

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – JANUARY 27, 2025 AT 7:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 5:30 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/83714197442>

Or join by phone:

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

Webinar ID: 837 1419 7442

**PAGE #**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

THAT the Agenda for the January 27, 2025 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:

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

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

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

Recommendation:

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

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

1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

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

1. REPORTS

- Wellington North Power Inc. education and training
- CLK 2025-002 transfer parcel from Estate

2. REVIEW OF CLOSED SESSION MINUTES

- December 2, 2025

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 the Wellington North Power Inc. education and training.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2025-002 transfer parcel from Estate

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 December 2, 2024 Council Meeting.

**O'CANADA**

**PRESENTATIONS**

1. Maitland Valley Conservation Authority, Phil Beard, General Manager- Secretary Treasurer, and Ed Podniewicz, Council Representative 001
  - 2025 Draft 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 January 27, 2025 Regular Meeting of Council at : p.m. for the purpose of holding meetings under the Planning Act.

**PUBLIC MEETING**

- ZBA 19/24, Township of Wellington North (850 Princess Street)

**RESUME REGULAR MEETING OF COUNCIL**

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the January 27, 2025 Regular Meeting of Council at : p.m.

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

- a. By-law Number 003-2025 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Wellington Plan Town of; Mount Forest S Princess St; McDonalds Survey Pt Park; Lots 10 to 12 RP 61R7789; Parts 6 to 8 RP 61R21401 with a civic address of 850 Princess Street) 011

Recommendation:

THAT By-law Number 003-2025 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read and passed. (Wellington Plan Town of; Mount Forest S Princess St; McDonalds Survey Pt Park; Lots 10 to 12 RP 61R7789; Parts 6 to 8 RP 61R21401 with a civic address of 850 Princess Street)

**DEPUTATIONS**

- 1. Arthur BIA
  - Angela Alaimo, Chair
    - Presentation of 2025 workplan 014
  - Chris McIntosh, Treasurer
    - Presentation of 2025 budget 016
- 2. Mount Forest BIA
  - Andrew Coburn, Chair
    - Presentation of 2025 budget and workplan 017

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

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

- 1. Regular Meeting of Council, January 13, 2025 022

Recommendation:

THAT the minutes of the Regular Meeting of Council held on January 13, 2025 be adopted as circulated.

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

Notice of motion tabled introduced by Councillor Penny Renken at the Regular Council Meeting held on January 13, 2025.

Recommendation:

THAT Council direct staff to prepare a report on the feasibility of clearing the track at the Mount Forest Community Centre in the winter to accommodate dog walkers who use it daily, many of whom are seniors.

**ITEMS FOR CONSIDERATION**

1. MINUTES

- a. Mount Forest District Chamber of Commerce, Board Meeting Minutes, December 10<sup>th</sup>, 2024 029

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce Board Meeting held on December 10<sup>th</sup>, 2024.

- b. Arthur BIA Meeting Minutes, September 25, 2024 031

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur BIA Meeting held on September 25, 2024.

- c. Mount Forest Business Improvement Association Meeting, January 14<sup>th</sup>, 2025 034

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association Meeting held on January 14<sup>th</sup>, 2025.

- d. Saugeen Valley Conservation Authority, Board of Directors Meeting, November 21, 2024 036

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Board of Directors Meeting, held on November 21, 2024.

2. PLANNING

- a. Planning Report from Curtis Marshall, Manager of Development Planning, County of Wellington, dated January 16, 2025, regarding Eastridge Landing Subdivision – Phase 5, OPA-2024-02, ZBA 15/24 & Draft Plan of Subdivision - 23T-24002, Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur, recommendation report 042

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the planning report from Curtis Marshall, Manager of Development Planning, County of Wellington, dated January 16, 2025, regarding Eastridge Landing Subdivision – Phase 5, OPA-2024-02, ZBA 15/24 & Draft Plan of Subdivision - 23T-24002, Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur, recommendation report.

Recommendation:

THAT Council supports the proposed official plan amendment regarding Eastridge Landing Subdivision – Phase 5, OPA-2024-02, ZBA 15/24 & Draft



Plan of Subdivision - 23T-24002, Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur, and the Township Clerk notify the County of Wellington of this position;

AND FURTHER THAT Council supports the proposed draft plan of subdivision and the Township Clerk notify the County of Wellington of this position;

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

- b. Report DEV 2025-003, Site Plan Agreement – Canadian Storage Holdings Inc., 7519 Sideroad 7 East 058

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 003-2025 regarding the final approval of the Canadian Storage Holdings Inc. Site Plan Control Agreement.

- c. Report DEV 2025-004, Notice of Decision Received for Consent Application B19-24 071

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2025-004 regarding the Notice of Decision for the following Consent Application, received from the County of Wellington Planning and Land Division Committee:

- B19-24 Karen Kammer Meier, Part Lots 10 & 11, Concession 2 with the civic address of 8449 Line 2, in the former Township of West Luther (Severance).

- d. Planning Report from Zach Prince, Senior Planner, County of Wellington, dated January 17, 2025, regarding Wilson Developments - 5053745 Ontario Inc. 440 Wellington St E, Mount Forest Draft Plan of Condominium – 23CD-24002 082

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report from Zach Prince, Senior Planner, County of Wellington, dated January 17, 2025, regarding Wilson Developments - 5053745 Ontario Inc. 440 Wellington St E, Mount Forest Draft Plan of Condominium – 23CD-24002;

AND THAT Council support the proposed draft plan of condominium;

AND FURTHER THAT staff be directed to forward Council's support of the draft plan of condominium to the County of Wellington for consideration.

### 3. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Report C&ED 2025-001, Business Improvement Area Update 093

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-001 Business Improvement Area Update;

AND THAT Council approve the 2025 workplan, budget and tax levy of \$365.85 per property as presented and approved at the November 13th, 2024, Mount Forest BIA Annual General Meeting;

AND FURTHER THAT Council approve the 2025 workplan, budget and tax levy of \$367.50 per property as presented and approved at the November 20th, 2024, Arthur BIA Annual General Meeting;

AND FURTHER THAT the following be appointed as Mount Forest BIA Directors:

Andrew Coburn, Dwight Benson, Bill Nelson, Jessica McFarlane, Maggie Schram, Rachael Whetham, Amanda Boylan, Allison Litt, Erin Kiers and Kyle Dallaire;

AND FURTHER THAT the following be appointed as Arthur BIA Directors: Angela Alaimo, Chris McIntosh, Paula Coffey, Gord Blyth, Jim Coffey, Sheila Faulkner, Mitch Keirstead.

- b. Report C&ED 2025-007, Community Improvement Plan – 119 Wellington St. W. 099

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-007 Community Improvement Plan;

AND THAT Council approve a Building Conversion and Improvement Grant in the amount of \$5000.00 to Ramoth Life Centre, 119 Wellington St. W. Mount Forest for a new driveway and parking area.

- c. Report C&ED 2025-002, Wellington North Farmers' Market Update 103

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-002 Wellington North Farmers' Market Update;

AND FURTHER THAT Council direct staff to prepare the necessary temporary road closure permit application for each Saturday from June 14th to September 27th, from 8:00am to 1:00pm, for the portion of Grant St in Mount Forest.

- d. Report C&ED 2025-003, Saugeen Connects Partnership 2024 Year in Review 109

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-003 Saugeen Connects 2024 Year in Review for information.

4. FINANCE

- a. Vendor Cheque Register Report, January 20, 2025 129

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated January 20, 2025.

- b. Report TR 2025-001, 2024 Audit Plan Communication 136

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2025-001 RLB LLP 2024 Audit Plan Communication for information.

5. ADMINISTRATION

- a. Report CLK 2025-001, Clerk's Department 2024 year end review 143

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2025-001 Clerk's Department 2024 year end review.

- b. JHSC 2025-001, Joint Health and Safety Committee 2024 Annual Report 148

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report JHSC 2024-001 being the Joint Health and Safety Committee 2024 Annual Report.

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

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

Recommendation:

THAT all items listed under Items For Consideration on the January 27, 2025 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

#### **CULTURAL MOMENT**

- Celebrating H. Gordon Green 151

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

152

Recommendation:

THAT By-law Number 004-2025 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on January 27, 2025 be read and passed.

#### **ADJOURNMENT**

Recommendation:

THAT the Regular Council meeting of January 27, 2025 be adjourned at \_\_: p.m.

**MEETINGS, NOTICES, ANNOUNCEMENTS**

Regular Council Meeting	Monday, February 10, 2025	2:00 p.m.
Mount Forest BIA, Mount Forest Sports Complex Meeting Room	Tuesday, February 11, 2025	8:00 a.m.
Mount Forest Chamber of Commerce, Mount Forest Chamber Office	Tuesday, February 11, 2025	4:30 p.m.
Arthur Chamber of Commerce, Arthur Chamber Office	Wednesday, February 12, 2025	5:30 p.m.
Arthur BIA – Virtual	Wednesday, February 19, 2025	7:30 p.m.
Cultural Roundtable Committee – Virtual	Thursday, February 20, 2025	12:00 p.m.

January 20, 2025

Township of Wellington North

Attention: Mayor Lennox and Council

Dear Mayor Lennox and Council

Re: 2025 Draft Work Plan and Budget

MVCA's 2025 draft work plan and budget has been developed based upon the services and programs included in the agreement that has been approved by all 15 of our member municipalities. This agreement allows MVCA to have the stability it needs to deliver these services and programs until June 30, 2026. In 2025 MVCA will be reviewing and updating the services and programs agreement for all of our member municipalities to review.

The draft 2025 work plan focuses on continuing our efforts to improve the health of the watershed.

We will continue to focus our efforts on helping landowners, community groups and municipalities to improve the health of soil, water and forests.

The prosperity and health of the watershed is dependent upon the management of our natural resources. We will also continue to assist our municipalities to undertake projects to update natural hazard risk mapping and to take measures to reduce the risk of damages to their communities from natural hazards.

The attached newsletter provides you with a summary of MVCA's priorities in 2025.

A copy of Maitland Conservation's draft budget and cost apportionment is attached to this letter.

The draft 2025 budget includes a cost apportionment increase of \$175,000. This increase is driven by cost-of-living increase, the phase in of the 2023-2027 salary grid, cost to increase capacity to stewardship extension and watershed health assessment services.

MVCA's Members will be finalizing the 2025 work plan and budget on Wednesday, March 19, 2025. If your municipality would like to submit any comments on the draft work plan and or budget, please submit your comments to us by March 10, 2025.

In closing, I would like to thank you for your support in 2024 and we look forward to working with your municipality in 2025.



Ed McGugan  
Chair





# WORK PLAN PRIORITIES 2025



## Vision:

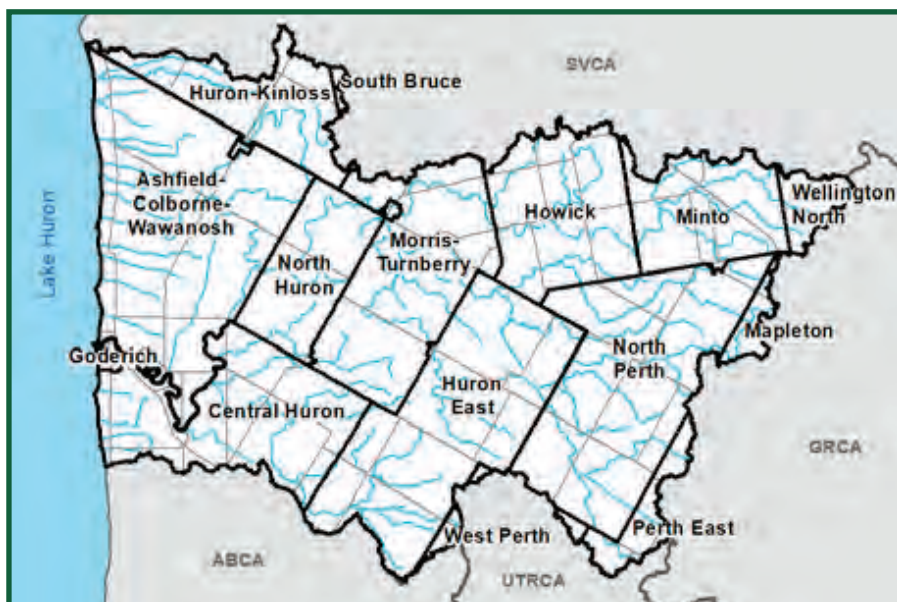
Working for a healthy environment!

## Mission:

Providing leadership to protect and enhance water, forests and soils.

## Ends:

- To protect life, property and prevent social disruption from flooding and erosion hazards.
- To protect water and related resources for present and future generations.
- To protect and expand natural areas.







## Key Priorities for 2025

1. Assist our member municipalities to reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.
2. Help our member municipalities and landowners develop and implement soil and water conservation systems that will keep soil and nutrients on the land and out of watercourses and Lake Huron.
3. Ensure that the management of our Conservation Areas sets high standards of conservation practices and are safe for the public to use.
4. To ensure that Maitland Conservation has a stable financial base so we're able to help our member municipalities develop a healthy, resilient and prosperous watershed.

## 1. CORPORATE SERVICES

- **Three-year Planning:** Update Maitland Conservation's three-year work plan and financial forecast for 2026 - 2028.
- **Municipal Agreements:** Review existing services and programs agreement and identify if changes are needed for the next agreement to be approved by member municipalities before July 1, 2026.
- **One Health Initiative:** Continue to work with the Wildlife Conservation Society, University of Guelph and the One Health Institute on the environmental component of the Healthy Watersheds, People and Wildlife initiative. Continue to encourage the Healthy Lake Huron Steering Committee to incorporate the Healthy Watersheds, People and Wildlife approach in their terms of reference and work plan.
- **First Nations and Metis Collaboration:** Continue efforts to collaborate with First Nations and Metis Councils through the Shared Pathway initiative on land use planning and projects of mutual interest.



Healthy Watersheds, People and Wildlife tour



## 2. FLOOD AND EROSION SAFETY SERVICES

- *Helping municipalities to reduce the risk to life and property in areas prone to flooding and erosion.*
- *Conserving features and functions of the river system and Lake Huron shoreline*

**Equipment Replacement:** Identify a strategy for the replacement of radio telemetry equipment currently used in the headwater portions of the flood forecasting network.

**Flood Hazard Mapping:** Development of a framework to identify where new flood hazard mapping is needed in rural areas as well as a cost sharing approach with the municipalities where updated mapping is needed.

**Southern Lake Huron Adaptation Action Plan:** Continued modelling and data gathering work. Formation of a steering committee to guide the four-year project. The Restoring Natural Sediment Pathways project for the Goderich Harbour will continue in 2025.

**Flood Hazard Mapping:** Updated flood hazard mapping planned for Lucknow. Updated mapping will also be undertaken in Wingham to reflect the impact of the removal of the Howson Dam.



Upgrades to Walton precipitation station, 2024



Little Maitland River, Dec. 2024



Goderich harbour



### 3. WATERSHED STEWARDSHIP SERVICES

*Working with municipalities, landowners and partners to keep soil and nutrients on the land and out of watercourses.*

- Promote and implement projects that will restore the health and resiliency of rivers, wetlands and forest ecosystems.
- Review of restoration approaches to incorporate a greater understanding of ecosystem restoration principles as well as climate change science. We want to ensure that our stewardship efforts will have significant benefits and high rates of success.
- Work to develop the resources to deliver proactive stewardship initiatives in priority areas including the Middle Maitland River watershed and Lake Huron north shore sub-basins.



### 4. WATERSHED HEALTH ASSESSMENT & MONITORING SERVICES

*On-going assessment and monitoring indicates how the health of forests and streams are changing and identifies problems impacting the watershed's natural areas.*

#### Surface & Groundwater Monitoring

- Continue collecting water samples for provincial surface and groundwater monitoring programs.

#### Watershed Health Assessment

- Survey watercourses to determine the health status of local streams and the stressors impacting them. Develop an evaluation process to determine priority areas for stewardship action. Complete the collection of watercourse temperature data started in 2024.
- Follow up on the recent Forest Health Assessment - undertake a landowner survey and review stewardship programs to support landowners with improving forest health.
- Collect data to assess interventions like buckthorn control and ash land enrichment in improving forest health.





## 5. CONSERVATION AREAS

*Maitland Conservation owns 28 properties encompassing 1,862 hectares. Key priorities include:*

- *showcasing best management practices on conservation lands*
- *ensuring properties are safe for public use*
- *dealing with aging and surplus infrastructure*



### Conservation Areas Infrastructure

Disposition of identified surplus buildings including the removal of two buildings and a privy tanks at Maple Keys Sugar Bush. Work with the Municipality of Morris-Turnberry to transfer surplus parkland at Pioneer Conservation Area. Replacement of privy at Naftel's Creek Conservation with an accessible design including access improvements from the parking lot.



### Administrative Centre Renovations and Repairs

Washroom upgrades and asphalt replacement at the south entrance are planned for 2025.



### Invasive Species Control

Buckthorn and phragmites removal and control will continue including at Wawanosh Valley Conservation Area to prepare for the naturalization of marginal farmland.



### Falls Reserve Conservation Area

Renovations to the entranceway and gatehouse parking area. New signage planned at various locations in the park. Washroom improvements including replacing plumbing, stall partitions and shower flooring. Improved accessibility access planned for the day use area.



### Wawanosh Park Conservation Area

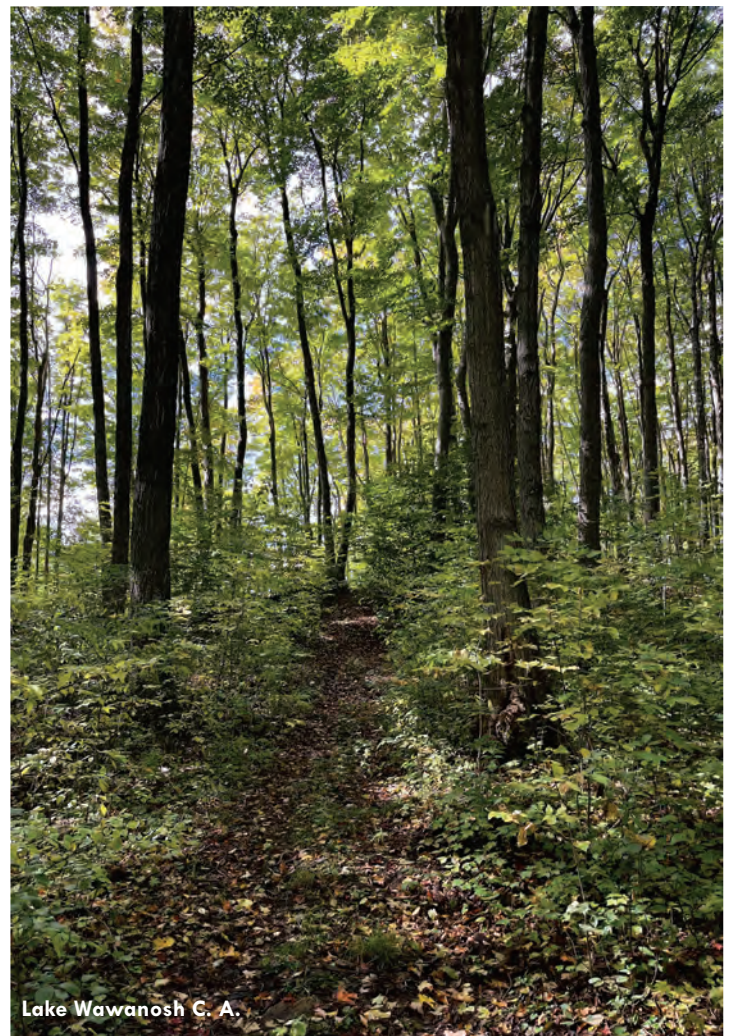
A review of seasonal camping operations to be undertaken to identify any liability and land use compatibility concerns at the site.



Buckthorn removal at Wawanosh Valley C. A.



Campground at Falls Reserve C. A.



Lake Wawanosh C. A.



## 6. DRINKING WATER SOURCE PROTECTION

*Working with municipalities to protect municipal sources of drinking water.*

### Governance and Leadership

- On-going Maitland Source Protection Authority meetings.
- Receive annual progress reports and program updates.
- Joint Management Committee to recruit a new Source Protection Committee member.

### Communications

- Promote the drinking water source protection program to the public.

### Implementation and Technical Support

- Review of planning and development applications located within municipal well head and intake protection areas.
- Issue confirmation notices for new municipal wells in Harriston and Palmerston in the Town of Minto and initiate the related amendment to the Maitland Source Protection Plan.



### COMMENTS OR QUESTIONS?



For additional information please contact your Maitland Conservation member.

If your municipality would like to submit comments on the 2025 work plan priorities or budget, please submit them to us March 6, 2025. Comments may be sent to:

Phil Beard, General Manager - Secretary Treasurer  
pbeard@mvca.on.ca

### CONNECT WITH US

- [w] [mvca.on.ca](http://mvca.on.ca)  
 [e] [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca)  
 [t] 519-335-3557 ext. 226

-  [maitlandconservation](https://www.facebook.com/maitlandconservation)  
 [@maitlandvalley](https://twitter.com/maitlandvalley)



Maitland Conservation members, 2024

2025 Draft

## Operating Budget Summary - Maitland Valley Conservation Authority

Table 1

ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
Administration	77,617	292,561		18,388	388,566	
Financial Management		123,679			123,679	
Governance		18,100			18,100	
Services Areas Support		54,600			54,600	
Communications, IT, GIS	2,500	268,843		41,730	313,073	
Source Water Protection	22,300				22,300	
Flood Control Structures		3,147			3,147	
Erosion Control Structures		1,640			1,640	
Flood Forecasting and Warning	36,424	272,218			308,642	
Hazard Prevention		24,568			24,568	
Natural Hazard Information		72,550			72,550	
Regulations	76,500	256,710			333,210	
Watershed Monitoring and Reporting	2,000	122,914			124,914	
Watershed Health Assessment Reporting		61,074			61,074	
Extension Services		183,050			183,050	
Forestry Services	174,100			29,871	203,971	
Management/Development/Operations	10,425	312,051			322,476	
Motor Pool	57,104				30,150	26,954
Falls Reserve Conservation Area	743,715				743,715	
Wawanosh Park Conservation Area	21,808				21,808	
<b>Total</b>	<b>1,224,493</b>	<b>2,067,705</b>		<b>89,989</b>	<b>3,355,233</b>	<b>26,954</b>

ITEM	Revenue	Levy Funds	Special Levy Funds	Deferred Revenue	Working Capital Reserves	Forest Management Reserves	Motor Pool Reserves	Expense	Net Surplus / Deficit
<b>Corporate Services Projects</b>									
Administration Centre		67,300						67,300	
GIS/IT Management/Communications		32,700			13,400			46,100	
Flood Forecasting Monitoring Network		30,000						30,000	
ECCC Natural Hazards Outreach & Education				38,284				38,284	
NRCAN Coastal Resiliency Strategy Implementation	190,780		37,500					228,280	
Watershed Health Assessment Project	25,900				65,641			91,541	
Carbon Footprint Initiative				2,907				2,907	
Garvey Glenn Coordination	10,000			75,869				85,869	
Middle Maitland Headwaters Restoration	17,000			5,000				22,000	
Huron Clean Water	500,000							500,000	
Watershed Stewardship Projects				4,786				4,786	
WS ECCC Restoration									
Forestry Management						19,000		19,000	
Vehicles/Equipment Replacement						36,000	91,000	127,000	
Carbon Sequestration Planting							700	700	
Conservation Area Projects					35,600			35,600	
<b>Total</b>	<b>743,680</b>	<b>130,000</b>	<b>37,500</b>	<b>126,846</b>	<b>114,641</b>	<b>55,000</b>	<b>91,700</b>	<b>1,299,367</b>	

### Summary:

#### Projects Budget

The total draft Projects Budget is \$1,299,367.

MVCA's total draft budget for operating and projects for 2025 is \$4,654,600.

<b>2025 Draft Cost Apportionment Schedule Increase Amount: \$175,000 Municipality</b>	<b>% of Municipality In Watershed</b>	<b>2024 CVA (modified) in Watershed \$</b>	<b>Municipal Population in CA jurisdiction</b>	<b>CVA Based Apportionment Percentage</b>	<b>2024 Approved General Levy</b>	<b>2025 Draft General Levy</b>	<b>2025 Draft Special Levy</b>	<b>2025 Draft Total Levy</b>
Ashfield-Colborne-Wawanosh Township	100	\$1,366,086,081	4,559	12.5000	\$ 251,643	<b>\$ 274,712</b>	<b>\$ 10,000</b>	<b>\$ 284,712</b>
Central Huron Municipality	76	\$1,030,972,224	4,619	9.4400	\$ 192,770	<b>\$ 207,463</b>	<b>\$ 10,000</b>	<b>\$ 217,463</b>
Goderich Town	100	\$1,161,508,274	6,118	10.6300	\$ 215,434	<b>\$ 233,615</b>	<b>\$ 17,500</b>	<b>\$ 251,115</b>
Howick Township	92	\$480,737,403	2,645	4.4000	\$ 89,620	<b>\$ 96,699</b>		<b>\$ 96,699</b>
Huron East Municipality	72	\$1,121,489,171	5,685	10.2600	\$ 211,405	<b>\$ 225,485</b>		<b>\$ 225,485</b>
Huron-Kinloss Township	43	\$664,332,688	2,523	6.0800	\$ 121,737	<b>\$ 133,620</b>		<b>\$ 133,620</b>
Mapleton Township	5	\$97,525,427	383	0.8900	\$ 18,205	<b>\$ 19,561</b>		<b>\$ 19,561</b>
Minto Town	64	\$778,354,167	4,134	7.1200	\$ 140,760	<b>\$ 156,476</b>		<b>\$ 156,476</b>
Morris/Turnberry Municipality	95	\$561,603,312	2,702	5.1400	\$ 105,407	<b>\$ 112,962</b>		<b>\$ 112,962</b>
North Huron Township	100	\$608,527,015	3,884	5.5700	\$ 113,476	<b>\$ 122,412</b>		<b>\$ 122,412</b>
North Perth Municipality	98	\$2,504,629,622	11,017	22.9200	\$ 460,198	<b>\$ 503,713</b>		<b>\$ 503,713</b>
Perth East Township	9	\$192,490,588	858	1.7600	\$ 35,677	<b>\$ 38,681</b>		<b>\$ 38,681</b>
South Bruce Municipality	1	\$7,700,881	71	0.0700	\$ 1,435	<b>\$ 1,539</b>		<b>\$ 1,539</b>
Wellington North Township	16	\$301,047,804	1,479	2.7600	\$ 55,428	<b>\$ 60,657</b>		<b>\$ 60,657</b>
West Perth Municipality	3	\$50,531,590	226	0.4600	\$ 9,510	<b>\$ 10,110</b>		<b>\$ 10,110</b>
<b>Total</b>		<b>\$10,927,536,247</b>	<b>50903</b>	<b>100.0000</b>	<b>\$ 2,022,705</b>	<b>\$ 2,197,705</b>	<b>\$ 37,500</b>	<b>\$ 2,235,205</b>

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

**BY-LAW NUMBER 003-2025**

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

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

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

1. THAT Schedule 'A' Map 2 By-law 66-01 is amended by changing the zoning on lands legally described as Wellington Plan Town of; Mount Forest S Princess St; McDonalds Survey Pt Park; Lots 10 to 12 RP 61R7789; Parts 6 to 8 RP 61R21401 with civic address of 850 Princess Street as shown on Schedule "A" attached to and forming part of this By-law from:
  - a. **Future Development (FD) to Open Space (OS)**
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. THAT this By-law shall come into effect from the date of passing by Council and come into force in accordance with the requirements of the Planning Act, R.S.O., 1990, as amended.

**READ AND PASSED THIS 27TH DAY OF JANUARY, 2025.**

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**ANDREW LENNOX, MAYOR**

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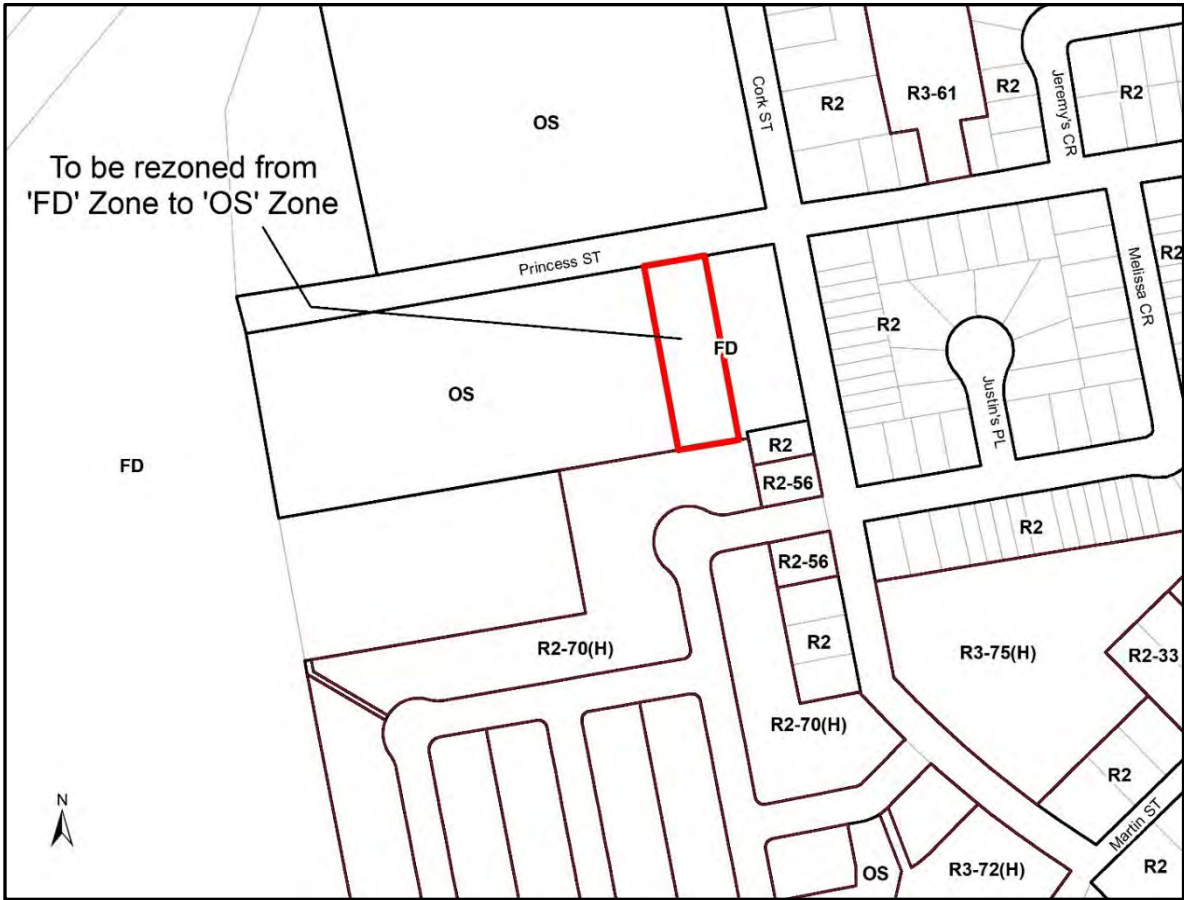
**KARREN WALLACE, CLERK**



THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 003-2025

Schedule "A"



This is Schedule "A" to By-law 003-2025

Passed this 27th day of January, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## EXPLANATORY NOTE

### BY-LAW NUMBER 003-2025

**THE LOCATION OF THE SUBJECT LANDS** The subject property is legally described as Wellington Plan Town of; Mount Forest S Princess St; McDonalds Survey Pt Park; Lots 10 to 12 RP 61R7789; Parts 6 to 8 RP 61R21401 with civic address of 850 Princess Street. The portion of the subject lands to be amended is approximately 0.37 ha (0.91 ac) in size and are currently zoned Future Development (FD).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands from Future Development (FD) Zone to Open Space (OS) Zone in order to facilitate the construction of an outdoor public pool.



**Arthur Business Improvement Association**  
**MINUTES ARTHUR BIA ANNUAL GENERAL MEETING**  
**November 20, 2024 @ 7:30 PM : hybrid**  
**Meeting space at Parish Hall Georgina Street, Arthur and zoom link**

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**BOARD MEMBER ATTENDEES:** Angela Alaimo Chair Chris McIntosh, Treasurer, Paula Coffey Vice Chair, Gord Blyth, Jim Coffey, Sheila Faulkner, Mitch Keirstead, Councillor Lisa Hern

**OTHERS IN ATTENDANCE:** Robyn Mulder, EDO, Bonnie McIntosh, Ray Hutchison, Caroline Paquet and Melissa Kooiman, Special thank you to Caroline for setting up laptop and speakers to assist with the hybrid nature of the meeting.

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

**Motion 1 APPROVAL OF AGENDA Meeting be approved as presented.** **Motion carried.**  
**Resolved that the Agenda for the 2024 Annual General Meeting be approved as presented.** Moved by Gord Blyth and seconded by Mitch Keirstead

**Motion 2 ADOPTION OF 2023 AGM MINUTES approved as presented.** **Motion carried.**  
**Resolved that the minutes for the 2023 AGM be approved as presented.** Moved by Paula Coffey and seconded by Jim Coffey

**COMMENTS FROM THE CHAIR** Chair Angela thanked all of the members for attending, and thanked the Board of Directors for their commitment and collaboration throughout the past year and made specific mention of Paula for all of the extras that she does like flower planting, coordinating, her organization of the Sip Savour and Shop event as just examples.

**2024 TREASURERS REPORT** Treasurer Chris presented the to date 2024 financial statements.  
 See Schedule

**2025 WORKPLAN AND BUDGET** Treasurer Chris presented the draft Budget for 2025

After some discussion it was agreed that the draft Budget would be amended to include a line item for communication which would include but is not limited to message board, website, OWL meeting system and Poppy refurbishing although we will look for funding for some of these matters. The extra items resulted in an overage of expenditures but as we have funds on hand we proceeded with that authorization.

Our Workplan will consist of adding an icon/historical building banner, replacing bump out banners, replacing damaged plant pots, flowers being extended to bridge, refurbishing poppies, purchasing a used OWL meeting system and additional plans for message board, website and event budget.

**Resolved that the 2025 Work Plan and Budget as amended is approved. See attached**

Moved by Sheila Faulkner and Seconded by Mitch Keirstead. **Motion Carried**

**Resolved that the 2025 Tax Levy shall be increased to 367.50 per property.** Moved by Gord Blyth and seconded by Jim Coffey *that the Arthur BIA recommend to council that the 2025 BIA Tax Levy be set @ \$367.50 per property which is an increase of 5% over the prior year's levy.*

**Motion carried.**

**Resolved that the Board of Directors for 2025 shall be comprised of the following members with one revision – Gord Blyth has resigned as Secretary only, he will remain a Director.**

Board of Directors

Chair

Angela Alaimo

Treasurer

Chris McIntosh

Vice Chair

Paula Coffey

Gord Blyth

Jim Coffey

Sheila Faulkner,

Mitch Keirstead, Moved by Gord Blyth and Seconded by Mitch Keirstead

**Motion carried.**

**ROUNDTABLE** We had some discussion around lighting in the downtown area and it was agreed that as there was nothing in the budget, that we would individually purchase mini projectors for this year and investigate lighting for next year.

**DATE OF NEXT MEETING** The next Annual General Meeting for the Arthur BIA was scheduled for November 19, 2025. The next regular Board of Directors Meeting for the Arthur BIA will be January 15, 2025.

**ADJOURNMENT** Mitch Keirstead moved to adjourn the Arthur BIA Annual General Meeting at 8:40 PM.

## Arthur BIA 2025 Proposed Budget

	2025	2024 YTD ACTUAL
Revenue		
2025 Tax Levy (55 @ 367.50 / property)	20,212.50	20,850.03
Interest	300.00	616.72
Total Revenue	<u>20,512.50</u>	<u>21,466.75</u>
Expenses		
Township loan repayment year 4 of 10	11,949.30	12,199.20
Downtown planters and baskets	4,500.00	4,144.92
Replacement planters	2,000.00	0.00
OBIAA membership	281.01	281.01
Banners	1,500.00	3,502.55
Event budget	600.00	324.09
Bank charges	20.00	12.00
QR code / pole wraps	375.00	375.68
Poppy refurbishing \$ 200 + \$100 / poppy	900.00	0.00
Communication / technology improvements	4,500.00	0.00
Total Expenses	<u>26,625.31</u>	<u>20,839.45</u>
Net Surplus	-6,112.81	

Net Surplus could be taken from the current account balance of \$ 16,375.71



## **MOUNT FOREST BUSINESS IMPROVEMENT**

**ANNUAL GENERAL MEETING MINUTES November 13th, 2024 @ 8:00 AM**

**Lower Leisure Room Mount Forest Arena**

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

### **DIRECTORS PRESENT**

Andrew Coburn, Dwight Benson, Erin Kiers, Kyle Dallaire, Councillor Sherry Burke, Bill Nelson, Maggie Schram, Jessica McFarlane, Rachel Whetham

### **OTHER ATTENDEES**

Jaime Parker (Treasurer), Kailyn Cudney, Penny Renken

### **APPROVAL OF AGENDA**

Moved by Bill Nelson and seconded by Kyle Dallaire to approve the agenda, as circulated. **Motion carried**

### **ADOPTION OF MINUTES**

Moved by Councillor Shery Burke and seconded by Jessica McFarlane to adopt the minutes from the Nov 15<sup>th</sup>, 2023, AGM as circulated with the Agenda.

**Motion carried**

## COMMENTS FROM THE CHAIR

Andrew 2024 has been another very productive year and we've welcomed some new members. Andrew personally thanks all the board members for the energy this year & we have a great foundation in this board.

Highlighted some projects from this year, including an events sub-committee which has been met with great success and positive remarks, we've implemented new garbage pick up, annual town florals, new banners, and repair of our winter snowflake lights. We also provided support through the fireworks festival.

Andrew thanks Wellington Produce who has been ultra receptive working alongside us and moving our trailer around, it doesn't go unnoticed.

We are eager as the BIA continues to grow, lets continue to increase our BIA reach & are eager for 2025.

## 2024 TREASURER'S REPORT

Jaime went over the financial statement for the current term. Net Income \$41,288.21, Net Expenses \$35,549.58, Net Surplus (loss) \$5,738.63.

Current bank balance \$48,926.51  
 Accounts Receivable \$0  
 Current HST Refund \$3,655.34  
 Accounts Payable \$281.01  
 Projected Bank Balance \$52,300.84

## 2025 WORKPLAN AND BUDGET PRESENTATION

Andrew presented the workplan and budget estimate as follows:

<u>Income</u>	
Projected Opening Balance	\$ 48,927
Property Owners Contributions (82 @ \$365.85)	\$ 30,000
Street Cleaning	\$ 2,990
HST Rebate	\$ 3,655
<b>Total Forecast Revenue</b>	<b>\$ 85,4211</b>

<b>Expenses</b>	
Flowers (additional needed for upcoming season)	\$ 10,000
Storage (WPP)	\$ 500
Main St Beautification (ReImagined Laneway, Parkette, etc)	\$ 50,000
Event Marketing, Promotion (Fireworks, Christmas Tree Lighting, Retail ,etc.)	\$ 7,500
Fireworks Festival Donation	\$2,000
Christmas Decorations (Purchase and repair snowflakes, misc lighting, christmas tree)	\$ 4,000
Main St Maintenance (garbage can replacement)	\$ 16,000
Pole Wiring Expenses	\$ 5,000
Street/Parkette Cleaning	\$ 3,500
Landscaping Maintenance	\$1,500
OBIAA Membership	\$ 500
BIA Admin Support	\$ 3,000
Accounting	\$ 1000
Advertising	\$ 1,000
Office, Misc	\$1,000
Bank Charges	\$ 100
WiFi	\$ 2,000
<b>Total Forecast Expenses</b>	\$ 108,600
<b>Ending Balance</b>	\$ (23,389)



## OVERVIEW OF 2025 AND BEYOND WORKPLANS

- Hardscape Projects/ ReImagined Laneway/Outdoor Gallery
- Garbage Can Replacement
- Events

## MOTIONS TO APPROVE:

- 2025 Workplan as presented
- 2025 BIA Tax Levy increase to \$365.85

Moved by Bill Nelson and seconded by Jessica McFarlane to approve the 2025 work plan as presented, and increase the 2025 BIA Tax Levy to \$365.85. **Motion carried.**

## CURRENT BUSINESS

Erin Kiers presents the outdoor gallery that is being implemented in the driveway beside Royal Lepage. Erin Kiers motions for the BIA to cover various expenses totalling \$3147.31 for the outdoor gallery, and the implementation of this gallery effective in 2024, seconded by Jessica McFarlane. **Motion carried.**

## MOTION TO RECOMMEND AND APPROVE BIA DIRECTORS

Andrew Coburn; President  
Dwight Benson  
Bill Nelson  
Jessica McFarlane  
Councillor Sherry Burke  
Maggie Schram  
Rachel Whetham  
Erin Kiers  
Kyle Dallaire  
Allison Litt  
Amanda Boylan

## CLOSING

Dwight extends thanks to Andrew Coburn for being the chair of our committee and for his commitment over the past 6 years.

## NEXT MEETING

Proposed date of the next AGM is November 12th, 2025.

**ADJOURNMENT**

Moved by Dwight Benson seconded by Kyle Dallaire to approve the BIA board of directors. Meeting adjourned at 8:18am.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – JANUARY 13, 2025 AT 2:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

[January 13, 2025, Township of Wellington North Council Meeting \(youtube.com\) Part 1](#)  
[January 13, 2025, Township of Wellington North Council Meeting \(youtube.com\) Part 2](#)

**Members Present:**

**Mayor:** Andrew Lennox  
**Councillors:** Sherry Burke  
Lisa Hern  
Steve McCabe  
Penny Renken

**Staff Present:**

<b>Chief Administrative Officer:</b>	<b>Brooke Lambert</b>
<b>Director of Legislative Services/Clerk:</b>	<b>Karren Wallace</b>
<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
<b>Executive Assistant to the CAO:</b>	<b>Tasha Grafos</b>
<b>Director of Finance:</b>	<b>Jeremiah Idialu</b>
<b>Human Resources Manager:</b>	<b>Amy Tollefson</b>
<b>Chief Building Official:</b>	<b>Darren Jones</b>
<b>Senior Project Manager:</b>	<b>Tammy Stevenson</b>
<b>Manager Environment and Development Services:</b>	<b>Corey Schmidt</b>
<b>Manager Recreation Community &amp; Economic Development:</b>	<b>Mandy Jones</b>
<b>Community Recreation Coordinator:</b>	<b>Shelley LeBlanc</b>
<b>Community Development Coordinator:</b>	<b>Mike Wilson</b>
<b>Manager of Development Planning:</b>	<b>Curtis Marshall</b>

### CALLING TO ORDER

Mayor Lennox called the meeting to order.

### ADOPTION OF THE AGENDA

RESOLUTION: 2025-001

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Agenda for the January 13, 2025 Regular Meeting of Council be accepted and passed.

CARRIED

### DISCLOSURE OF PECUNIARY INTEREST

Councillor Burke disclosed an indirect pecuniary interest with

### ITEMS FOR CONSIDERATION

#### 2. PLANNING

- a. Report DEV 2025-001, Consent Application B103-24 BJD Investments Inc./Dingwall Investments Inc.

as one of the appendices was prepared by her employer.

## O'CANADA

### COUNTY COUNCIL UPDATE

Campbell Cork, Ward 3 County Councillor

Councillor Cork provided the following:

#### Wellington County OPP

- Sixty ride checks were conducted over the Christmas season. There were 1,027 Provincial Offense Notices and an additional 633 warnings issued.
- Fatal overdoses in Wellington County were zero in 2024. In 2023 there were three, and in 2022 there were four.
- Photo radar is starting this week across the County with one site in each member municipality. Tickets are issued to owner of vehicles, not drivers. The photo radar camera only records licence plates, not drivers. It operates 24/7, not just during school hours.

#### Solid Waste Services

- The minimum \$10 fee is now in effect at the landfill site and transfer stations for all loads. The fee is expected to reduce the amount of traffic coming in with small loads instead of putting it out at the curb. This will open up room to accept other items for diversion from being buried at the landfill site. The expanded list of diverted materials includes mattresses, drywall and shingles. They are also looking for a source to take carpet and concrete.
- Recycling is being transferred to producers on July 1<sup>st</sup>. From now until July 1<sup>st</sup> the \$10 fee will not be charged for recycling.

#### County Budget

- Over the next ten years the County will spend over 630 million on capital projects, including infrastructure and buildings that have fallen behind on maintenance. Some of that funding is being financed by debt. The ten-year plan suggests the County's debt will top 75 million by 2033 and then start going down. About 14 million will come from property taxes and the rest will be paid through development charges. This reflects the amount of growth that we are undergoing, and the amount of infrastructure and changes to infrastructure needed to accommodate that growth. The ten-year plan is available on the County website.
- This year's levy is proposed at a 3.9% increase, with 2.4% of that increase being for roads.

### PRESENTATIONS

1. Alison Armstrong, Manager, Communication, Stakeholder Relations and Physician Recruitment, North Wellington Health Care
  - Request for Support and Funding for Community Physician Recruitment Initiatives

Ms. Armstrong and Dr. Julie Weinstein were present to thank Council for their past support with physician recruitment and provide an update on recruitment efforts.

Ms. Armstrong provided the following update:

- Dr. Natalya O'Neill was welcomed in the summer of 2024. She had been a medical trainee for over two years and decided to stay on because of the community and her colleagues. It was a perfect transition as Dr. Perrin retired.
- Involvement with Practice Ready Ontario program looking at international medical trainees coming to Ontario to work. A matched physician is offered a job for three years and then can decide if they want to stay long term.
- Attending Medical Recruitment Fairs at every Ontario medical school
- Attended the Society of Rural Physicians of Canada Conference with Dr. Weinstein
- Joined Southern Ontario Physician Recruitment Alliance to market internationally, with participate in Medical Fairs in the states.
- Marketing video created to show what Wellington North is like.

Dr. Weinstein stated she came to Mount Forest seven years ago, largely in part due to Alison. The clinic and hospital focus on residencies, mostly through McMaster. The physician lounge is used for activities and team building. Residents are given the opportunity to experience our rural community.

2. Andrew Coburn, Coburn Insurance Brokers Ltd., Broker of Record  
Colin Smith, Intact Public Entities, Regional Manager
  - 2025/2026 Insurance and Risk Management

Mr. Coburn provided a review of the state of the insurance industry; an update on municipal property insurance, automobile insurance, municipal casualty insurance and cyber insurance; a review of the Township's municipal insurance program; the Intact Public Entity proposal; and a year over year comparison. Mr. Coburn stated that the industry is stabilizing, and increases are lower on certain policies.

RESOLUTION: 2025-002

Moved: Councillor Renken

Seconded: Councillor McCabe

THT the Council of the Corporation of the Township of Wellington North accept the proposed insurance coverage for the Township of Wellington North for insurance renewal year beginning January 31, 2025 as applicable to the policies.

CARRIED

3. Grand River Conservation Authority, Samantha Lawson, CAO; Sonja Radoja, Manager of Corporate Services (Retiring); and Kayleigh Keighan, Manager of Finance (replacing Sonja upon retirement)
  - 2025 Budget Presentation

Ms. Lawson and Ms. Radoja provided an overview of the Grand River Conservation Authority and Watershed, outlined strategic priorities, budget challenges, comparison of Budget 2024 vs Draft Budget 2025, and municipal funding increases

4. Saugeen Valley Conservation Authority, Erik Downing, General Manager/Secretary Treasurer; and Adam Chalmers, Corporate Services Manager
  - 2025 Budget Presentation

Mr. Downing reviewed the three categories of programs and services; corporate services; planning and regulations, campgrounds, forestry, non-revenue, motorpool, capital water infrastructure, water quality, and flood forecasting and warning accomplishments and goals; the 2025 budget and Wellington North's general levy.

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

No questions on agenda items registered.

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

1. Regular Meeting of Council, December 16, 2024

RESOLUTION: 2025-003

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council held on December 16, 2024 be adopted as circulated.

CARRIED

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

No business arising from previous meetings of Council.

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

2a, 3c, 4a, 4b

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

RESOLUTION: 2025-004

Moved: Councillor Renken

Seconded: Councillor Burke

THAT all items listed under Items for Consideration on the January 13, 2025 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 summary of the Grand River Conservation Authority General Membership Meeting held on December 13, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Membership Meeting #9-2024 held on November 20, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Sarah Kurtz, Planning Student; Curtis Marshall, Manager of Development Planning; County of Wellington, dated January 13, 2025 regarding Church, Cemetery and Parochial School (Gary Martin), Concession 6, Part Lot 9 (West Luther), Recommendation Report (ZBA 18/24)

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2025-002 regarding the Notice of Decision for the following Consent Applications, received from the County of Wellington Planning and Land Division Committee:

- B88-24 Gary Martin, Part Lot 9, Concession 6 with no civic number, in the hamlet of Damascus (Severance);
- B89 -24 Gary Martin, Part Lot 9, Concession 6 with no civic number, in the hamlet of Damascus (Easement);
- B92-24 12375532 Canada Inc., Part Park Lot 6, s/s Smith St., Crown Survey known as 335 & 341 Smith St. in the village of Arthur (Lot Line Adjustment); and
- B93-24 12375532 Canada Inc., Part Park Lot 6, s/s Smith St., Crown Survey known as 335 & 341 Smith St. in the village of Arthur (Lot Line Adjustment).

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2025-001 being the Building Permit Review for the month of October 2024.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2025-002 being the Building Permit Review for the month of November 2024.

THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington, correspondence dated December 3, 2024 regarding the County Official Plan Review – OPA 16 Urban Boundary Expansions Report

THAT the Council of the Corporation of the Township of Wellington North receive the Ministry of Natural Resources correspondence dated December 12, 2024 to Conservation Authorities regarding extension of Minister's direction for conservation authorities regarding fees changes associated with planning, development, and permitting fees.

THAT the Council of the Corporation of the Township of Wellington North receive the Crime Stoppers Guelph Wellington Winter 2024/025 Newsletter.

CARRIED

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

Councillor Burke left the meeting by turning her microphone and camera off and she did not participate in discussion or voting.

RESOLUTION: 2025-005

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-001 Consent Application B103-24 BHD Investments Inc./Dingwall Investments Inc. (Severance).

AND THAT Council support consent application B103-24 as presented with the following conditions.

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

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

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

CARRIED

Councillor Burke returned to the meeting.

RESOLUTION: 2025-006

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2025-003 being the Building Permit Review for the month of December 2024.

CARRIED

RESOLUTION: 2025-007

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-004 update on recreation programs.

CARRIED

RESOLUTION: 2025-008

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-005 being a report on 320 King St., E., Mount Forest, the Mount Forest Community Centre.

AND THAT Council approve the phased work-plan and general timelines outlined in this report;

AND FURTHER THAT Council direct staff to review anticipated capital and operating costs for the Mount Forest Community Centre and report back on anticipated requirements in 2025.

CARRIED

### **NOTICE OF MOTION**

Councillor Renken introduced the following notice of motion:

THAT Council direct staff to prepare a report on the feasibility of clearing the track at the Mount Forest Community Centre in the winter to accommodate dog walkers who use it daily, many of whom are seniors.

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

Councillor Renken (Ward 1):

- Received a comment from a new resident regarding fantastic snow removal.

Councillor Hern (Ward 3):

- GRCA strategic plan meeting will be a half day on Friday, January 17, 2025.



- Arthur Chamber of Commerce meeting last week. There are two new members.
- Mount Forest Chamber of Commerce meeting next week.

Councillor McCabe (Ward 4):

- SVCA AGM is Friday, January 17<sup>th</sup>. He is unable to attend.
- ROMA Conference is this Saturday, January 18<sup>th</sup> to Tuesday, January 21<sup>st</sup>.

#### **BY-LAWS**

- a. By-law Number 001-2025 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Concession 6, Part Lot 9, former Township of West Luther, Gary Martin – Church, Cemetery, and Parochial School)

RESOLUTION: 2025-009

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 001-2025 be read and passed.

CARRIED

#### **CULTURAL MOMENT**

- Celebrating Dr. Helen Reynolds

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

RESOLUTION: 2025-010

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 002-2025 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on January 13, 2025 be read and passed.

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2025-011

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Regular Council meeting of January 13, 2025 be adjourned at 3:47 p.m.

CARRIED

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**MAYOR**

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**CLERK**

## ***Mount Forest District Chamber of Commerce***

### ***Board Meeting Minutes***

December 10<sup>th</sup>, 2024

#### **I. Call to Order**

Chris Holden called to order the regular meeting of the Mount Forest Chamber of Commerce Board of Directors at 4:47 pm on December 10<sup>th</sup>, at The Topsy Fox.

#### **II. Roll Call**

Members in attendance to the meeting were:

- Chris Holden                                 President
- Sharon Wenger                             Treasurer
- Shawn McLeod                             Director
- Joe Wettlaufer                             Director
- Mel Robinson                             Director
- Stacey Stevenson                         Office Administrator

#### **III. Economic Development Report – Robyn Mulder (Absent)**

#### **IV. Council Notes – Lisa Hern (Absent)**

#### **V. Approval of Minutes for November 2024**

MOTION to approve – Shawn McLeod

2<sup>nd</sup> BY – Mel Robinson

All in favour

#### **VI. Treasurer’s Report/Monthly Cheque Log Review and Approval**

MOTION to approve monthly finances – Mel Robinson

2<sup>nd</sup> BY – Shawn McLeod

All in favour

MOTION to approve 2025 budget – Mel Robinson

2<sup>nd</sup> BY – Shawn McLeod

All in favour

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

- Stacey is to look into reducing website cost and potential website revenue
- The storage unit needs to be cleaned out so the monthly fee can be dropped.

**b) Mount Forest Fireworks Festival Update – Sharon**

No updates at this time.

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

- The board agreed on the rates for retailers at \$35.00 each plus HST.
- The public purchase rates will be \$45.00 plus tax (when applicable)
- Sharon is to draft a contract agreement to keep the public purchase rates the same in all stores for 6 months.

MOTION to approve rates and contract agreement – Sharon Wenger

2<sup>nd</sup> BY Mel Robinson

All in favour

**b) Office Accessibility – Stacey**

- Stacey is in the process of getting quotes prepared for the required accessibility fixes to the building.
- The board would like to start a reserve fund for future repairs
- The board agrees to get the back door ramp done as soon as possible.

**Adjournment**

Meeting adjourned at 5:21 pm, December 10th, 2024.

The next meeting will be January 14<sup>th</sup> at 4:30 at the Chamber board room.



## MINUTES OF MEETING OF ARTHUR BIA

**Wednesday, September 25, 2024 @ 7:30 PM**  
**Virtual via Zoom link**

### **Board Members present:**

Angela Alaimo, Chair  
 Paula Coffey, Vice Chair  
 Jim Coffey  
 Gord Blyth  
 Sheila Faulkner  
 Mitch Keirstead  
 Councillor Lisa Hern

### **Other Attendees**

Robyn Mulder EDO

### **Absent**

Chris McIntosh

### **Review and Adoption of the Agenda at 7:31pm**

**Chair Angela called the virtual meeting to order**

THAT the agenda for the September 25, 2024 meeting of the Arthur Business Improvement Area be accepted and passed. Paula asked that the Agenda be amended to include a discussion of Township grants available. Motion to approve Agenda with that amendment by Lisa and seconded by Paula.

### **Review and Approval of Minutes**

THAT the minutes from the August 21, 2024 Arthur Business Improvement Area meeting be approved and passed. Motion to approve August minutes by Mitch, and seconded by Gord

### **Financial Report**

Review of financial report from Chris, Motion to approve by Jim and seconded by Gord.

### **Roundtable Discussion:**

The Township has indicated that it wants message boards placed in both Arthur and Mount Forest. The cost is about \$3k per message board which is twice the cost of the one that we had selected. There will be two in Mount Forest so the Township has suggested two in Arthur – one at the corner of the cenotaph park where we had determined we would place ours and one at the arena. Paula will ask Mandy if we can pay half rather than the full amount.

Angela gave report received from Brooke Lambert CAO of the Township regarding the Pride banners. No explanation of Council's decision.

Brooke indicated that she was in favour of the letters. It is too late to send the letter in support of the change to the legislation – that motion has been made by the OBIA to the province already.

Lisa indicated that if Brooke was in favour of the letters then we could proceed. Angela will send the letter requesting assistance from the County.

QR codes – after some discussion about the low numbers of viewers, Gord suggested that cards be made up and distributed around to local businesses to promote them on a weekly basis so that people know that the banners and QR codes are related. He will ask Caroline to design some over the winter.

It was decided that this year's AGM would be hybrid. Someone will contact Jim Phillips to see if they have an OWL system that we can use.

Robyn reported that Dan Farrelly had recommended not leaving any flower pots out over the winter in case of damage by plows. We all agreed to follow Dan's recommendation.

It was noted that there was an Instagram post complimenting the mums that Paula had planted over the fall.

Lisa reported that Arthur Greenhouse did not want to give us a quote for flowers next year. Paula agreed to contact LittleTree to put in the order.

Angela advised that the BIA has been asked to support the Christmastime in Arthur street fair with a closing of Charles Street and part of Georgina. Everyone agreed to support this event.

Angela advised that the BIA has been asked to contribute to the Christmas insert in the Wellington Advertiser again, sharing cost on a one third basis with the Chamber and the Township. Everyone agreed to support this contribution.

We discussed what should be included in our 2025 work plan and budget – flowers, \$2k for the message board, poppy refurbishing (although there may be a grant), replacement of two pots, renewal of the QR code software, two additional banners for bump outs and another 3 – it was discussed about posting on social media to attract consideration for people and places to showcase on the banners, an event budget and lighting for the holiday season and an OWL system. The AGM is scheduled for November 15. Any other line items to be sent to me, and I would work with Chris to develop the draft budget.

Robyn addressed the speed networking event coming up with 10 resources for employers.

I mentioned that I was struggling sending out information to members since I only have a mailing list with only a few email addresses for owners and tenants.

We discussed who has voting power at the AGM and that the tenant would need written permission from the landlord to vote at the meeting. I will ensure that that is conveyed in the notice for the meeting.

We discussed whether we would include trees in pots as part of our budget. It was decided that this would be a big expenditure and that there really isn't space on the sidewalks to put additional pots with trees. Paula will message Jennifer McDougall about the tree planting that the Lions' Club will be implementing as part of their anniversary and see if they could incorporate some trees for shade in the downtown area.

We will think about other structures/ideas for shade.

We discussed lighting for the downtown area. She will find out more information from Elora re the lights that they had displayed. They are glued to the outside of the buildings by a lighting company.

We agreed that we would propose an increase to the levy by 5% this year.

Paula suggested a Sip, Savour and Shop event. She polled the downtown businesses and everyone agreed that we need an event to pull people into the downtown area. It would be experience centred and interactive eg. Foodland agreed to do a tasting night.

Paula spoke about the grants available from the Township. The deadline is September 30. She will ask for a grant for the Arthur By the Fire event if Copernicus doesn't apply.

We discussed where to have the AGM since it would be hybrid. Gord will investigate the Senior's Hall. The cost is by donation.

Sheila addressed an issue she was having with a shoplifter in her store. We discussed an appropriate way of assisting our businesses with getting this information out.

**Date of next meeting:**

October 16

**Adjournment** by Sheila



## MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES January 14th, 2025 @ 8:00 AM

Meeting Room Mount Forest Arena

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

### **PRESENT ATTENDEES**

Members: Kailyn Cudney, Rachel Whetham, Andrew Coburn, Dwight Benson, Kyle Dallaire, Jessica McFarlane, Erin Kiers

Staff: Robyn Mulder

Community Members: Penny Renkin

Council Reps:

### **ABSENT ATTENDEES**

Sherry Burke, Allison Litt, Bill Nelson, Maggie Schram, Amanda Boylan

### **WELCOME AND INTRODUCTIONS**

**Andrew**

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

**Andrew**

**Kyle motions to adopt the agenda, seconded by Jessica McFarlane. Carried.**

### **ITEMS FOR DISCUSSION**

#### **1. Light Posts**

**Dwight**

- Still in the works, dwight is waiting to hear back on the cost to retrofit the fixtures, he would like 2 - 3 more quotes before deciding

- Dwight suggests we should approach the town to assist with the costs as it is a cost saving for the town

## 2. Street Cleaning

**Dwight**

- Kailyn to put on the website & socials that we are looking for a street cleaner, may through to thanksgiving. 6:30 - 7am start time, daily M-F, duties include picking up garbage and glass, removing weeds if seen, sweeping, from Birmingham St to Queen St lights - looking for someone responsible to clean our street

## 3. Relmaged Laneway - Pizza Hut

**Jessica**

- No updates as of right now other than Bill is trying to work with the township to try and avoid any legal fees
- Robyn to connect with the township to see if we can determine who owns the laneway, if it is the township or someone else
- Kailyn to include in the upcoming newsletter opening up conversation for new potential hardscapes, suggesting that people email the bia with their suggestions

## 4. Economic Development

**Robyn**

- Community improvement program has started again for 2025, there is \$35,000 for grants - small changes made, cut off for applications is September 30th for work done by the end of the year. the township is working on some guidelines that businesses can follow when planning their facade upgrades
- The township will be using a new app called DriftScape for posting of events, tours, art galleries, etc. which will be implemented in 2025
- Farmers market is moving to the new site where the old pool was - opening june 14th and closing september 27th, will be looking for a student to manage the farmers market as well as the community garden
- Next wovsa event is Jan 21st from 6-8 in mildmay
- There will be a mayor breakfast series happening first one is in March

## 5. Q4 Newsletter

**Kailyn**

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

## NEW BUSINESS

### 1. NEXT MEETING

Tuesday, February 11th 2025 8am in the Lower Leisure Room @ Mount Forest Arena

**ADJOURNMENT** - Meeting adjourned by Andrew.





## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday November 21, 2024, 1:00 PM.

Location: Remote via Zoom

Chair: Tom Hutchinson

Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin, Greg McLean, Dave Myette, Mike Niesen, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

Members absent: Sue Paterson, Steve McCabe

Staff present: Matt Armstrong, Adam Chalmers, Erik Downing, Janice Hagan, Darren Kenny, Donna Lacey, Katie Thomas, Brandi Walter

Vice Chair Tom Hutchinson assumed the role of Chair and called the meeting to order at 1 PM.

#### 1. Land Acknowledgement – read by Bud Halpin

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

#### 2. Adoption of Agenda

##### Motion #G24-127

Moved by Peter Whitten

Seconded by Kevin Eccles

THAT the agenda for the Saugeen Valley Conservation Authority meeting, November 21, 2024, be adopted as circulated.

**Carried**

#### 3. Declaration of Pecuniary Interest

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

#### 4. Adoption of Minutes

4.1 Authority meeting – October 17, 2024

##### Motion #G24-128

Moved by Bill Stewart

Seconded by Dave Myette

THAT the minutes of the Saugeen Valley Conservation Authority meeting, October 17, 2024, be adopted as presented.

**Carried**

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

**6. New Business**

6.1 Formosa Administration Office: Lightning Strike update

Erik Downing, GM/S-T, reported that staff have been in communication with the insurance company and the general contractor to address the damage caused by the lightning strike. While the timeline for resuming on-site work remains uncertain, significant progress has been made.

6.2 GM-2024-13: SVCA Operational Plan

The Directors reviewed several items outlined in the plan, and the GM/S-T provided clarifications. Chair Barbara Dobreen joined the meeting at 1:20 PM.

6.3 GM-2024-14: Program Report

The Directors requested additional details on various program report projects, and the GM/S-T provided further information.

6.4 Correspondence

There was no submitted correspondence.

6.5 COR-2024-25: 2025 Authority Meeting Schedule

The GM/S-T presented the proposed meeting schedule for 2025, and the Directors requested that Janice Hagan distribute the meeting dates via calendar invite.

**Motion #G24-129**

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the 2025 SVCA Authority meeting and Section 28 Hearing schedules be adopted as presented.

**Carried**

6.6 COR-2024-26: 2025 Budget Presentation

Staff presented the proposed 2025 budget and reviewed the accomplishments of 2024, as well as the goals for 2025. It was noted that the budget is based on the anticipated continuation of the Environmental Planning and Regulations (EPR) fee freeze mandated by the provincial government since 2022. The budget request is 17.6%, which includes a 12% increase in staff salaries as previously approved by the Board, and a significant withdrawal from reserve funds.

Greg McLean left the meeting at 3:42 PM.

Barbara Dobreen called for a recorded vote for the following motion:

**Motion #G24-130**

Moved by Bill Stewart

Seconded by Barbara Dobreen

THAT the SVCA Board of Directors approve the 2025 draft budget in principle; and further

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

- Moiken Penner            In favour
- Peter Whitten            In favour
- Paul Allen                In favour
- Larry Allison            In favour
- Jennifer Prenger        In favour
- Bill Stewart              In favour
- Bud Halpin                In favour
- Dave Myette             In favour
- Mike Niesen              Opposed
- Barbara Dobreen        In favour
- Kevin Eccles             Opposed
- Tom Hutchinson        In favour

**Carried**

Due to time constraints, Barbara Dobreen requested that Agenda items 6.8, EPR-2024-23: Violation Strategy Update, 6.9 EPR-2024-24: Permits Issued for Endorsement, and 7.0 Closed Session be deferred to the next meeting.

**Motion #G24-131**

Moved by Barbara Dobreen

Seconded by Kevin Eccles

THAT Agenda Items 6.8, 6.9, and 7.0 be deferred to the next scheduled Authority meeting.

**Carried**

6.7 Christmas Office Closure

Erik proposed that staff receive regular salaried pay for the three days, December 27, 30, 31<sup>st</sup> during the time the Administration office is closed for the Christmas holidays. There was no discussion.

**Motion #G24-132**

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

THAT the SVCA approves that the SVCA be closed between Christmas and New Years in 2024; and further

THAT all eligible staff be allowed to have this time off one time with pay and without use of vacation or overtime.

**Carried**

6.8 EPR-2024-23: Violation Strategy Update

Deferred to next Authority meeting

6.9 EPR-2024-18: Permits Issued for Endorsement

Deferred to next Authority meeting

6.10 EPR-2024-25: Schedule A Environmental Planning and Regulations Fee

Staff presented the recommended 2025 EPR fee rate for the Board's consideration. These fees will be implemented if the 2024 rates are not suspended by the provincial government.

**Motion #G24-133**

Moved by Larry Allison

Seconded by Paul Allen

THAT Fee Schedule A, Environmental Planning and Regulations be approved as presented.

**Carried**

6.11 WR-2024-10: Durham Upper Dam

Staff recommend suspending winter operations at the Durham Upper Dam (DUD) due to its significant deterioration and unsafe conditions. The Board reviewed the 1997 incident where frazil ice buildup led to flooding in some areas of the Town of Durham; however, it was noted that the dam could fail if the winter operations continue. Staff confirmed that WECl funding has been approved for 50% of the project and that the benefitting municipality would cover the remaining 50%.

Jennifer Prenger left the meeting at 4:30 PM.

**Motion #G24-134**

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the cessation of winter operations at the Durham Upper Dam, as recommended based on ongoing engineering reports, with a provision for annual re-evaluation; and further

THAT staff proceed with Phase 2 of a Class Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECl) funding; and further

THAT the Municipality of West Grey be deemed the benefitting municipality, contributing 100% of the project costs not covered by grant funding.

Paul Allen requested that the Question be divided as the resolution contains two different subjects.

Barbara Dobreen requested a recorded vote for the first part of the Resolution:

**Motion #G24-135**

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the cessation of winter operations at the Durham Upper Dam, as recommended based on ongoing engineering reports, with a provision for annual re-evaluation.

Moiken Penner	In favour
Peter Whitten	Opposed
Paul Allen	Opposed
Larry Allison	In favour
Bill Stewart	In favour
Bud Halpin	In favour
Dave Myette	In favour
Mike Niesen	In favour
Barbara Dobreen	In favour
Kevin Eccles	Opposed
Tom Hutchinson	Opposed

**Carried**

Barbara Dobreen requested a recorded vote for the second part of the Resolution:

**Motion #G24-136**

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT staff proceed with Phase 2 of a Class Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECI) funding; and further

THAT the Municipality of West Grey having been deemed the benefiting municipality, contributing 100% of the project costs not covered by grant funding.

Moiken Penner	In favour
Peter Whitten	Opposed
Paul Allen	In favour
Larry Allison	In favour
Bill Stewart	Opposed
Bud Halpin	In favour
Dave Myette	In favour
Mike Niesen	In favour
Barbara Dobreen	In favour
Kevin Eccles	Opposed
Tom Hutchinson	Opposed

**Carried**

6.12 NWMO-2024-01: Nuclear Waste Management Organization (NWMO) Update

There was no discussion on the report.

**Motion #G24-137**

Moved by Bud Halpin

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority Board of Directors receive the NWMO-SVCA Environmental Media Baseline Program update for information.

**Carried**

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

Deferred to next Authority meeting.

**8. Adjournment**

With no further business to discuss, the meeting was adjourned at 5:07 PM, following a motion by Dave Myette and Peter Whitten.

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Tom Hutchinson  
Chair

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Janice Hagan  
Recording Secretary



**PLANNING REPORT**  
**for the TOWNSHIP OF WELLINGTON NORTH**

Prepared by the County of Wellington Planning and Development  
 Department

**DATE:** January 16, 2025  
**TO:** Darren Jones, C.B.O.  
 Township of Wellington North  
**FROM:** Curtis Marshall, Manager of Development Planning  
 County of Wellington  
**SUBJECT: FINAL RECOMENDATION REPORT**  
**File Name: Eastridge Landing Subdivision – Phase 5**  
**OPA-2024-02, ZBA 15/24 & Draft Plan of Subdivision - 23T-24002**  
**Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur**

**PLANNING COMMENT**

The Township of Wellington North and the County of Wellington have received applications for an official plan amendment, a draft plan of subdivision, and a zoning by-law amendment to facilitate Phase 5 of the Eastridge Landing development in Arthur. This final phase of the development proposes 55 residential dwellings including single detached, semi-detached and townhouses.

Planning staff have no concerns with the official plan, draft plan of subdivision and zoning by-law amendment as presented and are of the opinion that the applications are consistent with Provincial Policy, the County of Wellington Official Plan and the Wellington North Growth Management Action Plan. The proposed subdivision completes the final phase of the development and provides alternative forms of housing (semi-detached dwellings and townhouses) which are needed in the community.

If Council is in support of the official plan amendment and draft plan of subdivision, resolutions of support should be passed by Council and forwarded to the County of Wellington.

A final by-law amending to the Township of Wellington North Zoning By-law will be presented to Township Council for final approval once the County has rendered a decision on the County Official Plan amendment.

**RECOMMENDATIONS:**

THAT the recommendation report dated January 3, 2025 regarding the proposed official plan, draft plan of subdivision and zoning by-law amendment to facilitate Phase 5 of the Eastridge Landing development in Arthur be received;

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

AND FURTHER THAT Council supports the proposed draft plan of subdivision and the Township Clerk notify the County of Wellington of this position;

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

**LOCATION**

The subject property is located at the end of Eastview Dr. and Schmidt Dr. in Arthur and is legally described as: Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur. The subject property is 3.45 ha (8.5 ac) in size and is currently vacant. The location of the property is shown on Figure 1.

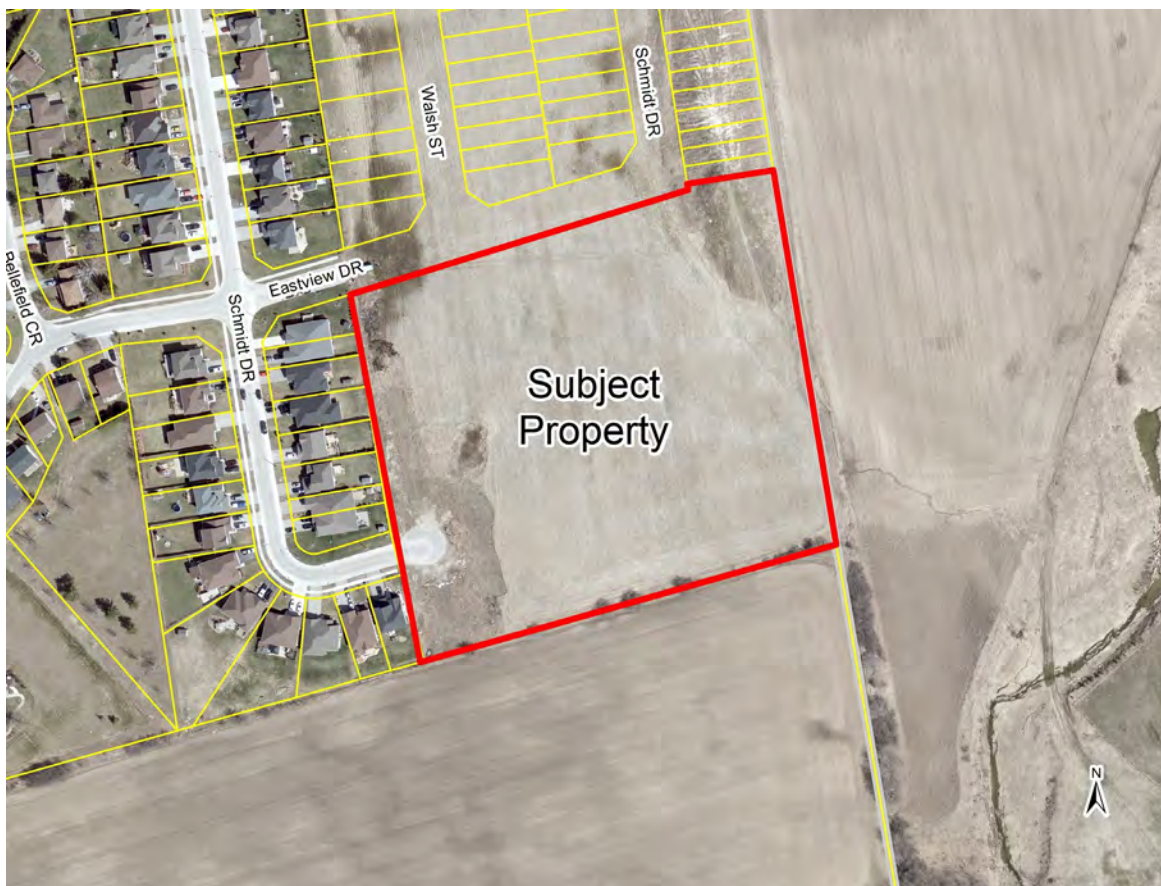


Figure 1: Air photo of subject property (Source County of Wellington 2020)



## PUBLIC MEETING

A public meeting for the application was held on November 18, 2024. No one from the public spoke at the meeting and no written public comments have been received in regards to the application.

## AGENCY COMMENTS

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

## PLANNING COMMENTS

A summary and review of applicable provincial and local planning policies was provided as part of the earlier public meeting report dated November 8, 2024. Planning Staff are of the opinion that the proposed applications are consistent with provincial and local planning policy.

### OPA 123:

On October 31, 2024, County Council adopted OPA 123 which redesignates the subject lands as Residential. This amendment was undertaken as part of the County's Official Plan Review and serves to ensure that sufficient land is available for residential development in urban centres including Arthur. This amendment has been submitted to the Province for final approval.

The timing of the Province's approval of the amendment is unknown at this time. If OPA 123 is approved by the Province (as adopted by the County in respect to the subject lands) the proposed official plan amendment application filed by the applicant would not be necessary.

## PROPOSED OFFICIAL PLAN AMENDMENT

Planning Staff have prepared a draft official plan amendment which redesignated the land from Future Development to Residential in the County of Wellington Official Plan. An excerpt of the amendment is attached as **Schedule 1** to this report. The complete draft official plan amendment will be provided to County Council for consideration.

## PROPOSED DRAFT PLAN OF SUBDIVISION

The draft plan of subdivision proposes to create 55 residential units. This is the 5<sup>th</sup> and final phase of the development project on the east side of Arthur. Phases 1, 2 and 3 have been constructed and Phase 4 is currently under construction.

Proposed Draft Plan (Phase 5):

<b><u>Lots/Blocks:</u></b>	<b><u>Proposed Use:</u></b>
Lots 1-13, 15 & 17-21	18 single detached lots
Lots 14, 16 & 21-24	6 semi-detached lots (12 units)
Blocks 25-29	25 street townhouse unit
Blocks 30	Open Space – Walkway

Lands for a park (5.34 acres) and a stormwater management pond were dedicated to the Township as part of Phase 1 of the development. The stormwater management pond was designed and constructed to service all 5 phases of the development. The street layout and

servicing (water and waste water) design was also considered and planned for as part of the first phase of the development.

The proposed draft plan also includes a road connection (Eastview Dr. extension) to vacant lands south of the development. A copy of the plan is shown below as Figure 2.

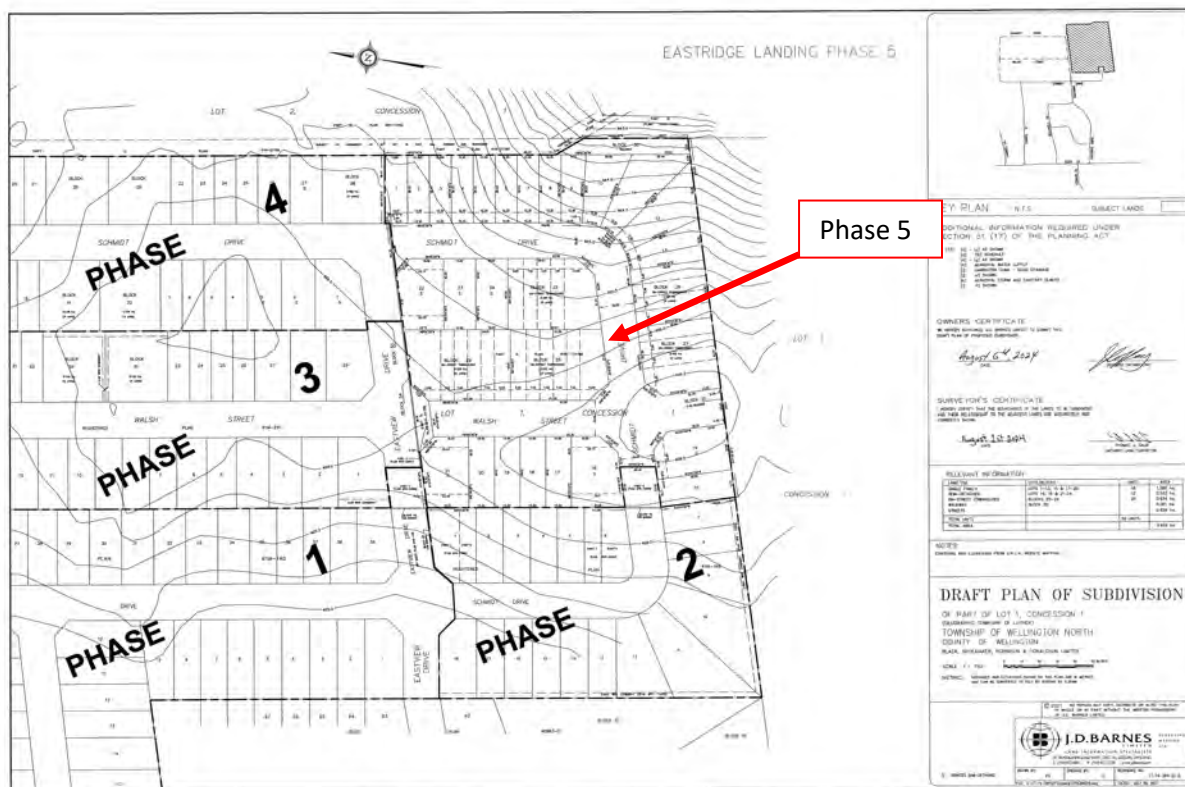


Figure 2: Proposed Draft Plan of Subdivision

#### Conditions of Draft Approval:

Planning Staff have been working with Township Staff and the Township Engineer to prepare final conditions of draft approval for the Township. These conditions address Township requirements financial and otherwise. The applicant/developer will have to satisfy these conditions and obtain sign off/clearance from the Township prior to the County granting final approval to the subdivision.

A list of all of the proposed Township (see conditions 2-10) and agency conditions (see conditions 11-24) are attached to this report as **Schedule 2**. The proposed draft conditions may be subject to further revision prior to final approval being granted by the County of Wellington.

#### **PROPOSED ZONING BY-LAW AMENDMENT**

Planning Staff have prepared a draft zoning by-law amendment (see **Schedule 3**) for Council's future consideration. The draft zoning by-law amendment proposes to rezone the lands from Future Development (FD) to Low Density Residential (R1B), Low Density Residential (R1C), Medium Density (R2), and Open Space (OS) to facilitate the proposed residential subdivision. No site specific amendments are being proposed.

The draft by-law also applies a holding provision (H) to the property which would have to be lifted by Council prior to building permits being issued. Specifically, the proposed holding provision (H) requires that the following matters must be addressed to Council's satisfaction prior to the issuance of building permits:

- Municipal water and sewage allocation has been granted to the development;
- A detailed engineering design has been approved and the necessary development agreement(s) have been entered into with the Township

#### **NEXT STEPS**

If Council is in support of the official plan amendment, and draft plan of subdivision, resolutions of support should be passed by Council and forwarded to Wellington County.

Planning Staff are recommending that Council approve the zoning amendment application in principle at this time, and that Council approve the final amending by-law after the County has rendered a decision on the County Official Plan amendment.

Respectfully submitted



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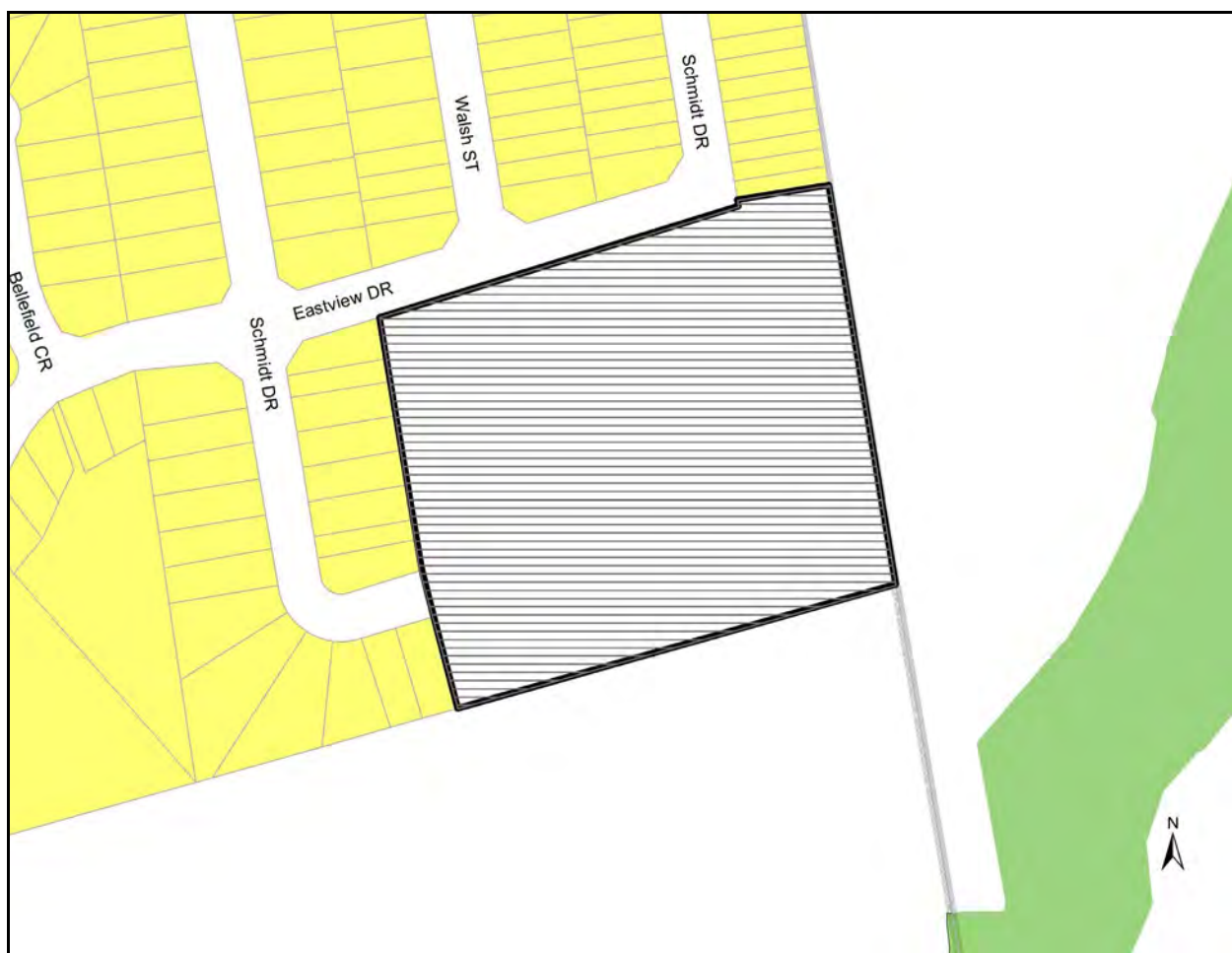
Curtis Marshall MCIP, RPP  
Manager of Development Planning

## Schedule 1 – Draft Official Plan Amendment

**Draft County of Wellington Official Plan Amendment (Excerpt)****DETAILS OF THE AMENDMENT**

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule B6-2 (Arthur)** is amended, by re-designating the lands legally described as Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur, as shown on Schedule "A" to this amendment from "Future Development" to "Residential".

**Schedule A**

Re-designate from "Future Development" to "Residential"

## Schedule 2 – Proposed Conditions of Draft Approval

**THE CORPORATION OF THE COUNTY OF WELLINGTON  
DECISION OF THE CORPORATION OF THE COUNTY OF WELLINGTON**

With respect to an application by 2073022 Ontario Inc. - East Ridge Landing Phase 5 pursuant to the provisions of Section 51 of the Planning Act, R.S.O. 1990 as amended for approval of a plan of subdivision, being Part Lot 1, Concession 1, West Luther Township of Wellington North Arthur Village in the County of Wellington. The Corporation of the County of Wellington has granted draft approval to this draft plan of subdivision subject to the following conditions of draft approval:

CONDITIONS OF APPROVAL FOR  
DRAFT PLAN OF SUBDIVISION 23T-24002

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**No. Condition**

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- 1 THAT this draft approval applies to the draft plan, County of Wellington File No. 23T-24002, draft plan Project No. 17-14-384-01-B, as lastly revised on August 1, 2024 by Thomas J. Salb, O.L.S.J.D. Barnes Limited, showing 18 Single Family residential lots (Lots 1-13, 15 & 17-20); 12 Semi-detached lots (Lots 14, 16 & 21-24); 25 unit On-Street Townhouses (Blocks 25-29) Walkway 0.61 ha (Block 30); Streets (0.826 ha) being a total area of 3.454 ha.
- 2 THAT prior to final approval by the County of Wellington, the County of Wellington is to be advised by the Township of Wellington North that appropriate zoning is in effect for this proposed subdivision.
- 3 THAT the streets shown in this draft plan shall be dedicated to the Township of Wellington North as public highway and the streets shall be named to the satisfaction of the Township of Wellington North and where those streets are not extensions of existing streets, that such new street names shall not be duplicates in spelling or phonetic sounding of street names elsewhere in the County of Wellington.
- 4 THAT the Owner enter into a subdivision agreement with the Township of Wellington North for the purposes of satisfying all the requirements of the Township, financial and otherwise including but not limited to the provision of roads, signage, the installation of municipal services, the planting and preservation of trees, stormwater management, and drainage. The agreement shall be registered against the lands to which it applies; and that a copy of the subdivision agreement as registered be filed with the County. The scope and extent of the items identified below will be further materialized at the detailed design phase in consultation with the Township of Wellington North. Without limiting the generality of the foregoing, the agreement shall contain wording to the satisfaction of the Township of Wellington North that addresses the following matters:
  - a) Contain phasing arrangements acceptable to the Township of Wellington North.
  - b) Contain provisions whereby the Owner shall prepare and implement a construction traffic access and control plan for all phases of servicing and building construction to the

satisfaction of the Township of Wellington North and include provisions that all damage or maintenance required to surrounding streets as a result of such traffic shall be at the Owner's cost.

- c) Provide for the installation of a piped water supply system and a piped waste water collection system.
- d) Provide for the installation of a piped storm system and storm water management facility, subject to the approval of the MECP if applicable.
- e) Contain wording to the effect that all agreements of purchase and sale shall contain wording advising that all persons who make first purchases of land within the plan of subdivision after final approval of the subdivision plan, are informed when land is transferred, of all the development charges related to this development.
- f) Provide for the submission, to the satisfaction and approval of the Township of Wellington North, of design drawings and supporting information to address the requirements of the proposed development including roads, boulevards, pedestrian access, municipal servicing, drainage/SWM, utilities, landscaping/tree preservation, signage, sidewalks, external works required to support the development, and any other requirement of approval agencies.
- g) That prior to the initiation of any site grading or servicing and prior to final approval, the owner must submit updated and final detailed geotechnical investigation report for the site prepared by qualified Engineers to the satisfaction of the Township. The report shall provide an assessment of proposed groundwater recharge mitigative measures on the identified seeps and on the lot buildings and structures. The report shall provide an assessment of groundwater levels as well as establishing design high groundwater elevations on a lot by lot basis. The recommended high groundwater elevation for each lot is intended to ensure a minimum vertical separation from the underside of the proposed footing elevation to the seasonal high groundwater elevation at a given lot of 0.3m. Proposed lot grading plans for the development shall provide the minimum recommended separation on all lots. The geotechnical report shall establish the structural fill requirements on a lot by lot basis which shall be incorporated on detailed lot grading plans.
- h) Contain provisions to address the provision of adequate sidewalks, lighting and snow removal and which are satisfactory to the Upper Grand District School Board and to the Township of Wellington North in respect of the means whereby the children can walk safely to school or to school bus "student collection areas".
- i) Contain wording to the effect that all agreements of purchase and sale shall include wording advising purchasers that the lands adjacent to the subdivision are being utilized for normal agricultural operations that may result in noise, dust, odour and other potential nuisances associated with agricultural uses. These normal farm practices may occasionally affect the living environment of residents in close proximity to agricultural operations.
- j) Contain wording to the effect that all agreements of purchase and sale shall include wording advising purchasers that Environmental Warnings/Restrictions will be registered on title pertaining to adjacent land uses (ie. Municipal Sewage Lagoons) and operations and associated potential occurrences of odours, noise, traffic, etc. These operations may occasionally affect the living environment of residents in closer proximity to the Township Sewage Lagoons.
- k) Contain provisions for municipal fees to be collected prior to start of construction for the Infrastructure Services Department as found in the current Fees and Charges By-law at time of construction.



- 5 THAT such easements, conveyances, and/or agreements as may be required for servicing, access, utility or drainage purposes shall be granted to the appropriate authority.
- 6 THAT prior to final approval and registration of any phase of the plan, the Township of Wellington North shall confirm to the satisfaction of the County of Wellington that an adequate water supply and sewage capacity at the Wastewater Treatment Plant are available and has been allocated for the applicable plan or phase or that satisfactory arrangements have been made to ensure that an adequate water supply and sewage capacity will be available when required.
- 7 THAT the owner shall make satisfactory arrangements with the appropriate provider of electricity, telephone, natural gas, cable television and other utilities for the provision of such services to this plan of subdivision to the satisfaction of the Township of Wellington North.
- 8 THAT Block 30 (Open Space - Walkway), on the draft plan of subdivision shall be conveyed to the Township of Wellington North free and clear of encumbrances.
- 9 THAT the final M plan to be registered include 0.3 m (1ft) reserves to be provided to the Township as required.
- 10 THAT a Holding (H) Provision shall be put in place on lands, or part thereof, to the satisfaction of the Township of Wellington North which will not permit the issuance of building permits until the following matters have been addressed to the satisfaction of Council:
  - a) Municipal water and sewage allocation has been granted to the development;
  - b) A detailed engineering design has been approved and the necessary development agreement(s) have been entered into with the Township
- 11 THAT the Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada (telecommunication provider) to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
- 12 THAT the Owner agrees that should any conflict arise with existing Bell Canada (telecommunication provider) facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.
- 13 THAT prior to final approval, the Owner/Developer shall provide written confirmation from an authorized service provider that communication/telecommunication facilities will be provided within the proposed development to enable, at a minimum, the delivery of communication/telecommunication services for emergency management services (i.e. 9-1-1 Emergency) in accordance with CRTC requirements.

- 14 THAT the owner/developer comply with the following conditions to the satisfaction of the Upper Grand District School Board:
- That Education Development Charges shall be collected prior to the issuance of a building permit(s).
  - That the developer shall agree, upon registration of the plan, to provide the Upper Grand District School Board with a digital file of the plan of subdivision in either ARC/INFO export or DWG format containing parcel fabric and street network.
  - That the developer shall agree in the subdivision agreement that adequate sidewalks, lighting and snow removal (on sidewalks and walkways) will be provided to allow children to walk safely to school or to a designated bus pickup point.
  - That the developer shall supply, erect, and maintain a sign (at its expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.
  - That the developer shall agree in the subdivision agreement to advise all purchasers of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease: "In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS), or its assigns or successors, will not travel on privately owned or maintained right-of-ways to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point."
- 15 THAT the owners or their agents submit the following plans, reports and/or documentation to the satisfaction of the Township Risk Management Official:
- a) A Salt Management Plan to manage winter maintenance activities;
  - b) A liquid fuel handling / storage and spill response procedure for construction;
  - c) Documentation of the ECA for the phase 5 sewers, once available;
  - d) Implementation of best management practices, such as LID measures, with the goal to maintain pre-development recharge;
  - e) That any existing, unused, wells are decommissioned as per Ontario Regulation 903 and that this documentation is submitted.
- 16 THAT the Owner shall provide to the County of Wellington an AUTOCAD "dwg" digital file of the final plan to be registered.
- 17 THAT the Owner's surveyor shall provide to the County of Wellington a written undertaking to provide to the County of Wellington a mylar, 2 white prints and electronic version of the final plan of subdivision as registered in the Land Titles Office for Wellington (No. 61) should such documents not be forwarded to the County of Wellington by the local Land Registrar's office after registration of the plan.
- 18 THAT the Owner's surveyor provides to the County of Wellington a copy of the deposited Reference Plan submitted to the Land Registry/Titles Office for Wellington (No. 61) for "First Registration Under the Land Titles Act, R.S.O. 1990, c.L.5".

- 19 THAT if final approval is not given to this draft plan No. 23T-24002 within three years of draft approval and if no extensions have been granted pursuant to subsection 51(33) of the Planning Act, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O. 1990. If an extension is being requested, a written explanation together with a resolution from the Township of Wellington North must be received by the Director of Planning for the County of Wellington prior to the lapsing date of \_\_\_\_\_.
- 20 THAT the County of Wellington be advised in writing by the Township of Wellington North that conditions 2 to 10 (inclusive) have been satisfied.
- 21 THAT the County of Wellington be advised in writing by the Bell (telecommunication provider) that conditions 11 and 12 have been satisfied.
- 22 THAT the County of Wellington be advised in writing by Upper Grand District School Board that condition 14 has been satisfied.
- 23 THAT the County of Wellington be advised in writing by the Wellington Source Water Protection that condition 15 has been satisfied.
- 24 THAT the Owner/Developer remit to the County of Wellington the applicable final approval fee when the final plan is being presented to the County of Wellington for the County's consideration for final plan approval.

**NOTES to DRAFT APPROVAL**

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, quoting the County plan of subdivision file number (23T-24002).
2. Clearances are required from the following agencies:

**Township of Wellington North**  
**Bell/Telecommunication Provider**  
**Upper Grand District School Board**  
**Wellington Source Water Protection**

If the agency condition relates to a condition(s) in the subdivision agreement, a copy of the subdivision agreement should be sent to them. This will expedite the clearance of the final plan.

3. The costs of any relocations or revisions to Hydro facilities which are necessary to accommodate this subdivision will be borne by the developer.
4. An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 - Proximity - of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "*DANGER - Overhead Electrical Wires*" in all locations where personnel and construction vehicles might come in close proximity to the conductors.
5. The Owner is advised to contact Bell Canada at [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.
6. It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that not such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.
7. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

8. The final plan approved by the County of Wellington must be registered within 30 days of final approval or the County of Wellington may withdraw its approval under subsection 51(59) of the Planning Act, R.S.O. 1990 as amended.
9. The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency).
10. Payment of clearance letter fees may be required from the clearing agencies before the clearance letter is issued. Please contact the appropriate agency for information in this matter.
11. Pursuant to the Clean Water Act, there is no Notice required for this proposal. It should be noted that if the nature of the development changes, Section 59 Notices may apply.

Schedule 3 – Draft Zoning By-law Amendment

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER XXXX**

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

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

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

1. THAT Schedule ‘A’ Map 2 – Arthur to By-law 66-01 is amended by changing the zoning on lands legally described as Con 1, Pt Lot 1 (West Luther), Parts 5 & 6 RP61R21786, Arthur, as shown on Schedule “A” attached to and forming part of this By-law from **Future Development (FD)** to:
  - **Low Density Residential with a Holding Provision R1B-44 (H)**
  - **Low Density Residential with a Holding Provision R1C-44 (H)**
  - **Medium Density Residential with a Holding Provision R2-44 (H)**
  - **Open Space OS**
  
2. THAT Section 31, Arthur area exception zone, is hereby amended by adding the following new exception:

<p><b>31.44</b> Con 1, Pt Lot 1 (West Luther), Parts 5 &amp; 6 RP61R21786, Arthur  Phase 5 Eastridge</p>	<p><b>R1B-44 (H)</b> <b>R1C-44 (H)</b> <b>R2-44 (H)</b></p>	<p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ol style="list-style-type: none"> <li>I. Municipal water and sewage allocation has been granted to the development;</li> <li>II. A detailed engineering design has been approved and the necessary development agreement(s) have been entered into with the Township</li> </ol>
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3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
4. THAT this By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS xx<sup>th</sup> DAY OF xx, 2025**

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

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

THE TOWNSHIP OF WELLINGTON NORTH

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

Schedule "A"



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

Passed this \_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2025-01-27  
 MEETING TYPE: Open  
 SUBMITTED BY: Tammy Pringle, Development Clerk  
 REPORT #: DEV 2025-003  
 REPORT TITLE: Site Plan Agreement – Canadian Storage Holdings Inc., 7519 Sideroad 7 East

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 003-2025 regarding the final approval of the Canadian Storage Holdings Inc. Site Plan Control Agreement.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- By-law 019-2023 dated March 6, 2023
- DEV 2022-049 Consent B137-22 BJ Industries Inc. (Severance) (December 5, 2022)
  - Resolution in Support: 2022-380

### BACKGROUND

#### **Subject Lands**

The property is in the hamlet of Kenilworth and is in the south/east quadrant, with a civic address of 7519 Sideroad 7 E.

The land holding is approximately 2 acres and is legally known as: PART LOT 21 CONCESSION EAST OF THE OWEN SOUND ROAD, DIVISION 1 ARTHUR TOWNSHIP PART 1, 61R22470; TOWNSHIP OF WELLINGTON NORTH

#### **The Proposal**

The Owner has applied for Site Plan Approval from the Township to construct a new multi-unit self storage building with outdoor storage areas. This project will include site grading, landscaping, snow storage areas, stormwater management and fire water reservoir.

#### **Existing Policy Framework**

The subject lands are designated M1-115 Industrial Exception Zone, in the Township of Wellington North Zoning By-Law 66-01 with Hamlet Designation 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 project will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached.

The executed site plan agreement will be registered.

**CONSULTATION**

Staff have consulted with the Building, Planning & Development, Infrastructure Services and Fire Services Departments in the Township as well as the County of Wellington, Planning and Development Department and Township Engineer, on its behalf. The MTO was also circulated, by the applicant, for review.

**FINANCIAL CONSIDERATIONS**

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

**ATTACHMENTS**

DEV 2025-003 **APPENDIX A** – Location Map

DEV 2025-003 **APPENDIX B** – Site Plan Showing Location of Building

DEV 2025-003 **APPENDIX C** – Site Plan Control Agreement

**STRATEGIC PLAN 2024**

- Shape and support sustainable growth  
How: Supporting growth and increased services for local communities within the hamlet area.
- 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 AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

BETWEEN:

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

-and-

**CANADIAN STORAGE HOLDINGS INC.**  
(hereinafter collectively called the "Owner")  
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the lands described as

PART LOT 21 CONCESSION EAST OF THE OWEN SOUND ROAD, DIVISION 1  
ARTHUR TOWNSHIP PART 1, 61R22470; TOWNSHIP OF WELLINGTON NORTH

PIN: 71090-0225 (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 Owner has submitted to the Township, plans and drawings of a proposed development on the Lands described in Schedule "A" attached hereto;

AND WHEREAS the Township approved the plans and drawings submitted by the Owner subject to certain conditions;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the mutual covenants hereinafter expressed, the Township's approval of the plans and drawings described herein and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "Plans").
2. The Owner covenants and agrees to construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.

4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Section 3 of this Agreement.
5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catch basins, where necessary, in a manner approved by the Township and/or The Corporation of the County of Wellington (the "County").
6. The Owner agrees and acknowledges they are responsible for snow removal from the parking lot area of the Lands. During construction of the works, buildings and structures, snow will be removed in a manner consistent with best practices on the Land. Surplus snow outside of the snow storage areas that are shown on the approved Plans shall be removed off-site to a location that has been arranged by the Owner and at the sole expense of the Owner.
7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
9. The Owner shall, where required by Township and/or County resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
10. The Owner hereby releases and indemnifies the Township, the Township's consulting engineer, and, where applicable, the County, its servants, consultants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township (the "Offsite Works"), the Owner shall:
  - a) The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, completed operations insurance, and automobile liability insurance, providing coverage for a limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, with the Township and the Township's consulting engineer as additional insured, and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period described in 11 (e) of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. A Certificate of Insurance shall be provided prior to the start of construction and on an annual basis. The policy shall specify that it cannot be altered, cancelled, or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the Township.
  - b) Prior to the commencement of the Offsite Works within the Township's

Right-of-Way the following items are required as set out in the Township's Service Connection Policy:

- i. The Owner is responsible to hire a contractor from the Township's Approved Contractor List to construct the works within the municipal right-of-way.
  - ii. The Owner's contractor shall forward a Certificate of Insurance meeting the same requirements as outlined in section 11a of this agreement, WSIB Certification, Ministry of Labour Notice of Project and Traffic Control Plan as per MTO Book 7 requirements.
  - iii. A Pre-Construction meeting has been held between the Township, Owner and Owner's Contractor.
- c) It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Developer and that this coverage shall preclude subrogation claims against the Township and will be primary insurance in response to claims.
- d) The Township's claims process for Third Party claims is to refer the claimant, including lien claimants, directly to the Developer and to leave the resolution of the claim with the Contractor. This applies regardless of whether or not it is an insured loss.
- e) The Owner shall, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the "Offsite Works Security Deposit") in form satisfactory to the Chief Building Official ("CBO") and in an amount satisfactory to the Chief Building Official ("CBO"), sufficiently guaranteeing the satisfactory completion of the offsite works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a minimum period of two (2) years from the date of certification of substantial completion, and receive written approval from the Township Engineer. The Security must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer and all Works have been certified by the Owner's Engineer, the Security may be reduced to an amount equal to ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said minimum two (2) years period. No interest shall be payable on any such security deposit. The Township will not be required to provide final acceptance during the winter months or any other time of year when inspection of the Works and services is impractical due to snow cover or other adverse conditions.
- f) The Owner shall employ engineers registered with Professional Engineers Ontario and approved by the Township to provide the field layout, the contract administration, necessary contract(s) and full-time supervision inspection of construction. The Owner's Engineer shall provide certification that the installation of services was in conformance with said plans, documents and specifications, such certification to be in a form acceptable to the Township Engineer.
- g) Hereby acknowledges and agrees that should there be a deficiency in or failure to carry out any work or matter required by any clause of this Agreement, whether or not such work or matter is specifically secured by way of letter of credit, and the Owner fails to comply, within thirty (30) days written notice, with a direction to carry out such work or matter, the Township may draw on the letter of credit and complete all outstanding works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn.

- (h) Hereby acknowledges and agrees that the Township reserves the right to draw on and use the letter of credit to complete any work or matter required to be done by the Owner pursuant to this Agreement. The Owner further acknowledges and agrees that, notwithstanding subsection 11(e) to this Agreement, in the event that the Township determines that any reduction in the letter of credit will create a shortfall with respect to securing the completion of any work or matter remaining to be carried out by the Owner pursuant to this Agreement, the Township will not be obligated to reduce the letter of credit until such time as such work is completed to the satisfaction of the Township or the Township has sufficient security to ensure that such work will be completed.
12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township (the "Onsite Works") the Owner shall:
- a) Provide the Township with, upon the earlier of (a) commencing any Onsite Works on the relevant lands, or (b) applying for a building permit, supply the Township with a letter of credit or other satisfactory security in an amount equal to 50% to a maximum of FIFTY THOUSAND DOLLARS (\$50,000) of the cost of works and facilities relating to onsite servicing, storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works (the "Onsite Works Security Deposit"). No interest shall be payable on any such security deposit.
  - b) Complete the said works and facilities within a period of two (2) years from the date of issuance of a building permit, or within two (2) years of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the Owner's sole expense. When a substantial amount of the work is completed to the satisfaction of the Township, the Security may be reduced to an amount determined by the Township for each phase and shall not be further reduced until the Township has approved the works.
  - c) Upon failure of the Owner to complete the said works and facilities within the said two (2) year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the relevant lands to perform the said works and facilities.
13. The Owner shall grade the Lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Plans. The Owner shall not use or cause or permit to be used any new construction on the Lands until after an as-built grading survey has been provided by an Ontario Land Surveyor and a professional engineer or architect has given the Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the Lands which fall within the provisions of Section 41 of the *Planning Act* and are required for this development by the Plans and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
14. The Owner covenants and agrees not to permit the Lands to drain otherwise than into a properly installed drainage system with proper catch basins and the grades and drainage facilities shall be so established as to provide roof water onto the

- internal system and maintain an on-site storm water management system to limit storm run-off from the site to a predevelopment rate of flow and to indemnify and save harmless the Township from any liability for excess run-off as a result of construction or development on the Lands.
15. The Owner covenants and agrees to implement and monitor on-site sediment and erosion control measures, during construction of this development, to the satisfaction of the Township.
  16. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the Owner may be required to apply dust suppressants, covering stockpiles of topsoil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
  17. The Township and Owner agree that the Owner may choose to develop the Lands in phases and in accordance with the approved phasing plan, as shown on the approved Plans. In such case, the Owner agrees as follows:
    - a) that the Owner will not apply for, nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
    - b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
    - c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the Chief Building Official (the "CBO"), and the provisions of this Agreement shall apply to such security with respect to such phase(s); and
    - d) that the provisions of this Agreement shall apply to all such phases.
  18. The Owner covenants and agrees to make all necessary arrangements and to be solely responsible for the costs of removing and relocating any existing municipal or public services requiring relocation in the course of, or in connection with, the construction, installation or provision of the works, services and facilities under this Agreement.
  19. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
  20. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
  21. The covenants, agreements, conditions and understandings set out herein and in Schedule "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
  22. If the proposed development governed by this Agreement is not commenced within two (2) years from the date of the execution of this Agreement, or if the Owner does not make a submission for site plan approval of its broader development of the Lands within two (2) years from the date of the execution of this Agreement, the Township may, at its sole option and on sixty (60) days'

notice to the Owner, declare this Agreement null and void and of no further force and effect. The refund of any fees, levies or other charges paid by the Owner pursuant to this Agreement shall be in the sole discretion of the Township, but under no circumstances will interest be paid on any refund.

- 23. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

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THIS AGREEMENT is executed by the Township this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

Per:

\_\_\_\_\_  
DARREN JONES – CHIEF BUILDING OFFICIAL

I have authority to bind the corporation.

THIS AGREEMENT is executed by the owner this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CANADIAN STORAGE HOLDINGS INC.**

Per:

\_\_\_\_\_  
ROBERT MAJOR - President

I/we have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 8253 2<sup>nd</sup> Line, RR #3, Arthur, ON, N0G 1A0

DEVELOPER'S PHONE NUMBER: 519-803-0225

DEVELOPER'S EMAIL ADDRESS: r.r.major@hotmail.com



**SCHEDULE "A"****Approved Plan and Drawings**

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
	Grading & Servicing Plan	2	Oct 7, 2024	Van Harten Surveying Inc.
	Site Plan	3	Nov. 27, 2024	Van Harten Surveying Inc.
	Erosion, Sediment Control and Removals Plan	2	Oct 7, 2024	Van Haren Surveying Inc.
FWS-1	Dry Hydrant & Fire Water Storage		24/10/25	Sure Sprinkler Design Inc.
	Stormwater Management Brief		October 7, 2024	Van Harten Land Surveyors- Engineers
	Stormwater Operations and Maintenance Manual		August 20, 2024	Van Harten Land Surveyors- Engineers

## **SCHEDULE "B"**

### **Site Specific Requirements**

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

1. None.



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2025-01-27  
 MEETING TYPE: Open  
 SUBMITTED BY: Tammy Pringle, Development Clerk  
 REPORT #: DEV 2025-004  
 REPORT TITLE: Notice of Decision Received for Consent Application B19-24

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2025-004 regarding the Notice of Decision for the following Consent Application, received from the County of Wellington Planning and Land Division Committee:

- B19-24 Karen Kammer Meier, Part Lots 10 & 11, Concession 2 with the civic address of 8449 Line 2, in the former Township of West Luther (Severance);

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- DEV 2024-016 Consent B19-24 Karen Kammer Meier (Jun. 24, 2024)
  - Resolution 2024-206: in Support Subject to the lot line being adjusted to comply with PPS Section 2.3.4.1 c) as per the Planning Report.
- DEV 2024-030 Revised Consent B19-24 Karen Kammer Meier (Oct. 21, 2024)
  - Resolution 2024-239: does not support Revised Consent Application B19-24, Karen Kammer Meier severance as presented.
  - AND FURTHER THAT Council would support a lot size of two acres or less with a more regular shape and exclude existing structure.
  - AND FURTHER THAT Council requests that the Land Division Committee confirms to their satisfaction that this is a farm consolidation;
  - AND FURTHER THAT should the Planning and Land Division Committee approve the consent as proposed on Application B19-24 the following matters are to be addressed as conditions of approval:

### 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.

Notice of Decision has been received from the County of Wellington Planning and Land Division Committee on the above noted application.

**June 24, 2024:** The initial application was presented to Council. At that time Council supported the application, **subject to the lot line being adjusted to comply with PPS Section 2.3.4.1 c) as per the Planning Report** and provided eight conditions to be addressed should the application be approved.

**July 24th, 2024:** staff received a Deferral Letter from the County of Wellington Land Division Committee stating: **THAT** application B19-24 be deferred for the applicant/agent to review the proposed application to resolve issues presented at the July 18, 2024 Land Division Committee meeting:

1. Well easement over the retained parcel to be removed;
2. Lot configuration and size related to Planning and Township comments;
3. Shed to remain on retained (if reconfigured); and
4. If reconfigured a proposed easement for hydro to the existing shed.

**October 21, 2024:** revised survey sketches were presented to Council. The surveyor indicated that the following changes had been made:

1. Overall area of the consent has decreased from 2.1 ha proposed at the Hearing to 1.5 ha;
2. The need for a well easement has been removed, and have shown a new drilled well which is now installed at the dwelling;
3. The workshop, or shed as referred to in the recent letter (July 24/24) has been dramatically reduced in size from 8000 sq ft to 2500 sq ft with the balance of the shed to be demolished; and
4. The overhead hydro lines have been kept within the severed Parcel, so no easement is required. The balance of the overhead hydro lines are to be removed.

Council was not in support of the revised Consent Application as presented and requested that the Land Division Committee deny the application. However, should the Committee grant conditional approval, they provided a list of Township conditions to be addressed.

**January 9, 2025:** A revised sketch (Appendix B) and application was presented for the Land Division Committee. The proposed revisions now show:

- Proposed severance is 1.0 hectares (2.47 acres) with 27.4m frontage, existing and proposed rural residential use with existing dwelling.
- Retained parcel is 35.2 hectares, existing and proposed agricultural use. Existing sheds to be demolished.
- The 8,000 sq. ft. farm shed is now located within the retained parcel.

Staff are generally satisfied with the conditions presented along with the November 20, 2024 revised survey sketches (Appendix B). Based on the revised submission, the Land Division

Committee felt the application was appropriate and excluded the following conditions requested by the Township:

- Support a lot size of two acres or less with a more regular shape and exclude existing structure.
- Request that the Land Division Committee confirms to their satisfaction that this is a farm consolidation.

The last day to file an appeal to the Ontario Land Tribunal for these applications is February 4, 2025.

## 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 2025-004 **APPENDIX A** Notice of Decision B19-24

DEV 2025-004 **APPENDIX B** B19-24 Severance Sketch No. 24-9972

Prepared by Greg Ford at Wilson-Ford Surveying and Engineering, dated November 20, 2024

DEV 2024-004 **APPENDIX C** B19-24 Aerial View

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

January 15, 2025

**EXPLANATION OF APPEAL PROCEDURES**

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B19-24** pursuant to the provisions of the Ontario Planning Act.

Take notice that an appeal to the Ontario Land Tribunal in respect to this Consent file may be made by filing a notice of appeal with the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting **Wellington County** as the Approval Authority or by mail 74 Woolwich Street, Guelph, ON N1H 3T9, no later than 4:00 p.m. on the last date of appeal noted on signature page. The filing of an appeal after 4:00 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$400.00 (per Application) can be paid online through e-file or by certified cheque/money order to the **Minister of Finance, Province of Ontario**. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca). If the e-file portal is down, you can submit your appeal to [landdivisioninfo@wellington.ca](mailto:landdivisioninfo@wellington.ca)

**Who Can File An Appeal**

The applicant, the Minister, a specified person or any public body may, not later than 20 days after giving of notice under subsection (17) is completed, appeal the decision or any condition imposed by the Council or the Minister or appeal both the decision and any condition to the Tribunal by filing with the County of Wellington or the Minister a notice of appeal setting out the reasons for the appeal accompanied by the fee charged by the Tribunal.

If the Decision of the County of Wellington 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 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 Land Division Committee is available for inspection at the County of Wellington Administration Centre 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 – Karen Kammer Meier      AGENT – Greg Ford, OLS      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 B19-24**

**APPLICANT**

Karen Kammer Meier  
 8449 Line 2  
 Arthur N0G 1A0

**LOCATION OF SUBJECT LANDS**

Township of Wellington North (West Luther)  
 Part Lots 10 & 11  
 Concession 2

**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 Karen Kammer Meier pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for a Surplus Farm Dwelling rural residential lot, being Part of Lot 11, Concession 2, geographic Township of West Luther, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 11 CONDITIONS (AS AMENDED) 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.

**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 JANUARY 16, 2027**

- 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 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** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the reapportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain; and further that 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** the Owner apply for and obtain a Road Entrance Permit including payment of all applicable fees and charges and installation of a new rural residential entrance access on the severed land to the satisfaction of the Township of Wellington North; 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.
- 9 **THAT** the Owner remove all barns, shed and feed storage bins, including existing foundations, slabs on the retained parcel except the farm shed of 743.2 sq.m (8000 sq.ft.) and the site is left in a graded level condition to the satisfaction of the Township; 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.



- 10 **THAT** the owner receive zoning compliance and classification from the Township of Wellington North and the County of Wellington Planning Department to prohibit a new residential dwelling on the retained parcel in a manner deemed acceptable; 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.
- 11 **THAT** servicing on the severed parcel can be accommodated to the satisfaction of the Township of Wellington North; 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 19-24, 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



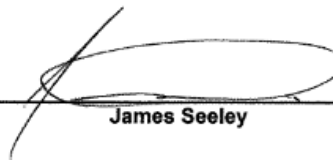
Michael Dehn



Shawn Watters

absent

Gregg Davidson



James Seeley



Chris White


CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON JANUARY 9, 2025

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

FEBRUARY 4, 2025

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: JANUARY 15, 2025

SIGNED: 

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



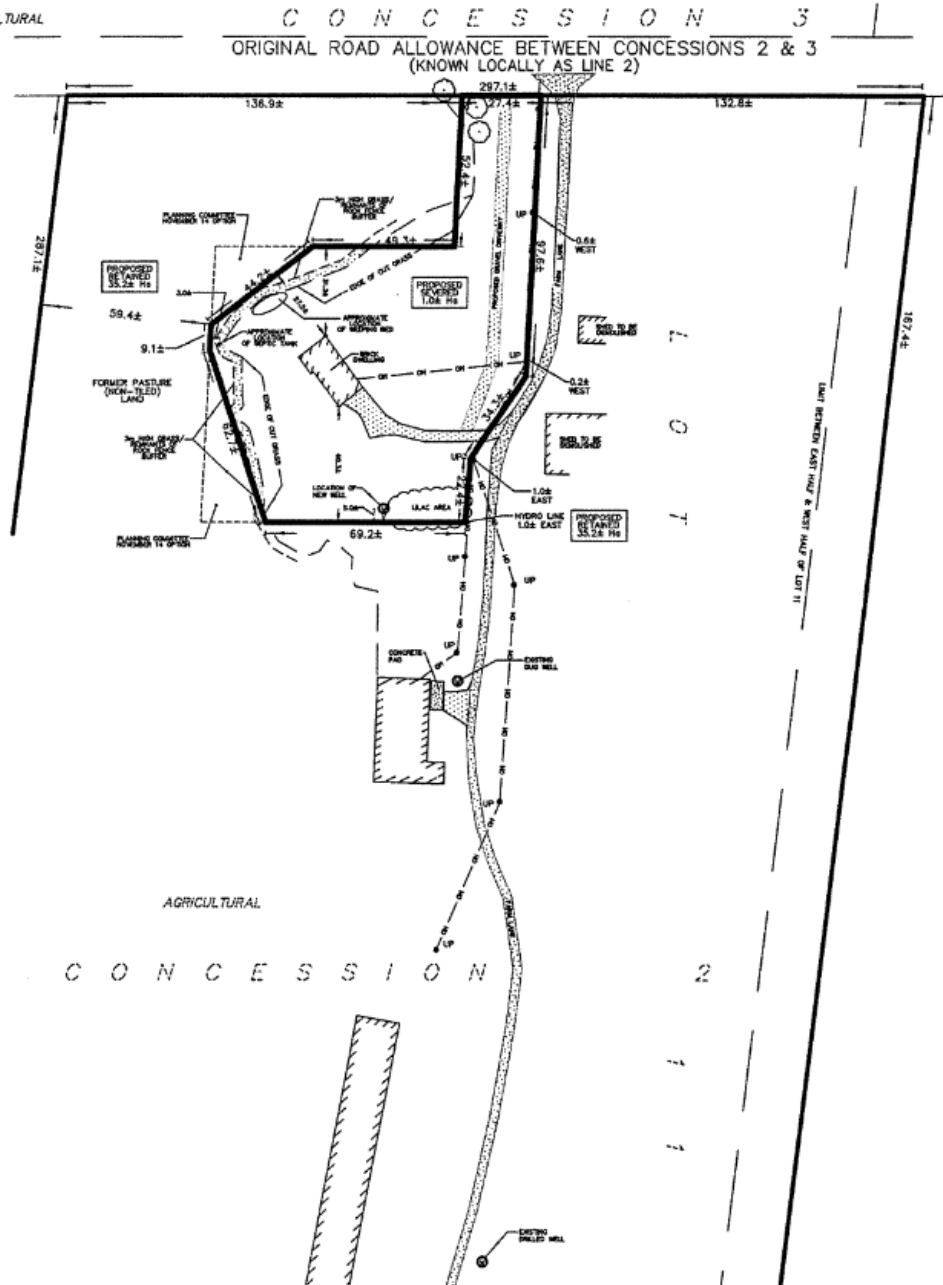
WILSON-FORD

NOTES:

CIVIC ADDRESS: 8449 LINE 2,  
 ARTHUR, ON

ZONING: A AGRICULTURAL

	ZONING: A (AGRICULTURAL)		
	PRESCRIBED	SEVERED	RETAINED
MIN FRONTAGE	122.0m	27.4±m	269.7±m
MIN AREA	35.0Ha	1.0±Ha	35.2±Ha
FRONT YARD, MIN	18.3m		
INT SIDE YARD, MIN	3.0m	27.5±m	
REAR YARD, MIN	3.0m	40.3±m	



CAUTION

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20, NOVEMBER, 2024

DATE

GREG FORD, P.Eng(CIVIL)

WILSON - FORD

Surveying & Engineering  
 118 NORPARK AVENUE, Box 294,  
 MOUNT FOREST ON, N0G 2L0  
 PHONE (519)323-2451

PROJECT No.: 24-9972 KAMMER MEIER

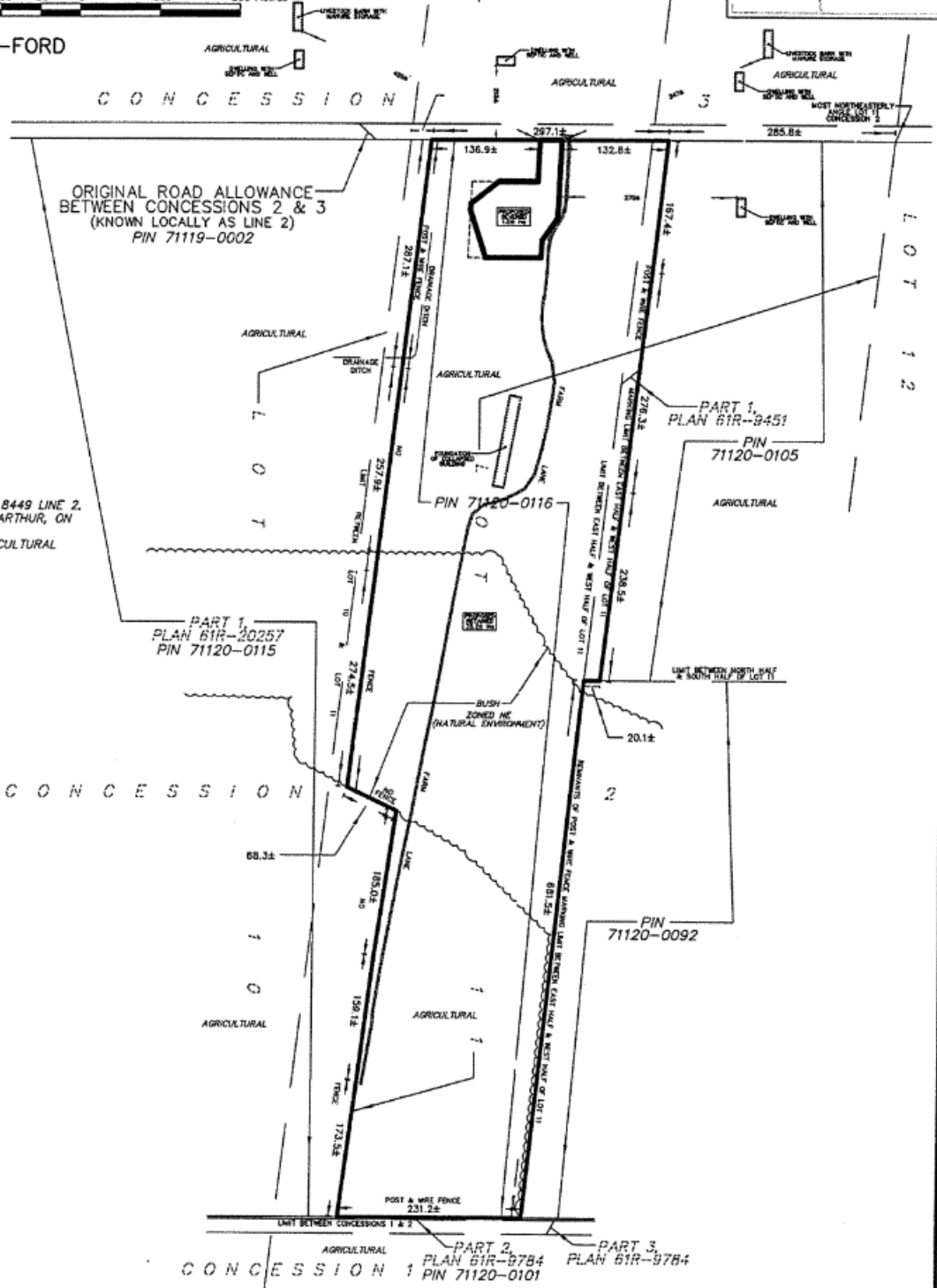
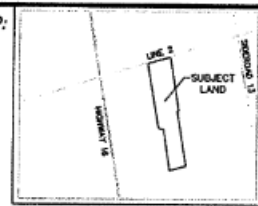
SKETCH FOR SEVERANCE APPLICATION  
(GEOGRAPHIC TOWNSHIP OF WEST LUTHER)  
TOWNSHIP OF WELLINGTON NORTH  
COUNTY OF WELLINGTON

KEY MAP:  
PAGE 1 OF 2

Scale 1 : 5000



WILSON-FORD



NOTES:  
CIVIC ADDRESS: 8449 LINE 2,  
ARTHUR, ON  
ZONING: A AGRICULTURAL

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20 NOVEMBER, 2024

DATE

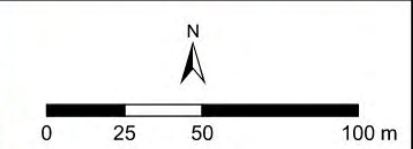
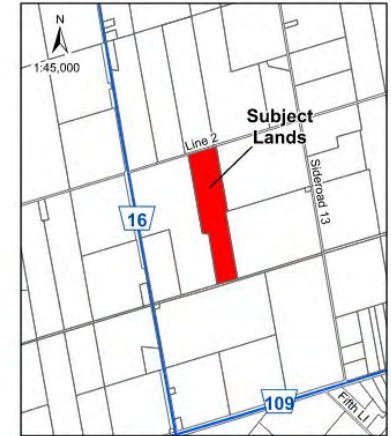
GREG FORD, P.Eng(CIVIL)

**WILSON - FORD**  
Surveying & Engineering  
118 NORPARK AVENUE, Box 294,  
MOUNT FOREST ON, N0G 2L0  
PHONE (519)323-2451

PROJECT No.: 24-9972 KAMMER MEIER



COUNTY OF WELLINGTON  
 LAND DIVISION  
**B19-24**  
 Karen Kammer Meier  
 Township of Wellington North  
 8449 Line 2  
 (West Luther Township)



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 Produced by: County of Wellington Planning & Development Department 2024  
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 County of Wellington  
 Teranet 2002  
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COUNTY OF WELLINGTON  
LAND DIVISION

**B19-24**

Karen Kammer Meier

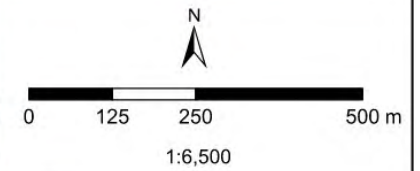
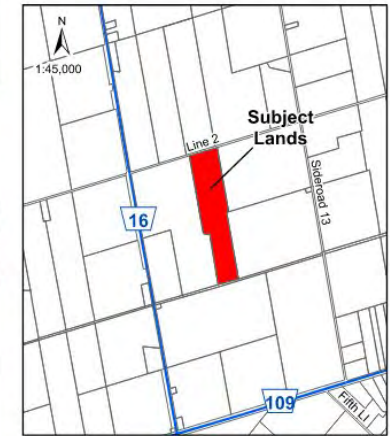
Township of Wellington North

8449 Line 2

(West Luther Township)



F:\LIS\Projects\_Development Review\Land Division Committee Maps\2025\Jan LD\Maps\B19-24-DEFERRED FROM JULY 2024.aprx



Date: May 2024

Produced by: County of Wellington Planning & Development Department 2024

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Sources:  
County of Wellington  
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**PLANNING REPORT**  
**for the TOWNSHIP OF WELLINGTON NORTH**

Prepared by the County of Wellington Planning and Development  
 Department

**DATE:** January 17<sup>th</sup>, 2025  
**TO:** Darren Jones, C.B.O.  
 Township of Wellington North  
**FROM:** Zach Prince MCIP RPP, Senior Planner  
 County of Wellington  
**SUBJECT:** **RECOMMENDATION REPORT**  
**Wilson Developments - 5053745 Ontario Inc.**  
**440 Wellington St E, Mount Forest**  
**Draft Plan of Condominium – 23CD-24002**

**PLANNING COMMENT**

The purpose of this report is to provide the Township with a recommendation regarding the above noted draft plan of condominium application – 23CD-24002 (Wilson Developments).

The application proposes to establish a standard condominium for the 28 stacked townhouse units which are currently under construction. The proposed draft plan of condominium includes 28 residential dwelling units distributed among three stacked townhouse buildings (two 12-units and one 4-unit), with 30 exclusive use parking spaces, 11 visitor spaces, and 3 barrier free visitor spaces.

Township Staff and the Township Engineer (BM Ross) have reviewed the proposed draft plan and supporting materials and are generally satisfied that the technical and engineering requirements of the Township have been met or will be addressed through conditions of draft plan approval.

Planning Staff are of the opinion that the proposed draft plan of condominium is appropriate and consistent with Provincial Policy and the County of Wellington Official Plan.

If Council is in support of the proposed draft plan of condominium, a recommendation of support should be passed and forwarded to the County of Wellington.

**LOCATION**

The subject property is legally described as Plan Town of Mount Forest Part Park Lot 4 RP 61R22383 Parts 2 & 3, Geographic Town of Mount Forest, and municipally known as 440 Wellington St. E., Mount Forest. The subject property is approximately 0.56 ha (1.38 ac) in size. The 28 stacked townhouse units are currently under construction. The location of the property is shown on Figure 1. (Note the air photo shows the property in 2020. The existing structures have since been removed).



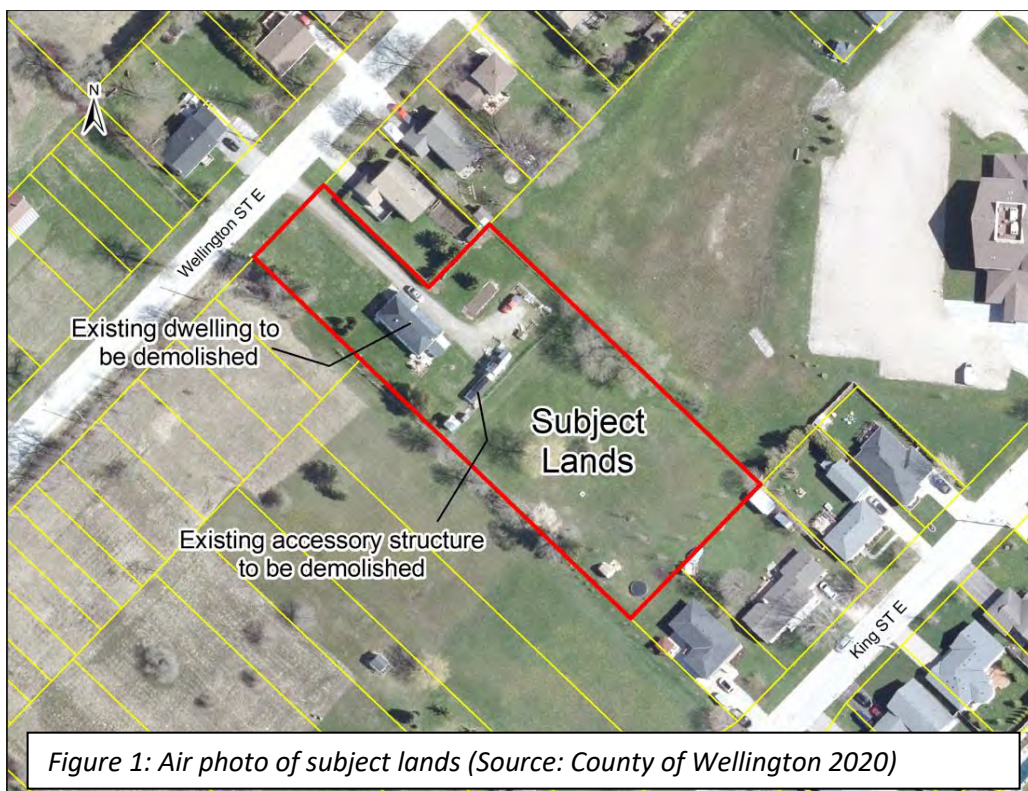


Figure 1: Air photo of subject lands (Source: County of Wellington 2020)

A copy of the site plan sketch is provided below.

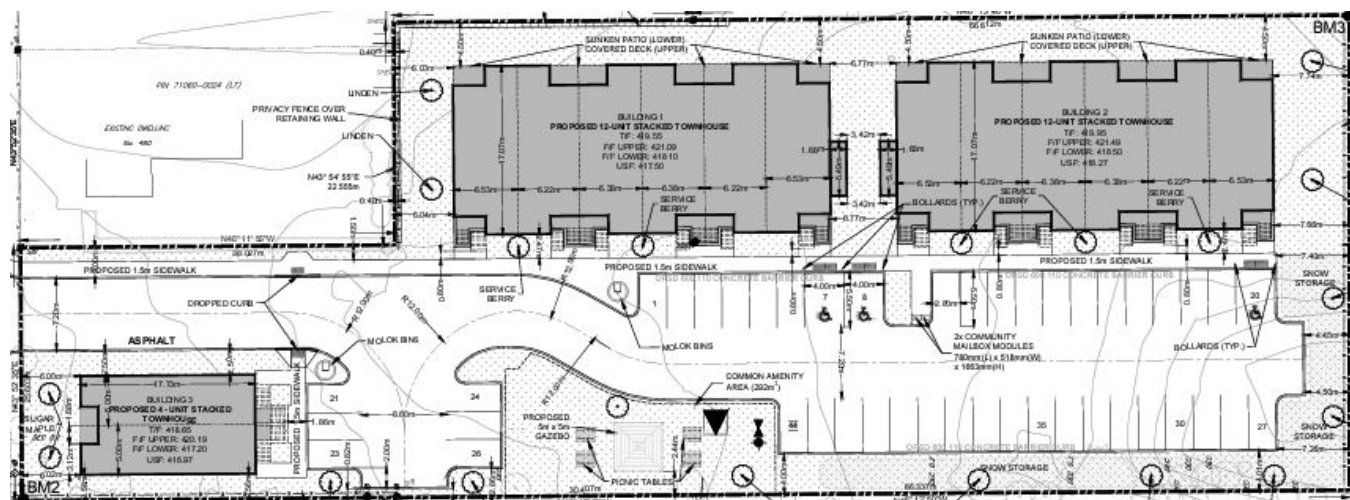


Figure 2: Site plan sketch prepared by Cobide Engineering, June 2024

**PROPOSED DRAFT PLAN OF CONDOMINIUM**

The proposed draft plan of condominium includes 28 residential dwelling units, distributed among three stacked townhouse buildings (two 12-units and one 4-unit), with 30 exclusive use parking spaces, 11 visitor spaces, and 3 barrier free visitor spaces. A copy of the proposed draft plan is provided as **Schedule 1** attached to this report.

**AGENCY & PUBLIC COMMENTS**

The application was circulated to commenting agencies by the County and no concerns or objections were received. No comments from the public were received.

## DISCUSSION

### Review of Planning Policy

The subject property was subject to a zoning by-law and an Official Plan amendment application in 2023. The zoning by-law amendment rezoned the property to permit the development of 28 stacked townhouse units with a reduced minimum lot area and reduced minimum interior side yard setbacks (R3-20). The Official Plan amendment redesignated the property to permit a stacked townhouse development with a density of 50 units per hectare (PA6-11).

A review of applicable planning policy including the PPS, Growth Plan, County of Wellington Official Plan and the Wellington North Community Growth Plan was provided in the earlier public meeting report for the proposed development (dated October 10, 2023).

Planning Staff are of the opinion that the proposed plan of condominium is consistent with provincial and local planning policy.

### Site Plan Approval

The subject proposal has received site plan approval from the Township, and a site plan agreement has been entered into on June 19<sup>th</sup>, 2024 between the Township and the applicant.

### CONDITIONS OF DRAFT APPROVAL

Planning Staff have been working with Township Staff to prepare conditions of draft approval. These conditions address Township requirements financial and otherwise. The applicant/developer will have to satisfy these conditions and obtain sign off/clearance from the Township (and other agencies) prior to the County granting final approval to the condominium.

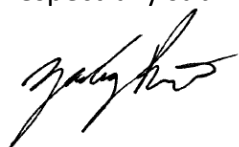
A list of all of the proposed Township (see conditions 2-6) and agency/County conditions (see conditions 7-13) are attached to this report as **Schedule 2**. The proposed draft conditions and proposed draft plan may be subject to further revision prior to final approval being granted by the County of Wellington.

### NEXT STEPS

If Council is in support of the proposed draft plan of condominium, a recommendation of support should be passed and forwarded to the County of Wellington. After receiving comments and conditions from circulated agencies the County of Wellington will issue a decision on the proposed draft plan of condominium.

We trust that the above comments will assist Council in this matter.

Respectfully submitted



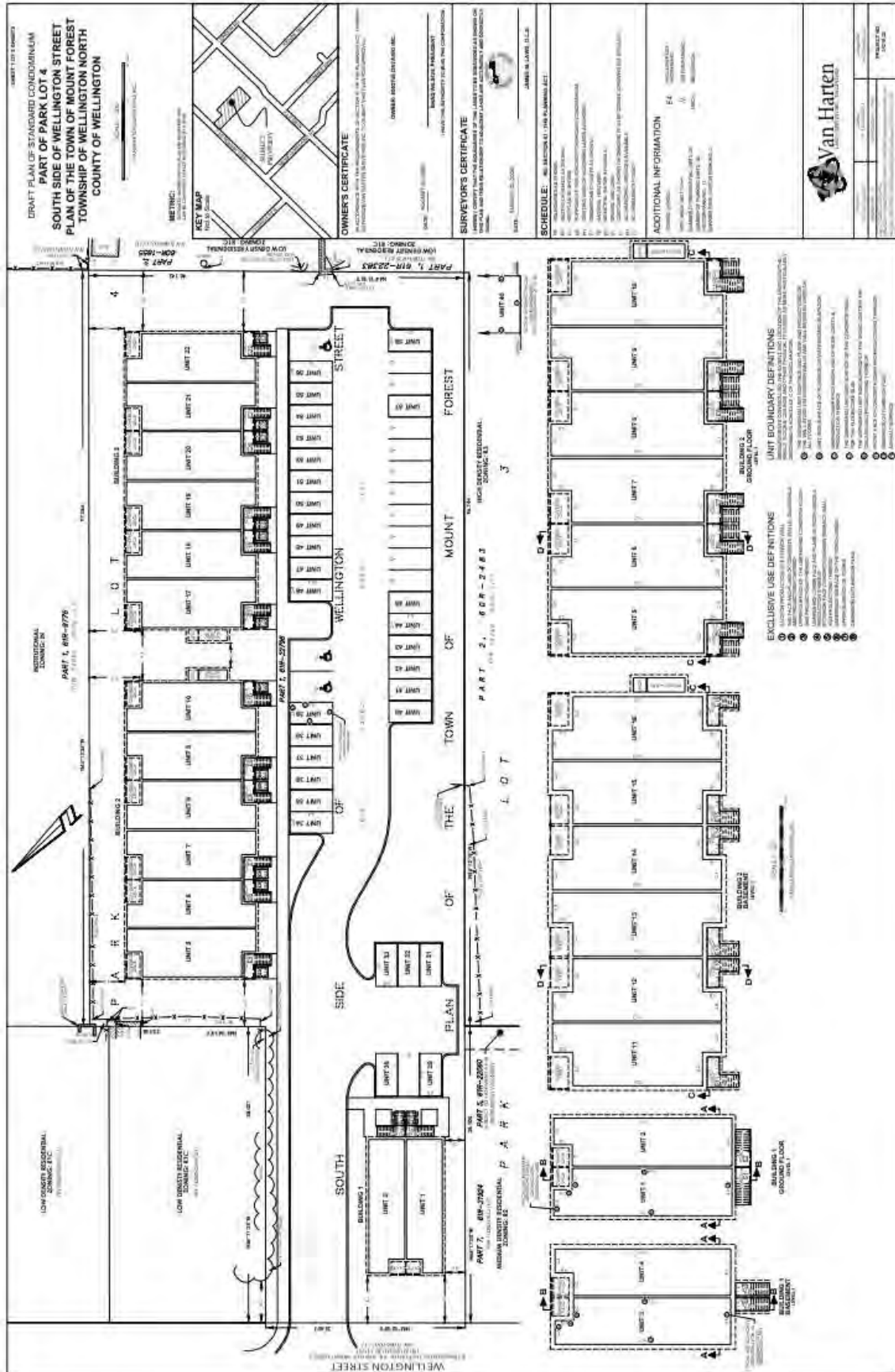

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Zach Prince MCIP, RPP

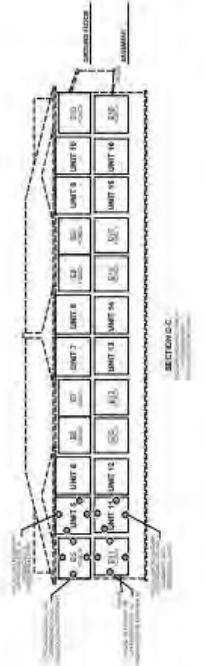
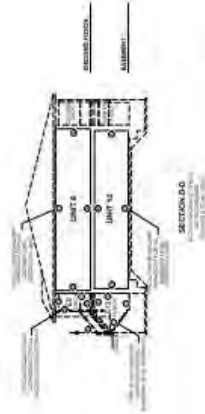
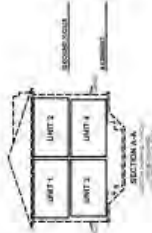
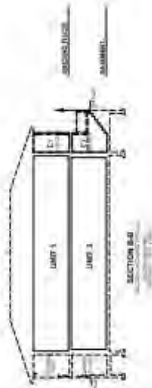
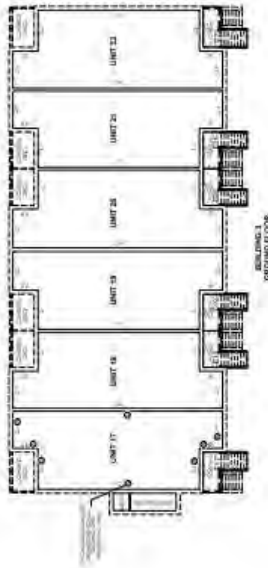
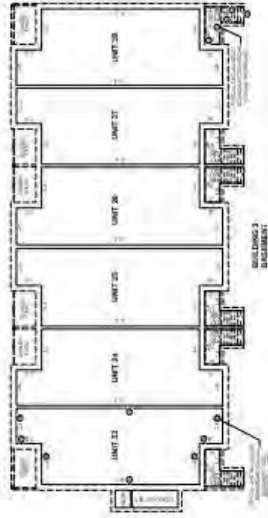
Senior Planner

PLANNING REPORT for the Township of Wellington North  
Wilson Developments. – 23CD-24002

Schedule 1: Proposed Draft Plan of Condominium



SHEET 1 OF 2 SHEETS



- UNIT BOUNDARY DEFINITIONS**
- 1. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 2. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 3. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 4. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 5. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 6. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
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  - 8. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 9. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.
  - 10. UNIT BOUNDARY: The boundary between units is defined by the centerline of the partition wall.

- EXCLUSIVE USE DEFINITIONS**
- 1. EXCLUSIVE USE: The area within the unit boundary is reserved for the exclusive use of the unit owner.
  - 2. EXCLUSIVE USE: The area within the unit boundary is reserved for the exclusive use of the unit owner.
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  - 9. EXCLUSIVE USE: The area within the unit boundary is reserved for the exclusive use of the unit owner.
  - 10. EXCLUSIVE USE: The area within the unit boundary is reserved for the exclusive use of the unit owner.

## Schedule 2: Proposed Draft Plan Conditions

**THE CORPORATION OF THE COUNTY OF WELLINGTON  
DECISION OF THE CORPORATION OF THE COUNTY OF WELLINGTON**

With respect to an application by Wilson Developments - 5053745 Ontario Inc. pursuant to the provisions of Section 51 of the Planning Act, R.S.O. 1990 as amended and pursuant to the Condominium Act, 1998 for approval of a plan of Standard Condominium, being in the Township of Wellington North, 440 Wellington Street, Part Park Lot 4, S/S Wellington Street, Mount Forest, in the County of Wellington. The Corporation of the County of Wellington has granted draft approval to this draft plan of Standard Condominium subject to the following conditions of draft approval:

**CONDITIONS OF APPROVAL FOR  
DRAFT PLAN STANDARD CONDOMINIUM 23CD-24002**

---

**No. Condition**

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- 1 THAT this draft approval applies to the draft plan of standard condominium, file No. 23CD-24002, as prepared by Van Harten Surveyors (Project No. 31210-22) dated August 27, 2024 surveyor's certification by James Laws, OLS, depicting 28 stacked townhouse residential units; 30 exclusive use parking spaces; 11 visitor parking spaces and 3 barrier free visitor parking space. The subject property is 5,637.10 sq.m.
- 2 THAT the plan for registration shall be reviewed and accepted by the Township of Wellington North prior to the County of Wellington issuing final approval.
- 3 THAT the Township of Wellington North provides written confirmation to the County of Wellington that the appropriate zoning is in effect for the development of the subject lands.
- 4 THAT the Owner will prepare and submit the proposed Condominium declaration and description to the Township of Wellington North for review and approval. Without limiting the generality of the foregoing, the declaration shall include provisions addressing the following matters:
  - a) Provisions to address snow storage and snow removal from the site when necessary.
  - b) Include provisions that fencing be installed and maintained in accordance with the Township Zoning By-law.
  - c) Include provision that parking spaces be provided in accordance with the Township Zoning By-law and that the Condominium Corporation is responsible for ensuring maintenance of visitor and barrier free parking spaces, including the installation and maintenance of signage and line painting for such parking spaces, and for ensuring that the visitor parking spaces are used for visitors to the site, and not by unit owners.
  - d) Include provisions that any outdoor garbage storage areas shall be constructed and

- maintained in accordance with the Township's Zoning By-law.
- e) That common amenity areas be constructed and maintained in accordance with the Township's Zoning By-law.
  - f) The protection of future access rights to the Township of Wellington North's equipment (ie: future water meters etc.) for operation, repair and maintenance.
  - g) A Stormwater Management Facility Operation and Maintenance Manual shall be established and implemented including regular scheduled inspections and maintenance.
- 5 THAT the Owner shall make satisfactory arrangements with the appropriate providers of electricity, telephone, natural gas, cable television and other utilities for the provision of such services to this Plan of Standard Condominium.
  - 6 THAT such easements as may be required for utility or telecommunication purposes, shall be granted to the appropriate authority.
  - 7 THAT the Condominium declaration include a requirement that a salt application and winter maintenance plan be prepared to the satisfaction of the Township Risk Management Official and be implemented on site.
  - 8 THAT the condominium declaration shall contain provisions to the satisfaction of the County of Wellington regarding the collection of solid waste services for the development.
  - 9 THAT prior to final approval, the Owner/Developer shall provide written confirmation from an authorized service provider that communication/telecommunication facilities will be provided within the proposed development to enable, at a minimum, the delivery of communication/telecommunication services for emergency management services (i.e. 9-1-1 Emergency) in accordance with CRTC requirements.
  - 10 THAT the Owner shall provide to the County of Wellington an AUTOCAD "dwg" digital file of the final plan to be registered.
  - 11 THAT the Owner's surveyor shall provide to the County of Wellington a written undertaking to provide to the County of Wellington one mylar, one white print and electronic version of the final plan of condominium as registered in the Land Titles Office for Wellington (No. 61) should such documents not be forwarded to the County of Wellington by the local Land Registrar's office after registration of the plan.
  - 12 THAT the Owner have prepared by an Ontario Land Surveyor a final plan in accordance with the Surveys Act, and with the Registry Act or the Land Titles Act, as the case may be and have provided that plan (being 2 mylars and 4 white prints) to the Director of Planning and Development for the County of Wellington for approval prior to the lapsing date.
  - 13 THAT if final approval is not given to this draft plan of standard condominium No. 23CD-24002 within three years of this draft approval, and if no extensions to draft approval have been granted, draft approval shall lapse. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution of support from the Council for the Township of Wellington North must be received by the Director of Planning for the County of



Wellington prior to the lapsing date of DATE.

- 14 THAT prior to final approval the County of Wellington is to be advised in writing by the Township of Wellington North how conditions 2 to 6 inclusive have been satisfied.
- 15 THAT prior to final approval the County of Wellington is to be advised in writing by Wellington County Source Water Protection how condition 7 has been satisfied.
- 16 THAT prior to final approval the County of Wellington is to be advised in writing by Wellington County Waste Services how condition 8 has been satisfied.
- 17 THAT prior to final approval by the County of Wellington, the Owner remit to the County of Wellington the applicable final approval fee which is in effect at the time of presentation of the final plan for final approval.

#### NOTES to DRAFT APPROVAL

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, quoting the County plan of condominium file number (23CD-24002).
2. Clearances are required from the following agencies:
  - Township of Wellington North**
  - Wellington County Source Water Protection**
  - Wellington County Solid Waste Services**

If the agency condition relates to a condition(s) in the subdivision agreement, a copy of the subdivision agreement should be sent to them. This will expedite the clearance of the final plan.
3. The costs of any relocations or revisions to Hydro facilities which are necessary to accommodate this subdivision will be borne by the developer.
4. An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 - Proximity - of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "DANGER - Overhead Electrical Wires" in all locations where personnel and construction vehicles might come in close proximity to the conductors.
5. The Owner is advised to contact Bell Canada at [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.

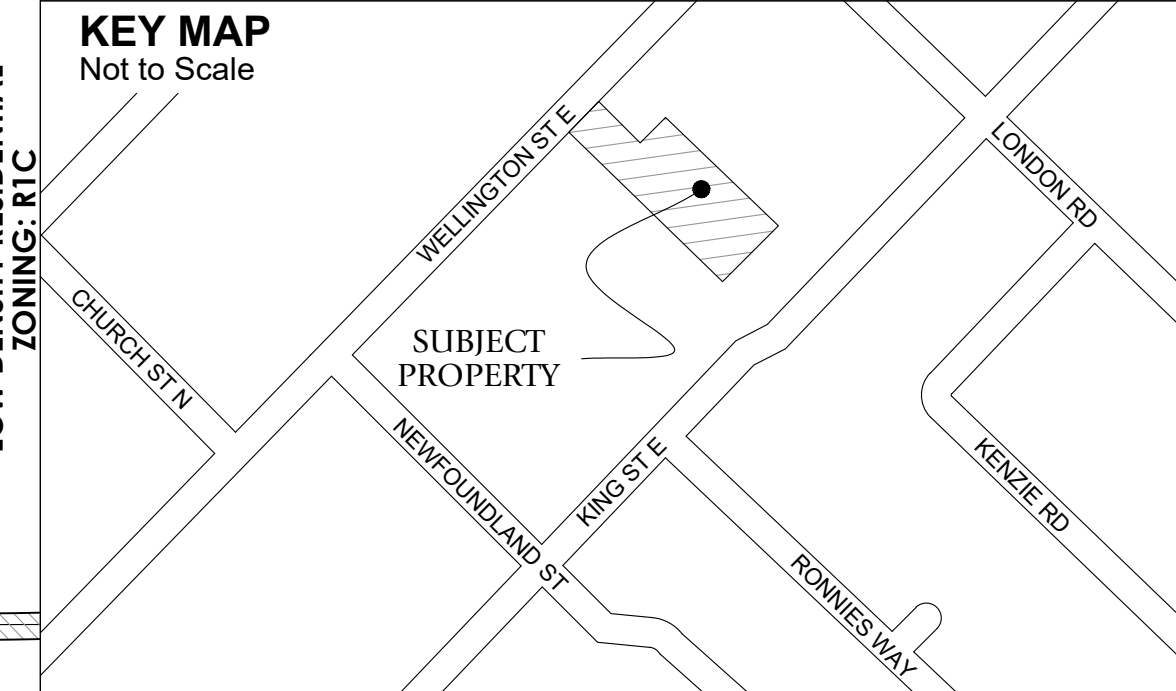


6. It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that not such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.
7. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.
8. The final plan approved by the County of Wellington must be registered within 30 days of final approval or the County of Wellington may withdraw its approval under subsection 51(59) of the Planning Act, R.S.O. 1990 as amended.
9. The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency).
10. Payment of clearance letter fees may be required from the clearing agencies before the clearance letter is issued. Please contact the appropriate agency for information in this matter.
11. **Note:** Pursuant to the Clean Water Act, there is Notice required for this proposal. It should be noted that if the nature of the development changes, Section 59 Notices may apply. Please contact Wellington Source Water Protection for more information.

DRAFT PLAN OF STANDARD CONDOMINIUM PART OF PARK LOT 4 SOUTH SIDE OF WELLINGTON STREET PLAN OF THE TOWN OF MOUNT FOREST TOWNSHIP OF WELLINGTON NORTH COUNTY OF WELLINGTON

SCALE 1 : 200 VAN HARTEN SURVEYING INC.

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



OWNER'S CERTIFICATE IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 51 OF THE PLANNING ACT, I HEREBY AUTHORIZE VAN HARTEN SURVEYING INC. TO SUBMIT THIS PLAN FOR APPROVAL.

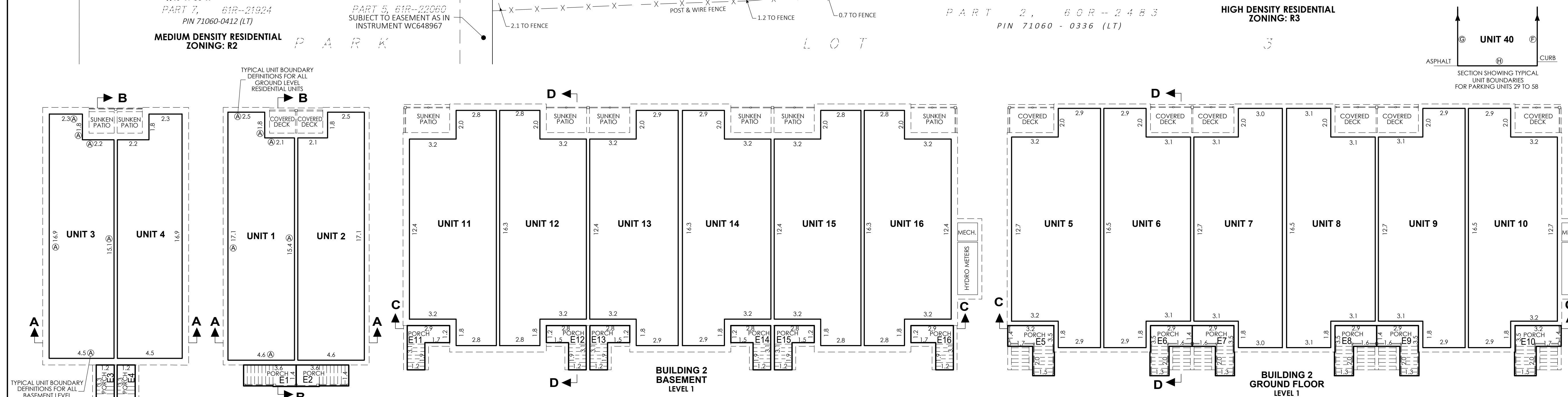
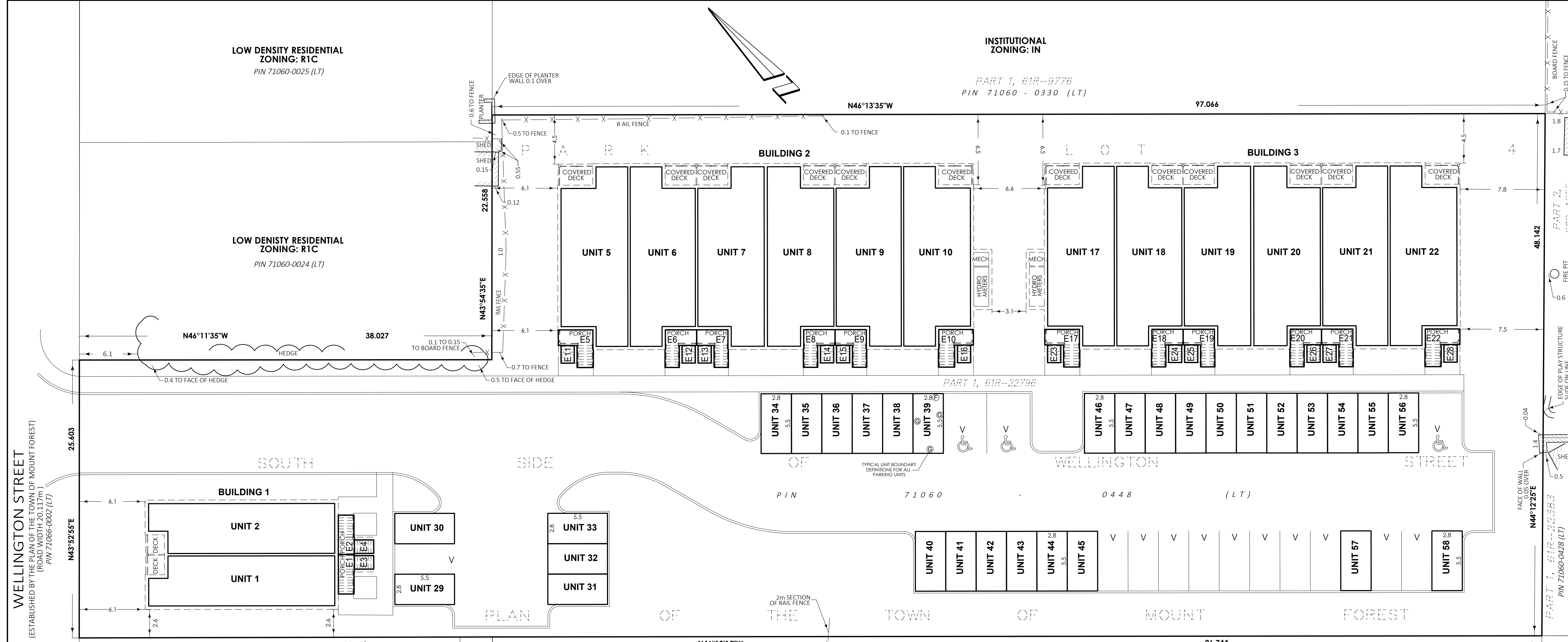
OWNER: 5053745 ONTARIO INC. DATE: AUGUST 23, 2024 BRAD WILSON, PRESIDENT I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN. DATE: AUGUST 22, 2024 JAMES M. LAWS, O.L.S.

SCHEDULE: RE: SECTION 51 - THE PLANNING ACT. (a) BOUNDARIES AS SHOWN (b) WIDTHS OF ROADS AS SHOWN (c) KEY PLAN AS SHOWN (d) PURPOSE OF SITE STACKED TOWNHOUSE CONDOMINIUM (e) EXISTING USES OF ADJOINING LANDS AS SHOWN (f) DIMENSIONS OF UNITS AS SHOWN (g) NATURAL FEATURES (h) MUNICIPAL WATER AVAILABLE (i) CONTOURS AS SHOWN ON GRADING PLAN BY COBIDE, DRAWING NO. 03714-SG1 (j) ALL MUNICIPAL SERVICES AVAILABLE (k) NO EASEMENTS FOUND

ADDITIONAL INFORMATION ZONING: (H)R3-20 SITE AREA: 5637.10 m² NUMBER OF RESIDENTIAL UNITS: 28 NUMBER OF PARKING UNITS: 30 VISITOR PARKING: 11 BARRIER FREE VISITOR PARKING: 3

Van Harten LAND SURVEYORS - ENGINEERS. Kitchener, Guelph, Orangeville. Ph: 519-742-8371, 519-821-2763, 519-940-4110. DRAWN BY: SI CHECKED BY: EP/JL. PROJECT NO. 31210-22

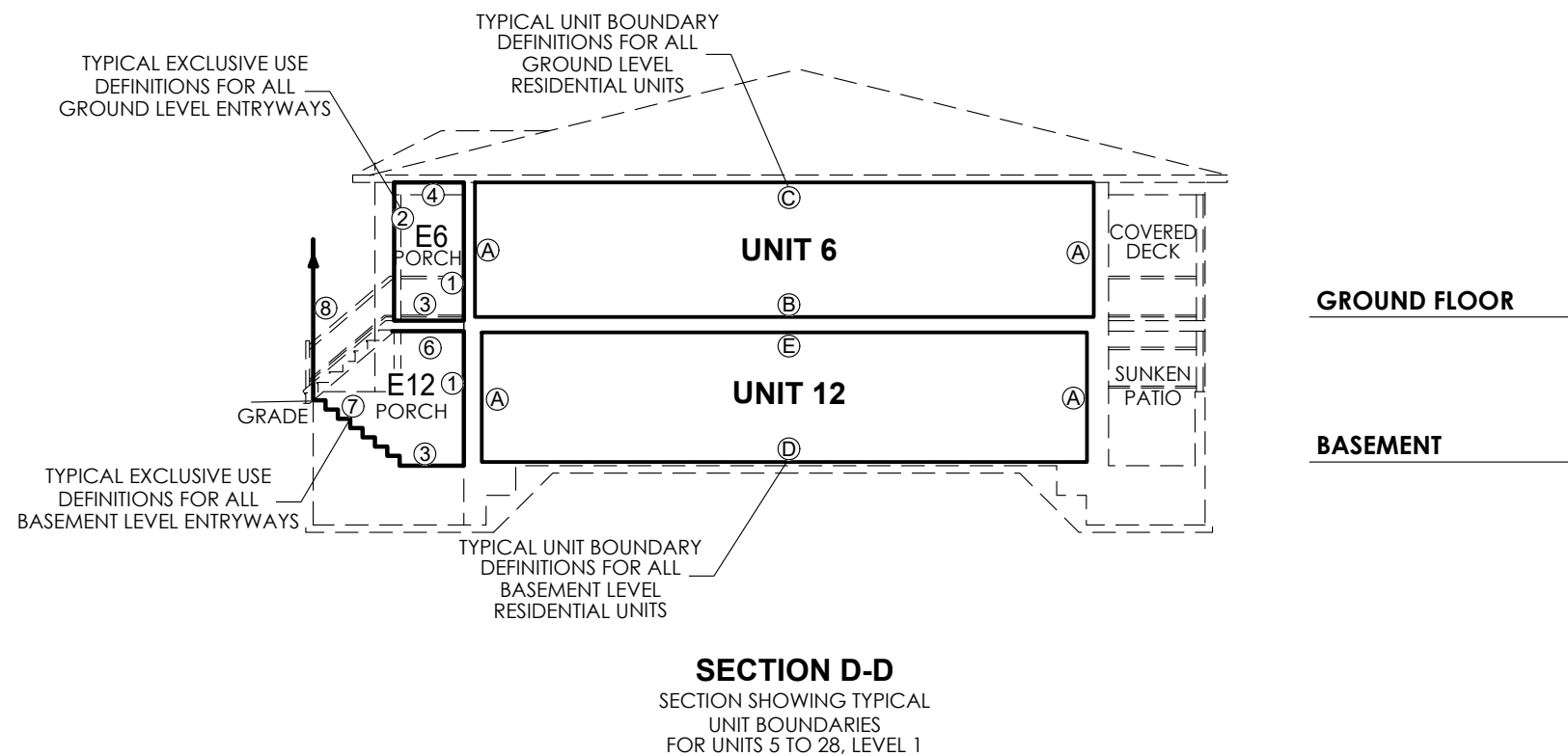
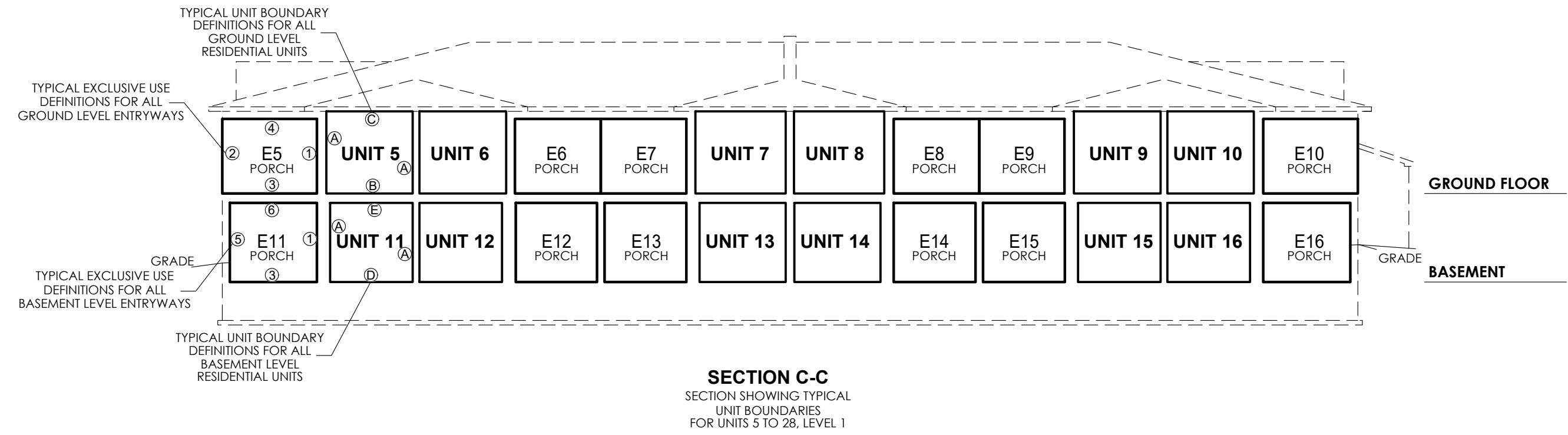
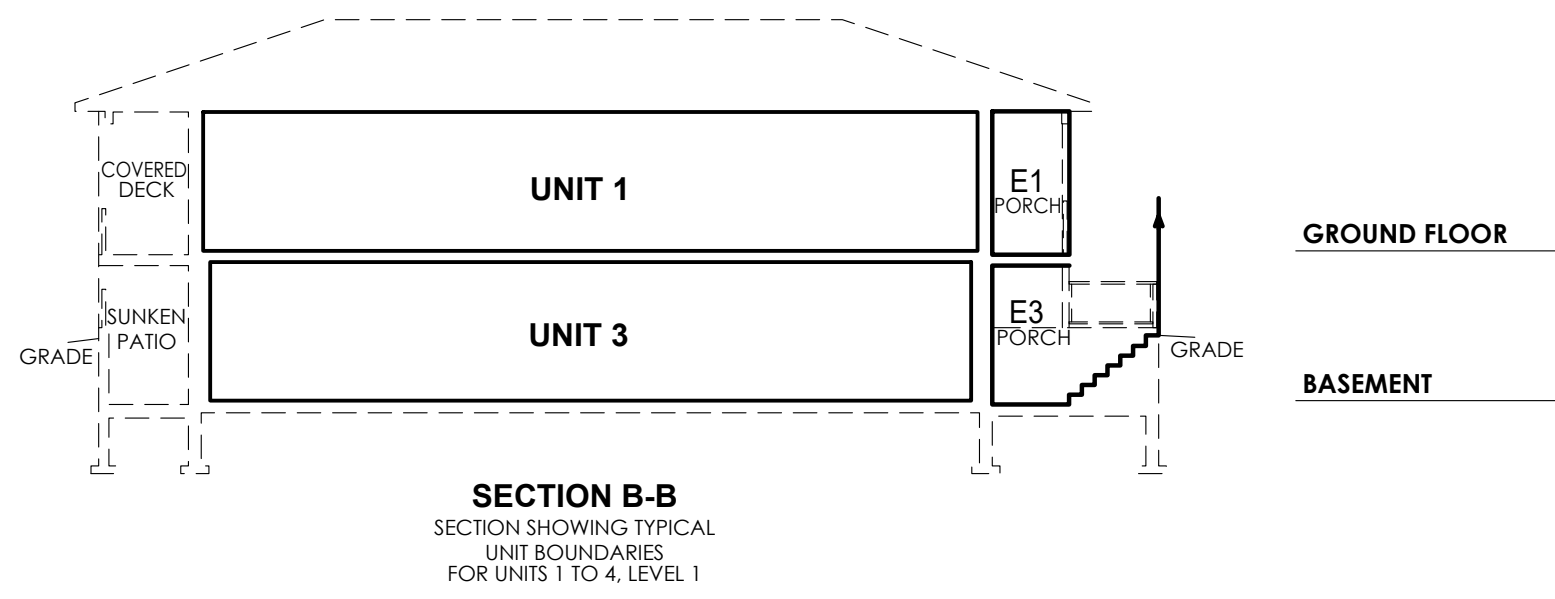
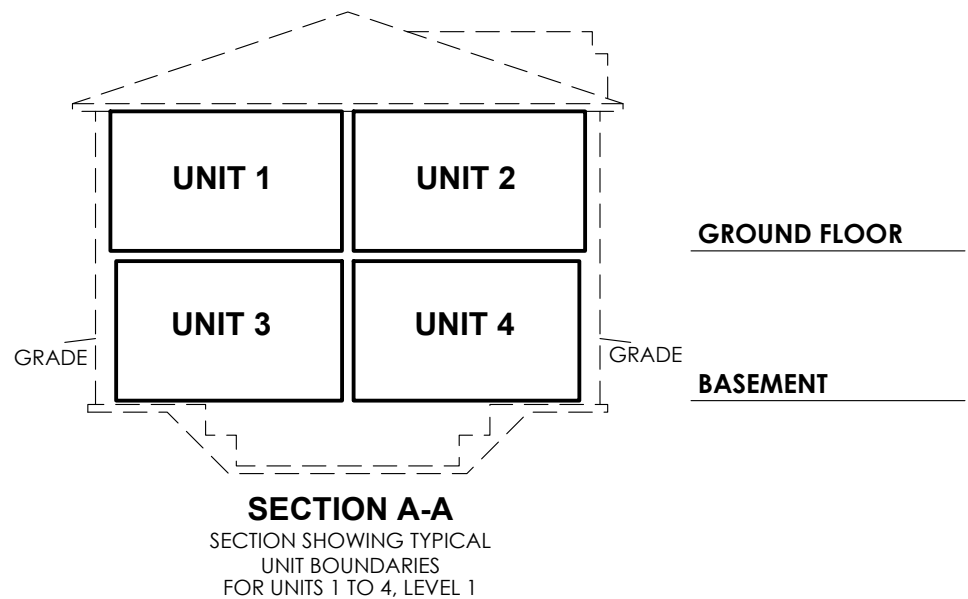
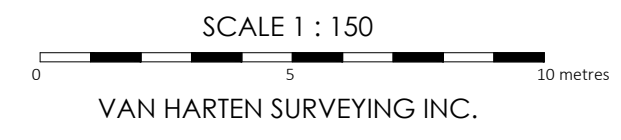
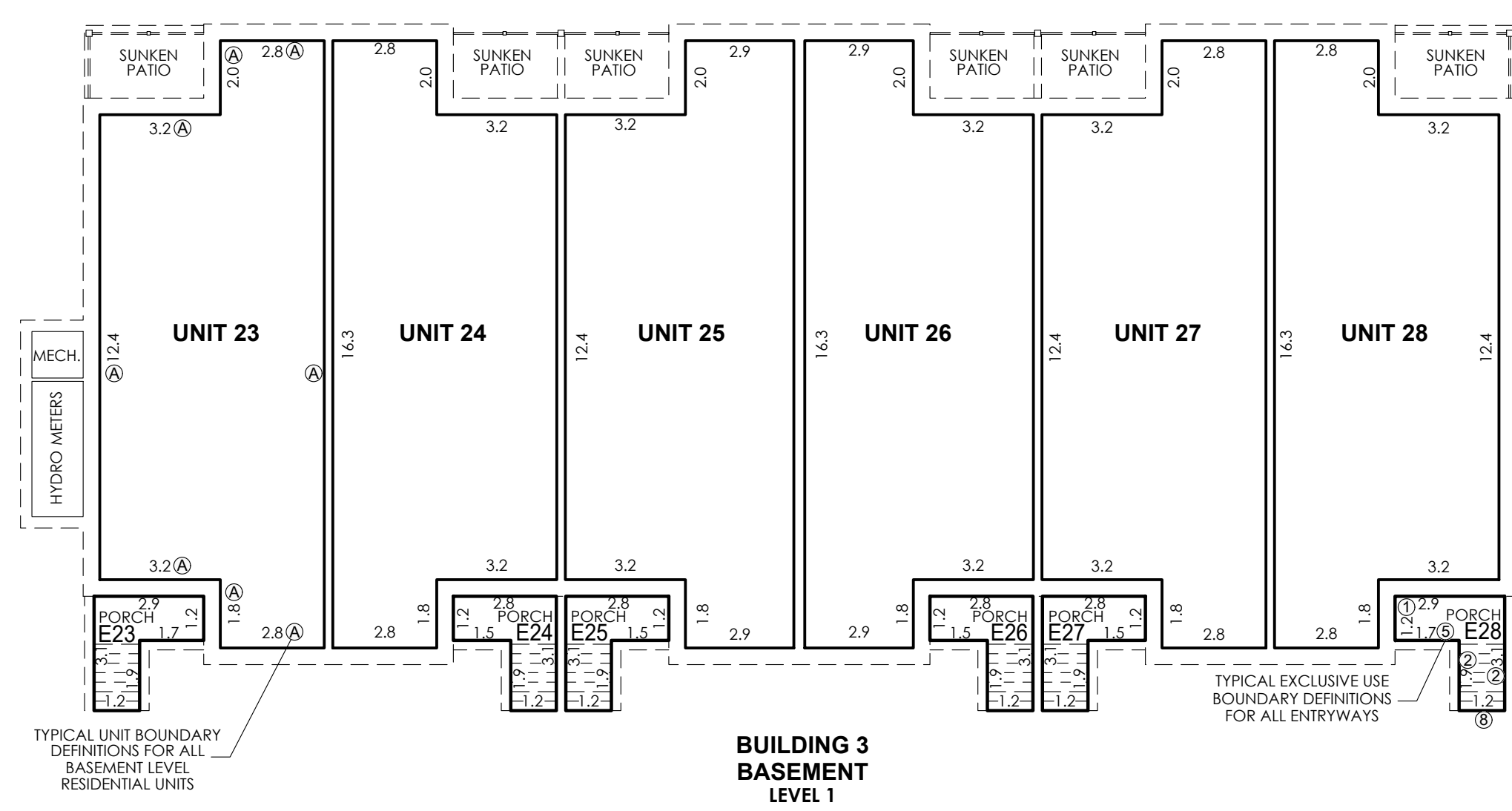
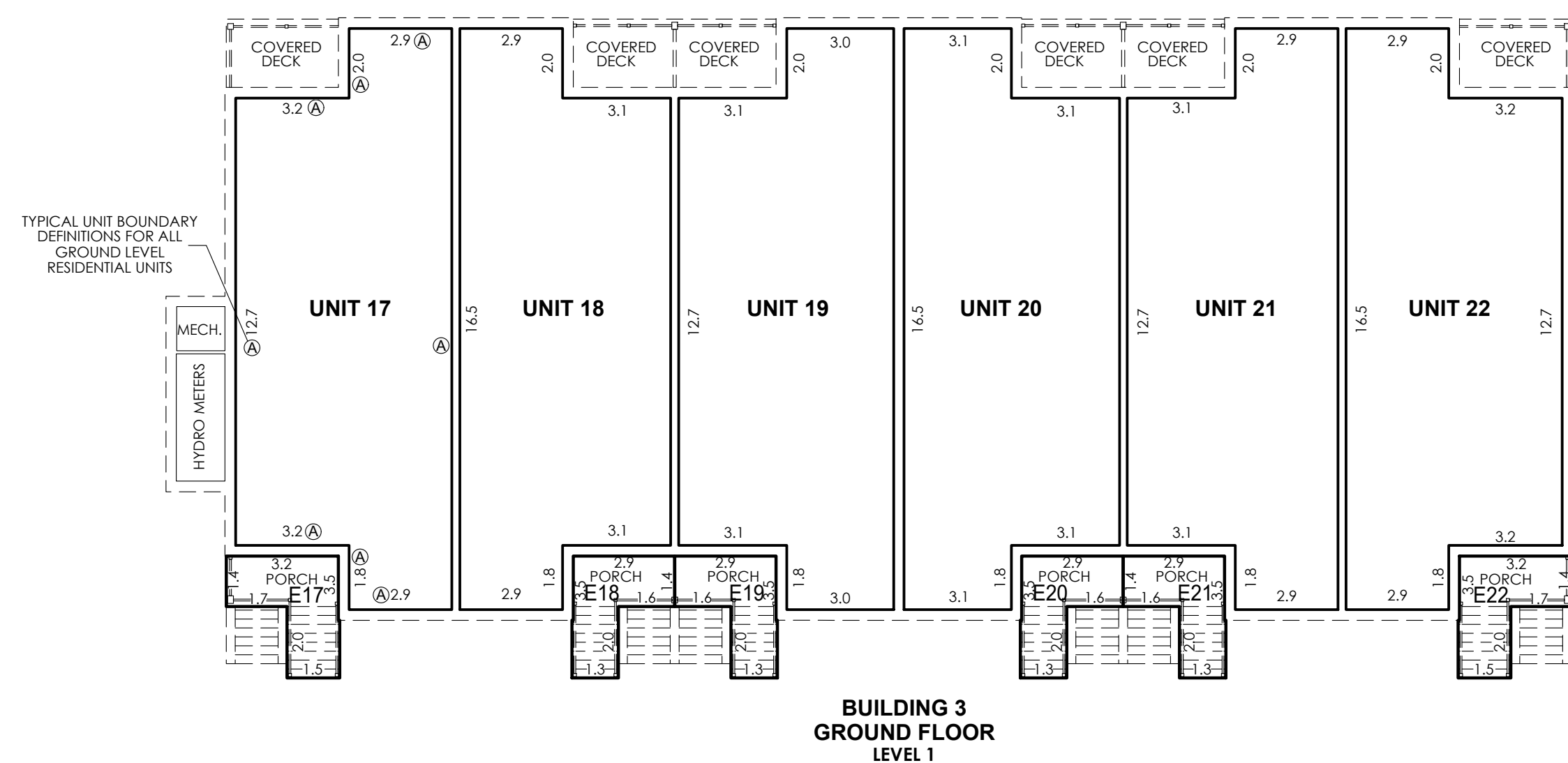


- EXCLUSIVE USE DEFINITIONS: 1 FACE OR PRODUCTION OF EXTERIOR WALL, 2 THE FACE AND PLANE OF CONCRETE WALLS, GUARDRAILS AND PROJECTIONS THEREOF, 3 UPPER SURFACE OF THE UNFINISHED CONCRETE FLOOR AND PROJECTIONS THEREOF, 4 UNFINISHED LOWER FACE AND PLANE OF ROOF JOISTS & PRODUCTION THEREOF, 5 EXTERIOR FACE CONCRETE SUNKEN TERRACE WALL AND PROJECTIONS THEREOF, 6 UNDERSIDE SURFACE OF THE PORCH ABOVE, 7 UPPER SURFACE OF STAIRS, 8 DIMENSION OUTLINED ON PLAN. UNIT BOUNDARY DEFINITIONS: MEASUREMENTS CONTROLLING THE EXTENT AND LOCATION OF THE UNITS ARE THE WALLS, FLOORS, CEILINGS AND OTHER PHYSICAL FEATURES AS MORE PARTICULARLY DESCRIBED IN SCHEDULE C OF THE DECLARATION. A THE UNFINISHED UNIT SIDE FACE AND PLANE AND PROJECTIONS OF THE WALL STUDS ON EXTERIOR WALLS AND WALL BETWEEN UNITS ON ALL FLOORS, B UNIT SIDE SURFACE OF PLYWOOD OR WAFERBOARD SUBFLOOR, C UNFINISHED LOWER FACE AND PLANE OF ROOF JOISTS & PRODUCTION THEREOF, D THE UNFINISHED UNIT SIDE SURFACE OF THE CONCRETE SLAB FOR THE FLOOR/CORE SLAB, E THE UNFINISHED UNIT SIDE SURFACE OF THE WOOD JOISTS IN THE CEILINGS AND PROJECTIONS THEREOF, F FRONT FACE OF CONCRETE CURB AND PROJECTIONS THEREOF, G DIMENSION OUTLINED ON PLAN, H ASPHALT SURFACE.

WELLINGTON STREET (ESTABLISHED BY THE PLAN OF THE TOWN OF MOUNT FOREST) (ROAD WIDTH 20.117m) (PIN 71066-0002 (LT))

TYPICAL UNIT BOUNDARY DEFINITIONS FOR ALL BASEMENT LEVEL RESIDENTIAL UNITS

SCALE 1 : 150 VAN HARTEN SURVEYING INC.



**EXCLUSIVE USE DEFINITIONS**

- ① FACE OR PRODUCTION OF EXTERIOR WALL
- ② THE FACE AND PLANE OF CONCRETE WALLS, GUARDRAILS AND PROJECTIONS THEREOF
- ③ UPPER SURFACE OF THE UNFINISHED CONCRETE FLOOR AND PROJECTIONS THEREOF
- ④ UNFINISHED LOWER FACE AND PLANE OF ROOF JOISTS & PRODUCTION THEREOF
- ⑤ UNFINISHED LOWER FACE AND PLANE OF ROOF JOISTS & PRODUCTION THEREOF
- ⑥ UNDERSIDE SURFACE OF THE PORCH ABOVE
- ⑦ UPPER SURFACE OF STAIRS
- ⑧ DIMENSION OUTLINED ON PLAN

**UNIT BOUNDARY DEFINITIONS**

- MEASUREMENTS CONTROLLING THE EXTENT AND LOCATION OF THE UNITS ARE THE WALLS, FLOORS, CEILINGS AND OTHER PHYSICAL FEATURES AS MORE PARTICULARLY DESCRIBED IN SCHEDULE C OF THE DECLARATION
- Ⓐ THE UNFINISHED UNIT SIDE FACE AND PROJECTIONS OF THE WALL STUDS ON EXTERIOR WALLS AND WALL BETWEEN UNITS ON ALL FLOORS
  - Ⓑ UNIT SIDE SURFACE OF PLYWOOD OR WAFERBOARD SUBFLOOR
  - Ⓒ UNFINISHED LOWER FACE AND PLANE OF ROOF JOISTS & PRODUCTION THEREOF
  - Ⓓ THE UNFINISHED UNIT SIDE SURFACE OF THE CONCRETE SLAB FOR THE FLOOR/CORE SLAB
  - Ⓔ THE UNFINISHED UNIT SIDE SURFACE OF THE WOOD JOISTS IN THE CEILINGS AND PROJECTIONS THEREOF
  - Ⓕ FRONT FACE OF CONCRETE CURB AND PROJECTIONS THEREOF
  - Ⓖ DIMENSION OUTLINED ON PLAN
  - Ⓗ ASPHALT SURFACE



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-01-27

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-001

REPORT TITLE: Business Improvement Area Update

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-001 Business Improvement Area Update;

AND THAT Council approve the 2025 workplan, budget and tax levy of \$365.85 per property as presented and approved at the November 13th, 2024, Mount Forest BIA Annual General Meeting;

AND FURTHER THAT Council approve the 2025 workplan, budget and tax levy of \$367.50 per property as presented and approved at the November 20th, 2024, Arthur BIA Annual General Meeting;

AND FURTHER THAT the following be appointed as Mount Forest BIA Directors:  
Andrew Coburn, Dwight Benson, Bill Nelson, Jessica McFarlane, Maggie Schram, Rachael Whetham, Amanda Boylan, Allison Litt, Erin Kiers and Kyle Dallaire;

AND FURTHER THAT the following be appointed as Arthur BIA Directors:  
Angela Alaimo, Chris McIntosh, Paula Coffey, Gord Blyth, Jim Coffey, Sheila Faulkner, Mitch Keirstead

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- EDO 2020-030 Mount Forest & Arthur Business Improvement Associations
- EDO 2021-031 Mount Forest & Arthur Business Improvement Associations
- EDO 2022-030 Mount Forest & Arthur Business Improvement Associations
- EDO 2024-003 Mount Forest & Arthur Business Improvement Associations

## BACKGROUND

As part of an Economic Development program, Downtown Revitalization is a key priority and strategic activity in Wellington North and has been for many years. The Arthur and Mount Forest BIA's, in partnership with the township, has promoted a focus on downtown revitalization activities, enabling the township to establish a sustainable model to support future programs.

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

2012	Wellington North established its first <b>Community Improvement Program</b> . Since then, 171 applicants have received support with the total dollar value of improvements made conservatively estimated at +\$4.1 million.
2016	Doug Griffiths and his <b>13 Ways to Kill Your Community</b> came to Northern Wellington and provided an interesting perspective on what not to do!
2017	Partnered with Wellington County, to learn from Roger Brooks and the " <b>20 Ingredients of an Outstanding Downtown</b> " (included as Appendix A) which we continue to use as a guide for township Downtown Revitalization programs.
2018	Provincial <b>Main Street Revitalization</b> funding received, and revitalization teams were established in Arthur and Mount Forest to support Main Street priorities that included the installation of Poppy Art, new entranceway and service club signage, etc.
2019	Partnering with the Arthur Chamber, <b>Your Town Rising</b> was contracted to do a downtown walk-about and panel discussion on Main Street opportunities.
2020	<b>Arthur BIA</b> established, and downtown improvements were completed including Outdoor Gym, additional Poppy Art, Christmas Snowflake decorations, etc.
2021	Leveraged <b>Connecting Link</b> funding with the Arthur BIA and downtown improvements included, curb extension, outdoor gym, banners, benches, planters.
2022	Partnering with the Mount Forest BIA, <b>Rural Economic Development (RED)</b> funding was leveraged to help support the Downtown Parkette, Mural, Downtown Wi-Fi, and alleyway improvements.
2023	<b>Community Improvement Program</b> updated to reflect a Green Energy Grant and council commitment to support the CIP program through to at least 2028.
2024	<b>Your Town Rising</b> was once again contracted to do a downtown walk-about and panel discussion on Main Street opportunities, which included both Arthur and Mount Forest.

In 2025 and beyond, Downtown Revitalization will continue to be a priority area of focus. Current plans include:

- Partner with the County of Wellington to launch a Downtown/retail Business Retention and Expansion (BR+E) initiative.
- Submit a RED grant application to support Downtown Revitalization programs.
- Main and King Pedestrian Crossing in 2025

## ANALYSIS

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

### **Mount Forest BIA**

The Mount Forest BIA has had another good year in 2024 and with the current Directors and workplan, is well positioned for the future. In Council's agenda package, there is a copy of the minutes from the Mount Forest BIA AGM of November 13<sup>th</sup>, 2024. Included in the minutes is an overview of the 2025 budget and workplan and the following motions were passed at the AGM and now require final approval by Council:

- That the 2025 Mount Forest BIA workplan and budget be approved as presented.
- That the 2025 Mount Forest BIA Tax levy be set at \$365.85 per property. (approximately a 1% (\$4.40) increase over the prior year's levy).

The 2025 Mount Forest BIA Directors are as follows: Andrew Coburn, Dwight Benson, Bill Nelson, Jessica McFarlane, Maggie Schram, Rachael Whetham, Amanda Boylan, Allison Litt, Erin Kiers and Kyle Dallaire

All current Directors apart from one, remain very active and wish to continue for another year. New Directors include Erin Kiers and Kyle Dallaire. Kailyn Cudney returns as the BIA administrator and Jaime Parker from Behind the Walls Bookkeeping is contracted to perform Treasurers duties. Councillor Burke is the Council Representative on the Mount Forest BIA.

### **Arthur BIA**

Also in Council's agenda package is a copy of the minutes from the Arthur BIA AGM of November 20, 2024. Included in the minutes is an overview of the 2025 budget and workplan; the following motions were passed at the AGM and now require final approval by Council:

- That the 2025 Arthur BIA workplan and budget be approved as presented.
- That the 2025 Arthur BIA Tax levy be set at \$367.50 per property. (an increase of 5% over the prior year's levy)

The 2025 Arthur BIA Directors are as follows: Angela Alaimo, Chris McIntosh, Paula Coffey, Gord Blyth, Jim Coffey, Sheila Faulkner, Mitch Keirstead. <sup>096</sup>

All current Directors apart from two, remain very active and wish to continue for another year. Gord Blyth has resigned as Secretary only; he will remain a Director. Councillor Hern is the Council Representative on the Arthur BIA.

## CONSULTATION

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

Staff are in support of the Director nominations as well as the 2025 workplans and decision to increase the tax levies in both communities. This will continue to enable the BIA's to move forward with their downtown revitalization goals and objectives and long-term plans.

## FINANCIAL CONSIDERATIONS

Capital: None

Operating: None

Staffing Implications: Staff support to the BIA's is included in the C&ED budget.

## ATTACHMENTS

C&ED 2025-001 Attachment A; 20 Ingredients of an Outstanding Downtown

## STRATEGIC PLAN 2024

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







# The 20 Ingredients of an Outstanding Downtown



1

## Razor sharp focus

Food, art, entertainment, antiques, wine, nightlife...



2

## The Action Plan

Your to-do list from A to Z. It takes a whole community to win.



3

## Critical mass

10 eateries, 10 retail shops, 10 open after 6, in three blocks.



4

## Anchor tenants

Shops, restaurants, activities people will travel for.



5

## Consistent hours

Businesses open common days and hours.



6

## Living, staying downtown

Condos, loft apartments, hotels, and inns.



7

## Pioneers with vision

And patient money, who take the chance and make the investment.



8

## Just one block

Concentrate on creating one awesome block. Your demonstration project.



9

## Four hour parking

Better yet, all-day parking within two blocks.



10

## Public restrooms

Relieved shoppers and visitors spend more. Open after 5:00!



11

## A Programmed Plaza

250 days of activity a year. Retailers will follow - in droves.



12

## Community gateways

First impressions are critical. Add directions to downtown.



13

## Wayfinding system

Vehicular & pedestrian wayfinding, pole banners, visitor info kiosks.



14

## Downtown gateways

Create a sense of place and sense of arrival. You're here!



15

## An Intimate setting

Just one traffic lane each direction and crosswalks every half block.



16

## Blade signs

Retail signs perpendicular to traffic. Consistent height and width.



17

## Sidewalk cafe dining

Beautification, umbrellas, lighting = incredible ambiance.



18

## Curb appeal

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



19

## Constant activity

Activities and entertainment. Bring downtown to life!



20

## Give downtown a name

A name makes it a destination, not a geographic designation.







## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-01-27

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-007

REPORT TITLE: Community Improvement Plan – 119 Wellington St W.

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-007 Community Improvement Plan;

AND THAT Council approve a Building Conversion and Improvement Grant in the amount of \$5000.00 to Ramoth Life Centre, 119 Wellington St. W. Mount Forest for a new driveway and parking area.

### 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, 171 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	11 applicants	\$26,080	\$26,080	\$67,963	\$94,043
<b>Totals</b>	<b>171 applicants</b>	<b>\$499,103 (11.9%)</b>	<b>\$427,031</b>	<b>\$3,694,078 (88.1%)</b>	<b>\$4,193,182</b>

## GOAL

The Community Improvement goals continue:

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

## OBJECTIVES

The Community Improvement objectives continue as follows:

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

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

## 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

Ramoth Life Centre is a non-denominational, non-profit, charitable organization that is governed by a Board of Directors and operates as a cooperative living residence serving young women who are pregnant or parenting a child under one year of age.

The service provided is unique because they offer the option of long-term accommodation as well as twenty-four-hour support to their clients. The ability to offer long term stays allows Ramoth House to provide more intensive training of the life skills necessary for a successful transition to independent living.

The driveway and parking area at Ramoth is located between the Ramoth House and Ramoth apartment building. Currently, there are numerous hazards due to the lack of pavement and cohesive layout of this area. The potholes and dividers are a trip hazard, and the parking area is not clearly defined.

This area is visible to the public and a newly resurfaced paved drive would greatly enhance the curb appeal of their buildings which are centrally located downtown. The entire area is to be leveled and paved. This will improve the quality of their buildings, aid in snow removal and increase accessibility to their clients and stakeholders.

## CONSULTATION

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. The cost of a newly resurfaced paved driveway is \$39,582 which means they are eligible for the full \$5,000.

\$35,000 in funding has been included in the 2025 operating budget to support Community Improvement Program applications.

At this time, no funds have been approved for the 2025 program.

Staffing Implications – some administration

**ATTACHMENTS**

N/A

**STRATEGIC PLAN 2024**

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

Approved by: Brooke Lambert, Chief Administrative Officer ☒



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-01-27

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-002

REPORT TITLE: Wellington North Farmers' Market Update

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-002 Wellington North Farmers' Market Update;

AND FURTHER THAT Council direct staff to prepare the necessary temporary road closure permit application for each Saturday from June 14<sup>th</sup> to September 27<sup>th</sup>, from 8:00am to 1:00pm, for the portion of Grant St in Mount Forest.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- C&ED 2024-004 (Feb 12, 2024)
- EDO 2023-002 (Feb 12, 2023)
- EDO 2022-066 (Feb 7, 2022)
- EDO 2021 – 008 (March 8, 2021)
- EDO 2020-003 (Feb 24, 2020)

### BACKGROUND

Since 2014 the Wellington North Farmers' Market (WNFM) has proven to be a popular destination and has grown to become one of the best Farmers' Markets in the area. The purpose of a Farmers' Market is to market local farm and agriculture products and to improve production of, stimulate public interest in, and increase consumption of local products. It is also the intent of the market to be community oriented – be dynamic, friendly and reflect our community's personality.

A Farmers' Market is only as successful as its vendors, and in this regard the township has been extremely fortunate. The WNFM is strict with its rules and regulations. All vendors must complete an application and sign that they have read and will abide by the



rules and regulations of the WNFM. Food and produce vendors are also subject to a Public Health application process and inspection. Public Health has changes coming to the Farmers' Market Exemption Formula for 2025 and WNFM will continue to abide by all the Public Health protocols.

The WNFM is a registered member of Farmers' Market Ontario (FMO) and in 2025 the Market will be entering its twelfth season. Once again, the Market will operate on Saturday mornings.

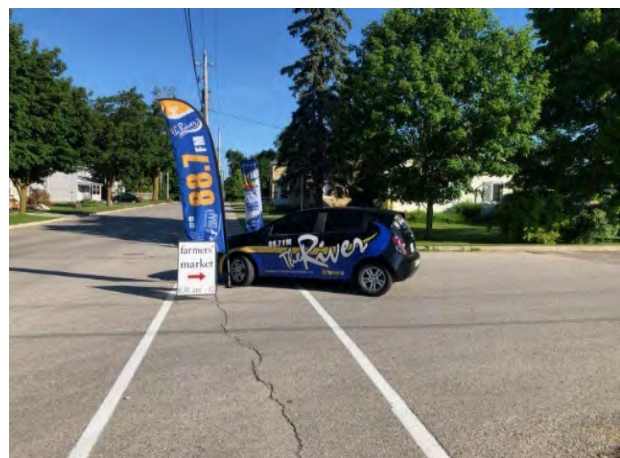
In 2025, the Farmers' Market will move to a new location at the corner of Grant St., and Parkside Dr., Mount Forest (the former Pool site). This new location will give the market greater visibility to traffic on Highway 6 as well as ease of access from Highway 89. Vendors will be set-up on the grass near the playground, providing families an opportunity to shop while children and youth play. This location also presents an opportunity to increase the onsite marketing exposure with new and improved signage.

The Farmers' Market will continue to be open from 8:30am until noon on Saturdays from June 14 to September 27. Vendor fees will remain the same as 2024, at \$200 for a full season and \$20 per day for daily vendors with staff anticipating that most will return based on survey results and ongoing conversations. In addition, staff will continue to encourage local talent and entertainment to perform, aiming to increase talent attendance to nine, up from six in 2024.

The Louise Marshall Hospital Auxiliary will be back in 2025 with their coffee and baked goods. Their presence fosters an inviting atmosphere where people can sit, connect, and enjoy the space of the Farmers' Market. Four local sponsors also support the Farmers' Market including, Forest Physiotherapy, 88.7 The River, MARCC Apparel and Taste Real. An overview of some of our sponsors and vendors from last year follow:



Sam N Robin



88.7 The River





LMH Auxiliary



Big John's Country Market



Chicken Thika Farms



Brenda's Embroidery



Re-Root Organic



Lots of Dots





Farewell Homebaking



Farm Bees Honey



Full Circle Farms



Helen Murray Good Vibration

In partnership with Taste Real Guelph Wellington, the Wellington County Farmers' Markets successfully implemented the Farmers' Market Box program for the fourth year. This program delivers a curated selection of outstanding local farmers' market products to doorsteps in Wellington County and Guelph. Farmers' Market Boxes are available for online purchase, with a different market providing the products every two weeks. 41 Wellington North boxes were sold, representing \$2,429.00 in additional revenue to WNFM vendors. Additionally, the partnership ran a Christmas Market Box program, selling an additional 138 Market Boxes. These boxes contained one item from each of the Wellington County Farmers' Markets. A sample is shown below.



The International Economic Development Council (IEDC), the largest non-profit professional association for professional economic developers in the world, also selected the Market Box Program as a recipient of a 2022 Excellence Award. Recognized each year during the IEDC Annual Conference, the awards honor organizations for exemplary economic development marketing campaigns, projects, and programmes. In 2022 the award categories honoured organizations for their efforts in creating positive change in urban, suburban, and rural communities.

The Market Box Program was recognized with a silver award in the Innovation Programmes and Initiatives category. The Market Box Program was also recognized with a 2021 Award of Excellence from the Economic Development Council of Ontario (EDCO).

## FINANCIAL CONSIDERATIONS

Staffing Implications: As part of the Canada Summer Jobs Grant Program, staff hope to recruit a Summer Student to support the market.

Other market expenses are mostly related to Farmers' Market Ontario (FMO) membership, advertising, promotion, etc. In 2024 these expenses were offset by the vendor fees, revenue from the Market Box programs and a grant from Wellington County.

Registration details and other information as it relates to the Farmers' Market can be found at <https://www.simplyexplore.ca/farmers-market.html> .

## ATTACHMENTS

Attachment A – Press Release Wellington North Farmers' Market Celebrates its Twelfth Season, Opening Day on Saturday June 14<sup>th</sup> @ 8:30am

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How: By providing a fun and relaxing space where the community can meet and connect throughout the warmer months. The market also allows visitors to buy from and support our local farmers and producers, thus also contributing to our local economy.
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



**For Immediate Release**

January 27th, 2025

**Wellington North Farmers' Market Set to Open for Twelfth Season at New Location**

The Wellington North Farmers' Market is gearing up for its twelfth season. The market will open on Saturday, June 14th, 2025, and will operate every Saturday morning from 8:30 AM to noon.

This year, the market is moving to an exciting new location at the corner of Grant St. and Parkside Dr. in Mount Forest, the site of the former pool. This change promises to bring a fresh and vibrant atmosphere to the market.

Buying local has numerous benefits, including the peace of mind that comes from knowing where your food comes from. At the Wellington North Farmers' Market, you can ask questions, enjoy the experience, and connect directly with the farmers who grow your food. It allows consumers to buy from and support local farmers and producers, thus contributing to our local economy.

The Wellington North Farmers' Market is brought to you by the collaboration and support of participating vendors, the Township of Wellington North, MARCC Apparel, 88.7 The River, Forest Physiotherapy, and Taste Real: Wellington County.

For registration details or more information, please contact Robyn Mulder at the Township of Wellington North.

-30-

Contact details:

Robyn Mulder

Economic Development Officer

Township of Wellington North

519-838-3620 Ext 4234

[rmulder@wellington-north.com](mailto:rmulder@wellington-north.com)





## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-01-27

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-003

REPORT TITLE: Saugeen Connects Partnership 2024 Year in Review

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-003 Saugeen Connects 2024 Year in Review for information.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

EDO 2019-026 Saugeen Connects Awards Presentation to Wellington North Council  
 EDO 2021-002 Saugeen Connects Partnership Update  
 EDO 2022-004 Saugeen Connects Partnership Update  
 EDO 2022-008 Saugeen Connects IWD and AWE webinar series  
 EDO 2023-007 Saugeen Connects Partnership Update  
 EDO 2024-009 Saugeen Connects Partnership Update

### BACKGROUND

In March 2017, the Saugeen Economic Development Corporation (SEDC) and five municipalities, Brockton, Hanover, West Grey, Minto, and Wellington North, came together in a partnership called “Saugeen Connects”. Our mission is to **collaborate** and positively impact area economic growth, promote **youth entrepreneurship**, support **growth and retention of businesses**, integrate efforts to leverage **workforce attraction** and assist and promote the **advancement of women** in our rural communities.

In 2021 the partnership expanded when Aaron-Elderslie and South Bruce joined the team and in 2022, WOWSA, (Women of Wellington Saugeen Area) also came in under Saugeen Connects enabling us to better promote & expand this network. In 2022 we hired a P/T Project Coordinator, working out of the SEDC in Neustadt. In 2024, programs like the Saugeen Connects Student Startup program, Workforce Attraction initiatives as well as the Advancement of Women (A.W.E.) continue to be our priority focus.

## ANALYSIS

Our Advancement of Women series launched on International Women's Day, March 6<sup>th</sup>, with a guest speaker and panelists from all partner areas. Melanie Needham from The Personal Empowerment Studio was the Wellington North panelist.



A number of events took place over the year as part of **WOWSA (Women of Wellington Saugeen Area)**. The September “Empowered Women Trivia” event was held at the Tipsy Fox in Arthur. Over 25 women from the Saugeen Area took part in this entertaining, informative and fun evening.

One of our key programs, promoting youth entrepreneurship, is the **Saugeen Student Start-Up Program (SSUP)**. Now in its fifth year this program has supported over 207 youth entrepreneurs. Offered to students in the Saugeen Region who are in Grades 6-12 we provide upwards to \$500 in start-up funding & valuable on-line training & mentorship to support running their own summer business.

This year the program was launched on April 1<sup>st</sup> and successful applicants were approved in May. The goal in 2024 was to support an additional 75 students and the official kick off for our program was June 27<sup>th</sup> with a Virtual Keynote Presentation - Discover Your YOU Power and Become a BOSS. Virtual training is offered during July and August and the closing BBQ and celebration of our 2024 entrepreneurs was on Aug. 28<sup>th</sup>.

This year Wellington North had the second most youth entrepreneurs in the Saugeen Connects partnership. Business names were as follows:



Lip Balm	Firewood kindling pop water	Flowtown Mowtown
Gavin's Lawn Care	A Mechanics	R & A Desserts
Knead On	Jacob's Grass Cutting & Leaf Cleaning	Tropical Chill
Senior's Companion Visits	Hudson's Hardwood	

See testimonial below and more can be seen at the following link

<https://www.saugeenconnects.com/youth>

SSUP Highlight 2024



## Hudson Breau

**Hudson's Hardwood | Wellington North**

Hello, my name Hudson I am twelve years old and my business is selling wood and soda at the end of my driveway.

And things to contact me are  
Phone: 226 885 1205  
and email  
[HUDSONBREAU2011@gmail.com](mailto:HUDSONBREAU2011@gmail.com)

[saugeenconnect.com/youth](https://www.saugeenconnect.com/youth)




## CONSULTATION

Saugeen Economic Development Corporation & Saugeen Connects partnership

## FINANCIAL CONSIDERATIONS

Each Saugeen Connects partner (8) provides \$5,000 in funding on an annual basis as well as staff resources to support the projects generated through Saugeen Connects. In Wellington North, the annual funding and staff resources is included in the Economic Development Office operating budget.

Additional sponsorship funding, (\$3,500 - \$5,000) is obtained by each municipality from local businesses and organizations to support the Student Start Up Program (SSUP).

One of the roles of the Project Co-ordinator is to search out and apply for additional grant funding to enable us to expand as well as develop new programs. <sup>112</sup>

## ATTACHMENTS

C&ED 2025-003 Attachment; Saugeen Connects 2024 Year in Review

## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
- Deliver quality, efficient community services aligned with the Township's mandate and capacity  
How: By working with our local partners, funding will allow the township to deliver positive impacts on local economic growth by supporting our youth, empowering women in business and recognizing the importance of workforce development.
- Enhance information sharing and participation in decision-making  
How:
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒



# 2024 Year In Review

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

# How Did We Get Here?

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

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

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



Community Future  
Award

2019

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

for Saugeen Connects





# 2024 Review

**01** — YOUTH

**02** — WOMEN

**03** — WORKFORCE

**04** — SUCCESSION MATCHING  
& PLANNING





# SSUP

## Student Start Up Program

### 1. Robust Applicant Interest (78 applicants):

The receipt of 78 applications is a clear indication of the program's popularity and

- the demand for opportunities among the youth.

### 2. Inclusive Acceptance (50 accepted youth):

Accepting 50 out of the 78 applicants underscores the program's commitment to

- inclusivity and its mission to provide opportunities to a substantial number of young individuals.

### 3. Vibrant Entrepreneurial Ecosystem (46 youth-operated businesses):

The creation and operation of 46 businesses by the youth showcase

- the program's success in cultivating a vibrant entrepreneurial ecosystem.

### 4. Sustainability and Growth (7 returning businesses since 2023):

- The return of 7 businesses demonstrates the sustainability and impact of the program on young entrepreneurs.
- This accomplishment suggests that the program is not only successful in initiating new ventures but is also instrumental in supporting the continued growth of existing ones.

SSUP Highlight 2024

SSUP Highlight 2024

SSUP Highlight 2024

### Madison Johns

#### Bark Bites| Brockton

Hi, my name is Madi and I am a grade 8 student who enjoys playing Hockey and Baseball. I have a dog named Luna and because of her I run a business selling Homemade All-Natural Dog Treats for only \$5 a bag!

My treats include all-natural peanut butter, whole wheat flour, and oats.

My business name is Bark Bites and I haven't met a dog yet that doesn't love my treats! You can follow [bark\\_bites2024](#) on [Instagram](#) and/or add [Bark Bites](#) on [Facebook](#) for more information.

Thank you for supporting my Business!

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



### Abdul Almohamad

#### Car Cleaning | Minto

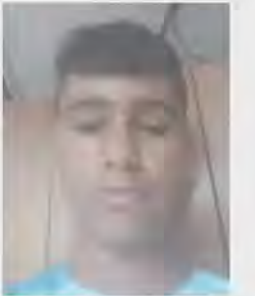
My name is Abdul this Summer, I have a business to clean cars. If you would like a clean car please call me at 5195723309 and let me know if you would like a car clean .

I work from home so if you would like a car clean you can call me and we can talk about a good time.

Price: 15\$ Per Car clean on the inside only. This includes Full Vacuum of interior, and a Full Wipe Down and Cleaning of interior

@Abdul Almohamad

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



### Abbey Collins

#### Cool Kids Club | West Grey

Introducing me, Abbey!

I am the founder and creator of Cool Kids Club. I am kind, fun, and love animals and kids. I have my Home Alone and Babysitting Course. When I'm not babysitting, I love to swim and spend time at our cottage. I have a dog named Tilly who loves to swim, play and fetch



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





# SSUP

## Student Start Up Program

### 5. Financial Support for Ventures (\$15,150 in Grants):

- The awarding of \$15,150 in Start-up, Final, and Bonus Grants is a tangible representation of the program's commitment to providing essential financial support to budding businesses.

This financial injection not only aids in the immediate success of the ventures but positions the program as a key player in fostering economic growth within the community.

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

- The expansion of the program to include Market reimbursements for youth signifies a forward-thinking approach to entrepreneurship support.

This holistic support acknowledges that success goes beyond the initial stages, encompassing ongoing operational aspects of the businesses and ensuring sustained growth.

### 7. Community Endorsement and Support(34 Sponsors):

- Bringing in 34 sponsors is a significant achievement, showcasing the program's ability to garner external support and recognition.

Sponsorship not only provides financial backing but also highlights the program's positive impact, garnering trust and endorsement from the community at large.

SSUP Highlight 2024

SSUP Highlight 2024

SSUP Highlight 2024

### Willow Emon

Cotton Candles | South Bruce

My name is Willow and I am a grade 6 student in Teeswater. I love music, trivia, history and playing hockey. I am also currently learning how to run my own business, Cotton Candles!



I love making candles because each candle that I make is unique. I have discovered that candle making has some science involved and lots of trial and error.

My candles are made with Soy wax and I have been experimenting with different scents to find the best smelling scents for my soy candles. I like that soy candles are so perfectly imperfect!

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



### Ava Emke

Ava's Adventures | Brockton

I specialize in creating travel itineraries completed with detail and costs for adventures based on the clients needs/wants.



To contact:  
Phone number 519-889-1161  
Email [emkeava@outlook.com](mailto:emkeava@outlook.com)  
Facebook: @Ava's Adventures

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



### Hudson Breau

Hudson's Hardwood | Wellington North

Hello, my name Hudson I am twelve years old and my business is selling wood and soda at the end of my driveway.



And things to contact me are  
Phone: 226 885 1205  
and email  
[HUDSONBREAU2011@gmail.com](mailto:HUDSONBREAU2011@gmail.com)

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





# SSUP

## Student Start Up Program



"Through the SSUP program I have learned that having a business means I need to devote my time and efforts to making my products functional as well as making time for school and social life"

***Blianne Enriquez, Lia's Kawaii Clay Creations***



"Taking part in the SSUP program provided me with many skills that I needed to start and run my own business. The online training sessions have definitely helped improved my business! "

***Savannah Calvert, Bits & Pieces Equestrian***



" This summer we learned so many things about running our business through the SSUP workshops. It was helpful to learn how to market our business and find our target audience. We learned how to cook new food and enjoyed the experience of selling our product."

***Logan Foster & Briar Burnett, L&B Dumplings***



# SSUP

## Student Start Up Program

### Youth Acceptance (258 participants):

- The fact that 258 youths have been accepted into the program since inception in 2019 is a testament to its ability to attract and engage young individuals.
- This demonstrates a substantial interest and trust from the youth community, showcasing the program's relevance and effectiveness.

### Creation of Small Businesses (228 new businesses):

- The impact on the entrepreneurial landscape is profound, with 228 new small businesses emerging from the program since inception in 2019.
- This statistic not only indicates the program's success in nurturing entrepreneurial skills but also suggests a positive economic influence on the community.

### 2024 Year End BBQ (over 100 participants, families, sponsors):

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





# WOWSA

## Women of Wellington Saugeen Area

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

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

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

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

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

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



Host Municipality  
121  
Hanover  
Ontario, Canada

**WOWSA**  
HAPPINESS BY DESIGN  
With Angela Wainscott of Upstaged Design

Thursday, January 18, 2024 - 7pm-8:15pm  
100% Virtual

Angela, Owner and Principal Designer of UpStaged Design, specializes in transforming spaces for optimal mental health and productivity, sharing insights on workspace optimization and offering universal design tips for any setting.

+ One lucky participant will win a FREE \$250 value consultation with Angela!!

UPDATING HOMES | UPLIFTING PEOPLE | UPSTAGED design



WOWSA | CORPORATION | Saugeen Connects  
Business | Succession Planning | Insurance | Youth + Women

**Designing a Feel-Good Business**  
Leaning into Authenticity in Entrepreneurship with Tahnee Hipel

APRIL 3RD, 2024  
6PM - 8PM  
BRUUD COFFEE BAR  
73 1ST AVE S, CHESLEY, ON  
\$15 PER PERSON



Host Municipality  
Hanover  
Ontario, Canada

**WOWSA** WOMEN-OWNED BUSINESS TOUR

Wednesday, October 30th, 2024 | 5:30 p.m. - 8:30 p.m.

WOWSA presents Women-Owned Business Tour In Hanover. Meet our entrepreneurs and learn more about their journey while enjoying their space, sampling, and receiving discounts. Special gifts included with your ticket. A tasty taco bar ends the tour with a guest speaker to share services you can tap into at the Henry Bernick Entrepreneurship Centre.

JOIN US TO SUPPORT THESE PARTICIPATING BUSINESSES

BRUTONS DECORATING | TEMPTATIONS | KIDS | The Red House Eatery

For More Information, Tickets, and To Register Online, Visit Eventbrite:

Tickets: \$25/PP

<https://www.eventbrite.ca/e/women-owned-business-tour-hanover-tickets-103498981897>  
saugeneconnects.com/wowsa

Sponsors: Saugeen Connects, RBC



# WOWSA

Women of Wellington Saugeen Area

## 4. Promotion of Women-Owned Businesses

### (Spotlight features 4 women-owned businesses):

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

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

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







Empowered Women

# WOWSA

CONNECTING WOMEN OF WELLINGTON SAUGEEN AREA

## Designing A Feel Good Business



## International Women's Day





# AWE

## Advancing Women Economically

We are excited to announce that we will be launching the AWE Series on March 5, 2025 with acknowledging International Women's Day. The webinars to follow are aimed to focus on empowering women by providing practical and marketable business skills, fostering entrepreneurship, and nurturing leadership qualities. These sessions are designed to equip women with the tools needed for personal and professional growth in the business sphere.



# WORKFORCE

In 2022, SEDC and their 10 municipalities collaborated on a Workforce Development project to assist 10 pilot employers to hire people from within the community – people who normally were considered part of the unemployable demographic which included ODSP, Ontario Works, newcomers, and people with mental and addiction illnesses. The reason for this was to focus on employing these people within the community as housing and transportation needs were already addressed. The project was then amended in August of 2023 due to changes in the employment services organizations. The project changed to more of a training model to address the needs of the employers so that they could adapt to hiring and retaining those within the demographic that we were addressing. Training sessions were provided that dealt with issues of JEDI, racial discrimination, poverty, mental illness, addiction, conflict resolution, respect in the workplace, boundaries, language barriers, as well as recruitment and retention.

Just short of 200 people took part in the training from 12 different businesses and the sessions were well received and attended.

This project created 14 part time jobs, and assisted in retaining 28 part time jobs, and 1,197 full time jobs.

After the 3 month follow up, the majority of the employers had implemented one or two more strategic directions based on the training sessions.





# SUCCESSION

## MATCHING

- Developing succession planning toolkit, that leverages Succession Matching as a tool.
  - Targeting 1-2 new business signups on SM (per partner/community).
  - Working to offer webinar series in 2025
  - Provide SM codes upon completion.
  - Targeting marketing to business owners and service providers in coordination with webinar series.
  - Working promotion into SEDC Sponsorships (I.E., Grey Bruce Farmers Week).
- 
- 27 SM coupon codes have been used to date.
    - 2 have been used in this past fiscal year.



# SUCCESSION

## PLANNING

Working on developing a  
workshop series in 2025



# Thank You!

In reflection, this year has been marked by significant achievements and community-driven initiatives. As we embark on our mission for 2025, our focus is on cultivating positive influences on local economic growth. We are dedicated to championing the development and retention of our youth, nurturing the growth and sustainability of local businesses, and orchestrating a united effort to expand and develop our local workforce. Through these endeavors, we aspire to construct a vibrant and inclusive community that flourishes on cooperative efforts, resilience, and lasting prosperity.

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



2025-01-20  
 Township of Wellington North  
 VENDOR CHEQUE REGISTER REPORT  
 Payables Management

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
081247		2024-12-13	\$457.67
081248	Arthur Foodland	2024-12-13	\$40.66
081249	Be Sure Financial	2024-12-13	\$7,500.00
081250	Biz Bull	2024-12-13	\$904.01
081251	Chalmers Fuels Inc	2024-12-13	\$686.29
081252		2024-12-13	\$16,228.18
081253		2024-12-13	\$1,045.38
081254		2024-12-13	\$1,100.00
081255		2024-12-13	\$1,095.00
081256		2024-12-13	\$938.00
081257	Owen Sound Highway Maintenance	2024-12-13	\$28,175.14
081258		2024-12-13	\$3,390.00
081259		2024-12-13	\$2,000.00
081260	Shady Lawn Bakery	2024-12-13	\$1,055.00
081261	Staples Professional	2024-12-13	\$435.90
081262	Twp of Wellington North	2024-12-13	\$539.84
081263	Waste Management	2024-12-13	\$1,308.44
081264	WHITE`S WEARPARTS LTD	2024-12-13	\$14,023.40
081265	Yard Weasels Inc.	2024-12-13	\$91,434.09
EFT0007624	Agrisan SC Pharma	2024-12-13	\$8,370.08
EFT0007625	Arthur ACE Hardware	2024-12-13	\$327.57
EFT0007626	Arthur Home Hardware Building	2024-12-13	\$151.03
EFT0007627	Artic Clear 1993 Inc.	2024-12-13	\$44.00
EFT0007628	B. Richardson Transport Ltd.	2024-12-13	\$752.95
EFT0007629	Barclay Wholesale	2024-12-13	\$983.91
EFT0007630	B M Ross and Associates	2024-12-13	\$1,278.60
EFT0007631	Brent D. Rawn Electric	2024-12-13	\$262.88
EFT0007632	Canada's Finest Coffee	2024-12-13	\$105.70
EFT0007633	CARQUEST Arthur Inc.	2024-12-13	\$303.57
EFT0007634	C-Max Fire Solutions	2024-12-13	\$646.25
EFT0007635	Coffey Plumbing, Div. of KTS P	2024-12-13	\$700.14
EFT0007636	Conseil scolaire catholique Mo	2024-12-13	\$4,135.61
EFT0007637	County of Wellington	2024-12-13	\$3,110,432.89
EFT0007638	Dhanoa Law Professional Corpor	2024-12-13	\$10,000.00
EFT0007639	FOSTER SERVICES/822498 ONT INC	2024-12-13	\$1,197.80
EFT0007640	FOXTON FUELS LIMITED	2024-12-13	\$130.68
EFT0007641	Ideal Supply Inc.	2024-12-13	\$227.59
EFT0007642	J.A. Porter Holdings (Lucknow)	2024-12-13	\$1,325.95

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
EFT0007643	JPM Architecture Inc.	2024-12-13	\$11,388.99
EFT0007644	Lavis Contracting Co. Ltd.	2024-12-13	\$42,946.60
EFT0007645	Conseil Scolaire Viamonde	2024-12-13	\$4,038.09
EFT0007646	Maple Lane Farm Service Inc.	2024-12-13	\$240.48
EFT0007647		2024-12-13	\$271.19
EFT0007648		2024-12-13	\$31.62
EFT0007649		2024-12-13	\$350.00
EFT0007650	Midwest Co-operative Services	2024-12-13	\$141.13
EFT0007651	Ontario One Call	2024-12-13	\$152.14
EFT0007652	Ont Clean Water Agency	2024-12-13	\$11,249.91
EFT0007653	Pryde Truck Service Ltd.	2024-12-13	\$10,818.17
EFT0007654	ROBERTS FARM EQUIPMENT	2024-12-13	\$2,841.52
EFT0007655	Shred All Ltd.	2024-12-13	\$146.90
EFT0007656	Stephen Hale	2024-12-13	\$1,553.75
EFT0007657	Sterling Backcheck Canada Corp	2024-12-13	\$213.80
EFT0007658	Suncor Energy Inc.	2024-12-13	\$13,452.71
EFT0007659	Terryberry	2024-12-13	\$721.23
EFT0007660	Teviotdale Truck Service & Rep	2024-12-13	\$4,071.90
EFT0007661	Upper Grand Dist School Board	2024-12-13	\$817,396.61
EFT0007662	Viking Cives Ltd	2024-12-13	\$330.39
EFT0007663	WATSON & ASSOCIATES ECONOMISTS	2024-12-13	\$629.24
EFT0007664	Wellington Catholic Dist Sch B	2024-12-13	\$136,057.69
EFT0007665	Young's Home Hardware Bldg Cen	2024-12-13	\$188.85
EFT0007666		2024-12-13	\$3,946.21
081267	5053745 Ont Inc	2024-12-19	\$7,900.00
081268	Arthur Foodland	2024-12-19	\$7,828.99
081269	Cedar Creek Tools Ltd	2024-12-19	\$675.74
081270	Chalmers Fuels Inc	2024-12-19	\$6,092.59
081271		2024-12-19	\$1,900.00
081272		2024-12-19	\$1,900.00
081273		2024-12-19	\$293.79
081274		2024-12-19	\$734.50
081275	Mount Forest Foodland	2024-12-19	\$293.16
081276	Premier Equipment Ltd.	2024-12-19	\$1,096.12
081277		2024-12-19	\$293.79
081278		2024-12-19	\$4,300.00
081279	Royal Bank Visa	2024-12-19	\$16,075.87
081280	Sauder Transport Ltd.	2024-12-19	\$4,700.48
081281	Staples Professional	2024-12-19	\$194.91
081282	TD Wealth	2024-12-19	\$1,423.88
081283	Township of Centre Wellington	2024-12-19	\$2,912.42
081284	Twp of Wellington North	2024-12-19	\$141.25
081285		2024-12-19	\$1,900.00

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
081286		2024-12-19	\$1,900.00
081287	Workplace Safety & Ins Board	2024-12-19	\$12,875.49
EFT0007667	Abell Pest Control Inc	2024-12-19	\$78.69
EFT0007668	ACE, Accent Electronic Control	2024-12-19	\$2,034.00
EFT0007669	ALS Canada Ltd.	2024-12-19	\$1,081.98
EFT0007670	Arthur Home Hardware Building	2024-12-19	\$108.06
EFT0007671	Arthurs Fuel	2024-12-19	\$2,040.25
EFT0007672	Balaklava Audio	2024-12-19	\$12,312.75
EFT0007673	B M Ross and Associates	2024-12-19	\$19,534.21
EFT0007674	Broadline Equipment Rental Ltd	2024-12-19	\$74.48
EFT0007675	CARQUEST Arthur Inc.	2024-12-19	\$437.57
EFT0007676	Clark Bros Contracting	2024-12-19	\$1,455.95
EFT0007677	Canadian Union of Public Emplo	2024-12-19	\$2,228.74
EFT0007678	Decker's Tire Service	2024-12-19	\$435.05
EFT0007679	EC King Contracting	2024-12-19	\$1,042,771.88
EFT0007680	Eric Cox Sanitation LTD.	2024-12-19	\$1,859.38
EFT0007681	Eramosa Engineering Inc.	2024-12-19	\$1,560.96
EFT0007682	Excel Business Systems	2024-12-19	\$644.36
EFT0007683	Fire Marshal's Public Fire Saf	2024-12-19	\$956.61
EFT0007684		2024-12-19	\$295.00
EFT0007685	Hallman Motors LTD	2024-12-19	\$112.94
EFT0007686	H Bye Construction Limited	2024-12-19	\$33,694.69
EFT0007687	Ideal Supply Inc.	2024-12-19	\$1,062.88
EFT0007688	International Trade Specialist	2024-12-19	\$114.83
EFT0007689	Maple Lane Farm Service Inc.	2024-12-19	\$1,126.84
EFT0007690	Martin Drainage	2024-12-19	\$2,705.32
EFT0007691	Mega Group Construction Ltd	2024-12-19	\$249,443.10
EFT0007692	Mount Forest Museum Archives	2024-12-19	\$2,500.00
EFT0007693		2024-12-19	\$362.29
EFT0007694	Midwest Co-operative Services	2024-12-19	\$373.12
EFT0007695	Officer's Auto Care Inc.	2024-12-19	\$665.67
EFT0007696	Ont Mun Employee Retirement	2024-12-19	\$74,826.30
EFT0007697	PETRO-CANADA	2024-12-19	\$2,885.21
EFT0007698	Pryde Truck Service Ltd.	2024-12-19	\$17,738.22
EFT0007699	Reeves Construction Ltd	2024-12-19	\$8,681.79
EFT0007700	Resurface Corporation	2024-12-19	\$453.13
EFT0007701		2024-12-19	\$271.19
EFT0007702	Suncor Energy Inc.	2024-12-19	\$14,426.70
EFT0007703	Superior Tire Sales & Service	2024-12-19	\$133.00
EFT0007704	Viking Cives Ltd	2024-12-19	\$6,609.16
EFT0007705		2024-12-19	\$43.55
EFT0007706	Yake Electric Ltd	2024-12-19	\$1,113.95
EFT0007707	Young's Home Hardware Bldg Cen	2024-12-19	\$157.58

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
081288	1260119 Ontario Limited	2025-01-10	\$1,622.15
081289		2025-01-10	\$240.00
081290	Bell Mobility	2025-01-10	\$1,307.97
081291	Canadian Tire #066	2025-01-10	\$212.35
081292	Chalmers Fuels Inc	2025-01-10	\$4,535.27
081293	Cook's Garage	2025-01-10	\$96.05
081294	Cook School Bus Lines Ltd	2025-01-10	\$395.50
081295	Denco Storage Sheds	2025-01-10	\$5,254.50
081296	Eastlink	2025-01-10	\$536.75
081297	Farm & Construction Equipment	2025-01-10	\$319.23
081298	Filion Wakely Thorup Angeletti	2025-01-10	\$536.76
081299	Go Glass & Accessories	2025-01-10	\$2,022.84
081300	Horrigan Overhead Doors 2019	2025-01-10	\$180.80
081301	Hydro One Networks Inc.	2025-01-10	\$7,095.44
081302		2025-01-10	\$1,900.00
081303	Manulife Financial	2025-01-10	\$42,166.79
081304	Mount Forest Foodland	2025-01-10	\$160.40
081305	Ministry of Finance	2025-01-10	\$195.00
081306	Norsco Sports	2025-01-10	\$199.99
081307	Premier Equipment Ltd.	2025-01-10	\$50.77
081308	SIGN NEEDS INC.	2025-01-10	\$2,638.55
081309	Staples Professional	2025-01-10	\$264.13
081310	Telizon Inc.	2025-01-10	\$851.38
081311	Triple F Construction	2025-01-10	\$2,466.38
081312	Township of Mapleton	2025-01-10	\$1,695.00
081313	Enbridge Gas Inc.	2025-01-10	\$16,600.62
081314	Ward & Uptigrove Consulting &	2025-01-10	\$2,090.50
081315	WD Property Maintenance	2025-01-10	\$3,231.80
EFT0007708	5053745 Ontario Inc.	2025-01-10	\$47,560.92
EFT0007709	Abell Pest Control Inc	2025-01-10	\$78.69
EFT0007710	ACE, Accent Electronic Control	2025-01-10	\$2,821.33
EFT0007711	Agrisan SC Pharma	2025-01-10	\$10,197.64
EFT0007712	Arthur Chrysler Dodge Jeep Lim	2025-01-10	\$863.04
EFT0007713	Arthur ACE Hardware	2025-01-10	\$38.35
EFT0007714	Arthur Home Hardware Building	2025-01-10	\$173.06
EFT0007715	Arthurs Fuel	2025-01-10	\$1,918.83
EFT0007716	BackSpace Consulting	2025-01-10	\$4,576.50
EFT0007717	B M Ross and Associates	2025-01-10	\$6,906.77
EFT0007718	Brandt Cambridge	2025-01-10	\$15,793.69
EFT0007719		2025-01-10	\$240.00
EFT0007720	CARQUEST Arthur Inc.	2025-01-10	\$366.44
EFT0007721	Carson Supply	2025-01-10	\$478.70
EFT0007722	CFRS Inc.	2025-01-10	\$103,500.15



<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
EFT0007723	CIMA Canada Inc.	2025-01-10	\$27,447.70
EFT0007724	CMT Engineering Inc.	2025-01-10	\$1,456.46
EFT0007725	Coffey Plumbing, Div. of KTS P	2025-01-10	\$1,179.55
EFT0007726		2025-01-10	\$153.21
EFT0007727	Cox Construction Limited Guelp	2025-01-10	\$101,373.51
EFT0007728	County of Wellington	2025-01-10	\$1,610.00
EFT0007729	Decker's Tire Service	2025-01-10	\$6,834.24
EFT0007730	Duncan, Linton LLP, Lawyers	2025-01-10	\$5,110.06
EFT0007731	Eric Cox Sanitation LTD.	2025-01-10	\$719.03
EFT0007732	Eramosa Engineering Inc.	2025-01-10	\$644.74
EFT0007733	Evoqua Water Technologies	2025-01-10	\$1,099.84
EFT0007734	Excel Business Systems	2025-01-10	\$325.43
EFT0007735	FOSTER SERVICES/822498 ONT INC	2025-01-10	\$1,271.25
EFT0007736	Ideal Supply Inc.	2025-01-10	\$1,136.56
EFT0007737	Industrial Alliance Insurance	2025-01-10	\$186.91
EFT0007738	International Trade Specialist	2025-01-10	\$738.75
EFT0007739	K Smart Associates Limited	2025-01-10	\$16,483.15
EFT0007740	Maple Lane Farm Service Inc.	2025-01-10	\$2,005.41
EFT0007741	Marcc Apparel Company	2025-01-10	\$257.36
EFT0007742	Martin Drainage	2025-01-10	\$988.75
EFT0007743		2025-01-10	\$151.50
EFT0007744	Midwest Co-operative Services	2025-01-10	\$1,602.98
EFT0007745	PACKET WORKS	2025-01-10	\$169.50
EFT0007746	Print One	2025-01-10	\$711.90
EFT0007747	Pryde Truck Service Ltd.	2025-01-10	\$4,570.64
EFT0007748	PSD Citywide Inc.	2025-01-10	\$6,205.57
EFT0007749	Record Tel Inc.	2025-01-10	\$1,653.03
EFT0007750	Reeves Construction Ltd	2025-01-10	\$34,728.99
EFT0007751	Resurface Corporation	2025-01-10	\$101.70
EFT0007752	Risolv IT Solutions Ltd	2025-01-10	\$26,299.64
EFT0007753	ROBERTS FARM EQUIPMENT	2025-01-10	\$667.71
EFT0007754	Saugeen Community Radio Inc.	2025-01-10	\$1,383.12
EFT0007755	SGS Canada Inc.	2025-01-10	\$2,231.26
EFT0007756	Stephen Hale	2025-01-10	\$1,508.55
EFT0007757	Suncor Energy Inc.	2025-01-10	\$20,311.78
EFT0007758	Terryberry	2025-01-10	\$495.59
EFT0007759	Teviotdale Truck Service & Rep	2025-01-10	\$666.95
EFT0007760	Town of Minto	2025-01-10	\$100.00
EFT0007761	Triton Engineering Services	2025-01-10	\$35,588.40
EFT0007762	UnitedCloud Inc.	2025-01-10	\$591.72
EFT0007763	Wellington Advertiser	2025-01-10	\$282.50
EFT0007764	Wellington North Power	2025-01-10	\$88,736.67
EFT0007765		2025-01-10	\$961.86

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
081316	Arthur Foodland	2025-01-14	\$10.50
081317	Centre Wellington Fire & Rescu	2025-01-14	\$250.00
081318	Chalmers Fuels Inc	2025-01-14	\$2,875.55
081319	Manulife Financial	2025-01-14	\$54,356.42
081320	Mount Forest Air Cadets	2025-01-14	\$500.00
081321	Mount Forest Foodland	2025-01-14	\$9.10
081322	Mount Forest Community Pantry	2025-01-14	\$1,000.00
081323	Mount Forest Family Health Tea	2025-01-14	\$1,000.00
081324	OMTRA	2025-01-14	\$310.75
081325	Peavey Mart	2025-01-14	\$11.24
081326	Perfectmind Inc	2025-01-14	\$2,260.00
081327	Premier Equipment Ltd.	2025-01-14	\$446.21
081328	Proctor Shift Consulting	2025-01-14	\$1,412.50
081329	Staples Professional	2025-01-14	\$329.05
081330	The National Payroll Institute	2025-01-14	\$361.60
081331	Twp of Wellington North	2025-01-14	\$1,000.00
081332	Wellington Heights Secondary S	2025-01-14	\$900.00
EFT0007766	Aces Heavy Towing	2025-01-14	\$1,686.53
EFT0007767	Assoc of Mun of Ontario	2025-01-14	\$5,171.40
EFT0007768	Arthur & Area Historical Socie	2025-01-14	\$500.00
EFT0007769	Arthur ACE Hardware	2025-01-14	\$11.29
EFT0007770	Arthur Home Hardware Building	2025-01-14	\$33.87
EFT0007771	Artic Clear 1993 Inc.	2025-01-14	\$42.50
EFT0007772	B & I Complete Truck Centre	2025-01-14	\$2,229.76
EFT0007773	Big Brothers and Big Sisters o	2025-01-14	\$1,000.00
EFT0007774	Brandt Cambridge	2025-01-14	\$2,919.28
EFT0007775	CARQUEST Arthur Inc.	2025-01-14	\$145.21
EFT0007776	County of Wellington	2025-01-14	\$19,662.00
EFT0007777	Eric Cox Sanitation LTD.	2025-01-14	\$282.22
EFT0007778	Excel Business Systems	2025-01-14	\$160.46
EFT0007779	HETEK Solutions Inc.	2025-01-14	\$1,112.90
EFT0007780	Hort Manufacturing (1986) Ltd.	2025-01-14	\$64.52
EFT0007781	Huronina Welding	2025-01-14	\$1,395.55
EFT0007782	Ideal Supply Inc.	2025-01-14	\$2,142.89
EFT0007783	Industrial Alliance Insurance	2025-01-14	\$253.46
EFT0007784	Maple Lane Farm Service Inc.	2025-01-14	\$108.71
EFT0007785	Municipal Employer Pension Cen	2025-01-14	\$261.03
EFT0007786		2025-01-14	\$135.60
EFT0007787	Midwest Co-operative Services	2025-01-14	\$188.16
EFT0007788	Building Administration Chapte	2025-01-14	\$25.00
EFT0007789	Ont Mun Water Association	2025-01-14	\$1,133.50
EFT0007790	PACKET WORKS	2025-01-14	\$169.50
EFT0007791	Print One	2025-01-14	\$1,596.24

<b><u>Cheque Number</u></b>	<b><u>Vendor Cheque Name</u></b>	<b><u>Cheque Date</u></b>	<b><u>Amount</u></b>
EFT0007792	Resurface Corporation	2025-01-14	\$254.25
EFT0007793	Suncor Energy Inc.	2025-01-14	\$8,876.17
EFT0007794	Teviotdale Truck Service & Rep	2025-01-14	\$710.39
EFT0007795	UnitedCloud Inc.	2025-01-14	\$607.42
EFT0007796	Upanup Studios Inc.	2025-01-14	\$1,966.20
EFT0007797	Young's Home Hardware Bldg Cen	2025-01-14	\$279.24
	Total Amount of Cheques:		\$6,779,040.35



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-01-27

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2025-001

REPORT TITLE: 2024 Audit Plan Communication

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2025-001 RLB LLP 2024 Audit Plan Communication for information.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

For the fiscal year ended December 31, 2024, RLB LLP has once again been re-appointed as auditors. The 2024 Pre-Audit Letter details the audit plan and communicates effectively with both Management and Council.

RLB's 2024 engagement letter reaffirms our mutual understanding of the terms for auditing the consolidated financial statements of the Township of Wellington North. This audit is to be conducted in accordance with Canadian generally accepted auditing standards, with the aim of providing reasonable assurance that the consolidated financial statements are free from material misstatement, whether due to fraud or error.

### ANALYSIS

The audit will involve examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements and assessing the accounting principles used and significant estimates made by management. The audit will also evaluate the overall consolidated financial statement presentation.

The year-end testing period for the 2024 audit is scheduled for a specified week, which should be determined in coordination with RLB LLP to ensure all necessary preparations and arrangements are in place for a smooth and effective audit process.

## CONSULTATION

N/A

## FINANCIAL CONSIDERATIONS

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

## ATTACHMENTS

2024 Audit Pre-Communication Letter.

## 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





January 17, 2025

The Corporation of the Township of Wellington North  
7490 Sideroad 7 West  
P.O. Box 125  
Kenilworth, ON  
N0G 2E0

Dear Members of Council:

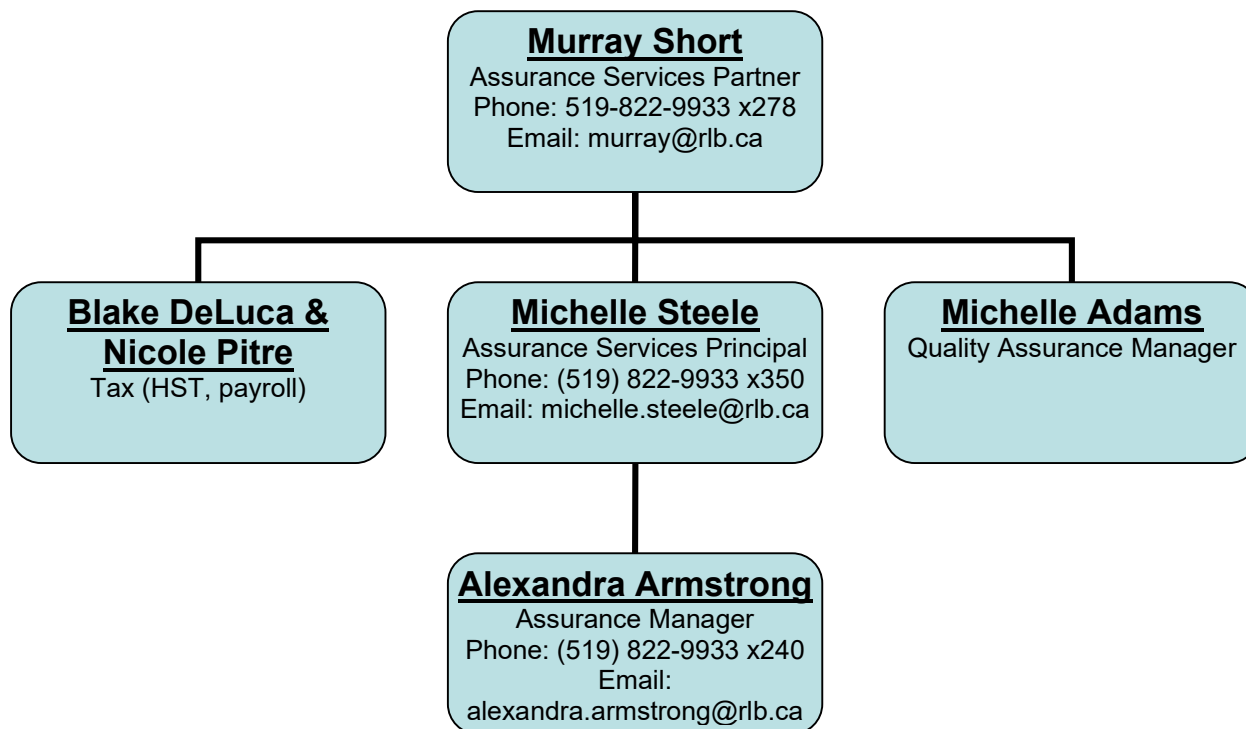
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2024. The purpose of this letter is to communicate our 2024 audit plan for The Corporation of the Township of Wellington North and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2024 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

**RLB LLP's Objective and Scope of our Audit**

- Obtain reasonable assurance that the financial statements are free of material misstatement.
- Evaluate the fairness of presentation of the financial statements in conformity with accounting standards established by the Chartered Professional Accountants of Canada.
- Report to management and Council:
  - Significant internal control weaknesses,
  - Matters required under Canadian Auditing Standards,
  - Matters we believe should be brought to your attention.

## RLB LLP's Assurance Service Team



### Financial Reporting Responsibilities

#### *Council*

- Set strategic objectives
- Provide effective corporate governance
- Ensure accurate financial reporting and sound internal controls
- Review performance measures

#### *Management*

- Maintain cost-effective internal control environment
- Provide timely and accurate disclosure of financial results
- Report results on a fair and consistent basis
- Exercise care in establishing accounting estimates
- Apply appropriate accounting principles

#### *RLB LLP*

- Perform cost-effective audits
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures
- Provide year end reporting to Council
- Audit report on the financial statements

### Management Deliverables

- Prepare required information as agreed with RLB LLP to be able to perform the audit
- Provide documentation and support for accounting used by management for all significant or unusual transactions and estimates
- Identify related parties, if applicable
- Provide representation letter

### RLB LLP Deliverables

- Communicate with management and Council to review audit plan
- Review financial statements and management letter findings with management and Council
- Provide audit opinion on financial statements
- Prepare and file Financial Information Return
- Report to Council as required under CAS 260, 265 and 580
- Seek pre-approval from management or Council for all additional services

### Audit Approach

- Examine accounting systems and controls for all significant transaction cycles
- Adopt a control reliance strategy where appropriate to increase audit efficiency
  - Taxation revenue, cash receipts, taxes receivable
  - Purchases, disbursements, payables
  - Payroll
  - General computer controls
- Substantive testing of year end balances including grant revenue and receivables
- Search for unrecorded liabilities
- Independence reporting

### Audit Timeline

Interim Audit Testing	December 16 – 17, 2024
Communication of Audit Plan to Management/Council	January 17, 2025
Year-end Testing	April 14 – 18, 2025
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow Council approval

### **Annual Inquiry Related to the Risk of Fraud**

Please consider the following questions to help determine the specific risks of fraud and error with the municipality. We will provide the annual representation letter for signature by a member of Council and management with the audited Financial Statements, where representation will be made regarding the assessment of fraud at the municipality.

- Are you aware of any instances of fraud perpetrated against the municipality by any of its employees, management, or Council?
- Are you aware of any instances of fraud perpetrated by the municipality against creditors, suppliers, lenders, investors, funders, government agencies, or any other business associates?
- Do you believe there is a high level of risk of fraud being perpetrated against or by the municipality – specifically, which risks are classified as the highest risk, and what specifically is management or those charged with governance doing to mitigate these risks?
- Has Council made an assessment of the entity's susceptibility to fraud?
- Does management have a process for identifying and responding to fraud risk factors?

If you have any information to report to us on the above, please contact Murray Short or Michelle Steele at 519-822-9933.

### **New Public Sector Accounting Standards**

*These are effective for fiscal 2024, but no significant impact is anticipated:*

- PS 3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations.
- PSG-8: Purchased Intangibles – describes the scope of intangibles that are now allowed to be recognized in the financial statements.
- PS 3160: Public private partnerships – establishes standards for the recognition, measurement, presentation, and disclosure for public private partnership arrangements.

*These are effective for fiscal years beginning on or after April 1, 2026:*

- The Conceptual Framework for Financial Reporting in the Public Sector – defines a conceptual framework and provides additional guidance on the role of financial statements and the objectives of financial reporting.
- PS 1202: Financial Statement Presentation – sets out general and specific requirements for the presentation of information in the financial statements including the identification of financial and non-financial liabilities.

**2024 Audit Plan: Materiality**

When establishing the overall audit strategy, materiality is determined for assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

- Planning Materiality - \$1,100,000
- Materiality
  - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
  - Very significant in determining the scope of our work
  - We will review all errors in excess of 2% of materiality

**Areas of Emphasis**

- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness and existence

If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,

**RLB LLP**

Per:



Murray Short, MBA, CPA, CA, C. Dir.  
Engagement Partner





## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-01-27

MEETING TYPE: Open

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT #: CLK 2025-001

REPORT TITLE: Clerk's Department 2024 year end review

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2025-001 Clerk's Department 2024 year end review.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- CLK 2024-003 Clerk's Department 2023 year end review
- CLK 2023-003 Clerk's Department 2022 year end review
- CLK 2022-003 Clerk's Department 2021 year end review
- CLK 2021-002 Clerk's Department 2020 year end review
- CLK 2020-001 Clerk's Department 2019 year end review
- CLK 2019-002 Clerk's Department 2018 year end review
- CLK 2018-008 Clerk's Department 2017 year end review
- CLK 2017-004 Clerk's department 2016 year end review
- CLK 2016-005 Admin & Finance Clerk's Dept 2015 year end review

### BACKGROUND

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

In January 2024, the Clerk's department was comprised of two full-time employees including the Director of Legislative Services/Clerk and Deputy Clerk.

Crossing guards fall under the purview of the Clerk's department and there are currently 5 guards in Mount Forest and 2 guards in Arthur with one back up position in each Mount Forest and Arthur.

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

The Clerk's department also works closely with all departments to ensure continuity of service and to provide assistance as required. This includes; CAO, Finance, Fire, Building, Recreation, Economic Development, Infrastructure and Environmental Services. <sup>144</sup>

In 2024 the Clerk sat on the Joint Health & Safety Committee, Wellness Committee, Safe Communities, Wellington Clerks group, Senior Management Committee, and the Municipal Emergency Control Group.

The Clerk's department is responsible for:

- Council support including agendas and minutes
- Telephones, faxes, printers and copiers
- Vital statistics, marriage, death
- Licencing
  - Kennel
  - Door to door sales
  - Food truck and food stands
  - Dogs (being discontinued in 2025)
  - Lottery
- Cemetery
- Livestock claims
- Animal control
- Support as required to CAO, building, fire, operations, economic development, finance
- Civic addressing
- Burn permits
- Records management
- Municipal drains
- Title searches
- Signing and registration on title of agreements, if required
- Support to Recreation, Community and Economic Development at volunteer and newcomer events, sports achievement award certificates, and volunteer award certificates

Attached as Schedule "A" is a listing of the daily activities and metrics provided by the Clerk's department in 2024.

The Clerk's department completed these special projects in 2024:

### **Municipal Freedom of Information and Protection of Privacy (MFIPPA) Training**

The Clerk's department organized a one day training session on MFIPPA and included staff from Wellington North as well as all member municipalities in Wellington with 50 attendees.

## Records Management

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

This is a two part process, one that involved shipping over 100 boxes of paper files to Image Advantage to be scanned and uploaded into the FileHold software. We have increased the documents from 18,000 in 2023 to over 30,000 in 2024.

## Cemetery

We have planned and budgeted for plots for burials of urns as opposed to using a full grave for urn burials. It is anticipated construction will be complete in 2025 with sales to start in the fall. The entranceway pillars and sign were damaged in 2023 and the repairs were completed to the old sign, a new sign was installed as well as repairs to the raised flower bed.

## Training and Education

- AMCTO annual conference June of 2024
- JHSC Certification Part Two
- Wellington Clerk group meetings (4 times a year)

## ANALYSIS

Over the past several years the Clerk's department has worked to review our service delivery and move to a more efficient process. 99% of burn permits and licensing for kennels, food stands and vehicles and donation boxes are electronic.

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

Dog tags were being sold and processed through Docupet, however Council made the decision to stop issuing dog tags in 2025 as licenses issued and revenues decreased over time and Docupet no longer offered an enumeration option.

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

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

Council approved purchasing E-scribe software for agenda, report and minute management which will make the agenda process more automated and less hands on. We are hoping to have that fully implemented in the spring of 2025.

**CONSULTATION**

Deputy Clerk

Cemetery staff

Executive Assistant to CAO

**FINANCIAL CONSIDERATIONS**

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

**ATTACHMENTS**

N/A

**STRATEGIC PLAN 2024**

N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

## SCHEDULE A

ITEM	2019	2020	2021	2022	2023	2024
<b>CEMETERY</b>						
Registration of Deaths	124	138	194	212	198	179
Burial Permits	0	62	126	145	120	113
Lot transfers	2	5	nil	nil	2	3
Standard plot sale	7	11	43	12	15	15
Niche/Columbarium sale	5	4	9	16	16	11
Columbarium inurnments	11	6	5	17	16	12
Standard burial	13	15	18	21	21	13
Cremated remains standard plot	12	6	21	17	17	25
Winter storage	8	11	12	13	8	7
Burn Permits issued	493	596	362	359	381	416
Dog licenses issued WN	1558	609	285	279	273	202
Dog licenses issued Docupet	91	923	975	958	906	727
Dangerous dog designations	1	2		1	3	4
Civic Addresses	53	26	32	9	10	18
Lottery licenses issued	22	46	27	22	32	40
Lottery license report review					127	135
Marriage licenses issued	26	10	30	47	37	37
Livestock Claims	6	2	2	6	3	1
By-laws	124	104	123	145	120	114
Clerk reports	37	21	35	24	40	30
Licenses kennel food donation box	9	6	9	15	21	14

	2019	2020	2021	2022	2023	2024
Council	22	23	27	30	27	24
Closed	12	15	16	17	17	17
Committee of Adjustment	4	9	13	13	14	9
Public Meetings	9	7	11	11	12	11
Court of Revision	nil	2	Nil	Nil	1	1





## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council  
 DATE: 2025-01-27  
 MEETING TYPE: Open  
 SUBMITTED BY: JHSC  
 REPORT #: JHSC 2025-001  
 REPORT TITLE: Joint Health and Safety Committee 2024 Annual Report.

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report JHSC 2024-001 being the Joint Health and Safety Committee 2024 Annual Report.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- JHSC 2024-001 Annual Report (2023)
- JHSC 2023-001 Annual Report (2022)
- JHSC 2020-001 Annual Report (2019)
- JHSC 2019-001 Annual Report (2018)
- JHSC 2018-001 Annual Report (2017)
- JHSC 2017-001 Annual Report (2016)
- JHSC 2016 Annual Report (2015)
- JHSC 2015 Annual Report (2014)

### BACKGROUND

The Township of Wellington North and its' employees have established a Joint Health & Safety Committee (JHSC) as mandated by the Occupational Health & Safety Act. The Committee consists of nine representatives; 3 Management representatives and 6 Worker representatives.

The JHSC met six time in 2024 to:

- Review workplace inspections as performed.
- Conduct two annual inspections (15 in January and 51 in July)
- Review accidents or incidents that occurred.
- Review Hazard/Risk Assessment Forms as submitted.
- Make recommendations to assist in maintaining the safety of all workers.
- Provide annual reviews of any Township Policies & Procedures, regarding worker safety.

- Keep up to date on the OH&S Act & Regulations.

In 2024 the Joint Health & Safety Committee:

- With the assistance of on-site worker inspectors; completed 340 inspections out of a total of 348 in 39 worksites (97.7%).
- Continued to encourage all workers to do a monthly inspection of their worksite.
- Made 10 site inspection recommendations. There are currently no outstanding items.
- Reviewed 5 incident/accident reports with no recommendations being made.
- Continues to review and make recommendations when Hazard Risk Assessments are submitted.
- Developed a multi-site Terms of Reference and submitted to the Ministry of Labour for approval.
- Supplied all employees with fire blankets.
- Reviewed and set the Meeting & Inspection dates for 2025.

Looking towards 2025; the Joint Health & Safety Committee plans to continue reviewing and updating policies, as required and to encourage new employees to join the committee.

#### ANALYSIS

Several new members have joined the JHSC in the past two years and this has brought new ideas and fresh perspective to the committee.

In September 2024 the JHSC issued a blood donor challenge to staff and Council and 8 individuals (pints) participated.

#### CONSULTATION

Joint Health and Safety Committee members

#### FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report for information. In 2024 the JHSC budgeted amount was \$4,850.00.

## ATTACHMENTS

N/A

## 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



## CULTURAL MOMENT FOR JANUARY 27, 2025 CELEBRATES H. GORDON GREEN



H. Gordon Green was perhaps Wellington North's most famous personality. In the prime of his career, in the 1960s and 1970s, he was one of the better-known journalists and radio commentators in Canada. Green was a native of Arthur Township, where he was born on May 8, 1912 as the eldest of eight children. Coming of age during the Depression, he took on a number of jobs including farm hand (at 50 cents a day), country school teacher, and door-to-door salesman.

Green was destined to become a writer and enrolled in journalism at the University of Michigan, where he sold his first story to the *Toronto Star Weekly* for \$50 (a fortune at the time). This was big money for the late 1930s. His childhood as an impoverished farm boy and experience with marginal employment opportunities had left an impression. After a brief stint at McGill studying medicine, he joined the army.

Following his service, he joined the staff of the *Montreal Star*. He was assigned to the *Family Herald*, the *Star's* weekly farm magazine that, at that time, was a fixture in nearly every rural and small-town household. Even though he was still in his 30s, Green had developed a down-home writing style that referred to his experiences in the 1920s and 1930s. He became editor and held the position for almost 20 years.

As time passed, he became something of a celebrity, a role he enjoyed immensely. By the 1950s, he appeared frequently on various CBC radio programs as a commentator and panelist. Green's radio career evolved into a short-syndicated commentary that was heard over dozens of radio stations in Canada. He became known as "Radio's Old Cynic," which suited his style.

In the 1960s he became engaged in politics and in 1962 accepted the nomination as the New Democratic Party candidate in the riding of Wellington-Huron. Although broadly supported and pulling in the largest vote ever for the NDP, he only managed a third-placed showing.

H. Gordon Green published several books, including *Professor Go Home* and *A Time to Pass Over*. He continued to write a column for the *Star* until his death of cancer on November 3, 1991. His last column appeared the day before he died. His final visit to Arthur had been in May 1990, for the centennial reunion of Arthur District High School.

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

**BY-LAW NUMBER 004-2025**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON  
JANUARY 27, 2025**

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called “the Act”) provides that the powers of a Municipal Corporation shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Act states, a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS**:

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on January 27, 2025 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 27TH DAY OF JANUARY, 2025.**

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

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