63
EFT0007531	PSD Citywide Inc.	2024-11-20	\$6,205.57
EFT0007532	Purolator Inc.	2024-11-20	\$15.54
EFT0007533	R&R Pet Paradise	2024-11-20	\$9,610.65
EFT0007534	Reeves Construction Ltd	2024-11-20	\$1,525.63
EFT0007535	Robert Gibson Consulting Servi	2024-11-20	\$3,485.82
EFT0007536	Saugeen Community Radio Inc.	2024-11-20	\$250.00
EFT0007537	Shred All Ltd.	2024-11-20	\$220.35
EFT0007538	Sterling Backcheck Canada Corp	2024-11-20	\$160.35
EFT0007539	T. Harris Environmental Manage	2024-11-20	\$1,566.98
EFT0007540	Viking Cives Ltd	2024-11-20	\$199,072.10
EFT0007541	Wellington Advertiser	2024-11-20	\$473.11
	Total Amount of Cheques:		\$1,552,438.77



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-06-03

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-024

REPORT TITLE: Concession 4N Traffic Study

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-024 being a report on Concession 4N Traffic Study for information.

AND THAT Council direct staff to include Concession 4N in the Spring and Fall 2025 traffic count.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

Report INF 2024-010 Spring Traffic Counts

Report OPS 2024-042 being a report on Concession Road 4 North

Report OPS 2024-041 being a report on Fall Traffic Counts

Report OPS 2023-023 being a report on Traffic Counts

Report OPS 2022-031 being a report on Traffic Bylaw

Report OPS 2021-026 being a report on Traffic Counts

Report OPS 2021-022 being a report on Traffic Counts

Report OPS 2020-029 being a report on Traffic Counts

BACKGROUND

Township staff coordinated two (2) 7-day traffic count on Concession 4N in July and August 2024. A baseline traffic count under normal operating conditions was completed between Monday July 29 to Sunday August 4, 2024. The second 7-day traffic count was completed

between Monday August 12 to Sunday August 18, 2024, during a fill operation that was using Concession 4N as a haul route. 284

ANALYSIS

The traffic counts data that was collected for both 7-day traffic counts are shown in Attachment 1 with vehicle classification shown in Attachment 2.

Township Consulting Transportation Engineer review the traffic data and provided their finding in the attached memo as shown in Attachment 3.

Roadway Platform

Concession 4N between Highway 89 to Sideroad 6E has a roadway platform width of 8.0 m and a gravel surface width of 7.0 m. Concession 4 N between Sideroad 6E to Sideroad 7E has a roadway platform of 8.2 m and a High Class Bituminous paved surface with a surface width of 7.0 m.

July 2024 Baseline Traffic Count Analysis

Concession 4N baseline traffic count indicates that Average Annual Daily Traffic and the Summer Annual Daily Traffic are both less than 200 vehicles per day in all counted segments, which are consistent with other gravel roads within the Township and with the 1987 MTO Methods and Management Manual.

July 2024 Baseline Traffic Speed Analysis

Concession 4N baseline traffic counts indicated that the 85th percentile speed in all segments range between 89.6 to 97.1 with the average 85th percentile speed of 92.9 km/hr. The County of Wellington's Speed Management Guidelines (August 2021) indicated that when the 85th percentile speed is within 15 km/hr of the speed limit, no quantifiable speed issue is identified. Therefore, a speed issue has not been identified for this road in accordance with the County's guidelines.

August 2024 Fill Operation Traffic Count Analysis

The second 7-day traffic count was completed during the haulage of fill to a site on Sideroad 3E. The fill operation used Concession 4N as a haul route as the west end of Sideroad 3E was closed for construction activities. The second 7-day traffic count saw an increase in traffic with the SADT raising between 189 to 432 vehicles per day.

It is noted that Concession 4N between Sideroad 3E and Sideroad 6 saw a high volume of Class 2 passenger cars vehicles, as defined in Attachment 3, and shown in Table 1.

Concession 4 N Location	Date	AADT	Class 2 Vehicles (Passenger Cars)	Percentage of Class 2 Vehicles
Highway 89 to Sideroad 2E	Aug 12, 2024	220	146	66.4%
	Aug 13, 2024	198	132	66.7%
	Aug 14, 2024	255	150	58.8%
	Aug 15, 2024	284	172	60.6%
	Aug 16, 2024	227	128	56.4%
	Aug 17, 2024	116	68	58.6%
	Aug 18, 2024	106	62	58.5%
Sideroad 2E to Sideroad 3E	Aug 12, 2024	188	100	53.2%
	Aug 13, 2024	204	113	55.4%
	Aug 14, 2024	226	119	52.7%
	Aug 15, 2024	273	134	49.1%
	Aug 16, 2024	202	94	46.5%
	Aug 17, 2024	103	55	53.4%
	Aug 18, 2024	117	68	58.1%
Sideroad 3E to Sideroad 5E	Aug 12, 2024	701	560	79.9%
	Aug 13, 2024	618	461	74.6%
	Aug 14, 2024	551	410	74.4%
	Aug 15, 2024	537	393	73.2%
	Aug 16, 2024	405	290	71.6%
	Aug 17, 2024	98	68	69.4%
	Aug 18, 2024	105	68	64.7%
Sideroad 5E to Sideroad 6E	Aug 12, 2024	659	552	83.8%
	Aug 13, 2024	556	463	83.3%
	Aug 14, 2024	472	361	76.5%
	Aug 15, 2024	421	320	76.0%
	Aug 16, 2024	333	261	78.4%
	Aug 17, 2024	86	67	77.9%
	Aug 18, 2024	87	43	49.4%
Sideroad 6E to Sideroad 7E	Aug 14, 2024	313	156	49.8%
	Aug 15, 2024	297	141	47.5%
	Aug 16, 2024	219	106	48.4%
	Aug 17, 2024	85	56	65.9%
	Aug 18, 2024	103	59	57.3%

Table 1: Concession 4N Class 2 Passenger Vehicle Count Summary

Concession 4N average percentage of heavy vehicles during the August 2024 traffic count is summarized in the below Table 2 with an average daily volume range between 30 to 50 vehicles per day.

Count Location	Average Daily Volume of Heavy Vehicles	Percentage of Heavy Vehicles
Between Highway 89 and Sideroad 2E (WN24-033)	30	15.3%
Between Sideroad 2E and Sideroad 3E (WN24-034)	32	17.2%
Between Sideroad 3E and Sideroad 5E (WN24-035)	43	10.1%
Between Sideroad 5E and Sideroad 6E (WN24-036)	49	12.9%
Between Sideroad 6E and Sideroad 7E (WN24-037)	50	24.4%

Table 2: Concession 4N Average Percentage of Heavy Vehicle

August 2024 Fill Operation Traffic Speed Analysis

Concession 4N baseline traffic counts indicated that the 85th percentile speed in all segments range between 80.1 to 97.4 km/hr with the average 85th percentile speed of 89.2 km/hr. The County of Wellington's Speed Management Guidelines (August 2021) indicated that when the 85th percentile speed is within 15 km/hr of the speed limit, no quantifiable speed issue is identified. Therefore, a speed issue has not been identified for this road in accordance with the County's guidelines.

CONSULTATION

Dale Clark, Manager of Transportation

Brooke Lambert, Chief Administrator Officer

FINANCIAL CONSIDERATIONS

The two (2) 7-day traffic counts cost approximately \$3,500 plus consulting transportation engineer review fees and staff time.

ATTACHMENTS

Attachment 1 – Concession 4N Traffic Count Summary July and August 2024

Attachment 2 – Vehicle Classification Definition

Attachment 3 – Triton Engineering Services Limited Memo Re: Concession Road 4N Traffic Review 2024 Update, dated November 22, 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

Concession Road 4 North - Mid Block between Highway 89 and Sideroad 2E (WN24-033)
Location: 9549 Concession Road 4 N

DATE	TRAFFIC COUNT						
	ROAD DIRECTION	NORTH	SOUTH	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
July 29, 2024	NS	104	113	217	80	91	65
July 30, 2024	NS	68	62	130	80	97	74
July 31, 2024	NS	98	104	202	80	92	68
Aug 1, 2024	NS	114	105	219	80	95	73
Aug 2, 2024	NS	83	79	162	80	93	74
Aug 3, 2024	NS	77	72	149	80	91	69
Aug 4, 2024	NS	48	44	92	80	89	69
Aug 12, 2024	NS	107	113	220	80	92	73
Aug 13, 2024	NS	92	106	198	80	86	68
Aug 14, 2024	NS	126	129	255	80	90	69
Aug 15, 2024	NS	143	141	284	80	90	72
Aug 16, 2024	NS	109	118	227	80	87	68
Aug 17, 2024	NS	56	60	116	80	100	75
Aug 18, 2024	NS	45	61	106	80	87	70

DATE	VEHICLE CLASS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
July 29, 2024	4	110	53	7	22	6	0	7	0	3	0	1	4
July 30, 2024	2	50	46	5	16	0	0	6	2	1	0	0	2
July 31, 2024	2	81	68	6	34	3	0	5	0	0	2	0	1
Aug 1, 2024	3	83	63	6	41	6	0	12	4	1	0	0	0
Aug 2, 2024	1	64	54	1	35	1	0	6	0	0	0	0	0
Aug 3, 2024	7	50	58	0	19	2	0	11	1	1	0	0	0
Aug 4, 2024	7	34	33	0	14	1	0	6	0	0	0	0	0
Aug 12, 2024	7	146	34	2	13	9	1	1	3	1	0	0	3
Aug 13, 2024	8	132	24	1	13	10	0	2	2	1	0	0	5
Aug 14, 2024	6	150	54	5	15	11	1	4	3	3	0	0	3
Aug 15, 2024	6	172	48	0	28	18	0	1	4	1	0	0	6
Aug 16, 2024	8	128	51	3	14	16	2	2	2	0	0	0	1
Aug 17, 2024	1	68	32	0	7	4	0	3	1	0	0	0	0
Aug 18, 2024	4	62	33	0	5	1	0	1	0	0	0	0	0

DATE	VEHICLE SPEED												
	up to 41	41 - 51	51 - 61	61 - 71	71 - 81	81 - 91	91 - 101	101 - 111	111 - 121	10	11	12	13
July 29, 2024	29	30	28	41	24	30	23	7	4	1	0	0	0
July 30, 2024	10	6	15	19	16	32	17	9	6	0	0	0	0
July 31, 2024	32	7	23	27	55	25	17	11	3	1	1	0	0
Aug 1, 2024	14	9	38	38	41	32	30	8	6	3	0	0	0
Aug 2, 2024	10	7	22	26	37	32	13	7	5	1	1	1	0
Aug 3, 2024	21	3	33	16	32	21	10	4	5	3	1	0	0
Aug 4, 2024	13	8	6	8	21	24	9	0	3	0	0	0	0
Aug 12, 2024	12	13	16	50	54	38	25	9	2	1	0	0	0
Aug 13, 2024	19	12	27	34	60	29	13	3	1	0	0	0	0
Aug 14, 2024	21	20	26	62	48	41	25	9	1	2	0	0	0
Aug 15, 2024	13	11	40	61	74	42	34	4	5	0	0	0	0
Aug 16, 2024	25	8	29	36	67	42	14	3	2	1	0	0	0
Aug 17, 2024	7	4	17	19	30	9	13	11	5	0	1	0	0
Aug 18, 2024	8	5	15	19	27	22	7	3	0	0	0	0	0

Concession Road 4 North - Mid Block between Sideroad 2E and Sideroad 3E (WN24-034)
Location: 9458 Concession Road 4 N

DATE	TRAFFIC COUNT						
	ROAD DIRECTION	NORTH	SOUTH	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
July 29, 2024	NS	126	128	254	80	86	62
July 30, 2024	NS	90	71	161	80	92	67
July 31, 2024	NS	101	99	200	80	87	64
Aug 1, 2024	NS	97	85	182	80	93	69
Aug 2, 2024	NS	85	75	160	80	93	71
Aug 3, 2024	NS	61	69	130	80	92	67
Aug 4, 2024	NS	47	39	86	80	89	62
Aug 12, 2024	NS	106	82	188	80	94	74
Aug 13, 2024	NS	107	97	204	80	89	68
Aug 14, 2024	NS	121	105	226	80	94	73
Aug 15, 2024	NS	153	120	273	80	89	71
Aug 16, 2024	NS	109	93	202	80	95	73
Aug 17, 2024	NS	51	52	103	80	99	75
Aug 18, 2024	NS	56	61	117	80	89	70

DATE	VEHICLE CLASS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
July 29, 2024	4	167	33	3	12	14	1	5	7	4	0	2	2
July 30, 2024	2	110	36	1	5	2	1	3	0	1	0	0	0
July 31, 2024	8	116	50	4	10	2	1	2	1	1	1	0	4
Aug 1, 2024	4	111	37	1	9	11	4	1	2	1	0	0	1
Aug 2, 2024	2	101	36	1	12	0	0	7	1	0	0	0	0
Aug 3, 2024	1	84	34	0	0	1	0	7	1	1	0	0	1
Aug 4, 2024	9	53	22	0	0	0	0	2	0	0	0	0	0
Aug 12, 2024	5	100	43	2	20	3	3	0	9	2	0	0	1
Aug 13, 2024	12	113	36	3	23	5	0	2	2	5	0	0	3
Aug 14, 2024	15	119	43	7	17	7	0	4	7	3	0	0	1
Aug 15, 2024	24	134	59	6	23	7	1	1	13	4	0	0	1
Aug 16, 2024	15	94	60	4	16	3	0	3	5	1	0	0	1
Aug 17, 2024	5	55	30	0	10	0	0	2	0	1	0	0	0
Aug 18, 2024	10	68	29	0	5	3	0	0	2	0	0	0	0

DATE	VEHICLE SPEED												
	up to 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100 - 110	110 - 120	120 - 130	130 - 140	140 - 150	150 - 160
July 29, 2024	44	18	48	45	45	28	19	6	1	0	0	0	0
July 30, 2024	23	8	30	28	18	26	22	5	1	0	0	0	0
July 31, 2024	40	11	17	29	50	32	12	6	3	0	0	0	0
Aug 1, 2024	22	20	15	25	38	29	22	9	1	1	0	0	0
Aug 2, 2024	16	14	15	28	20	38	16	10	2	1	0	0	0
Aug 3, 2024	21	11	12	16	31	17	11	10	1	0	0	0	0
Aug 4, 2024	19	3	7	19	18	17	2	1	0	0	0	0	0
Aug 12, 2024	18	5	7	28	54	39	21	8	5	3	0	0	0
Aug 13, 2024	30	10	22	29	41	47	17	8	0	0	0	0	0
Aug 14, 2024	15	15	18	31	60	42	31	10	2	1	1	0	0
Aug 15, 2024	21	13	27	54	69	52	22	11	4	0	0	0	0
Aug 16, 2024	17	5	20	29	49	37	31	10	3	1	0	0	0
Aug 17, 2024	10	2	8	20	17	198	14	10	3	1	0	0	0
Aug 18, 2024	12	3	10	26	32	18	12	4	0	0	0	0	0

Concession Road 4 North - Mid Block between Sideroad 3E and Sideroad 5 E (WN24-035)
Location: 9328 Concession Road 4 N

DATE	TRAFFIC COUNT						
	ROAD DIRECTION	NORTH	SOUTH	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
July 29, 2024	NS	87	96	183	80	91	68
July 30, 2024	NS	73	68	141	80	99	75
July 31, 2024	NS	72	72	144	80	100	81
Aug 1, 2024	NS	87	73	160	80	100	75
Aug 2, 2024	NS	74	71	145	80	102	74
Aug 3, 2024	NS	77	82	159	80	93	64
Aug 4, 2024	NS	46	40	86	80	95	67
Aug 12, 2024	NS	324	377	701	80	77	63
Aug 13, 2024	NS	291	327	618	80	77	63
Aug 14, 2024	NS	256	295	551	80	79	62
Aug 15, 2024	NS	249	288	537	80	77	60
Aug 16, 2024	NS	186	219	405	80	79	64
Aug 17, 2024	NS	47	51	98	80	88	64
Aug 18, 2024	NS	50	55	105	80	84	64

DATE	VEHICLE CLASS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
July 29, 2024	3	82	41	4	24	10	0	8	5	4	0	0	2
July 30, 2024	4	53	54	3	11	5	0	7	1	3	0	0	0
July 31, 2024	2	68	47	5	19	1	0	1	0	0	0	0	1
Aug 1, 2024	6	62	44	1	19	17	2	6	0	3	0	0	0
Aug 2, 2024	3	59	53	1	20	2	1	5	0	0	0	0	1
Aug 3, 2024	0	58	44	0	14	5	0	27	8	3	0	0	0
Aug 4, 2024	5	36	30	0	15	0	0	0	0	0	0	0	0
Aug 12, 2024	26	560	35	4	6	18	4	0	34	10	0	0	4
Aug 13, 2024	48	461	31	12	5	33	1	1	18	3	0	0	5
Aug 14, 2024	42	410	34	2	4	33	3	0	8	5	0	0	10
Aug 15, 2024	33	393	41	1	12	34	1	0	14	5	0	0	3
Aug 16, 2024	21	290	45	2	3	20	0	5	8	7	0	0	4
Aug 17, 2024	6	68	20	0	1	0	0	1	0	2	0	0	0
Aug 18, 2024	7	68	28	0	4	0	0	0	2	0	0	0	0

DATE	VEHICLE SPEED												
	up to 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100 - 110	110 - 120	120 - 130	130 - 140	140 - 150	150 - 160
July 29, 2024	15	7	11	13	13	16	6	0	5	1	0	0	0
July 30, 2024	5	7	8	3	11	21	9	6	2	1	0	0	0
July 31, 2024	5	2	3	9	14	17	15	4	1	1	1	0	0
Aug 1, 2024	10	6	7	10	13	24	11	5	1	0	0	0	0
Aug 2, 2024	16	0	6	4	12	19	7	9	1	0	0	0	0
Aug 3, 2024	24	3	11	7	6	16	5	5	0	0	0	0	0
Aug 4, 2024	12	1	5	3	8	7	6	1	2	1	0	0	0
Aug 12, 2024	15	116	162	235	102	36	21	8	3	3	0	0	0
Aug 13, 2024	20	68	178	160	137	42	9	2	2	0	0	0	0
Aug 14, 2024	36	73	175	112	82	58	8	6	0	1	0	0	0
Aug 15, 2024	42	62	159	129	97	34	10	2	2	0	0	0	0
Aug 16, 2024	21	46	82	131	69	38	11	5	1	1	0	0	0
Aug 17, 2024	17	8	9	25	13	14	8	3	1	0	0	0	0
Aug 18, 2024	11	10	13	32	19	10	8	1	1	0	0	0	0

Concession Road 4 North - Mid Block between Sideroad 5E and Sideroad 6 East (WN24-036)
Location: 9226 Concession Road 4 N

DATE	TRAFFIC COUNT						
	ROAD DIRECTION	NORTH	SOUTH	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
July 29, 2024	NS	95	118	213	80	87	65
July 30, 2024	NS	74	67	141	80	98	73
July 31, 2024	NS	79	72	151	80	95	72
Aug 1, 2024	NS	94	77	171	80	93	69
Aug 2, 2024	NS	72	66	138	80	99	73
Aug 3, 2024	NS	83	85	168	80	87	63
Aug 4, 2024	NS	49	47	96	80	87	62
Aug 12, 2024	NS	301	358	659	80	81	66
Aug 13, 2024	NS	260	306	566	80	80	64
Aug 14, 2024	NS	221	251	472	80	77	64
Aug 15, 2024	NS	206	215	421	80	82	67
Aug 16, 2024	NS	157	176	333	80	87	70
Aug 17, 2024	NS	43	43	86	80	89	65
Aug 18, 2024	NS	39	48	87	80	102	69

DATE	VEHICLE CLASS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
July 29, 2024	4	110	36	3	25	14	1	10	5	4	0	0	1
July 30, 2024	3	56	51	3	12	6	0	7	1	2	0	0	0
July 31, 2024	1	62	54	4	16	3	1	6	2	0	1	0	1
Aug 1, 2024	5	72	45	1	18	18	1	9	1	1	0	0	0
Aug 2, 2024	0	61	46	1	18	3	0	8	1	0	0	0	0
Aug 3, 2024	3	71	51	0	7	4	1	25	4	1	0	0	0
Aug 4, 2024	7	45	35	0	6	1	0	1	1	0	0	0	0
Aug 12, 2024	4	552	27	17	3	10	3	1	28	8	0	0	6
Aug 13, 2024	2	463	23	25	10	14	7	1	11	5	0	0	5
Aug 14, 2024	11	361	25	23	3	21	8	2	2	3	0	0	13
Aug 15, 2024	5	320	26	16	9	15	4	1	5	9	0	0	11
Aug 16, 2024	2	261	32	8	3	16	4	3	0	2	0	0	2
Aug 17, 2024	4	67	7	0	2	5	0	0	0	0	0	0	1
Aug 18, 2024	2	43	32	0	7	3	0	0	0	0	0	0	0

DATE	VEHICLE SPEED												
	up to 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100 - 110	110 - 120	120 - 130	130 - 140	140 - 150	150 - 160
July 29, 2024	26	29	34	38	34	28	10	7	6	1	0	0	0
July 30, 2024	12	11	15	17	27	23	19	15	2	0	0	0	0
July 31, 2024	14	12	18	23	27	28	13	12	1	3	0	0	0
Aug 1, 2024	28	10	23	20	24	34	20	7	3	2	0	0	0
Aug 2, 2024	14	9	15	14	30	26	10	16	2	2	0	0	0
Aug 3, 2024	30	22	26	19	28	25	11	5	2	0	0	0	0
Aug 4, 2024	19	9	11	16	18	12	4	6	1	0	0	0	0
Aug 12, 2024	20	67	126	230	110	76	21	3	1	4	1	0	0
Aug 13, 2024	44	28	138	136	137	65	10	3	3	1	1	0	0
Aug 14, 2024	27	38	87	189	81	33	9	5	2	0	1	0	0
Aug 15, 2024	23	11	100	140	74	41	21	6	3	1	0	1	0
Aug 16, 2024	10	31	33	82	84	66	20	4	1	2	0	0	0
Aug 17, 2024	14	5	11	16	16	12	8	3	1	0	0	0	0
Aug 18, 2024	8	7	12	14	21	12	8	3	2	0	0	0	0

Concession Road 4 North - Mid Block between Sideroad 6E and Sideroad 7E (WN24-037)
Location: 9133 Concession Road 4 N

DATE	TRAFFIC COUNT						
	ROAD DIRECTION	NORTH	SOUTH	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
July 29, 2024	NS	96	89	185	80	91	68
July 30, 2024	NS	79	73	152	80	97	75
July 31, 2024	NS	90	89	179	80	91	71
Aug 1, 2024	NS	94	92	186	80	97	75
Aug 2, 2024	NS	97	77	174	80	97	73
Aug 3, 2024	NS	65	51	116	80	89	62
Aug 4, 2024	NS	45	42	87	80	90	64
Aug 12, 2024	NS				80		
Aug 13, 2024	NS				80		
Aug 14, 2024	NS	157	156	313	80	92	77
Aug 15, 2024	NS	152	145	297	80	96	81
Aug 16, 2024	NS	120	99	219	80	96	78
Aug 17, 2024	NS	44	41	85	80	99	84
Aug 18, 2024	NS	48	55	103	80	104	89
Aug 19, 2024	NS	89	87	176	80	93	79

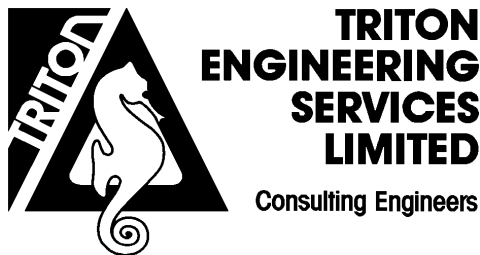
DATE	VEHICLE CLASS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
July 29, 2024	1	96	43	2	16	13	0	5	5	2	0	0	2
July 30, 2024	1	64	44	2	19	8	0	10	2	2	0	0	0
July 31, 2024	1	93	44	3	16	8	2	7	1	0	0	0	4
Aug 1, 2024	4	102	41	5	6	12	3	5	3	3	0	0	2
Aug 2, 2024	1	77	59	3	20	5	2	4	1	0	0	0	2
Aug 3, 2024	2	53	43	0	13	5	0	0	0	0	0	0	0
Aug 4, 2024	2	48	29	0	5	1	1	1	0	0	0	0	0
Aug 12, 2024													
Aug 13, 2024													
Aug 14, 2024	4	156	44	26	3	11	1	2	15	14	0	0	37
Aug 15, 2024	3	141	56	17	12	3	2	1	8	20	0	0	34
Aug 16, 2024	3	106	45	10	4	3	1	2	9	13	0	0	23
Aug 17, 2024	1	56	21	0	4	0	0	0	0	3	0	0	0
Aug 18, 2024	1	59	40	0	3	0	0	0	0	0	0	0	0
Aug 19, 2024	9	71	29	3	2	14	0	2	15	23	0	0	8

DATE	VEHICLE SPEED												
	up to 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100	100 - 110	110 - 120	120 - 130	130 - 140	140 - 150	150 - 160
July 29, 2024	21	25	20	31	33	26	19	3	3	4	0	0	0
July 30, 2024	8	16	11	17	33	31	18	13	2	2	1	0	0
July 31, 2024	12	21	26	27	30	35	15	8	2	3	0	0	0
Aug 1, 2024	11	14	18	27	33	41	20	12	2	8	0	0	0
Aug 2, 2024	21	17	15	10	41	28	22	11	4	3	1	1	0
Aug 3, 2024	27	22	6	13	11	22	10	5	0	0	0	0	0
Aug 4, 2024	19	12	5	13	15	10	10	1	2	0	0	0	0
Aug 12, 2024													
Aug 13, 2024													
Aug 14, 2024	10	9	14	48	97	82	38	11	3	0	1	0	0
Aug 15, 2024	6	5	9	31	75	94	55	13	8	0	1	0	0
Aug 16, 2024	12	4	6	30	64	54	28	14	4	2	1	0	0
Aug 17, 2024	3	5	3	3	11	31	18	5	2	4	0	0	0
Aug 18, 2024	0	0	2	3	22	30	25	14	1	6	0	0	0
Aug 19, 2024	4	3	5	22	58	52	20	10	1	0	1	0	0

Note - Data was not available on August 12 and 13 due to technical error.

INF 2024-024
ATTACHMENT 3
Vehicle Classification Definition

VEHICLE CLASSIFICATION DEFINITION	
Class 1	Motorcycle
Class 2	Passenger cars (with or without one or two-axle trailer)
Class 3	Two axle, four tire vehicles (with or without one or two-axle trailer)
Class 4	Buses
Class 5	Two axle, six tire single unit
Class 6	Three axle single unit
Class 7	Four or more axle single unit
Class 8	Three or four axle single-trailer
Class 9	Five axle single-trailer
Class 10	six or more axle single-trailer
Class 11	Five or fewer axle multi-trailer
Class 12	Six axle multi-trailer
Class 13	Seven or more axle vehicles



Memorandum

DATE: November 22, 2024
 TO: Tammy Stevenson, C.E.T.
 FROM: Taylor Kramp, P. Eng.
 RE: Concession Road 4 N –
 Traffic Review –
 2024 Update
 FILE: A5510-R00

The following discussion provides an update to the 2023 Traffic Review Memo for hard surfacing rural roads and the traffic volumes on Concession Road 4 N. The 2023 review concluded that the traffic volumes on Concession Road 4 N are typical for gravel roads in accordance with the 1987 MTO Methods and Management Manual and other gravel roads within the Township, which are typically paved when AADT reaches the 200-499 vpd range. The October 31, 2023, Triton Traffic Review memo recommended for the Township to continue to monitor the traffic on the road by undertaking additional 7-day counts to provide a better average over a range of consecutive days, covering both weekdays and weekends.

The Township undertook 7-day traffic counts in July 2024 as a baseline traffic count under normal operating conditions and a second 7-day traffic count in August 2024, during a fill operation that was using Concession Road 4 N as a haul route. This memo includes an analysis of the traffic volumes during this operation.

Concession Road 4 N Roadway Platform

Concession Road 4 N between Highway 89 to Sideroad 6E has a roadway platform width of 8.0 m and a gravel surface width of 7.0 m. Concession Road 4 N between Sideroad 6E to Sideroad 7E has a roadway platform of 8.2 m and a High Class Bituminous (HCB) paved surface with a surface width of 7.0 m.

July 2024 7-Day Traffic Count Analysis

Following the recommendations from the 2023 Traffic Review Memo, the Township undertook 7-day traffic counts on Concession Road 4 N during July 2024 to determine 24 hour traffic volumes for comparison to typical AADT volumes on gravel roads. The July 2024 7-day traffic counts will be used as baseline data that indicates typical local road traffic. The fill trucks on Sideroad 3 East were instructed to halt operations during this baseline data collection.

Average Annual Daily Traffic (AADT) is the average traffic volume on a roadway on a given day. There are seasonal variations for traffic volumes with Summer Annual Daily Traffic (SADT) based on traffic during the summer months and is typically higher than the AADT. The difference between SADT and AADT can vary by 30% or more on roads with a high proportion of vacation traffic. The variation on Concession Road 4 N is expected to be much less given the local nature of the road. Since the 7-day counts were completed in July, the values will be reported as SADT and we expect these to be similar to or slightly higher than AADT, which will be treated as a conservative estimate of the AADT.

The locations of traffic count are shown in Appendix A. The results of the July traffic count are shown in Table 1 below. As shown, the SADT is less than 200 vpd in all counted segments, which is consistent with other gravel roads within the Township and with the 1987 MTO Methods and Management Manual.

Table 1: Average Results of July 2024 7-Day Traffic Count

Count Location	Weekday Average 24-hour Volumes	Weekend Average 24-hour Volumes	SADT
Between Highway 89 and Sideroad 2E (WN24-033)	186	121	168
Between Sideroad 2E and Sideroad 3E (WN24-034)	192	108	168
Between Sideroad 3E and Sideroad 5E (WN24-035)	155	123	146
Between Sideroad 5E and Sideroad 6E (WN24-036)	163	101	154
Between Sideroad 6E and Sideroad 7E (WN24-037)	175	101	155

July 2024 Speed Analysis

Concession Road 4 N does not have a posted speed limit. In accordance with the Highway Traffic Act when there is no posted speed limit and the road is not within a built-up area (i.e. a community), the speed limit is 80km/h. Concession Road 4 N is the main road at all intersections with the sideroads controlled by stop signs, allowing for free flow conditions at each of the counting locations.

Table 2 below shows the 85th percentile speeds and average speeds recorded during the July 2024 7-day traffic count at each of the count locations. The 85th Percentile speed average ranges between 89.6 km/h and 97.1 km/h. This is considered the operating speed of the road and is slightly higher than the average running speed for a rural local street provided in the TAC Geometric Design Guide for Canadian Roads (50-90km/h). As per the County of Wellington's Speed Management Guidelines (August 2021), when the 85th percentile speed is within 15km/h of the speed limit, no quantifiable speed issue is identified. Four of the five counted locations are within 15km/h of the speed limit and the overall average 85th percentile speed during the 7-day count is 92.9km/h. Therefore, a speed issue has not been identified for this road in accordance with the County's guidelines.

Table 2: Average Recorded 85th Percentile Speeds of July 2024 7-day Traffic Count

Count Location	85th Percentile Speed (km/h)	Mean Average Speed
Between Highway 89 and Sideroad 2E (WN24-033)	92.5	70.3
Between Sideroad 2E and Sideroad 3E (WN24-034)	89.6	66
Between Sideroad 3E and Sideroad 5E (WN24-035)	97.1	72
Between Sideroad 5E and Sideroad 6E (WN24-036)	92.3	68.1

Count Location	85 th Percentile Speed (km/h)	Mean Average Speed
Between Sideroad 6E and Sideroad 7E (WN24-037)	93.1	69.7

July 2024 Vehicle Class Analysis

The 7-day traffic counts also recorded the class of vehicles and Table 3 below summarizes the percentage of heavy vehicles, which includes buses, double- and triple-axle trucks, tractor trailers, and farm equipment. The higher percentages of heavy vehicles are not unusual given the low volumes of traffic and the use of the road for agricultural purposes and the hauling of material from the gravel pits on Concession Road 4 N.

Table 3: Average Percentage of Heavy Vehicles

Count Location	Average Daily Volume of Heavy Vehicles	Percentage of Heavy Vehicles
Between Highway 89 and Sideroad 2E (WN24-033)	42	25.3%
Between Sideroad 2E and Sideroad 3E (WN24-034)	20	11.6%
Between Sideroad 3E and Sideroad 5E (WN24-035)	37	25.0%
Between Sideroad 5E and Sideroad 6E (WN24-036)	35	22.9%
Between Sideroad 6E and Sideroad 7E (WN24-037)	31	20.4%

Impacts of Fill Operation

A site located at 7458 Sideroad 3E was utilizing Concession Road 4 N to haul fill material during August 2024. During this operation, the bridge on Sideroad 3E, near Concession Road 6N, was under construction and the road was closed at the bridge resulting in all traffic accessing 7458 Sideroad 3E to travel via Concession Road 4 N. The Township undertook a second 7-day traffic count between August 12 to 18, 2024, during this haulage of fill operation to assess the impacts to traffic volumes.

The results of the August 2024 7-day traffic count are summarized in Table 4 below. As shown, traffic volumes doubled between Sideroad 3E and Sideroad 6E, but the other segments only have a slight increase compared to the July traffic counts and are still consistent with other gravel roads within the Township and with the 1987 MTO Methods and Management Manual. The weekend 24-hour volumes are also similar to the weekend volumes observed in July 2024.

Table 4: Average Results of August 2024 7-Day Traffic Count

Count Location	Weekday Average 24-hour Volumes	Weekend Average 24-hour Volumes	SADT
Between Highway 89 and Sideroad 2E (WN24-033)	237	111	201
Between Sideroad 2E and Sideroad 3E (WN24-034)	219	110	188
Between Sideroad 3E and Sideroad 5E (WN24-035)	562	102	431
Between Sideroad 5E and Sideroad 6E (WN24-036)	490	87	375
Between Sideroad 6E and Sideroad 7E (WN24-037)	252	94	199

August 2024 Speed Analysis

Table 5 below shows the 85th percentile speeds and average speeds recorded during the August 2024 7-day traffic count at each of the count locations. The 85th Percentile speed average ranges between 80.1 km/h and 96.7 km/h, which is similar to the July 2024 traffic counts, and is slightly higher than the average running speed for a rural local street provided in the TAC Geometric Design Guide for Canadian Roads (50-90km/h). As per the County of Wellington's Speed Management Guidelines (August 2021), when the 85th percentile speed is within 15km/h of the speed limit, no quantifiable speed issue is identified. Four of the five counted locations are within 15km/h of the speed limit and the overall average 85th percentile speed during the 7-day count is 88.7km/h. Therefore, a speed issue has not been identified for this road in accordance with the County's guidelines.

Table 5: Average Recorded 85th Percentile Speeds of August 2024 7-day Traffic Count

Count Location	85th Percentile Speed (km/h)	Average Speed
Between Highway 89 and Sideroad 2E (WN24-033)	90.3	70.7
Between Sideroad 2E and Sideroad 3E (WN24-034)	92.7	72
Between Sideroad 3E and Sideroad 5E (WN24-035)	80.1	62.9
Between Sideroad 5E and Sideroad 6E (WN24-036)	83.7	66.4
Between Sideroad 6E and Sideroad 7E (WN24-037)	96.7	81.3

August 2024 Vehicle Class Analysis

The August 7-day traffic counts also recorded the class of vehicles and Table 6 below summarizes the percentage of heavy vehicles, which includes buses, double- and triple-axle trucks, tractor trailers, and farm equipment. The higher percentages of heavy vehicles are not unusual given the low volumes of traffic and the use of the road for agricultural purposes and the hauling of material from the gravel pits on Concession Road 4 N. The August 2024 traffic count observed a lower percentage of heavy vehicles than the July 2024 traffic count, although it is skewed by the higher volumes observed during August 2024. The average daily volume of heavy vehicles is similar to the July 2024 count, with a slight increase in the segments between Sideroad 5E and Sideroad 7E.

Table 6: Average Percentage of Heavy Vehicles

Count Location	Average Daily Volume of Heavy Vehicles	Percentage of Heavy Vehicles
Between Highway 89 and Sideroad 2E (WN24-033)	30	15.3%
Between Sideroad 2E and Sideroad 3E (WN24-034)	32	17.2%
Between Sideroad 3E and Sideroad 5E (WN24-035)	43	10.1%
Between Sideroad 5E and Sideroad 6E (WN24-036)	49	12.9%
Between Sideroad 6E and Sideroad 7E (WN24-037)	50	24.4%

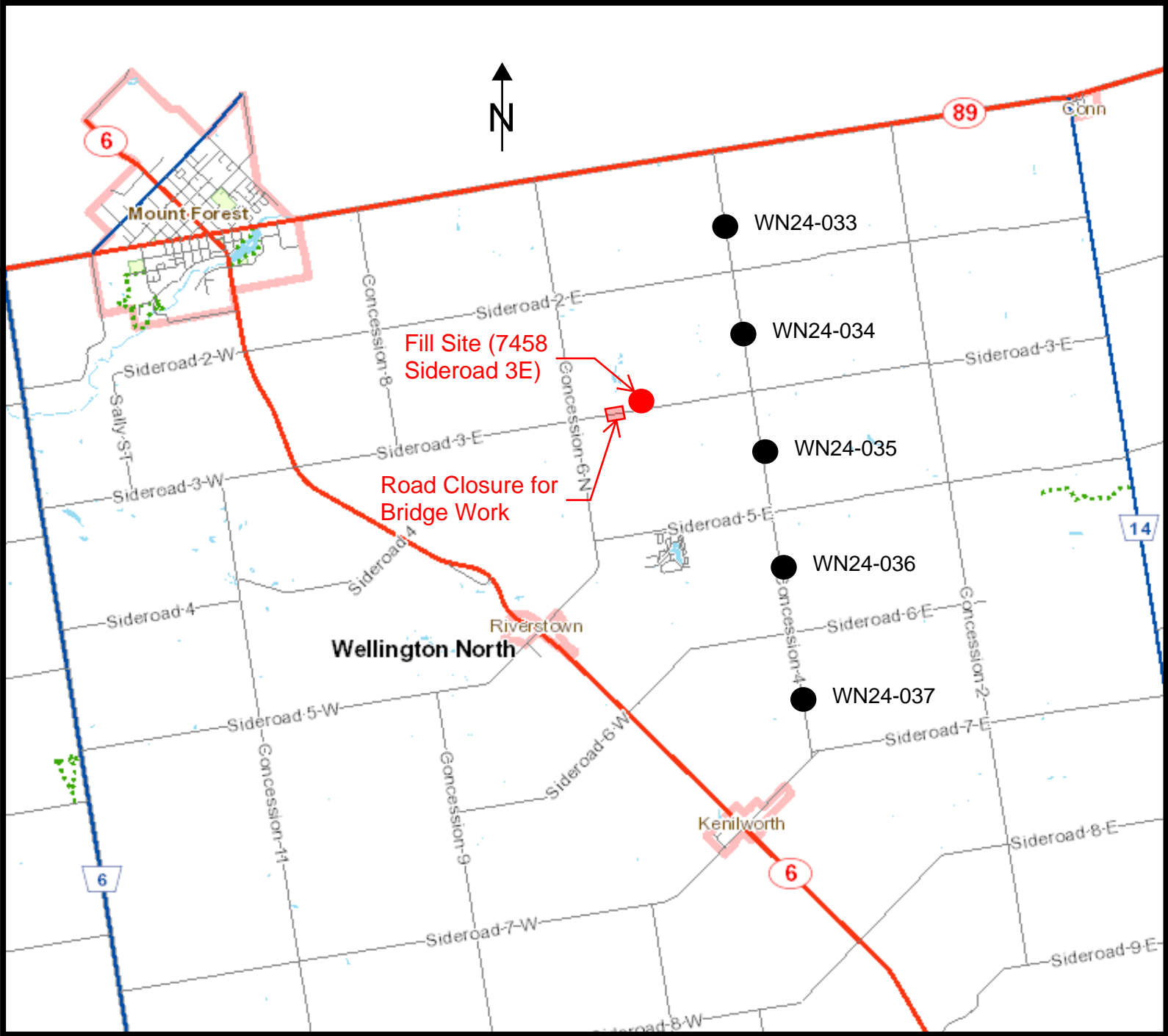
Summary

Concession Road 4 N roadway platform and surface widths are appropriate for the surface treatment and volume of traffic. Four out of the five counted locations in both traffic counts undertaken in summer 2024 are within 15km/h of the speed limit. Therefore, a speed issue has not been identified for this road in accordance with the County's guidelines. It is recommended that the Township continue to monitor traffic along Concession Road 4 N.

If you have any questions, please do not hesitate to contact us.

Appendix A
Traffic Count Locations Map

2024 Traffic Count Locations





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-12-02

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Senior Project Manager

REPORT #: INF 2024-025

REPORT TITLE: Fall Traffic Counts

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2024-025 being a report on Fall Traffic Counts for information.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

Report INF 2024-024 being a report on Concession Road 4 North Traffic Study

Report INF 2024-010 being a report on Spring Traffic Counts

Report OPS 2024-042 being a report on Concession Road 4 North

Report OPS 2024-041 being a report on Fall Traffic Counts

Report OPS 2023-023 being a report on Traffic Counts

Report OPS 2022-031 being a report on Traffic Bylaw

Report OPS 2021-026 being a report on Traffic Counts

Report OPS 2021-022 being a report on Traffic Counts

Report OPS 2020-029 being a report on Traffic Counts

BACKGROUND

Township staff coordinated traffic counts throughout Wellington North that were completed by a contractor in the fall of 2024.

Fifty-four (54) traffic counts were conducted on Thursday November 7, 2024, as shown in Attachment 1. Map locations of the traffic counts are shown in Attachment 2. These counts provide objective information of vehicles volumes on roads during a 24-hour period which can be used to inform conversations on maintenance prioritization, customer inquiries, municipal studies, development inquiries and other.

ANALYSIS

Point of interest contained within Attachment 1:

1. Arthur on Smith Street saw between 9,094 to 12,131 vehicles while George Street saw between 9,144 to 10,385.
2. Mount Forest on Main Street North, south of Mount Forest Drive, saw 12,131 vehicles while Main Street S, north of King Street, saw 9,768 vehicles and Main Street S, south of Queen Street, saw 6,372 vehicles.
3. Mount Forest Recreation area on Princess Street, west of Cork Street, saw 1,121 vehicles.
4. Domville Street in Arthur traffic count data is presented in Table 1.

Location	Total 24-hour Traffic Count	85 th Speed Percentile	Average Speed
Domville Street (East of Preston Street)	998	55	44
Domville Street (West of Clarke Street)	1559	55	45
Domville Street (East of Tucker Street)	940	51	42

Table 1 – Domville Street Traffic Count Data

COMMUNITY VEHICLE SPEED:

Arthur

The urban community of Arthur has a posted speed limit of 50 km/hr. Sixteen (16) traffic collector devices were set up throughout the community and it was observed that Smith Street and George Street had an average speed range of 38-54 km/hr with an 85% percentile range of 49-61 km/hr. The local streets had an average speed ranging between 36-45 km/hr with an 85% percentile ranging between 42-56 km/hr.

Mount Forest

The urban community of Mount Forest has a posted speed limit of 50 km/hr. Nineteen (19) traffic collector devices were set up throughout the community and it was observed that Main Street North, Main Street South, Queen Street West and Queen Street East had an average speed range between 38-55 km/hr with an 85% percentile range between 49-63 km/hr. The local streets had an average speed ranging between 34-51 km/hr with an 85% percentile ranging between 43-60 km/hr.

Rural Roads

The rural roads that had traffic collector devices set up were on roads that have a posted speed limit of 80 km/hr. Nineteen (19) traffic collector devices were set up throughout the community and it was observed that an average speed range between 60-91 km/hr with an 85% percentile range of 70-111 km/hr.

CONSULTATION

Dale Clark, Manager of Transportation

FINANCIAL CONSIDERATIONS

These counts cost approximately \$100 per location for a 24 hour count plus setup charge.

ATTACHMENTS

Attachment 1 – 2024 Spring Traffic Count Summary

Attachment 2 – 2024 Spring Traffic Count Map

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

2024 Fall Traffic Count Summary
Thursday November 7 and Tuesday November 12, 2024

MAP ID	ROAD NAME	TRAFFIC COUNT				SPEED COUNT		
		ROAD DIRECTION	NORTH OR EAST	SOUTH OR WEST	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
WN24-046	431 Smith St	EW	5817	6314	12131	50	51	40
WN24-047	143 Conestoga Street N	EW	396	429	825	50	55	43
WN24-048	240 Smith Street	EW	4529	4565	9094	50	61	54
WN24-049	Preston Street N (SWM Pond)	NS	542	481	1023	50	55	44
WN24-050	350 Domville Street	EW	469	529	998	50	55	44
WN24-051	180 Domville Street	EW	696	863	1559	50	55	45
WN24-052	315 Tucker St	NS	391	344	735	50	56	44
WN24-053	109 Domville Street	EW	465	475	940	50	51	42
WN24-054	370 Eliza Street	NS	1028	752	1780	50	52	43
WN24-055	301 Eliza Street	NS	850	791	1641	50	54	44
WN24-056	306 Eliza Street	NS	793	1175	1968	50	53	44
WN24-057	230 Leonard Street	EW	565	445	1010	50	42	36
WN24-058	150 George Street	NS	5040	5345	10385	50	49	38
WN24-059	244 George Street	NS	4427	4717	9144	50	51	41
WN24-060	179 Francis Street W	EW	203	135	338	50	56	44
WN24-061	174 Conestoga Street N	NS	361	406	767	50	51	42
WN24-062	460 Main Street North	NS	5817	6314	12131	50	51	40
WN24-063	154 Main Street S	NS	4324	5444	9768	50	49	38
WN24-064	323 Main Street S	NS	3056	3316	6372	50	50	39
WN24-065	Hwy 6 S at Mount Forest Sign	NS	3390	3326	6716	70	87	76
WN24-066	590 Queen Street W	EW	2230	2229	4459	50	63	55
WN24-067	291 Queen Street W	EW	2404	2247	4651	50	63	54
WN24-068	231 Queen Street E	EW	2217	2831	5048	50	54	45
WN24-069	125 King Street W	EW	408	586	994	50	43	34
WN24-070	141 Wellington Street E	EW	838	888	1726	50	47	38
WN24-071	353 Wellington Street East	EW	559	644	1203	50	51	43
WN24-072	457 Wellington Street East	EW	263	236	499	50	48	36

MAP ID	ROAD NAME	TRAFFIC COUNT				SPEED COUNT		
		ROAD DIRECTION	NORTH OR EAST	SOUTH OR WEST	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
WN24-073	London Road N Mid Block (Sligo Road to Durham Street E)	NS	280	249	529	50	60	51
WN24-074	305 London Road S	NS	273	295	568	50	58	47
WN24-075	655 Albert Street	EW	279	405	684	50	54	43
WN24-076	355 Fergus Street N	NS	299	130	429	50	49	38
WN24-077	247 Fergus Street N	NS	299	233	532	50	47	37
WN24-078	470 Cork Street	NS	454	667	1121	50	50	41
WN24-079	E of 850 Princess Street	NS	343	223	566	50	48	36
WN24-080	577 Cork Street	NS	123	73	196	50	47	37
WN24-081	7012 Sideroad 3W	EW	324	323	647	80	94	79
WN24-082	9571 Concession 6N	NS	440	420	860	80	97	81
WN24-083	9326 Concession 6N	NS	352	368	720	80	106	91
WN24-084	9549 Concession 4 North	NS	112	106	218	80	93	75
WN24-085	9458 Concession 4 North	NS	130	120	250	80	93	64
WN24-086	9328 Concession 4 North	NS	148	141	289	80	95	77
WN24-087	9229 Concession 4 North	NS	142	122	264	80	92	75
WN24-088	9133 Concession 4 North	NS	138	119	257	80	98	82
WN24-089	7738 Sideroad 8E	EW	14	17	31	80	70	60
WN24-090	8236 Line 10	EW	56	62	118	80	111	91
WN24-091	8334 Line 6	EW	123	131	254	80	108	86
WN24-092	8355 Line 2	EW	285	300	585	80	108	91
WN24-093	8465 Line 2	EW	291	299	590	80	107	91
WN24-094	7875 Sideroad 10E	EW	43	46	89	80	89	63
WN24-095	7638 Sideroad 10W	EW	78	86	164	80	85	65
WN24-096	8634 Concession 7	NS	72	75	147	80	98	75
WN24-097	8731 Concession 9	NS	359	319	678	80	104	91
WN24-098	9221 Concession 11	NS	199	180	379	80	101	86
WN24-099	9109 Concession 11	NS	268	263	531	80	99	82

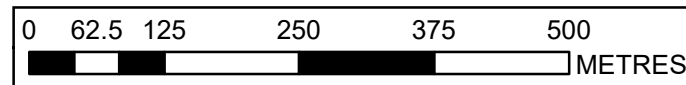
Traffic counts WN24-046 to WN24-061 were completed on Tuesday November 12, 2024

Traffic counts WN24-061 to WN24-099 were completed on Thursday November 7, 2024



LEGEND

- Municipal Road
- - - Not maintained by Municipality

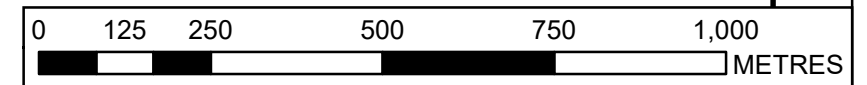
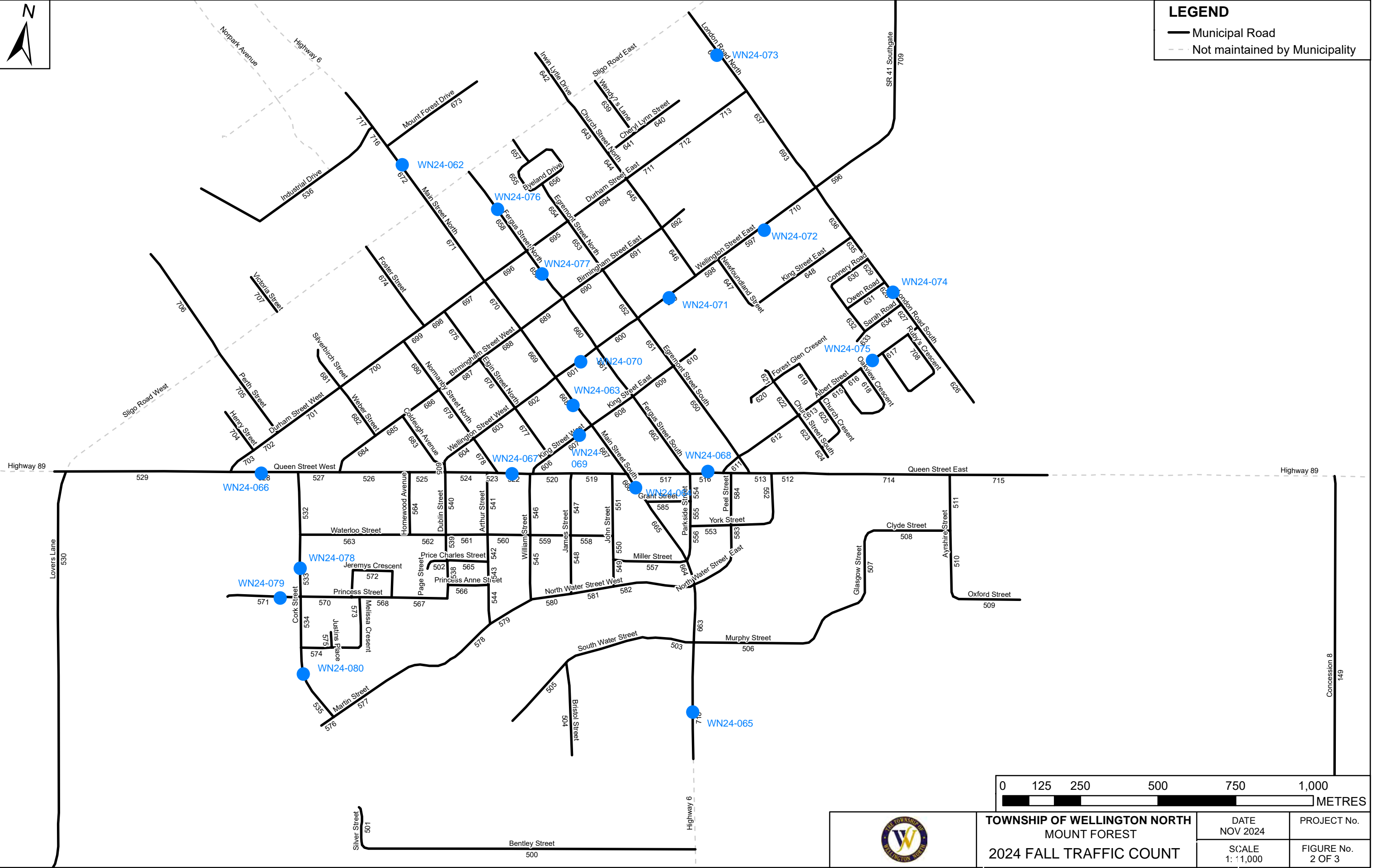


	TOWNSHIP OF WELLINGTON NORTH ARTHUR 2024 FALL TRAFFIC COUNT		DATE NOV 2024	PROJECT No.
			SCALE 1: 7,000	FIGURE No. 1 OF 3



LEGEND

- Municipal Road
- Not maintained by Municipality

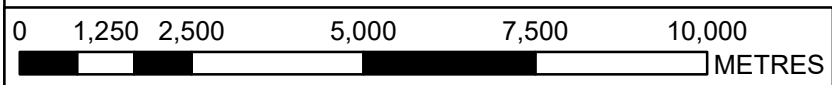
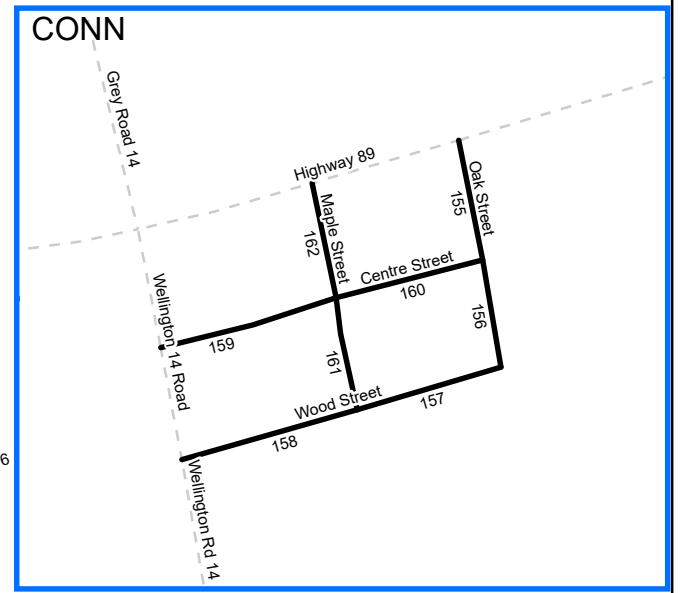


	TOWNSHIP OF WELLINGTON NORTH		DATE	PROJECT No.
	MOUNT FOREST		NOV 2024	
2024 FALL TRAFFIC COUNT		SCALE	FIGURE No.	
		1: 11,000	2 OF 3	



LEGEND

- Municipal Road
- - - Not maintained by Municipality



	TOWNSHIP OF WELLINGTON NORTH RURAL		DATE NOV 2024	PROJECT No.
	2024 FALL TRAFFIC COUNT		SCALE 1: 110,000	FIGURE No. 3 OF 3



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-12-02

MEETING TYPE: Open

SUBMITTED BY: Corey Schmidt, Manager Environment & Development Services
Sara McDougall, Compliance Analyst

REPORT #: ENV 2024-003

REPORT TITLE: Township's Drinking Water Quality Management System (DWQMS) – 2024 Management Review Meeting Minutes

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report ENV 2024-003 for information on the Township's Drinking Water Quality Management System (DWQMS) – 2024 Management Review Meeting Minutes for information.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

OPS 2023-045 being a report on Township's Drinking Water Quality Management System (DWQMS) – 2023 Management Review Meeting Minutes.

RESOLUTION: 2023-461

BACKGROUND

The Township of Wellington North's DWQMS requires that a Management Review shall be conducted at least once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Municipality's DWQMS and to identify any areas where improvement is required. The Management Review process ensures that all levels of the organizational structure (i.e. Owner, Owner Rep, Top Management and Operating Authority) are kept informed and aware of the Township's DWQMS and the performance of the municipally owned Drinking Water Systems.

ANALYSIS

N/A

CONSULTATION

N/A

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

Schedule A – Management Review Meeting Minutes dated November 7, 2024

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
DWQMS MANAGEMENT REVIEW
MEETING MINUTES**

Date: November 7, 2024

Time: 9:30am

Location: Arthur Wastewater Treatment Plant

Attendees:

Corey Schmidt, Manager, Environmental & Development Services (Top Management)

Sara McDougall, Process Compliance Analyst/QMS Representative (PCA/QMS Rep)

The PCA/QMS Rep discussed the following items:

1. Incidents of Regulatory Non-Compliance

- Arthur Drinking Water System and Mount Forest Drinking Water System Annual Ministry of Environment, Conservation & Parks (MECP) inspections received final inspection ratings of 100% for the 17th year in a row.
- There were no non-compliances or best management practice recommendations noted from the inspector.

Action Items

- None

2. Incidents of adverse drinking water tests

- A distribution sample taken from 488 Eliza Street in Arthur on Monday July 22, 2024, had an adverse result of 1 cfu/100mL Total Coliforms. The free chlorine residual of the sample taken was 1.11mg/L and all other sample results (raw & treated wells and distribution) had no Total Coliforms detected. Corrective action was taken and resampling results indicated zero Total Coliforms in all resamples, therefore indicating that the issue was resolved.

Action Items

- None

3. Deviations from Critical Control Points Limits & Response Actions

- There were no deviations from Critical Control Points.

Action Items

- None

4. Efficacy of the Risk Assessment Process

- Risk Assessment Review was completed February 23rd, 2024. The Manager, Lead Head, PCA/QMS Rep and three Water & Sewer Operators attended. Staff reviewed the risk assessment outcome tables for the Arthur DWS and the Mount Forest DWS for currency

and completed the thirty-six month reassessment of the risks. Control measures, Critical Control Points and monitoring procedures were reviewed and discussed by all staff. Recommendations included adding additional control measures for Facility Security under the Control Measures column as all wellhouse doors had upgraded doorknobs, dead bolts and latch guards installed. Also fencing was installed at the Arthur well sites. Response procedures referenced in the Risk Assessment tables have been established and implemented.

Action Items

- None

5. Internal & Third-Party Audit Results

- Over the reporting period there was one internal audit completed April 29th to May 30th, 2024. The audit team was comprised of Corey Schmidt, Darin Schenk, Sara McDougall, Greg McCorquodale and John Wilson. There were no non-conformances identified in this audit.

The auditors noted two opportunities for improvement (OFI):

- ✓ Element 18 Emergency Management
 - ✓ Consider adding Emergency Coverage details listed in Section 11.4 of the Element 11 Personnel Coverage procedure to the Element 18 Emergency Management procedure as well. This item was addressed June 4, 2024.
- ✓ Element 18 Emergency Management
 - ✓ Consider adding the Town of Minto & the Township of Centre Wellington's emergency contact numbers to A18-01 Emergency Contact List. This item was addressed June 12, 2024.
- On August 12th, 2024, an off-site Systems Audit was conducted by Intertek - SAI Global with all pertinent information being sent electronically to the auditor. There were no non-conformities identified during this audit. The auditor noted two positive feedback comments in the report:
 - ✓ Element 4 Quality Management System Representative
 - ✓ Excellent compliance management process is in place whereby monthly forms (F21-02) have been implemented to verify regulated sampling, testing and monitoring activities are carried-out as required.
 - ✓ Element 19 Internal Audits
 - ✓ An excellent internal audit process is in place, with involvement by several internal audit team members in auditing one another's processes and programs over the course of a month.

The auditor noted two opportunities for improvement (OFI):

- ✓ Element 8 Risk Assessment Outcomes
 - ✓ Consider updating references in A8-01 Contact Watermain

Details, dated July 31, 2019, from “Certificates of Approval “ to correct references (MDWL and/or DWWP as applicable).

This item was addressed September 9, 2024.

- ✓ Element 15 Infrastructure Maintenance, Rehabilitation & Renewal
 - ✓ Consider updating F15-04 Watermain Break Report “Public Agency Notifications” section to include dates and times in the case where and agency is notified and/or an advisory is issued – as required by the last four bullets of S.3.2 Documentation for Watermain Maintenance and Repair in the MECP’s Watermain Disinfection Procedure (2020).

This item was addressed September 9, 2024.

- The Township of Wellington North maintains the Certificate of Accreditation effective date November 16, 2023.

Action Items

- **See section 10. Status of Management Action Identified Between Reviews.**

6. Results of Emergency Response Testing

- Pre and Post Chlorine Low Alarms and Diesel Generators are tested monthly.
- On March 27th, 2024, an emergency table-top exercise was completed with the Manager, Lead Hand, PCA/QMS Rep and all Water & Sewer Operators in attendance. The exercise was for staff to respond to a cyber security incident affecting operations. Staff responded to this emergency test effectively.
- On September 19th, 2024, a training session was held by Wellington County Emergency Management for water and wastewater staff within the county and the City of Guelph. All water department staff from the Township of Wellington North participated. Topics presented were Source Water Protection presented by Kyle Davis, Source Water Protection Risk Management Official, Wellington County; Development of MECP procedures for disinfection of storage facilities presented by Sylvain Campbell, MECP; Case Study Centre Wellington sewer collapse, Gerry Atkinson, Manager of Wastewater Services, Paul Dimitroff, Supervisor Wastewater Services, Township of Centre Wellington; and Water and Wastewater Emergency Exercise related to supply shortages affecting water and wastewater operations. This was facilitated by Hurania Melgar, Emergency Manager, Wellington County.
- On October 29th, 2024, a test at Mount Forest Well # 6 was completed to run the well using the inverter generator and Tractor PTO-driven power supply. Operations staff responded and did a full power drop and connected the UPS in the control panel and chlorine pump to the inverter generator and were able to run the well utilizing the New Fendt Tractor PTO.

Action Items

- None

7. Operational Performance

- A leak detection survey was completed between April 1st – 4th, 2024 on the East side of Mount Forest’s water system. One leak was detected on Main Valve 187 (Forest Glen Dr and Church St S) which was repaired by operators.
- In 2024, 219 main valves in Arthur were operated and inspected. There were 2 valves identified with deficiencies that had not been previously identified. They are as follows:
 - ✓ Arthur Main Valve # 15: Smith St @ Spheroid Tower - leaks
 - ✓ Arthur Main Valve # 133: Jones Baseline – upper box is pushed over (repaired by operators on October 1, 2024)

Since the last management review, 4 main valve replacements were completed by operators. They are as follows:

- ✓ Mount Forest Main Valve # 151 Church St @ Birmingham St
 - ✓ Arthur Main Valve # 144 Edward St @ Charles St
 - ✓ Mount Forest Main Valve # 230 Dublin St
 - ✓ Arthur Main Valve # 24 Arthur WWTP 160 Preston St S
- All fire hydrants in Mount Forest and Arthur were inspected for 2024. Mount Forest has 198 hydrants and Arthur has 135 hydrants. There were deficiencies noted in the 2024 inspections that had not been previously identified. They are as follows:
 - ✓ Arthur Hydrant # 133 Colwill Court (Forest View Development) – secondary box is buried, bent and broken, hydrant leaks at flange.
 - ✓ Arthur Hydrant # 119 Dingman St (Cachet Development) – secondary box bent, can’t operate
 - ✓ Arthur Hydrant # 121 Day St (Cachet Development) – secondary box buried.
 - ✓ Arthur Hydrant # 126 Dingman St (Cachet Development) – secondary box needs lowered.
 - ✓ Arthur Hydrant # 129 Waters Way (Cachet Development) – secondary box needs lowered.
 - ✓ Arthur Hydrant # 131 Adelaide St (Cachet Development) – secondary box is bent and needs lowered, port cap does not thread into port.

The Manager commented that these deficiencies do not affect the hydrants from being used and will be corrected by the developers.

Since the last management review, 2 hydrants were replaced. They are as follows:

- ✓ Mount Forest Hydrant # 45 on the corner of Main St N and Durham St W
 - ✓ Mount Forest Hydrant # 86 on Church St, south of Birmingham St
- There was a total of three watermain breaks since the last management review meeting (management review period is from November 23, 2023 to November 6, 2024), 0 in Arthur and 3 in Mount Forest. They were at the following locations:
 - ✓ In front of 205 Church St N
 - ✓ Albert St at Church St S
 - ✓ Church St at Birmingham St E (during planned maintenance, replacement of hydrant 86 and main valve 151)

- There were also six service leaks detected since the last management review meeting (management review period is from November 23, 2023 to November 6, 2024), 1 in Arthur and 5 in Mount Forest.

Four water service repairs were made at the following locations:

- ✓ 160 South Water St, Mount Forest
- ✓ Louise Marshall Hospital, Mount Forest, a leak was detected on the private side of the 100 mm watermain servicing the hospital. This was on private property and repairs were made by the hospital contractor. Wellington North operator on-site to oversee the repair as this is a critical customer.
- ✓ 412 Durham St E, Mount Forest
- ✓ 245 King St E, Mount Forest

Two water service replacements were made at the following locations:

- ✓ Due to condition of water service at 184 Conestoga St N in Arthur, a new PEX service from watermain to service box at property line was installed.
- ✓ Due to a second service leak this past year at 160 South Water St in Mount Forest, a new PEX service from watermain to service box at property line was installed.

Action Items

- None

8. Raw Water Supply & Drinking Water Quality Trends

- No quantity issues in the reporting year.
- There have been no significant changes in raw water quality since the last management review meeting.
- Schedule 23/24 (Organics /Inorganics) samples were collected in Mount Forest in January 2022 and in Arthur in August 2024. All results were within regulatory limits.
- Mount Forest Wells #3 & #5 and Arthur Wells #7b & #8 have elevated levels of sodium. The Aesthetic Objective for sodium is 200 mg/L but must be reported to Ministry of Health (MOH) if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets.

• Sodium Levels in Mount Forest (mg/L)				
Year Sampled	Wells			
	#3	#4	#5	#6
2018	21.3	12.3	61.2	11.7
2023	21.9	12.3	68.8	10.4

Sodium Levels in Arthur (mg/L)		
Year Sampled	Wells	
	#7b	#8
2018	36.6	-----
2020	-----	22.4
2023	36.6	21.5

- The Township falls under three Conservation Authorities, each with a different Source Protection Plan (SPP). All plans have been approved and are currently in effect.
 - Saugeen Valley SPP applies to Mount Forest.
 - Grand River SPP applies to Arthur.
 - Maitland Valley SPP, only education programs apply as there are no municipal wells in the area.

Action Items

- None

9. Follow-up Action Items from Previous Management Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
MECP Inspection Recommendation: Consider including the O'Donnell domestic well to the Well # 7b WHPA and the monitoring well WN-MW1/00 (DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.	PCA/RMO	No	Next SPP update
External Audit OFI: Element 1/Director's Directions: Consideration should be given to updating the Schedule C forms to the latest version (now includes MDWL #'s and secondary contacts).	QMS Rep	Yes	22-Dec-23
External Audit OFI: Element 5: Consider adding MDWL, DWWP, PTTW's to the list of External Documents in Appendix A5-01 and related records to Appendix A5-02, such as: Form 1's, 2's, 3's, Director Notifications, evidence of meeting disinfection requirements prior to placing upgrades or changes into service.	QMS Rep /Manager	Yes	29-Dec-23
External Audit OFI: Element 11: Consider referencing in Operational Plan Element 11 Personnel Coverage to O.Reg. 128/04's new provisions (sections 32-35, enacted Dec. 2021) the regulatory requirements regarding the use of emergency substitute operators, their required competencies, training, records to be retained and reports to be made to the MECP.	QMS Rep /Manager	Yes	1-Mar-24
External Audit OFI: Element 13: Porters should be added to the Essential Supplier list with communications of requirements.	QMS Rep	Yes	28-Dec-23
External Audit OFI: Element 17: Consider reviewing the Pocket Colorimeter Calibration Verification Records (F17-01) to ensure consistent date formats are used. The international format for dates is yyyy-mm-dd.	QMS Rep /Manager	Yes	27-Dec-23

10. Status of Management Action Identified Between Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
Internal Audit OFI: Element 18: Consider adding Emergency Coverage details listed in section 11.4 of the Element 11 Personnel Coverage procedure to the Element 18 Emergency Management procedure as well.	QMS Rep	Yes	4-Jun-24
Internal Audit OFI: Element 18: Consider adding the Town of Minto and the Township of Centre Wellington's emergency contact numbers to A18-01 Emergency Contact List	QMS Rep	Yes	12-Jun-24
External Audit OFI: Element 8: Consider updating references in A18-01 Contact Watermain Details, dated July 31, 2019 from "Certificates of Approval" to correct references (MDWL and/or DWWP as applicable)	QMS Rep/ Manager	Yes	9-Sep-24
External Audit OFI: Element 15: Consider updating F15-04 Watermain Break Report "Public Agency Notifications" section to include dates and times in the case where an agency is notified and/or an advisory is issued – as required by the last four bullets of S.3.2 Documentation for Watermain Maintenance and Repair in the MECP's Watermain Disinfection Procedure (2020).	QMS Rep/ Manager	Yes	9-Sep-24

11. Changes That Could Affect the Quality Management System

- Ongoing and future development in Arthur and Mount Forest will impact legislative requirements, infrastructure needs and staffing. The Operational Plan will require major updates as the Township grows.
- The Ministry is planning to do another update to the Drinking Water Quality Management Standard, version DWQMS 3.0. Once we receive communications from the Ministry, we will look at what has been updated and how that effects our current Operational Plan.
- The Ministry is currently in the process of developing a new Water Storage Facility Disinfection procedure as well as a new Water Treatment Plant Disinfection procedure. Once these procedures are adopted by the Ministry, updates to the Operational Plan will be required.

Action Items

- None

12. Consumer Feedback

- 34 drinking water complaints in the Township of Wellington North since last management review.
- All complaints were resolved by staff in a timely fashion.

Arthur Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Jan 8, 2024	101 Clarke Street	discoloured water
2	Jan 16, 2024	122 George Street	frozen service (private issue)
3	Feb 21, 2024	75 Schmidt Drive	pressure decrease (private issue)
4	Mar 4, 2024	104 Schmidt Drive	discoloured water
5	Mar 28, 2024	107 Walsh Street	discoloured water
6	April 11, 2024	469 Adelaide Street	discoloured water (hydrant flushing in area)
7	June 16, 2024	Berkshire Drive	discoloured water (private development)
8	June 28, 2024	101 Waters Way	discoloured water (private issue, hot water tank)
9	July 4, 2024	133 Day Street	discoloured water (hydrant flushing in area)
10	July 4, 2024	107 Walsh Street	discoloured water (hydrant flushing)
11	July 7, 2024	434 Adelaide Street	discoloured water
12	July 8, 2024	458 Adelaide Street	discoloured water
13	July 9, 2024	441 Adelaide Street	discoloured water
14	July 16, 2024	162 Waters Way	discoloured water (private issue, water softener)
15	July 18, 2024	191 Edward Street	discoloured water
16	Aug 8, 2024	101 Waters Way	discoloured water (private issue)
17	Aug 13, 2024	164 Waters Way	discoloured water
18	Aug 14, 2024	462 Adelaide Street	discoloured water
19	Aug 22, 2024	120 Waters Way	discoloured water
20	Aug 22, 2024	140 Smith Street	pressure decrease (private issue)
21	Aug 27, 2024	136 Waters Way	discoloured water
22	Sep 11, 2024	273 Dingman Street	discoloured water (fire dept using hydrant)
23	Nov 4, 2024	209 Dingman Street	odour (newly occupied home, no odour detected by operator or homeowner at the time of appointment)

Mount Forest Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Feb 6, 2024	405 Albert Street	pressure decrease (watermain break on Albert Street)
2	Feb 6, 2024	321 Birmingham St W	pressure decrease (private service leak)
3	April 25, 2024	218 Industrial Drive	odour (hot water, private issue)
4	April 26, 2024	361 Church Street South	discoloured water (hydrant flushing in area)
5	July 11, 2024	Corner of Fergus St N and Durham St E	discoloured water (hydrant flushing in area)
6	Aug 14, 2024	268 Fergus Street South	discoloured water (watermain break on Church St at Birmingham St E)
7	Aug 14, 2024	105 Ronnies Way	discoloured water (watermain break on Church St at Birmingham St E)
8	Aug 15, 2024	280 Egremont Street South	discoloured water (hydrant flushing in area)
9	Aug 15, 2024	378 Peel Street	discoloured water (hydrant flushing in area)
10	Oct 7, 2024	425 Wellington Street East	pressure decrease (private issue)
11	Oct 9, 2024	160 South Water Street	water quality

Action Items

- None

13. Resources Needed to Maintain the QMS

- Currently staff resources needed to maintain the DWQMS are felt to be adequate.
- The majority of water department staff has been trained to conduct internal audits.
- The Municipal Water Wastewater Resource Committee (MWWRC) is an online group that provides resources and help with the DWQMS.

Action Items

- ✓ None

14. Results of the Infrastructure Review

This review was completed on September 30, 2024 (infrastructure review period is from October 24, 2023 to September 30, 2024) and the following items were reviewed:

Infrastructure review meeting minutes from the previous year;

List of reconstruction projects/new development since the last review;

Arthur:

- ✓ 3 new 19mm PEX water services were installed at 72 Francis St W for two future semi units (one water service was pre-existing).
- ✓ Forest View Estates Development:
 - New 150mm diameter DR18 PVC watermain and appurtenances were installed for Forest View Estates subdivision.
 - 26 new 19mm PEX water services were installed.
 - 1 new 150mm capped stub for future apartment block was installed.
- ✓ Smith Street Reconstruction:
 - 2 new 19mm PEX water services were installed at 326 Smith Street for a semi unit.
 - Water services at 320 & 330 Smith Street were replaced with new 19mm PEX water services due to freezing in the past.

Mount Forest:

- ✓ 1 new 19mm PEX water service was installed at 362 Fergus St N.
- ✓ The existing 19mm water service was replaced with a new 40mm PEX water service at 360 Cork St.
- ✓ Fergus Street Reconstruction:
 - Existing 100 mm diameter cast iron watermain on Fergus Street between Wellington Street and Birmingham Street was replaced with new 150mm diameter DR18 PVC watermain and appurtenances.
 - All existing water services to property line were replaced with new PEX water services.
- ✓ 2 new 19mm PEX water services were installed as an addition to the Jack's Way development.
- ✓ 1 new 19mm PEX water service was installed at 409 Durham St W.
- ✓ The existing 19mm water service was replaced with a new 150mm diameter DR18 PVC water service at 440 Wellington St E for a private condominium development.
- ✓ 2 new 19mm PEX water services were installed at 360 Wellington St E for a future four plex (two services were pre-existing).

- ✓ 1 new 19mm PEX water service was installed at 243 Egremont St S. The water service at 245 Egremont St S was pre-existing.
- ✓ 2 water services for the Mount Forest Pool at Grant St/Parkside Dr were abandoned.

Water Tower maintenance, rehabilitation or renewal activities;

- ✓ The Arthur Spheroid Tower was cleaned and inspected in 2024.
Recommendations are as follows:
 - Exterior – Given the thickness of the coatings and the poor inter-coat adhesion because of different types of paint applied over the years, it would not be advisable to overcoat this structure, although touch-ups can be carried out periodically. When the exterior paint has been deemed unacceptable from a cosmetic standpoint, a full removal and replacement will be necessary. This would require complete enclosure and hoarding.
 - Interior – The interior liner is nearing the end of its useful life and plans should be made to completely remove and replace the lining within a 2-4 year period. It would be most cost efficient to plan the exterior coatings replacement at the same time as the interior lining replacement.
Postponing beyond this timeframe will significantly increase the possibility of structural degradation.
- ✓ No maintenance activities were completed at the Mount Forest Standpipe or Arthur Multi-Leg Tower since the last infrastructure review.

Production Wells/Pump House maintenance, rehabilitation or renewal activities;

- In November 2023, International Water Supply was onsite at Mount Forest Well # 6 to complete well/pump inspection, step test pump, cleaning and inspect pumping equipment, pre and post cleaning video inspection, wire brush cleaning and air lift debris. Maintenance work was completed following the inspection as recommended.
- In 2024, International Water Supply was onsite at Mount Forest Well # 4 to complete well/pump inspection, step test pump, cleaning and inspect pumping equipment, pre and post cleaning video inspection. Maintenance work was completed following the inspection as recommended and the existing 30HP motor was replaced with a new 30HP motor on the turbine shaft well pump.
- No major maintenance activities were completed at Mount Forest Well # 3 or Well # 5 and Arthur Well # 7b or Well # 8a & 8b since the last infrastructure review.

Annual Arthur and Mount Forest Well Inspections Report;

- ✓ The most recent inspection was conducted on December 6, 2023.
Recommendations were for the Township to continue to sample raw water from Mount Forest Well # 5 and test for Chloride and Sodium annually to monitor any changes or trends and to ensure all desiccants contained in each GE Druck Transducer Sensor Termination Enclosure Box are replaced or dried to prevent moisture from damaging the transducer electronics.

SCADA/Communications maintenance, rehabilitation or renewal activities;

- ✓ Eramosa Engineering is performing quarterly patching on the SCADA software to ensure the system is current.
- ✓ Eramosa Engineering completes maintenance and minor upgrades to the SCADA as requested by Operational staff.
- ✓ A new Historian is recommended as the current one has reached end of life.

Leak Detection Program;

- ✓ Leak detection was completed in on the East Side of Mount Forest between April 1st – April 4th, 2024 (see section 7 Operational Performance for further details).

Main Valves maintenance and inspection records;

- ✓ 219 main valves in Arthur were operated and inspected in 2024 (see section 7 Operational Performance for further details).

Hydrant maintenance and inspection records;

- ✓ All fire hydrants in Mount Forest and Arthur were inspected in 2024 (see section 7 Operational Performance for further details).

Watermain/Service Leak Repairs since the last review;

- ✓ There was a total of three watermain breaks since the last infrastructure review meeting (infrastructure review period is from October 24, 2023 to September 30, 2024), 0 in Arthur and 3 in Mount Forest. There was also a total of 5 service leak repairs and 1 replacement since the last infrastructure review meeting. (see section 7 Operational Performance for further details).

List of approximate age of watermains;

- ✓ Arthur and Mount Forest Distribution System maps were redesigned in 2020 as part of the technical updates. These maps are updated annually as changes to the system occur.

Risk Assessment Outcomes;

- ✓ The Manager, PCA and Water & Sewer Lead Hand and Senior Project Manager identified recent changes related to the risk assessment in 2024:
 - SCADA Patching to enhance security.
 - Reconstruction Projects to reduce watermain breaks and service leaks in the distribution system which ensures a consistent supply of drinking water to residents.
 - Valve, Hydrant and Secondary Valve replacements to ensure the infrastructure in the distribution system is adequate for unplanned maintenance and fire fighting purposes.
 - Groundwater modeling to provide additional knowledge for Source Water Protection.

Township of Wellington North O.Reg 453/07 Financial Plan

- ✓ The Water and Wastewater Rate Study and Financial Plan updated in 2020 was reviewed and the following items identified in the Capital Forecast were commented on:
- ✓ The following projects are being recommended:
 - John Street Reconstruction (Waterloo Street to Queen Street) (2025)

- Fergus Street Reconstruction (Birmingham Street to Durham Street) (2025)
 - Engineering for Clarke Street Reconstruction (Mid-Block to Domville Street), Adelaide Street Reconstruction (Clarke Street to Conestoga Street) and Fergus Street Reconstruction (Durham Street to Sligo Road) are in progress.
 - Master Study Update (2025)
 - Water & Sewer Rate Study (2025)
 - 2017 Ford 150 Replacement (2025)
 - ✓ The following projects are being deferred:
 - Arthur Spheroid Rehabilitation (dependent on the results of the Class EA currently in progress)
 - South Water Street Reconstruction
 - Walton Street (Clarke Street to Tucker Street)
 - Edward Street Reconstruction (Frederick Street to Charles Street)
 - ✓ The following growth-related projects are being recommended:
 - Draper Street (Eliza Street to Anderson Street) (2025)
 - Anderson Street (Draper Street to Farrell Lane) (2025)
 - ✓ The following growth-related projects are being deferred:
 - Wells Street (Domville Street to Macauley Street)
 - Eliza Street (Macauley Street to Tucker Street)
 - Trunk Watermain, Existing System to new Elevated Tank
 - Sligo Road Reconstruction (Church Street to London Road)
 - London Road Reconstruction (Sligo Road to Durham Street)
 - Coral Lea Drive (Main Street to Westerly)
 - Internal Road – Industrial Park (Coral Lea Drive to Industrial Drive)
 - New Arthur Water Tower (dependent on the results of the class EA currently in progress)
 - Arthur Water Supply (dependent on the results of the Class EA currently in progress)
 - ✓ Outcomes of the Infrastructure Review
- The following are the outcomes of the review being recommended:
- John Street Reconstruction (Waterloo Street to Queen Street West) (2025)
 - Fergus Street Reconstruction (Birmingham Street to Durham Street) (2025)
 - Draper Street Construction (Eliza Street to Anderson Avenue) (2025)
 - Anderson Avenue Construction (Draper Street to Gordon Avenue) (2025)
 - Engineering for Clarke Street Reconstruction (Mid-Block to Domville Street), Adelaide Street Reconstruction (Clarke Street to Conestoga Street) and Fergus Street Reconstruction (Durham Street to Sligo Road) are in progress.
 - Mount Forest Well # 3 Well Casing Liner Installation is still in progress.

- Phase 2 of the Arthur and Mount Forest Ground Water Modeling Update project (2025)
- Historian Replacement (2025)
- Master Study Update (2025)
- Water & Sewer Rate Study and Financial Plan Update (2025)
- 2017 Ford F150 Replacement (2025)
- Engineering design for Newfoundland Street Reconstruction (Wellington Street East to King Street East) and Durham Street East (Main Street North to Fergus Street North) (2025)

Action Items

- None

15. Operational Plan Currency, Content and Updates

- The operational plan is updated whenever necessary changes are required to be made.
- The content is reviewed on an annual basis for currency.
- The last revisions were completed September 13, 2024.

Action Items

- None

16. Staff Suggestions

- Staff suggestions are on-going throughout the year, if a change is needed in the Operational Plan, staff are directed to complete a change request form, and that process is followed to make the change.

Action Items

- None

Meeting adjourned at 11:00am



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2024-12-02

MEETING TYPE: Open

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT #: CLK 2024-029

REPORT TITLE: Cemetery signage and repair update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2024-029 cemetery signage and repair update.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

CLK 2024-030 cemetery hours of operation

CLK 2024-026 cemetery by-law

CLK 2024-017 cemetery maintenance update

CLK 2024-006 cemetery full cost recovery;

CLK 2024-002 Cemetery full cost recovery

CLK 2023-037 Cemetery fees and charges

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

CLK 2021-017 Cemetery fees and charges

CLK 2017-037 Mount Forest Cemetery By-law

BACKGROUND

In August, 2023, the main entrance to the Mount Forest cemetery was damaged by an unknown vehicle/individual. One of the four cement pillars was damaged as well as the metal sign that reads "Mount Forest Cemetery". In consultation with the Cultural Roundtable, Council authorized a new sign to be purchased and erected with the old sign to be refurbished and erected at the entrance closest to the chapel. Additionally, repairs to the raised flowerbed, dedicated to Charles V McKeller, were authorized.

ANALYSIS

The new signage and repaired raised bed, together with the new columbarium located at the front of the cemetery makes the site very visibly appealing.

CONSULTATION

Cemetery superintendent

FINANCIAL CONSIDERATIONS

The work on the new and existing sign and raised bed was included in the 2024 budget and amounts to \$9,748.00. Significant cost savings were achieved as much of the work in installing the signs, pouring cement, etc. was done in house by public works.

ATTACHMENTS

Appendix 1 – pictures of signage and raised bed

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

Schedule A



New Gate



New Gate



Raised Bed



“Old” sign installed at Chapel entrance



WELLINGTON NORTH
SEMPER PORRO

NOTICE OF COUNCIL MEETING TO CONSIDER THE 2025 BUDGET

The Township of Wellington North will be considering the 2025 Budget at their meeting on December 16, 2024. The meeting will commence at 7.00 p.m. via ZOOM or in person at the Kenilworth municipal office.

You can remotely join the meeting [December 16, 2024 Budget](#)

Webinar ID: 851 0917 5262

Or join by phone: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Jerry Idialu, Treasurer
Township of Wellington North
7490 Sideroad 7 West
Kenilworth, Ontario N0G 2E0

Dated November 12, 2024

November 25, 2024

Dear Municipal Council Members,

Enclosed is the 2025 Draft Budget for Saugeen Valley Conservation Authority (SVCA). The draft aligns with SVCA's programs and services inventory, and the requirements of the Conservation Authorities Act. It highlights key priorities such as natural hazard management, investing in capital assets, and ensuring compliance with legislative mandates.

This draft proposes an overall municipal levy increase of \$463,864 from the 2024 allocation. Please refer to page 2, to view the cost apportionment calculation for your specific municipality.

The adjustments in this budget primarily reflect SVCA Board-approved directives regarding the salary review and pay policy to align the Authority with current industry practices. In addition, significant reductions were undertaken in operational costs across the Administration, Environmental Planning & Regulations, Flood Forecasting & Warning, and Water Resources Management sectors. Capital expenditures within the Motor Pool budget have also been reduced to minimize the impact on the municipal levy for this year.

The development fee freeze imposed by the province in 2022 is expected to continue into 2025. However, should any changes to this freeze occur, SVCA may revisit the 2025 budget to ensure alignment with updated legislation. Additionally, a cost-of-living adjustment (COLA) may be applied to maintain operational sustainability.

At the next meeting of the SVCA Board of Directors, they will discuss final approval of the 2025 draft budget. While this draft budget is intended for circulation amongst watershed councils, it's important to clarify that, through the Conservation Authorities Act, there's no need for a by-law or motion.

SVCA remains committed to working collaboratively with its municipal partners to protect and enhance our shared watershed. We welcome the opportunity to present the draft budget to your respective councils upon request.

Sincerely,



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

Encl: 2025 Draft SVCA Budget

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

2025 Saugeen Valley Conservation Authority Budget

Category of Program or Service – Summary	Levy	Self Generated	Reserves	Cost Apportioning	Special Levy	Other
Category 1: Mandatory Programs and Services	\$2,785,664	\$1,153,576	\$290,205	\$0	\$250,502	\$253,950
Category 2: Non-mandated program or service delivered to municipality through an agreement	\$0	\$0	\$0	\$0	\$0	\$0
Category 3: Programs and services are cost-apportioned with municipalities	\$0	\$1,298,200	\$449,200	\$111,113	\$0	\$0
TOTAL	\$2,785,664	\$2,451,776	\$739,405	\$111,113	\$250,502	\$253,950
TOTAL 2025 BUDGET	\$6,592,410					

2025 Budget by Municipality

Municipality	2024 Levy	2025 Levy	Levy \$ Change	Assessment % Change	Levy % Change	2025 Cost Apportioning
Municipality of Arran-Elderslie	\$57,817	\$69,251	\$11,434	2.07%	17.71%	\$2,762
Municipality of Brockton	\$199,326	\$239,920	\$40,594	2.57%	17.80%	\$9,570
Township of Chatsworth	\$68,978	\$81,860	\$12,882	1.13%	17.55%	\$3,265
Municipality of Grey Highlands	\$100,110	\$119,901	\$19,791	2.06%	17.71%	\$4,783
Town of Hanover	\$150,613	\$179,831	\$29,218	1.75%	17.65%	\$7,173
Township of Howick	\$6,216	\$7,356	\$1,140	0.84%	17.49%	\$293
Township of Huron-Kinloss	\$128,710	\$154,952	\$26,242	2.59%	17.80%	\$6,181
Municipality of Kincardine	\$404,192	\$480,746	\$76,554	1.35%	17.59%	\$19,176
Town of Minto	\$63,151	\$77,038	\$13,887	3.95%	18.04%	\$3,073
Municipality of Morris-Turnberry	\$4,425	\$5,201	\$776	0.16%	17.37%	\$207
Town of Saugeen Shores	\$490,290	\$594,050	\$103,760	3.25%	17.91%	\$23,695
Municipality of South Bruce	\$113,252	\$134,147	\$20,895	0.94%	17.51%	\$5,351
Township of Southgate	\$165,185	\$202,843	\$37,658	4.64%	18.16%	\$8,091
Township of Wellington North	\$91,182	\$109,253	\$18,071	2.10%	17.72%	\$4,358
Municipality of West Grey	\$278,353	\$329,317	\$50,964	2.36%	15.94%	\$13,136
TOTAL	\$2,321,800	\$2,785,664	\$463,864	2.12%	17.60%	\$111,114

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

BY-LAW NUMBER 101-2024

BEING A BY-LAW TO AMEND BY-LAW 135-2022 BEING A BY-LAW TO APPOINT MEMBERS TO THE MOUNT FOREST BUSINESS IMPROVEMENT AREA BOARD OF DIRECTORS

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

1. **THAT** By-law 135-2022 be amended by appointing Erin Kiers to the Mount Forest Business Improvement Area Board of Directors for the 2022-2026 term.
2. **THAT** the Mayor and the Clerk are hereby authorized and directed to sign the appointment by-law.
3. **THAT** this By-law shall come into effect on passage.

READ AND PASSED THIS 2ND DAY OF DECEMBER 2024.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 102-2024

BEING A BY-LAW TO REGULATE AND PROVIDE FOR THE KEEPING, CONTROL AND LICENSING OF DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH AND REPEAL BY-LAW 004-2017

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

1. DEFINITIONS

- 1.1 **Animal Control Officer** - shall mean the person or persons appointed by the Council to enforce this By-law and includes the person appointed by the Township to control dogs and any servants or agents of such person, any peace officer having jurisdiction within the Township.
- 1.2 **Assistance Dog** – shall mean Guide, Hearing or Service Dog.
- 1.3 **At Large** – shall mean the location of a Dog when it is found in any place other than the premises of the Owner of the Dog and not under the control of any person;
- 1.4 **Council** means the Council of The Corporation of the Township of Wellington North.
- 1.5 **Dog** - shall mean any domestic dog which is over twelve (12) weeks of age;
- 1.6 **Farm Dog** - shall mean a dog which is actively herding farm animals, such as cattle or sheep and such Dog is under the control of its Owner;
- 1.7 **Guide Dog** - shall mean a Dog trained as a guide for a disabled person and having the qualifications prescribed by the regulations to the Blind Persons' Rights Act, R.S.O. 1990, c.B.7, or having certification by Hearing Ear Dogs of Canada or Special Skills Dogs of Canada;
- 1.8 **Hunting Dog** - shall mean a Dog properly licensed through the Ministry of Natural Resources for the purpose of hunting coyotes, raccoons and water fowl while hunting pursuant to the Provincial regulations;
- 1.9 **Livestock Guardian Dog- (LGD)**- shall mean a dog that is a dog type bred for the purpose of protecting livestock from predators.
- 1.10 **Owner** - shall mean any person, group of persons, partnership or corporation who or which possesses or harbours a dog; the words "own", "owns" or "owned", shall

have a corresponding meaning, and shall include a person or persons who are temporarily the keeper of dogs; and where the Owner is a minor, shall include the person or persons having the custody of the minor;

- 1.11 **Police Working Dog** - shall mean a Dog trained to aid Law Enforcement Officers and which Dog is actually being used for Police Work purposes for the protection of the public, including the investigation of crime and the apprehension of law violators;
- 1.12 **Pound** - includes a veterinary facility or other place(s) designated by resolution of the Council of the Township;
- 1.13 **Pound Fee** includes any daily charge that may be collected by the operator of a Pound;
- 1.14 **Pound Keeper** - shall mean the person, or persons, or agency that act as keeper of the Pound;
- 1.15 **Township** - shall mean The Corporation of the Township of Wellington North

2. IDENTIFICATION OF A DOG

- 2.1 An owner shall at all times ensure their dog wearing a collar with contact information of the owner.
- 2.2 Despite section 2.1, an owner may also wish to microchip or tattoo their dog, at their own expense.

3. DOGS RUNNING AT LARGE

- 3.1 Every owner shall keep his or her dog under restraint at all times.
- 3.2 No person shall allow a dog to run at large in the Township.
- 3.3 A dog shall not be considered running at large if it is actively engaged in the performance of its trained duties and,
- 3.3.1 a Police working dog
 - 3.3.2 a hunting dog
 - 3.3.3 an assistance dog
 - 3.3.4 a farm dog
 - 3.3.5 a livestock guardian dog
- 3.4 Any dog found running at large may be seized and impounded by an Animal Control Officer regardless of identification.

- 3.5 An Animal Control Officer may enter on any public property, or private property with the consent of the owner or tenant, for the purpose of capturing any dog running at large.

4. IMPOUNDMENT

- 4.1 It shall be the duty of the Animal Control Officer to respond to calls regarding dogs running at large and:
- 4.1.1 return them to the owner through identification by microchip, tattoo, personalized collar with identification of owner thereon at the expense of the owner.
 - 4.1.2 if no records exist or the owner cannot immediately be identified the dog shall be impounded at the expense of the owner.
- 4.2 The owner of every dog impounded, if known, whether or not the dog is claimed by the owner from the pound, shall be liable for the payment of the pound fee, the boarding fee, and any euthanasia and disposal fees applicable, and shall pay all fees on demand to the Township.
- 4.3 Where at the end of seventy-two (72) hours after being impounded, exclusive of Sundays and holidays and the day of impoundment, possession of the dog has not been restored to the owner, the operator of the pound may dispose of the dog in accordance with the provisions of the *Animals for Research Act*, R.S.O. 1990, c. A. 22, as amended.
- 4.4 No dog shall be returned to its owner until all impound and boarding fees are paid in full.
- 4.5 Where a dog is seized and impounded, is injured or should be destroyed without delay for humane reasons, or for the safety of persons or animals, an Animal Control Officer may dispose of, or have the dog disposed of as soon after seizure as deemed fit, in a humane manner without permitting any person to reclaim the dog or animal or without offering it for sale and in that event no damages or compensation shall be recoverable on account of its disposition.
- 4.6 Where a dog is alleged to have bitten any person or domestic animal, such dog may be impounded and held by the pound until proceedings under the:
- 4.6.1 *Dog Owners' Liability Act*, R.S.O. 1990, c. D. 16, as amended, have been followed, provided that no dog shall be so impounded or held for a period in excess of twenty-one (21) days unless otherwise ordered by a court of competent jurisdiction; or

4.6.2 under the provisions of this by-law.

5. SERVING NOTICES

- 5.1 Any notices served by an Animal Control Officer or requests for hearings made by an owner pursuant to this By-law, shall be provided by hand delivery or prepaid registered mail and, in the event of service by prepaid registered mail, shall be deemed received on the fifth (5th) day after the date of mailing.

6. FAILURE TO COMPLY AND COST RECOVERY

- 6.1 The Township, its agents and servants, and any Animal Control Officer shall not be liable for damages or compensation for any dog injured or killed under the provisions of this By-law and no such damages or compensation shall be paid to any person.
- 6.2 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Township may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.
- 6.3 In accordance with section 446 of the *Municipal Act, 2001* the Township may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.
- 6.4 For the purpose of subsection 6.3, interest shall be calculated for the period commencing the day the Township incurs the costs and ending on the day the costs including the interest are paid in full.
- 6.5 The amount the Township's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

7. PENALTY PROVISIONS

- 7.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the Municipal Act and all contraventions of this by-law are designated as continuing offences.
- 7.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250) and a maximum fine of Twenty-Five

Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.

- 7.3 Notwithstanding section 7.2, every person who is convicted of an offence is liable to a set fine pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.
- 7.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, including any extension of time for payment ordered under that section, the Township may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.
- 7.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.
- 7.6 In accordance with section 441 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Township for which all of the owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

8. SEVERABILITY

- 8.1 If any section, subsection, clause, paragraph or provision of this By-law is found by any Court of competent jurisdiction to be invalid or beyond the powers of the Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all other sections or parts of this By-law shall be deemed to be separate and independent there from and are enacted as such.

9. REPEAL SECTION

- 9.1 This by-law will come into force and effect on January 1, 2025.
- 9.2 Notwithstanding section 9.1, the set fines referred in section 7.3 above will come into force and effect upon the final approval of the set fines schedule by the Chief Justice, or designate, of the Ontario Court of Justice pursuant to Part 1 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended. The set fines schedule, as approved, is attached hereto as Schedule "A" and forms part of this by-law.

- 9.3 By-law number 004-17 of the Township and all by-laws amending the same and any other by-law inconsistent with the provisions of this by-law are hereby repealed on the date this by-law comes into force and effect.

READ AND PASSED THIS 2ND DAY OF DECEMBER, 2024.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

The Corporation of the County of Wellington

**By-law 102-2024
Short Form Wordings and Schedule of Fines
Part I Provincial Offences Act**

Item	Short Form wording	Provision Creating or Defining Offence	Set Fine
1.	Owning or harbouring a dog without affixing a collar with contact information	Section 2.1	\$100.00
2.	Allowing a dog to run at large	Section 3.2	\$100.00

Note: The penalty provision for the offences indicated above is Section 7.3 of By-law No. 102-2024, a certified copy of which has been filed.

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

BY-LAW NUMBER 103-2024

**BEING A BY-LAW TO AMEND BY-LAW NUMBER 083-2024
BEING A BY-LAW TO ESTABLISH FEES AND CHARGES FOR
VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY**

WHEREAS the Township of Wellington North wishes to amend fees and charges By-law 083-2024

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH
ENACTS AS FOLLOWS:**

1. **THAT** the Schedules B and F in By-law 083-2024 be replaced by the Schedules attached to this by-law as Schedule A and B

READ AND PASSED THIS 2ND DAY OF DECEMBER, 2024.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A

Section "B" Building Department

SECTION NO.	DESCRIPTION	2025 FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B)		
	a) New construction	0.94	\$360
	b) Renovation/alteration less than 500 Sq. Ft.	0.00	\$360
	c) Renovation/alteration greater than 500 Sq. Ft.	0.45	\$360
1.2	Residential Occupancies (Group C) New Construction	FLAT RATE (includes \$360.00 admin fee)	
	a) Single family detached		\$3,300
	b) Semi-detached/Row-house per unit		\$2,300
	c) Apartment per unit		\$1,300
1.3	Residential Occupancies (Group C) Addition/Renovation		
	a) New construction	0.94	\$360
	b) Basement with ceiling height \geq 6'-11" (2,100 mm)	0.33	\$360
	c) Renovation/alteration less than 500 Sq. Ft.	0.00	\$360
	d) Renovation/alteration greater than 500 Sq. Ft.	0.33	\$360
	e) Attached garage or carport	0.40	\$360
	f) Detached garage or carport	0.40	\$360
	g) Accessory building	0.20	\$230
	h) Deck/porch/veranda	0.20	\$230
1.4	Business and Mercantile Occupancies (Group D & E)		
	a) New construction	0.94	\$360
	b) Renovation/alteration less than 500 Sq. Ft.	0.00	\$360
	c) Renovation/alteration greater than 500 Sq. Ft.	0.40	\$360
1.5	Industrial Occupancies (Group F)		
	a) New construction	0.54	\$360
	b) Renovation/alteration less than 500 Sq. Ft.	0.00	\$360
	c) Renovation/alteration greater than 500 Sq. Ft.	0.40	\$360
1.6	Agricultural and Farm Building		
	a) New livestock/Ag processing buildings and additions	0.32	\$360
	b) Livestock renovations	0.02	\$360
	c) Sheds/shops	0.18	\$360
	d) Quonset/economy structure	0.12	\$230
	e) Silos/grain bins	0.05	\$230
	f) Manure storage or Pit silos		
	i. Uncovered	0.05	\$230
	ii. Covered	0.12	\$230
iii. Roof over existing	0.07	\$230	
1.7	Temporary Structure		
	a) Portables, meteorological towers, etc.		\$360
	b) Special occasion tent		\$230
1.8	Septic Systems		
	a) All classes, new or replacement		\$620
	b) Tank replacement		\$230
	c) Leaching bed replacement		\$490
1.9	Commercial Wind Turbines	\$360 admin. plus \$61 per \$1,000 of const. value	

2	Buildings or Structures that do not fit elsewhere in this Schedule	\$360 admin. plus \$14 per \$1,000 of const. value	
3	Demolition Permit		
	a) Class "A"	\$230	
	b) Class "B"	\$620	
4	Conditional Permit		
	Full permit fee as calculated under Section 1. Additional permit security may be required. Designated Structure the same as Section 1.	\$360	
5	Transfer permit	\$360	
6	Change of Use (no construction)	\$230	
7	Reapplication	\$230	
8	Inspection of wood burning appliance installation	\$230	
9	Pool Enclosure Fence	\$230	
10	L.L.B.O. inspections and letters for occupant loads	\$230	
11	Certificate of Compliance – Building and Zoning	\$100	
12	Works Damage/Lot Grading/C.C.T.V./Tree/Apron	Deposit	Fee
		\$1,900.00	\$100.00

NOTE TO SCHEDULE

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

SCHEDULE B

Schedule "F" PLANNING

DESCRIPTION	2025 FEE	
Committee of Adjustment – Minor Variance	\$2,575.00	
Zoning Amendment	\$10,300.00	
Holding Zone Removal By-law	\$1,030.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,030.00	
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements	\$250.00	
Part Lot Control	\$1,030.00	
Clearances for Severance Conditions	\$250.00	
Cash in Lieu of Parkland	\$7,500.00 per unit	
Fee for services provided by Municipal employees	\$125.00 (per hour, per employee)	
Copy of Zoning By-law	\$50.00	
	ADMINISTRATION (non-refundable)	DEPOSIT (refundable)
Plan of Subdivision or Condominium		under 100 units \$15,000.00
New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$10,300.00	100-300 units \$30,000.00 over 300 units \$40,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	\$6,180.00	\$5,000.00
Site Plan Control Approval and Agreement Minor	\$2,060.00	\$3,500.00
Site Plan Control Approval and Agreement Complex	\$3,090.00	\$7,500.00
Site Plan Control Amendments	\$309.00	\$1,000.00
Development Agreement	\$2,060.00	\$5,000.00
Condominium Agreement	\$2,060.00	\$5,000.00
Pre-consult	\$515.00	Deposit required as listed above for corresponding application
Pre-servicing Application	\$2,060.00	\$7,500.00
Site Alteration Application	\$2,060.00	\$7,500.00
Site Alteration Application - Major	\$4,120.00	\$20,000.00

Deposits

- Deposits less the disbursement fees and third party fees will be refunded. upon final disposition of the planning application, including all appeals related thereto.

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

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 104-2024

BEING A BY-LAW TO AMEND BY-LAW 046-17 BEING A BY-LAW TO PROVIDE FOR THE OPERATION AND LICENSING OF KENNELS IN THE TOWNSHIP OF WELLINGTON NORTH.

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary amend By-law 046-17, a by-law to provide for the establishment of and licensing kennels.

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

By removing the following:

- 1.1 **Pound** - includes a veterinary facility or other place(s) designated by resolution of the Council of the Municipality;
- 1.2 **Pound Fee** includes any daily charge that may be collected by the operator of a pound;
- 1.3 **Pound Keeper** - shall mean the person, or persons, or agency that act as keeper of the pound;
- 2.6 No person shall use a tag on a dog other than the dog for which such tag is issued.

By inserting the following

3. **INSPECTION FEES**

- 3.1 Every person who owns or operates a kennel shall pay all inspection fees at their own expense.

READ AND PAST THIS 2ND DAY OF DECEMBER, 2024.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 105-2024

**BEING A BY-LAW TO AUTHORIZE THE SALE OF REAL PROPERTY PT
LT 13 CON WOSR DIVISION 1 & 2 ARTHUR TWP, PT 12, 61R8621;
WELLINGTON NORTH; T/W DN22899, RO666049, RO723376, RO724277
AND REPEAL BY-LAW 013-2023**

PIN: 71077-0265 (LT)

WHEREAS it is deemed to be in the best interests of The Corporation of the Township of Wellington North to convey the following lands:

**PART LOT 13 Concession WOSR Division 1 & 2 Arthur Twp, Part 12,
61R 8621; Wellington North; t/w DN22899, RO666049, RO723376,
RO724277**

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

1. The lands are hereby declared surplus to the needs of the municipality.
2. The corporation is authorized to enter into an Agreement of Purchase and Sale agreement with 2548713 Ontario Inc. in the form of the draft attached as Schedule "A" for the sale of the lands.
3. The Mayor and the Clerk are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.
4. That By-law 013-2023 is hereby repealed.

READ AND PASSED THIS 2ND DAY OF DECEMBER, 2024

**_____
ANDREW LENNOX, MAYOR**

**_____
KARREN WALLACE, CLERK**

AGREEMENT OF PURCHASE AND SALE (the "Agreement" or "APS")
this ____ day of December, 2024.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the "Vendor")

-and-

2548713 ONTARIO INC.

(the "Purchaser")

WHEREAS the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Property");

NOW THEREFORE IN CONSIDERATION of the mutual covenants and premises in this Agreement, the parties agree as follows:

SECTION I
GENERAL

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of this Agreement.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a total Purchase Price of Six Hundred, Seventy Thousand Dollars (\$670,000.00) to the Vendor. The Purchase Price shall be paid as follows:
 - (a) Ten Thousand Dollars (\$10,000) is payable by the Purchaser by certified cheque upon execution of this Agreement, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if this Agreement is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser; and
 - (b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque.

SECTION II
PURCHASE OF PROPERTY

3. Deed
 - (a) The Vendor agrees to deed or transfer the Property to the Purchaser subject to the terms of this Agreement.
4. Completion Date
 - (a) The closing of this transaction shall be December 20, 2024 or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor acknowledges that it has the right and authority to sell the Property.

5. Council Approval

- (a) This transaction is subject to compliance with Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void and the deposit returned without interest or deduction.

6. Documents, Reports and Information

- (a) The Vendor will produce and deliver to the Purchaser within thirty (30) days of the execution of the APS any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

**SECTION III
CONDITIONS, REPRESENTATIONS AND WARRANTIES**

7. “As Is” Condition

- (a) The Purchaser acknowledges that it is acquiring the Property in an “as is” condition and that it must satisfy itself within thirty (30) days of the execution of the APS regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser’s proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Property. The Purchaser agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this Agreement shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to this Agreement, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser’s sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.
- (b) The Purchaser acknowledges and covenants that the Subject Property is zoned for Agricultural Site Specific (A-114), pursuant to By-Law Number 010-23. For greater certainty, residential use will not be permitted on the Subject Property. This provision shall survive closing.
- (c) The Purchaser acknowledges that a building permit is conditional on an approved site plan and may be subject to permits from applicable agencies.

8. Investigation by the Purchaser

- (a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon the execution by the parties of this APS, and subject to any conditions herein, there shall be a binding agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

- (b) The Purchaser must satisfy itself and confirm within 45 days of the execution of this agreement of:
 - (i) confirmation from the MTO, that a suitable commercial entrance permit is available; and,
 - (ii) confirmation of a satisfactory D4 study due to the abutting property landfill use.
- 9. Future Use
 - (a) The Vendor and the Purchaser agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this Agreement.
- 10. Development Covenants and Restrictions
 - (a) The Property shall be subject to the development covenants and restrictions more particularly set out in Schedule “B” attached to this APS, which shall survive the completion of this transaction and run with the Property. The development covenants and restrictions shall be registered on title by the Vendor and the cost of registration shall be at the expense of the Purchaser. In the event that the said covenants and restrictions are not registered on title to the Property on or before closing, the Purchaser covenants and agrees to consent to the registration of the covenants and restrictions after closing. The Purchaser agrees that it shall not transfer, assign its rights, interests, liabilities and obligations under this Agreement or to the Property without first ensuring that the proposed assignee or transferee has entered into an assumption agreement in a form satisfactory to the Vendor, acting reasonably, requiring the assignee or transferee to be bound by all of the terms and conditions of this Agreement. In the event of such assignment, the Purchaser’s rights, interests, liabilities and obligations hereunder is released and discharged from any and all liabilities and obligations arising under and pursuant to this Agreement.
- 11. Property Not for Resale
 - (a) The Purchaser covenants that it is purchasing the Property for the construction of a building and not for resale purposes.

**SECTION IV
PRIOR TO COMPLETION DATE**

- 12. Purchaser May Inspect the Property
 - (a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and the buildings as frequently as is reasonably necessary between the date of acceptance hereof and the Completion Date at reasonable times and upon reasonable notice to the Vendor.
- 13. Insurance
 - (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

**SECTION V
COMPLETING THE TRANSACTION**

- 14. Deed

- (a) The Deed or Transfer of the Property will be prepared at the expense of the Purchaser in a form acceptable to the solicitors for the Purchaser and the Purchaser will pay all Land Transfer Tax, Harmonized Sales Tax, surveying and other costs in connection with the registration of it.
15. Electronic Registration
- (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Elective Registration of Title Documents.
16. Survey or Reference Plan
- (a) The parties acknowledge that Reference Plan 61R8621 has been registered and no further survey or reference plan shall be provided by the Vendor.
17. Letters and Reports from Officials of the Vendor
- (a) On or before the requisition date, the Vendor agrees to provide to the Purchaser, at the Vendor's expense, letters or reports from the Fire Chief of the Township of Wellington North and the Building and Zoning Department of the Township of Wellington North regarding the status of compliance with all codes, by-laws, rules and regulations with respect to the Property and the buildings located thereon.
18. Examination of Title
- (a) Title to the Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the survey or Reference Plan delivered to the Purchaser.
- (b) The Purchaser is allowed forty-five (45) days from the execution of the APS to examine the title to the Property. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then this APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.
19. Vendor to Discharge all Encumbrances
- (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Property and not assumed by the Purchaser. The Vendor further covenants and agrees to discharge, on or before the Completion Date, any and all liens, chattel mortgages, assignments or any other security interest given by the Vendor against its personal Property.
20. Adjustments
- (a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.

- (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.

21. Deliveries by the Vendor To The Purchaser on Closing

- (a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:
 - (i) A deed of the Property;
 - (ii) Any survey or reference plan of the Property in the possession of the Vendor;
 - (iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
 - (iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
 - (v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) as amended;
 - (vi) Certified copies of all appropriate Certificates, By-Laws and other documents of Vendor authorizing the transaction herein; and
 - (vii) Such further documentation and assurances as the Purchaser may reasonably require to complete the transaction contemplated by the APS.

22. Harmonized Sales Tax

- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the Excise Tax Act, R.S.C., 1985, c. E-15 (the "Act") and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
 - (i) a certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
 - (1) it is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
 - (2) it will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property;
 - (3) the Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act;
 - (4) an indemnity, indemnifying and saving harmless the Vendor from any HST payable on this transaction and penalty and interest relating to HST; and,
 - (5) a notarial true copy of its HST registration confirmation.

**SECTION VI
MISCELLANEOUS**

23. Entire Agreement

- (a) There is no representation, warranty, collateral agreement or condition affecting this Agreement of the Property other than expressed herein.

24. Tender

- (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque may be tendered instead of cash.

25. Time of Essence

- (a) Time shall be of the essence of this Agreement.

26. Planning Act

- (a) This Agreement shall be effective only if the provisions of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, as amended are complied with.

27. Notices

- (a) All notices in this Agreement shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following address:

Solicitors for the Vendor:

Dhanoa Law
ATTENTION: Invir Dhanoa
237 – 508 Riverbend Drive
Kitchener ON N2K 3S2
(226)-407-6240 e. 800
Fax: (226) 946-1364
Email: invir@dhanoalaw.ca

Solicitors for the Purchaser:

Woods, Clemens, Fletcher & Cronin
ATTENTION: Mary Lou Fletcher
9 Memorial Ave.
Elmira, ON N3B 2Z6
Phone: (519) 669-5101
Fax: (519) 669-5618
Email: mfletcher@woodsclemens.ca

If mailed, such notices must also be given by facsimile transmission on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

28. Successors and Assigns

- (a) The Purchaser shall be permitted to assign all of its right, title and interest in and to this APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by this APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in this APS. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

29. Schedules

- (a) The following Schedules shall form an integral part of this Agreement:
 - (i) Schedule “A” Description of Property; and,
 - (ii) Schedule “B” Restrictive Covenants.

30. Acceptance by Fax or Email

- (a) The Purchaser and Vendor acknowledge and agree that the communication of this Agreement of Purchase and Sale may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.

31. Counterparts

- (a) This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

32. Severability

- (a) If any provision of this Agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

IN WITNESS WHEREOF the parties have executed this Agreement.

**The Corporation of the Township of
Wellington North**

Andrew Lennox
Mayor

Karren Wallace
Clerk

We have authority to bind The Corporation of
the Township of Wellington North.

2548713 Ontario Inc.

Per:

Title:

I have the authority to bind the corporation.

SCHEDULE "A"
LEGAL DESCRIPTION OF LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PT LT 13 CON WOSR DIVISION 1 & 2 ARTHUR TWP, PT 12, 61R8621; WELLINGTON NORTH;
T/W DN22899, RO666049, RO723376, RO724277

PIN: 71077-0265 (LT)

LRO #61

**SCHEDULE “B”
DEVELOPMENT COVENANTS**

1. Title Control

- (a) The owner or owners of the property (the “Owner”) upon which these development covenants attach (the “Property”) covenants and agrees that it shall use the Property for its intended use of warehouse, assembly, dispatch and related office space, the owner responsible for service connection fees and development charges and may not retain ownership of the Property unless the Owner has constructed buildings for such use including obtaining a building permit for a 18,000 ft² building. For greater certainty, the property may not be used for residential use whatsoever. The Owner further covenants and agrees to commence construction of a permanent building on the Property which complies with the permitted uses of the Property’s zoning within one (1) year of the date the Owner took title to the Property being the date of registration of transfer (the “Completion Date”) and to substantially complete the construction of the said building in conformity with an approved site plan within eighteen (18) months from the Completion Date of this transaction.
- (b) In the event that the Owner has not obtained a building permit in accordance with the provisions of subclause 1.a) above, the Owner may request from The Corporation of the Township of Wellington North (the “Township of Wellington North”), in writing, an extension of the time specified in subclause 1.a) above up to a maximum extension period of six (6) months, (such extension, the “Extended Time”) upon payment by the Owner to the Township of Wellington North of a performance deposit equal to ten (10%) percent of the purchase price of the Property (the “Performance Deposit”). The Performance Deposit shall be refunded to the Owner, without interest, upon the Owner’s compliance with and completion of the provisions of subclause 1.a) above within the Extended Time. In the event that the Owner fails to complete construction within the Extended Time, then the Township of Wellington North shall, in addition to its other rights and remedies as set out herein or otherwise, be entitled to retain the Performance Deposit as liquidated damages and not as a penalty, in partial or full satisfaction of the Township of Wellington North’s damages.
- (c) If the Owner does not comply with the provisions of subclause 1.a) above within the periods therein specifically set out or within the Extended Time, the Owner, will, at the option of the Township of Wellington North by notice in writing to the Owner, re-convey good title to the Property to the Township of Wellington North, free and clear of all encumbrances, in consideration for payment by the Township of Wellington North to the Owner of 90% of the purchase price paid by the Owner to the Township of Wellington North for the conveyance of the Property in the first instance (the “Discounted Consideration”). The re-conveyance shall be completed within sixty (60) days of the notice set out in this subclause. The Township of Wellington North shall be allowed to deduct from the Discounted Consideration all of its reasonable costs, realty commission and legal fees incurred with respect to the original conveyance of the Property by the Township of Wellington North to the Owner, as well as the costs of the Township of Wellington North in re-acquiring the Property, including without limitation, realty commission, registration costs, land transfer tax, legal fees and such other costs as reasonably incurred by the Township of Wellington North. The Township of Wellington North shall not be required to pay for any improvements that may have been made, constructed, installed or performed by the Owner on the Property.
- (i) Furthermore, in the event the Owner is not granted a commercial entrance permit from the Ministry of Transportation (“MTO”) within one (1) year of the date of the Completion Date, then the Owner, will, by notice in writing to the Township of Wellington North, re- convey good title to the Property to the Township of Wellington North, free and clear of all encumbrances, in consideration for payment by the Township of Wellington North to the Owner of 100% of the purchase price paid by the Owner to the Township of Wellington North for the conveyance of the Property in the first instance (the “Buy-Back Purchase Price”). The Township of Wellington North shall be allowed to deduct from the Buy-Back Purchase Price all of its reasonable costs and legal fees incurred with respect to the original conveyance

of the Property by the Township of Wellington North to the Owner, as well as the costs of the Township of Wellington North in re-acquiring the Property, including without limitation, registration costs, land transfer tax, legal fees and such other costs as reasonably incurred by the Township of Wellington North. The Township of Wellington North shall not be required to pay for any improvements that may have been made, constructed, installed or performed by the Owner on the Property.

- (d) Subject to subclause 1.c) above, the Owner covenants that it will not sell the Property or any part thereof to any person, firm or corporation without first offering, in writing, to sell the Property to the Township of Wellington North for consideration equal to or less than the consideration paid by the Owner to the Township of Wellington North in the original conveyance of the Property less the costs of the Township of Wellington North incurred in re-acquiring the Property, including without limitation, real estate commission, land transfer tax, registration costs, legal fees and such other costs as reasonably incurred by the Township of Wellington North, provided however that the Owner may sell or transfer the Property to a subsidiary or affiliate corporation as defined in the Business Corporations Act, R.S.O. 1990, c.B.16 as amended, provided such subsidiary assumes and confirms its acceptance of the within covenants and restrictions and expressly undertakes in writing to comply with them in such form as the Township of Wellington North may require. The Township of Wellington North shall have ninety (90) days from the receipt of an offer made by the Owner under this subclause, to accept such offer which acceptance shall be in writing. If the Township of Wellington North does not accept an offer to sell made by the Owner under the provisions of this subclause, the Township of Wellington North's right to repurchase the Property so offered shall terminate. However, the remaining provisions of this clause 1 as well as other provisions herein shall continue in full force and effect. The limitation contained in this subclause, will expire upon the Owner fulfilling all of the building requirements as set out in subclauses 1.a) and 1.b) above.

2. Occupation of Building

- (a) If the Owner or a lessee thereof fails to occupy the building within six (6) months after satisfying the provisions of subclauses 1.a) and 1.b) above with respect to the completion of the building, and for so long as the building remains unoccupied, beginning on the first day following the six (6) month period after satisfying the provisions of subclauses 1.a) and 1.b) above, the Owner shall pay to the Township of Wellington North as liquidated damages, quarterly amounts equal to the difference in Property tax between what is being paid by the Owner as Property tax for the Property when deemed vacant land and what would be paid as Property tax by the Owner for the Property if the building was occupied. If any such payment is not duly remitted by the Owner, interest shall be calculated on the balance owing in the same manner and shall be paid at the same rate to the Township of Wellington North as interest is calculated and paid to the Township of Wellington North on unpaid taxes.
- (b) In the event that the Owner or the Owner's lessee has not occupied the building in accordance with the provisions of subclause 3.a) above, the Owner may request, in writing, that the Township of Wellington North extend the time for occupation of the building for a maximum period of 6 months, which request the Township of Wellington North shall review and may approve in its sole and absolute discretion. Additional Extensions can be granted at the option of the Township of Wellington North, upon written request from the Owner prior to the expiry of any prior extensions granted by the Township of Wellington North.

3. Assignment of Covenants

- (a) The Owner acknowledges and agrees that the covenants and restrictions herein shall run with the title to the Property. The Owner, for itself, its successors, heirs, and assigns in title from time to time of all or any part or parts of the Property will observe and comply with the stipulations, restrictions, and provisions herein set forth (the "Restrictions"), and covenants that nothing shall be erected, fixed, placed or done upon the Property or any part thereof in breach or in violation or contrary to the Restrictions or the provisions of the agreement of purchase and sale between the Owner and the Township of Wellington North and that the Owner will require every subsequent purchaser or every successor in title to assume and acknowledge the binding effect of this document, as well as, covenant to observe and comply with the Restrictions and other covenants herein, and the surviving provisions of this Agreement of Purchase and Sale.

4. Force Majeure

- (a) If the Owner shall be unable to fulfill, or shall be delayed or restricted in fulfilling any of the obligations set out herein due to any act or neglect of the Township of Wellington North or any of its employees, or due to strikes, walkouts, lockouts, fire, unusual delay by common carriers, or by any other cause beyond the Owner's reasonable control, then the time for fulfilling any such obligations shall be extended for such reasonable time as may be required by the Owner to fulfill such obligation.

5. Right to Waive

- (a) Notwithstanding anything herein contained, the Township of Wellington North and its successors shall have the power by instrument or instruments in writing from time to time to waive, alter or modify the herein covenants and restrictions with respect to their application to any part of the Property without notice to or approval from the Owner or notice to or approval from the owners of any other adjacent or nearby lands.

CULTURAL MOMENT FOR DECEMBER 2, 2024

CELEBRATES COMMUNITY RESILIENCE FOLLOWING 1985 TORNADO

Tornadoes are not new to the area.

In the past 130 or so years of recorded history, references to tornadoes have been made in 1902, 1923, 1954, 1957, 1959, 1983, 1985, 1996, 2015... In three of those years - 1957, 1985 and 1996 - the tornadoes all followed a similar path along the 2nd of Luther.

Next year marks the 40th anniversary of the devastating May 31, 1985 tornado. This powerful storm carved a path of destruction from Peel Township through Arthur Township and West Luther, all the way to Barrie. It left behind a trail of damaged farms, homes, and buildings, with one funnel cloud moving southeast through Peel and West Garafraxa toward Belwood.



Photo of damage from the May 31, 1985 tornado. Photo from the Arthur and Area Historical Society.

The response in our area was second to none by first responders, police, fire department and paramedics. Neighbours banded together, and an army of volunteers, coordinated by Jack Benham and his runners, Jack Lennox and Murray Langdon, sprang into action. They assessed the needs of affected farms and organized the necessary help and equipment for the following day, with the Arthur Curling Club serving as the headquarters.

The other army of volunteers from area churches and service clubs were coordinated by Muriel Morrison to prepare meals for the workers. Some were bussed into the Community Centre at lunchtime, while some meals were delivered to the sites.

An integral part of the cleanup and later the rebuilding of the lives of so many came from the Mennonite community. A tireless and skilled group who worked continually through the rain and mud to salvage what they could and then started the building process for the victims of this disaster.

Additionally, Bill Smellie, Fred Green, and Duane Shaw loaded their vehicles each morning with coffee, donuts, sandwiches, and cold drinks, delivering them to the OPP, hydro workers, and volunteers who were working around the clock. Many displaced residents found refuge with close friends or family, and John Walsh, another unsung hero, went to the pharmacy late at night to fill prescriptions for those in need.

We are fortunate to live in such a generous and supportive community but keep our eyes to the sky.

Submitted by Bonny McDougall, Wellington North Cultural Roundtable

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

BY-LAW NUMBER 106-2024

**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
DECEMBER 2, 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 December 2, 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 2ND DAY OF DECEMBER, 2024.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK