

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – MARCH 24, 2025 AT 7:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

**HOW TO JOIN**

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

Please click this URL to join. <https://us02web.zoom.us/j/86576259163>

Or join by phone:

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

Webinar ID: 865 7625 9163

**PAGE #**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

THAT the Agenda for the March 24, 2025 Regular Meeting of Council be accepted and passed.

**DISCLOSURE OF PECUNIARY INTEREST**

**O'CANADA**

**COUNTY COUNCIL UPDATE**

Andrew Lennox, Mayor

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

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the March 24, 2025 Regular Meeting of Council at : p.m. for the purpose of holding meetings under the Planning Act.

**COMMITTEE OF ADJUSTMENT**

- A03/25 Minor Variance- Ken Babey
- A04/25 Minor Variance – Paul Wideman
- A05/25 Minor Variance – Bart Clemmer

**RESUME REGULAR MEETING OF COUNCIL**

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the March 24, 2025 Regular Meeting of Council at : p.m.

**DEPUTATIONS**

1. Dwight Benson, Mount Forest BIA
  - Downtown Lighting Project

001

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

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

- 1. Regular Meeting of Council, March 10, 2025 002

Recommendation:

THAT the minutes of the Regular Meeting of Council held on March 10, 2025 be adopted as circulated.

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

**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 March 24, 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**

**ITEMS FOR CONSIDERATION**

- 1. MINUTES
  - a. Safe Communities Wellington County Leadership Table, January 15, 2025 009

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table Meeting held on January 15, 2025

- 2. COMMUNITY & ECONOMIC DEVELOPMENT
  - a. Report C&ED 2025-013, Seniors Community Grant - TechTours 014

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-013 Seniors Community Grant – TechTours for information.

- 3. FINANCE
  - a. Vendor Cheque Register Report, March 14, 2025 037

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated March 14, 2025.

- b. Report TR 2025-002, 2024 Council Remuneration and Expenditures 040

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2025-002 2024 Council Remuneration & Expenditures for information.

4. INFRASTRUCTURE

- a. Report INF 2025-005 Award of John Street Reconstruction and Pedestrian Crossover at Queen Street East and Parkside Drive 043

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-005 award of the John Street Reconstruction and Pedestrian Crossover at Queen Street East and Parkside Drive project;

AND THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Moorefield Excavating Limited to execute the John Street Reconstruction and Pedestrian Crossover (Queen Street East and Parkside Drive) project.

- b. Report INF 2025-006 Award of Industrial Drive Urbanization 049

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-006 award of the Industrial Street Urbanization project;

AND THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Armstrong Paving and Materials Group Limited to execute the Industrial Drive Urbanization project.

5. ADMINISTRATION

- a. Report CAO 2025-004, Wellington North Power Inc. Education Session Update 055

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2025-004 Wellington North Power Inc. Education Session Update

AND THAT the Council of the Corporation of the Township of Wellington North communicate to the following direction to the Board of Directors of WNP Inc.:

- That Council values WNP Inc. as a long-term asset with the primary goal of providing reliable, responsive and cost-effective service to the local community;
- That the sustainability of the operations be a priority to ensure that it can remain a viable, long-term asset and that this consideration be at the forefront of all decision making by the Board; and
- That WNP Inc. take a more proactive role in identifying future opportunities as they relate to the growing energy needs in Ontario, future

energy procurement processes and opportunities to partner with others for growth, improvement and operational efficiencies.

AND FURTHER THAT Council provide direction to the Board of WNP related to the target dividend such that it balances the ability of WNP Inc to ensure fiscal and operational sustainability with a demonstrated financial benefit to the Township;

AND FURTHER THAT Council direct staff to review the Wellington North Power Debt Repayment Reserve Fund and report back with recommendations, including how the fund could be used to provide investment towards initiatives that would further the 2024 Strategic Plan and 2025 Growth Management Action Plan, as they relate to the Township’s goal of building a safe, sustainable and welcoming community.

- b. Report CAO 2025-005, Canadian Housing Infrastructure Fund (CHIF) 059

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2025-005, regarding an application to the Canadian Housing Infrastructure Fund (CHIF);

AND THAT Council recognizes, understands, and endorses the CHIF aim to accelerate the construction and upgrading of housing-enabling drinking water, wastewater, stormwater, and solid waste infrastructure;

AND FURTHER THAT Council support a joint application between Township of Mapleton and Township of Wellington North focused on accelerating the construction and upgrading of housing enabling wastewater infrastructure, thereby directly supporting the creation of new homes in the Northern part of the County of Wellington;

AND FURTHER THAT Council requests that Mayor Lennox obtain a letter of support from MP John Nater, acknowledging the significance of advancing our mutual objectives and promoting increased federal investment.

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Renken (Ward 1):

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

Councillor Burke (Ward 2):

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

Councillor Hern (Ward 3):

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

Councillor McCabe (Ward 4):

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

Mayor Lennox:

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

**BY-LAWS**

- a. By-law Number 019-2025 being a by-law to dedicate certain lands as part of the public highway in Wellington North in the County of Wellington being part of McCauley Street shown as Part 3 on 61R22897 084

Recommendation:  
THAT By-law Number 019-2025 be read and passed.

**CULTURAL MOMENT**

- Celebrating Seniors Centre for Excellence 085

**CONFIRMING BY-LAW** 086

Recommendation:  
THAT By-law Number 020-2025 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 March 24, 2025 be read and passed.

**ADJOURNMENT**

Recommendation:  
THAT the Regular Council meeting of March 24, 2025 be adjourned at \_\_: p.m.

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
Arthur BIA, virtual	Wednesday, March 26, 2025	7:30 p.m.
North Wellington Works Job Fair, Norwell District Secondary School, Palmerston	Thursday, March 27, 2025	9:30 a.m. to 3:00 p.m.
Regular Council Meeting	Monday, April 7, 2025	2:00 p.m.
Mount Forest BIA, Mount Forest and District Sports Complex, Leisure Room	Tuesday, April 8, 2025	8:00 a.m.
Mount Forest Chamber of Commerce, Mount Forest Chamber Office	Tuesday, April 8, 2025	5:00 p.m.
Arthur Chamber of Commerce, Arthur Chamber Office	Wednesday, April 9, 2025	5:30 p.m.
Mayor's Breakfast, Arthur and Area Community Centre	Thursday, April 10, 2025	7:15 a.m.
Cultural Roundtable Committee, Mount Forest and District Sports Complex, Meeting Room	Thursday, April 17, 2025	
Regular Council Meeting	Tuesday, April 22, 2025	7:00 p.m.
Volunteer and Newcomers Event, Arthur and Area Community Centre	Thursday, May 1, 2025	
Wellington County Safe Communities, Wellington County Museum and Archives, Aboyne Hall	Wednesday, May 21, 2025	9:30 a.m.

## TOWNSHIP OF WELLINGTON NORTH DEPUTATION REQUEST FORM

Name / Spokesperson: DWIGHT BENSON

Name of Group or Organization (if applicable): MOUNT FOREST BIA

Address: MOUNT FOREST

Email: DWIGHTBENSON@WIGHTMAN.CA Phone: 519 323-8084

Date of Meeting: 3/18/25

Topic of Deputation: DOWNTOWN LIGHTING PROJECT

Please attach your presentation/notes specify what action would you like the Township of Wellington North to take with respect to your matter

WOULD LIKE TO PRESENT TO COUNCIL PROPOSAL FOR LED LIGHTING AND COST SAVINGS AND NEW LOOK DOWN TOWN, WILL BRING INFO TO MEETING AS A HAND OUT

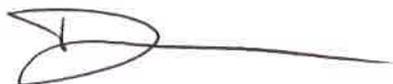
Estimated Municipal Financial Impact

Capital \$: 12,500.00

Annual Operating \$: 3,000.00 SAVINGS A YEAR

Signature: DWIGHT BENSON

Date: 3/18/25



*March 18/25*

Date & time received by Clerk:

Deputation requests must be submitted by 3:00 p.m. on the Monday preceding a Council Meeting.

If you wish to depute on a matter appearing on a published agenda, a request must be submitted by 11:00 am on the day of the meeting.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – MARCH 10, 2025 AT 2:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING  
[March 10, 2025, Township of Wellington North Council Meeting \(youtube.com\)](https://www.youtube.com/watch?v=...)**

**Members Present:** Mayor: Andrew Lennox  
Councillors: Sherry Burke  
Steve McCabe  
Penny Renken

**Member Absent:** Councillor: Lisa Hern

**Staff Present:**

Chief Administrative Officer: Brooke Lambert  
Director of Legislative Services/Clerk: Karren Wallace  
Deputy Clerk: Catherine Conrad  
Executive Assistant to the CAO: Tasha Grafos  
Director of Finance: Jeremiah Idialu  
Human Resources Manager: Amy Tollefson  
Chief Building Official: Darren Jones  
Manager of Infrastructure and Engineering: Tammy Stevenson  
Manager Environment and Development Services: Corey Schmidt  
Manager Recreation Community & Economic Development: Mandy Jones  
Planner: Asavari Jadhav-Admane

### **CALLING TO ORDER**

Mayor Lennox called the meeting to order.

### **ADOPTION OF THE AGENDA**

RESOLUTION: 2025-072

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the March 10, 2025 Regular Meeting of Council be accepted and passed.

CARRIED

### **DISCLOSURE OF PECUNIARY INTEREST**

Councillor Burke disclosed an indirect pecuniary interest with the following:

#### **ITEMS FOR COUNCIL'S CONSIDERATION**

#### **2. PLANNING**

- b. Report DEV 2025-006, Notice of Decision Received for Consent Application B103-24

and

BY-LAWS

- a. By-law Number 015-2025 being a by-law to amend By-law Number 082-2023, By-law Number 108-2023 and By-law Number 078-2024

Her employer is either actively working on or has appendices attached to these reports.

**CLOSED MEETING SESSION**

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

- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26

RESOLUTION: 2025-073

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:31 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26

CARRIED

1. REPORTS

- INF 2025-004 Riverstown Leachate

2. REVIEW OF CLOSED SESSION MINUTES

- February 10, 2025

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2025-074

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 2:33 p.m.

CARRIED

RESOLUTION: 2025-075

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-004, Riverstown Leachate;

AND THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2025-076

Moved: Councillor Renken

Seconded: Councillor burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the March 10, 2025 Council Meeting.

CARRIED

## **O'CANADA**

### **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, February 24, 2025
2. Public Meeting, February 24, 2025

RESOLUTION: 2025-077

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on February 24, 2025 be adopted as circulated.

CARRIED

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

No business arising from previous meetings of Council.

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

1a, 2a, 2b, 3a, 5a, 6a

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

RESOLUTION: 2025-078

Moved: Councillor Renken

Seconded: Councillor Burke

THAT all items listed under Items For Consideration on the March 10, 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 minutes of the Arthur Business Improvement Area meeting held on January 15, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area Association Meeting held on February 11<sup>th</sup>, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on February 20, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Annual General Meeting held on February 28, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the County of Wellington Accessibility Advisory Committee meeting held on December 5, 2024.

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-012 on the Community Improvement Plan;  
AND THAT Council approve a Building Conversion and Improvement Grant in the amount of \$80.20 to the Arthur Snowblazers, for a permit fee reimbursement on a new wood frame warmup shack.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated February 28, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive for information the County of Wellington Committee Report prepared by Sarah Wilhelm, Manager of Policy Planning, dated February 13, 2025, regarding County Official Plan Review – Progress Report #12.

CARRIED

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

RESOLUTION: 2025-079

Moved: Councillor McCabe

Seconded: Councillor Burke

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 January 17, 2025.

CARRIED

RESOLUTION: 2025-080

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-005 Consent Application B3-25 Mary Ruth-Anne White & Kristopher Cottrell. (Severance).

AND THAT Council support consent application B3-25 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;
- THAT the Owner provides documentation that existing municipal and private service(s) location are within the retained parcel, with no encroachments to the lands to be severed. The existing water service, sanitary service and/or storm service to be located by utility locates including field line painting and electronic copy on private property be filed with the Infrastructure Services department, to the satisfaction of the Township;
- THAT if the existing municipal or private service(s) for the retained lands trespasses onto the severed lands, a new service shall be installed through the Service Connection Policy process to the retained lands and private pipe to be installed entirely on the retained lands at the expense of the Owner by obtaining a Service Connection Permit;
- THAT the Owner acknowledges that a Service Connection Permit will be required for the severed lot in conjunction with a building permit;
- THAT driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit;
- THAT the owner obtain zoning approval on the severed portion of the property for a reduction in lot area, proposed is 609m<sup>2</sup> whereas the by-law requires 1858m<sup>2</sup> and a reduction in lot frontage, proposed is 13m whereas the by-law requires 25.6m;
- THAT the owner obtain zoning approval on the retained portion of the property for a reduction in lot area, proposed is 1251m<sup>2</sup> whereas the by-law requires 1858m<sup>2</sup>; and
- THAT the Owner remove the shed on the severed portion of the property and the site left in a graded level condition to the satisfaction of the Township;

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

CARRIED

Councillor Burke left the meeting as she had previously disclosed a pecuniary interest with Report DEV 2025-006.

RESOLUTION: 2025-081

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2025-006 regarding the Notice of Decision for Consent Application, received from the County of Wellington Planning and Land Division Committee:

- B103-24 BJD Investments Inc./Dingwall Investments Inc., Part Lot 24, w/s Egremont St., Plan Town of Mount Forest with a civic address of 243-245 Egremont Street, in the town of Mount Forest (Severance)

CARRIED

Councillor Burke returned to the meeting.

RESOLUTION: 2025-082

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED2025-009 being a report on National Volunteer Week and the upcoming Volunteer Celebration and Newcomer Welcome;

AND THAT Council supports the Mayor's proclamation, proclaiming April 27 – May 3, 2025, as National Volunteer Week;

AND FURTHER THAT Council invites all volunteers and newcomers in our community to join us on Thursday, May 1, from 4:30-7:00 p.m. at the Arthur and Area Community Centre for a Volunteer Celebration and Newcomer Welcome Event.

CARRIED

RESOLUTION: 2025-083

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-003 award of Asphalt Program;

AND THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Associated Paving to execute the Asphalt Program project.

CARRIED

RESOLUTION: 2025-084

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2025-003 Growth Management Action Plan Implementation Update.

CARRIED

## **NOTICE OF MOTION**

No notice of motion tabled.

## **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Burke (Ward 2):

- Festivals and Events Ontario named the Mount Forest Fireworks Festival as one of the top 100 festivals for the 5<sup>th</sup> time.

## **BY-LAWS**

- a. By-law Number 015-2025 being a by-law to amend By-law Number 082-2023, By-law Number 108-2023 and By-law Number 078-2024

- b. By-law Number 016-2025 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part Lot 33, Concession 1, Div 1 Egremont; Parts 1-3 RP 61R-9375 and municipality know as 504 Main Street N, Mount Forest)
- c. By-law Number 017-2025 being a by-law to amend By-law 135-2022 being a by-law to appoint members to the Mount Forest Business Improvement Area Board of Directors

Councillor Burke left the meeting as she had previously disclosed a pecuniary interest with By-law 015-2025.

RESOLUTION: 2025-085

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT By-law Number 015-2025 be read and passed.

CARRIED

Councillor Burke returned to the meeting.

RESOLUTION: 2025-086

Moved: Councillor Burke

Seconded: Councillor Renken

THAT By-law Number 016-2025, and 017-2025 be read and passed.

CARRIED

### **CULTURAL MOMENT**

- Celebrating Jack Bickell

### **CONFIRMING BY-LAW**

RESOLUTION: 2025-087

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 018-2025 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 March 10, 2025 be read and passed.

### **ADJOURNMENT**

RESOLUTION: 2025-088

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Regular Council meeting of March 10, 2025 be adjourned at 2:59 p.m.

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**MAYOR**

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**CLERK**

## Safe Communities Wellington County Leadership Table Meeting

Groves Memorial Hospital  
9:30 a.m., January 15, 2025

### In Attendance

Mary Lloyd, Wellington County Council  
Gianni Accetola, Wellington Healthcare Alliance  
Alexandra Fournier, Wellington Dufferin Guelph Public Health  
Stephen Thomas, Wellington County OPP  
Wendy Bieman, Guelph Wellington Paramedic Services  
Tasha Grafos, Township of Wellington North  
Will Wycherley, Compass Community Services  
Helen Edwards, Township of Mapleton/ Seniors Centre for Excellence  
Zach Prince, Wellington County Trails & Transportation  
Pasquale Costanzo, Wellington County Roads  
Kimber Jolley, Wellington County Social Services  
Lisa MacDonald, Centre Wellington Township  
Barb Evoy, Fergus Educational Services  
Darren Hale, Upper Grand District School Board (Palmerston Public School)  
Allysandra Kent, Community Resource Centre  
Marlene Ottens, Township of Mapleton  
Christopher Paluch, Centre Wellington Fire  
Dave Turton, Town of Minto – Mayor  
Michael Dehn, Town of Erin – Mayor  
Kayla Martin, County of Wellington  
Stephanie Chidlow, Fire – MFD, MFR, WNFS  
Callise Loos, Fire - MFD, MFR, WNFS  
Susie Gregg, CMHA, Waterloo Wellington Older Adult Strategy  
Christine Veit, Safe Communities Wellington County

Regrets: Luisa Artuso, Sara Bowers-Peter, Ariel Oleynikov, Cathy Sweeney, Karen Armstrong, Betty Farrell

1. **Call to Order** – Stephen Thomas called the meeting to order at 9:34 am.

**Approval of Minutes – November 20, 2024** - It was Moved by Lisa MacDonald, Seconded by Pasquale Costanzo that the minutes of the meeting held November 20, 2024 be approved. **CARRIED**

2. New Business

- a. **Action Plan Presentations**

**b. Action Plans are attached for Falls, Motor Vehicle, Mental Wellness & Accidental Poisonings**

**4. Continuing Business**

- a. Events & Campaigns at a Glance
- i. **Victoria Park Seniors Centre Active Living Show – February 28, 2025**
  - ii. **Farm Safety Pancake Breakfast – March 1, 2025**
  - iii. **Poison Prevention Week – March 16 – 22**
  - iv. **Drayton Farm Show – April 9 & 10**
    1. **Barb, Wendy, Lisa, Angelle**
  - v. **Fergus Lions Home and Leisure Show – May 27, 28, 29, 2025**
  - vi. **Safe Kids Week – June 2025**
  - vii. **National Injury Prevention Day – July 5, 2025**
  - viii. **National Overdose Awareness Day – August 2025**
  - ix. **Safe Communities Day – October 1 & 2, 2025**
  - x. **Canadian Youth Road Safety Week – October 2025**
  - xi. **Falls Prevention Month – November 2025**
  - xii. **Festive Ride Campaign – November & December 2025**

**b. Additional Events**

- i. Erin Fall Fair – Information Table
- ii. Fergus Fall Fair
- iii. Wellington County Plowing Match
- iv. Erin to Hillsburgh Tractor Parade
- v. Mapleton Safety Day – Saturday, May 24
- vi. Minto Safe Kids Day – May 30, 2025
- vii. Minto Bike Rodeo?

**5. Reports from Safe Communities Groups & Municipalities**

**i. Town of Erin**

1. Different events Safe Communities can participate in:
  - a. Tractor Parade
  - b. Erin Fall Fair
  - c. Wellington County Ploughmans Match – GRRW
  - d. Breaking and Entering becoming an issue again -
    - i. Maybe bring in Auxilliary to talk about the Lock it or Lose it Campaign

**ii. Mapleton Safe Communities**

1. Mapleton Safe Kids Day – May 24

2. Conestoga Lake Friendly Ticketing Program
  - a. Conversations surrounding safe behaviours

### iii. Township of Wellington North

1. Sharing on Socials is crucial; Tag on Social Media to distribute messaging
2. Sanguen is presenting about Stigma and Harm Reduction for all staff
3. Naloxone Training – February - Optional
4. Bringing back Wednesday Safety Messaging

### iv. Centre Wellington

1. Recent Tourism causing safety issues
  - a. We worked together to make Elora safer by making parking available at The Grand River Raceway and bussing tourists into Elora.
  - b. OPP Thank you for the quick response
  - c. Biking Advocacy Group (Green Lanes) - Helping our vulnerable population
  - d. Victoria Park Seniors Centre is a focus for Fall Prevention
  - e. Automated Speed Camera's - Going Live Today

### v. County of Wellington

1. Seven ASE Camera's going live today – 1 per municipality
2. Three RoundABOUTS – Wellington Road 8 & 9, Wellington Road 18 & 26, Wellington Road 18 & 2<sup>nd</sup> Line
3. New set of lights at Wellington Road 18 & 29
4. 35 paving projects – partially paved shoulder
5. Active Transportation Plan

### vi. Ontario Provincial Police

1. Snowmobile Trail Patrols
2. **Reminder- Tell the Police, not Social Media**
3. **Planning for larger community events – Community Safety Services Unit – Tell us in advance to ensure we can attend.**
4. **2026 – 2029 Action Plan**

### vii. Guelph Wellington Paramedic Services

1. Santa for Seniors; thanks to Lisa
2. Paramedicine is continuing
  - a. 232 individuals are being remotely monitored
  - b. Point of care testing for homebound people
3. Planning events for 2025 – let us know.

### viii. Wellington Healthcare Alliance

1. New CT Scanner at Groves
2. Fundraising for a new MRI in Palmerston – Almost his \$8 million goal.

**ix. Compass Community Services**

1. 988 suicide crisis help line is coming up to its first year anniversary. Compass is one of 40 partners across the nation providing valuable services to those in need.
2. People with developmental disabilities are one of the County's most vulnerable populations; they are struggling financially, unable to afford housing due to rising costs and rents ; some living in encampments; many challenges to navigate and even reach out to these. For others there are long waitlists for services, highlighted by Community living closing 2 homes shortly due to a \$3m deficit. Have seen an increase in relinquishments, but no permanent solutions for housing locally.
3. Compass continues to have many mental health programs, there is a single session free clinic in Guelph on Wednesdays at the Shelldale center and Thursday afternoon out of the Fergus Tower Street office for those in need.

**x. CMHA – Seniors**

- 1. Wanting to work with more partners – Thank you for having me**
- 2. Working to help with outreach and working with the whole family to help geriatric patients**
- 3. Interested in working with the Falls and Mental Wellness Action Groups**

**xi. Community Resources Centre**

- 1. Changed the application process for housing – Now goes through the Province**
- 2. We are open at the Skyline Hub in Fergus**
3. Helping with Homeless or Precariously Housed and helping find affordable housing
4. 3 outreach workers – Outreach workers are the best to reach out to for homeless and precariously housed individuals
5. We provide transportation for individuals – we are one of the only organizations that help with transportation
6. It is not a crime to be homeless.

**6. Leadership Table Meeting Dates 2025**

- a. March 19, 2025 @ 9:30 – Groves Memorial Hospital

- b. May 21, 2025 @ 9:30 – Wellington County Museum & Archives – Aboyne Hall
- c. June 18, 2025 @ 9:30 – Wellington County Museum & Archives – Aboyne Hall
- d. September 17, 2025 @ 9:30 – Wellington County Museum & Archives – Aboyne Hall
- e. November 19, 2025 @ 9:30 – Location TBA

7. Thoughts from the floor

**8. Adjournment (11:27am)**

The Next Leadership Table meeting is scheduled for Wednesday, March 19, 2025 at 9:30 a.m at **Groves Memorial Hospital**

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



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-03-24

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-013

REPORT TITLE: Seniors Community Grant - TechTours

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-013 Seniors Community Grant – TechTours for information.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

CLK 2020-009 New Horizons Grant Seniors Helping Seniors  
 CLK 2022-001 New Horizons project Report  
 Recreation Master Plan 2018

### BACKGROUND

In 2018, The Township adopted the Recreation Master Plan. This plan contains 74 recommendations, several of which pertain to increasing accessibility and opportunities to recreation and social programming for seniors, as well as utilizing external funding sources to assist with the delivery of these opportunities (Recommendations No. 6, 9, 17).

From March 2, 2020 to Dec 6, 2020, then March 21 to Dec 31, 2021 and then Jan 23, 2023 to December 2023, the Township of Wellington North provided digital literacy classes to seniors through the New Horizons Grant, a federal program, which covered the costs of a peer instructor and the purchase of iPads. These programs were very well received. Staff continued to explore future funding opportunities to offer a similar program in the future.

In March 2024, staff submitted an application to the Seniors Community Grant program. This program is funded by the Province of Ontario, and helps community groups and organizations deliver projects, supports and resources that help older adults (aged 55+):

- Live independently
- Live with safety and security

- Stay connected to their community
- Avoid isolation; and
- Achieve greater financial security and social connections.

In June 2024, staff received correspondence from the Minister for Seniors and Accessibility that the Township's application was successful, with a total of \$21,700 approved for *TechTours: Connecting Seniors Through Technology and Bus Adventures*. The grant covers costs associated with delivering the program, including wages.

Following a recruitment process, in September 2024 the Township hired Janice Benson on a contract basis for the role of Project Lead – Seniors Programs, to assist the Community and Economic Development division in delivering the TechTours program.

The TechTours program included three seniors bus trips to local events, as well as an eight-week digital literacy education program delivered in four locations: Arthur, Mount Forest, Harriston and Drayton.

## ANALYSIS

The TechTours program began on September 23, 2024 and ends on March 31, 2025. Staff worked on planning the three bus tours, as well as the eight-week digital literacy component.

### **Bus Trip #1: Grey Wellington Theatre Guild's "Anne of Green Gables" in Harriston**

On December 1, 2024, 22 people (full capacity) traveled on a small coach bus to see the local community theatre production of "Anne of Green Gables" in Harriston. Passengers were picked up at central locations in Arthur and Mount Forest and taken directly to the theatre. The cost of the trip was the price of the ticket (\$25), with the bus cost covered by the grant. Participants appreciated the convenience and ease of bus transportation, especially in the winter weather.

### **Bus Trip #2: MooreBand's Holly Jolly Christmas Show in Drayton**

On December 18, 2024, 44 people traveled by school bus to Drayton to see a Christmas musical show produced by a local family band. Pick-ups were again in Mount Forest and Arthur, and the cost to participants was the ticket price (\$25). Proceeds from the show supported the Drayton Food Bank and Don't Forget to Breathe, a charity that helps families in difficult circumstances. Attendees thoroughly enjoyed the show and many commented that they wouldn't have attended without the bus transportation, as the event was held in the evening.

### **Bus Trip #3: Elora Explorer**

On January 17, 2025, 22 people (full capacity) travelled to Elora to tour the Wellington County Museum. After the tour, the group enjoyed lunch at a popular local restaurant and then walked through downtown Elora to explore the sights. Participants appreciated the companionship during lunch and the informative tour about the museum's history as the poor

house for Wellington County. The cost of the trip was \$5 for museum admission, plus the cost of lunch, while the bus expenses were covered by the grant. 016

## **Digital Literacy Classes**

A series of eight digital literacy classes for seniors was held in four locations throughout Wellington North, Minto, and Mapleton, totaling 32 classes. These partnering municipalities generously donated the space for these courses. Each class had an average attendance of 10 people. The topics covered included online safety, social media and social connection, online banking, email setup and safety, accessing government services, and cell phone use. The sessions also had two guest speakers from the community: a representative from a credit union who discussed online banking and safety, and an administrator from a dental office who explained how to register for the new Canadian Dental Plan. Snacks were provided for the participants, with costs covered by the grant. There was also a break time included for chatting and sharing ideas.

Overall, participants enjoyed engaging in activities within their own community. Many have expressed interest in attending more events and classes like this in the future

## **Data from survey**

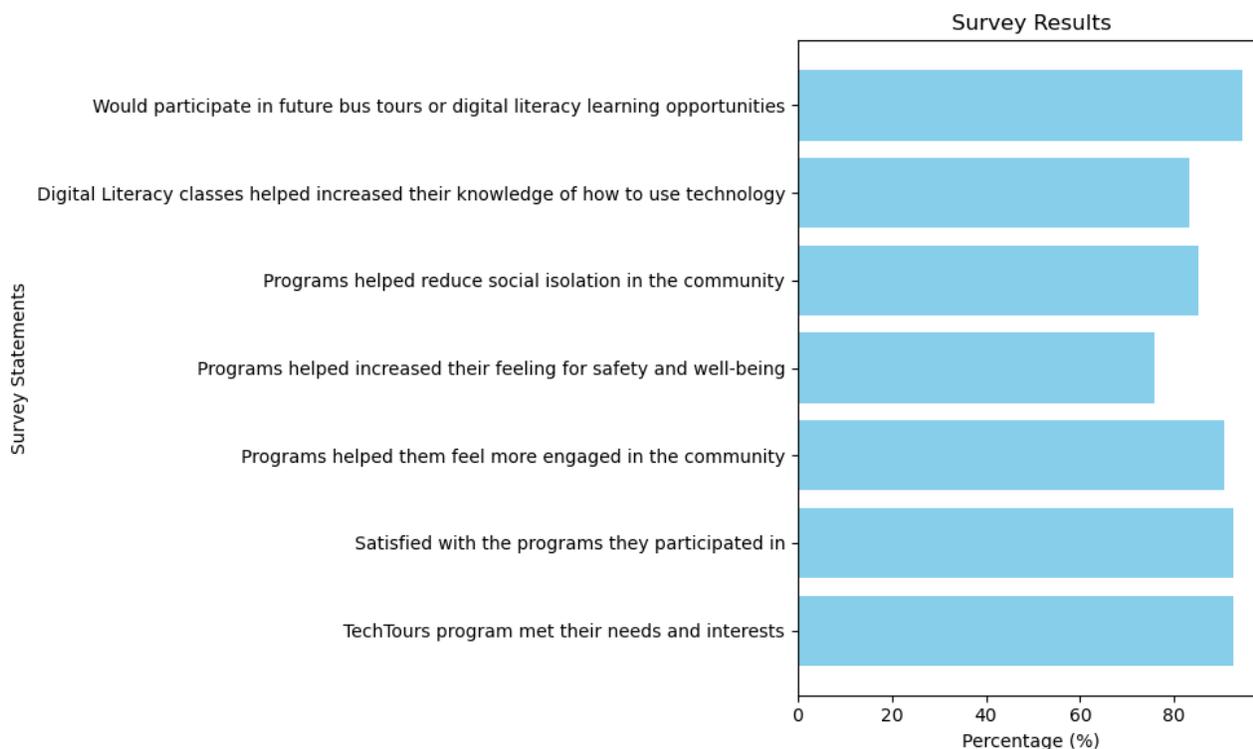
Included in the reporting responsibilities for the Seniors Community Grant was a Ministry-provided survey consisting of the following multiple-choice questions:

1. This project met my needs and interests.
2. I am satisfied with the project activities I participated in.
3. This project helped me feel more engaged in my community.
4. This project helped me learn about work or volunteer opportunities.
5. This project helped to reduce social insolation in the community.
6. This project helped me increase my knowledge of how to use technology (computers, smart phones, etc.). \*
7. This project helped me increase my knowledge of how to prevent, identify, and report elder abuse and fraud. \*

\* These questions were not included on the Seniors Bus Tour survey, as they were not relevant to that portion of the project. In addition, Staff added the following questions to the survey:

8. Would you participate in this program in the future if it were to be offered by the Township of Wellington North?
9. Please provide any additional comments.

Overall, the feedback to the Digital Literacy Classes and Seniors Bus Tours was overwhelmingly positive. The graph below represents the percentage of respondents who "Strongly Agree" or "Agree" with various statements about the TechTours program and Digital Literacy classes.



Graph showing respondent satisfaction 1

- **92.6%** responded “Strongly Agree” or “Agree” that the TechTours program met their needs and interests;
- **92.6%** responded “Strongly Agree” or “Agree” that they were satisfied with the programs they participated in;
- **90.7%** responded “Strongly Agree” or “Agree” that these programs helped them feel more engaged in the community;
- **75.9%** responded “Strongly Agree” or “Agree” that these programs helped increased their feeling for safety and well-being;
- **85.2%** responded “Strongly Agree” or “Agree” that these programs helped reduce social isolation in the community;
- Of the Digital Literacy participants, **83.3%** responded “Strongly Agree” or “Agree” that the classes helped increased their knowledge of how to use technology; and
- **94.4%** of respondents said they would participate in future bus tours or digital literacy learning opportunities in the future if offered by the Township of Wellington North.

## CONSULTATION

Mike Wilson, Community Development Coordinator

Janice Benson, Project Lead – Seniors Programs

## FINANCIAL CONSIDERATIONS

Funding for this program was provided by the Seniors Community Grant in the amount of \$21,700. These funds covered expenses related to staffing up to 20 hours per week, advertising costs, facility rentals, transportation costs related to the three bus trips, and other

program operational costs. Revenue received from the bus tours was used to cover admission to events.

018

## ATTACHMENTS

Attachment A – TechTours Participant Feedback Survey Data

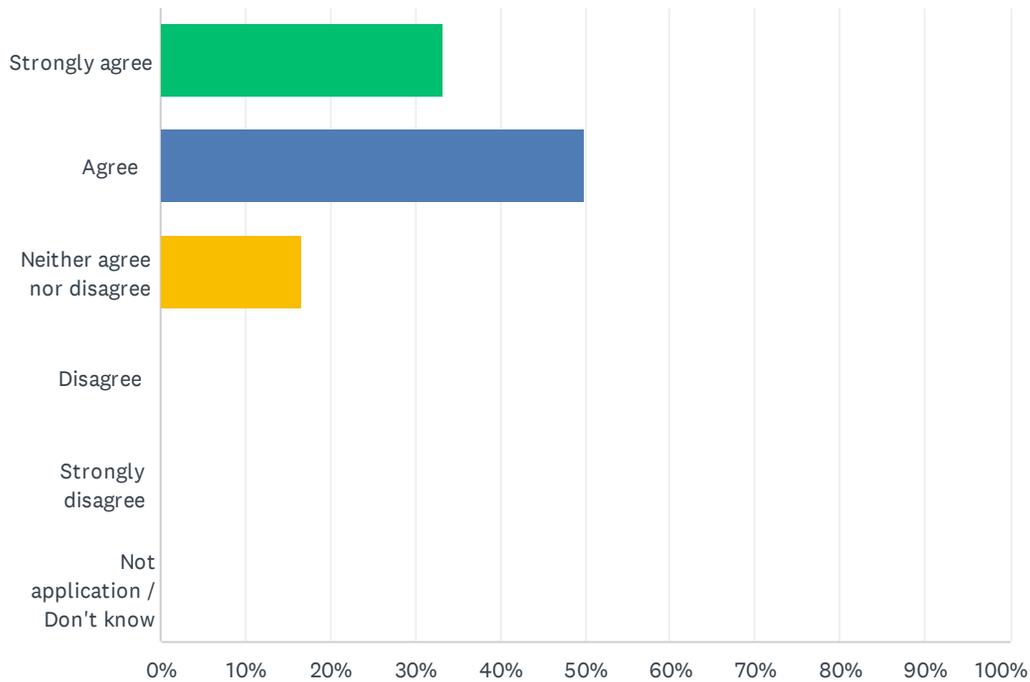
## STRATEGIC PLAN 2024

- Shape and support sustainable growth  
How:
  
- Deliver quality, efficient community services aligned with the Township’s mandate and capacity  
How: Utilizing external funding sources to provide low-cost seniors programming to residents of Wellington North. This program also increased quality of life for senior residents, providing opportunities for social interaction. The offerings of this program aligned with several recommendations for seniors programming in the 2018 Recreation Master Plan.
  
- Enhance information sharing and participation in decision-making  
How:
  
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer

## Q1 This project met my needs and interests

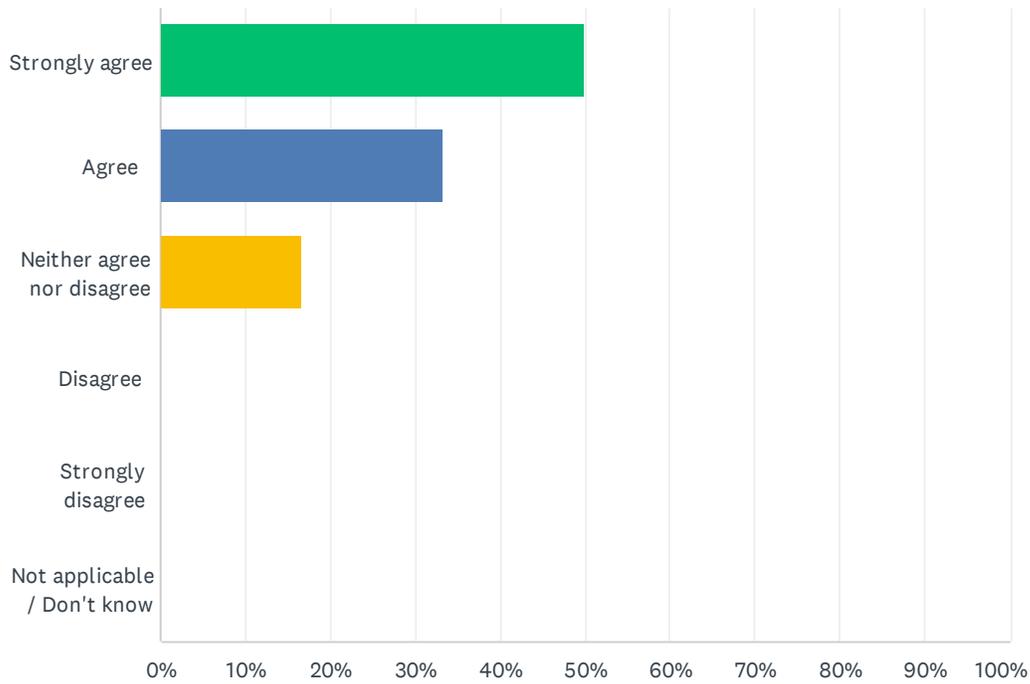
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	33.33%	8
Agree	50.00%	12
Neither agree nor disagree	16.67%	4
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not application / Don't know	0.00%	0
<b>TOTAL</b>		<b>24</b>

## Q2 I am satisfied with the project activities I participated in

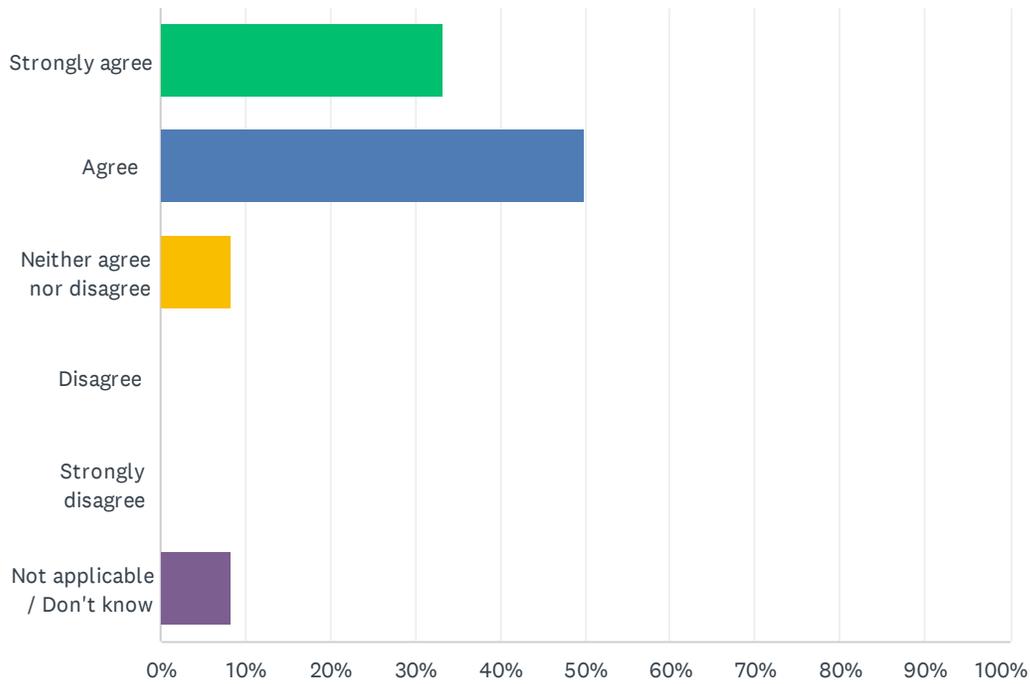
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	12
Agree	33.33%	8
Neither agree nor disagree	16.67%	4
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	0.00%	0
<b>TOTAL</b>		<b>24</b>

### Q3 This project helped me feel more engaged in my community

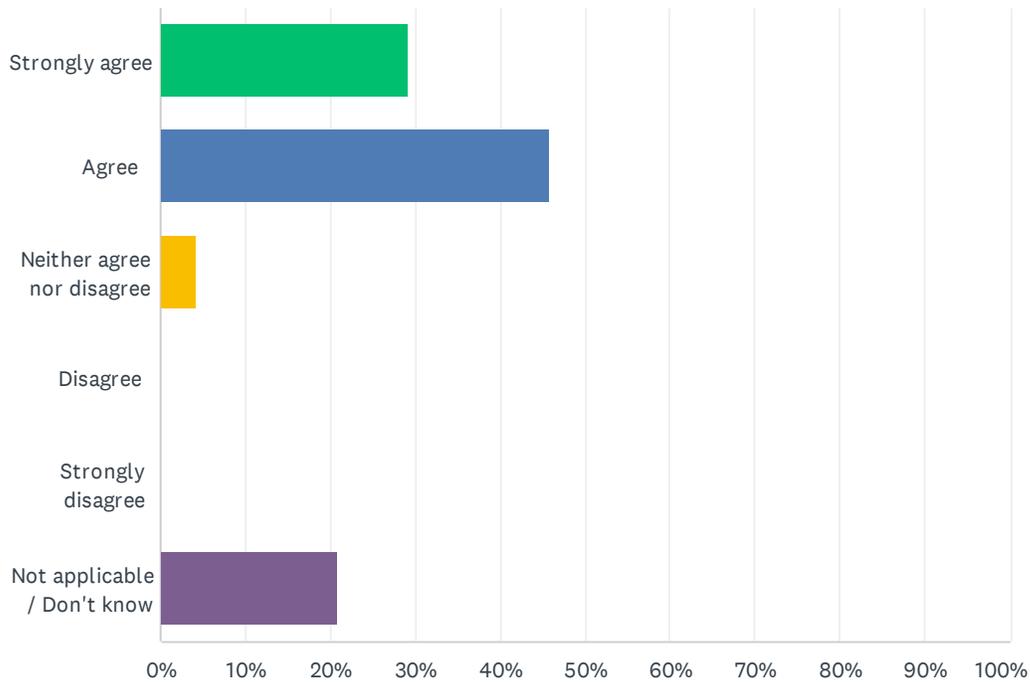
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	33.33%	8
Agree	50.00%	12
Neither agree nor disagree	8.33%	2
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	8.33%	2
<b>TOTAL</b>		<b>24</b>

## Q4 This project helped to increase my feeling of safety and well-being

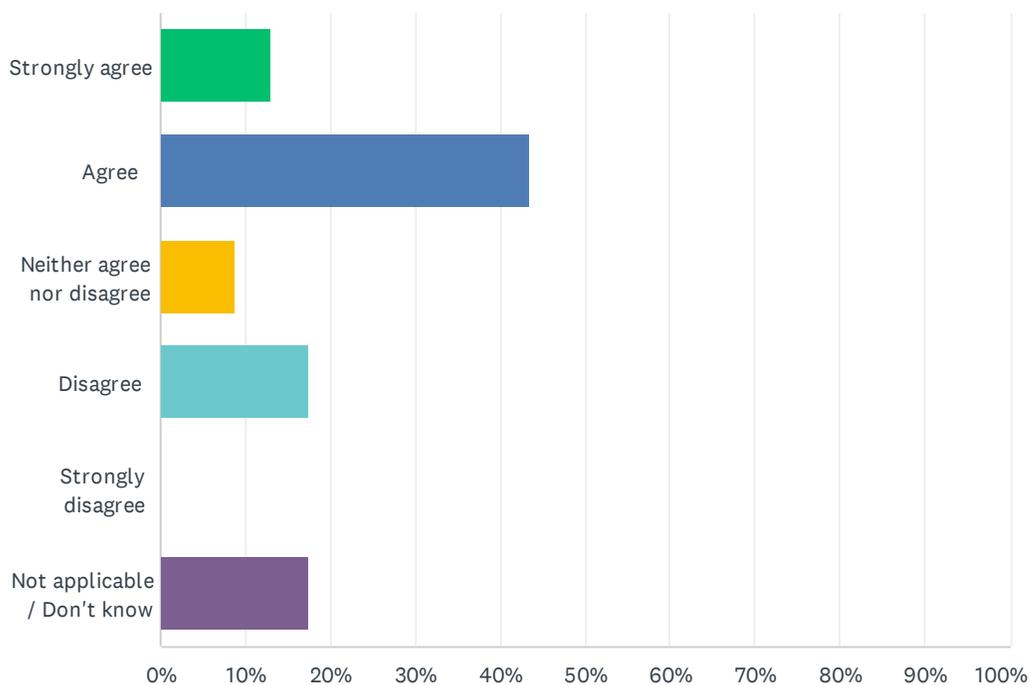
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	29.17%	7
Agree	45.83%	11
Neither agree nor disagree	4.17%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	20.83%	5
<b>TOTAL</b>		<b>24</b>

### Q5 This project helped me learn about work or volunteer opportunities

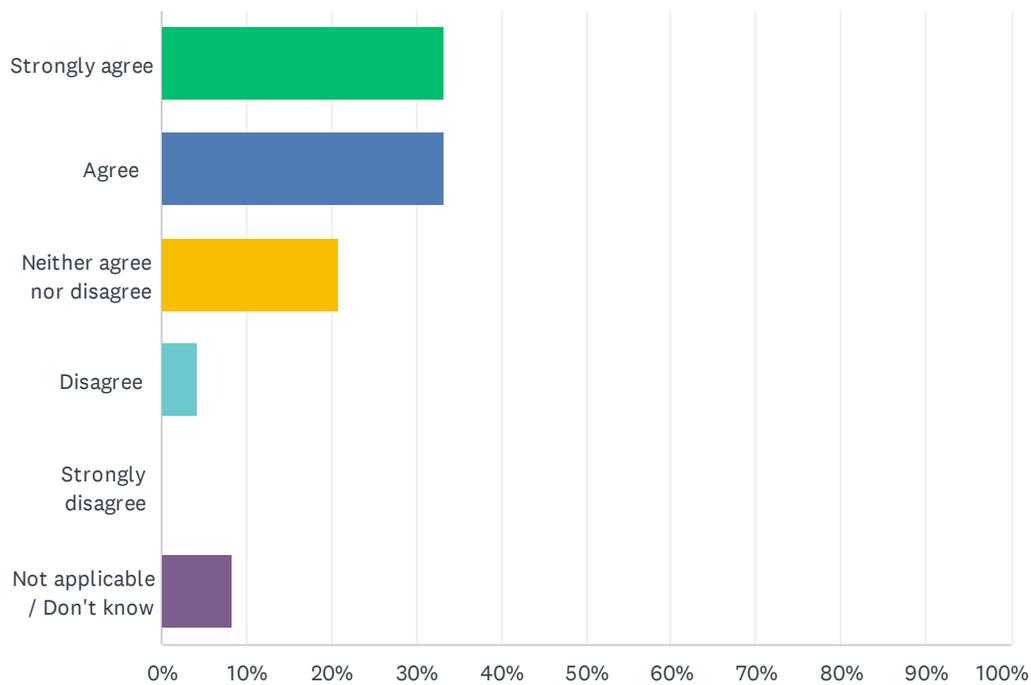
Answered: 23 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	13.04%	3
Agree	43.48%	10
Neither agree nor disagree	8.70%	2
Disagree	17.39%	4
Strongly disagree	0.00%	0
Not applicable / Don't know	17.39%	4
<b>TOTAL</b>		<b>23</b>

## Q6 This project helped to reduce social isolation in the community

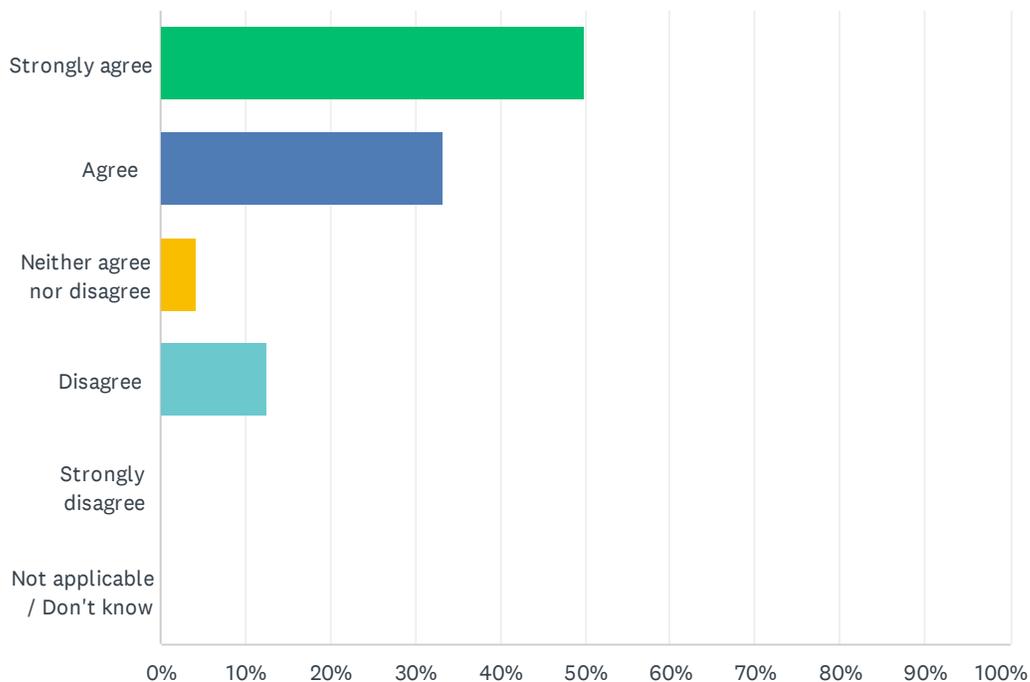
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	33.33%	8
Agree	33.33%	8
Neither agree nor disagree	20.83%	5
Disagree	4.17%	1
Strongly disagree	0.00%	0
Not applicable / Don't know	8.33%	2
<b>TOTAL</b>		<b>24</b>

### Q7 This project helped me increase my knowledge of how to use technology (computers, smart phones, etc.)

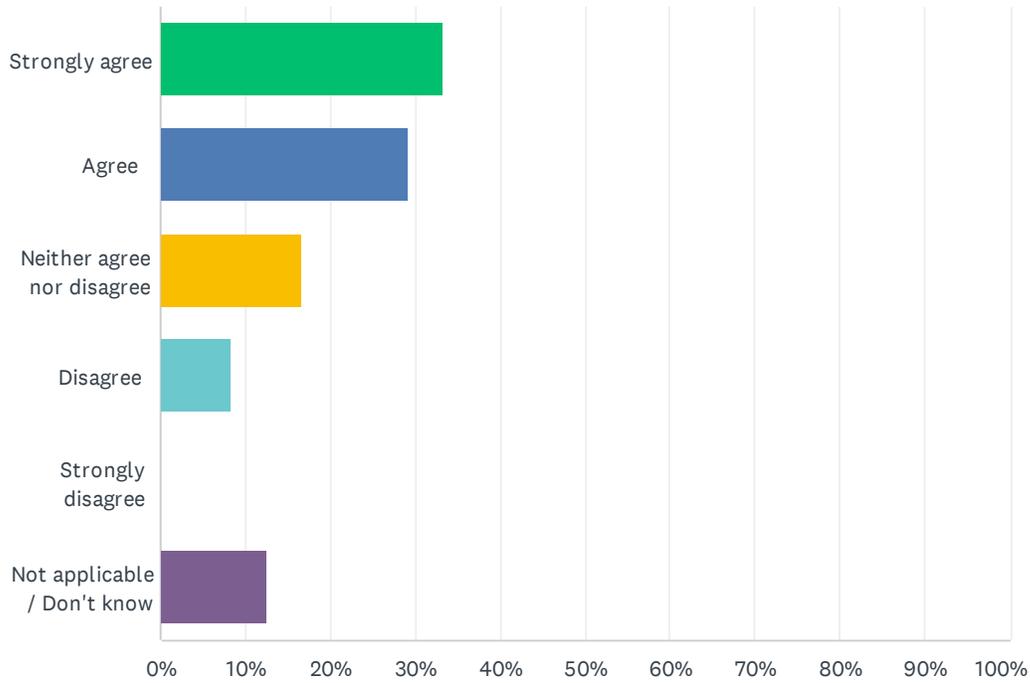
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	12
Agree	33.33%	8
Neither agree nor disagree	4.17%	1
Disagree	12.50%	3
Strongly disagree	0.00%	0
Not applicable / Don't know	0.00%	0
<b>TOTAL</b>		<b>24</b>

## Q8 This project helped me increase my knowledge of how to prevent, identify, and report elder abuse and fraud

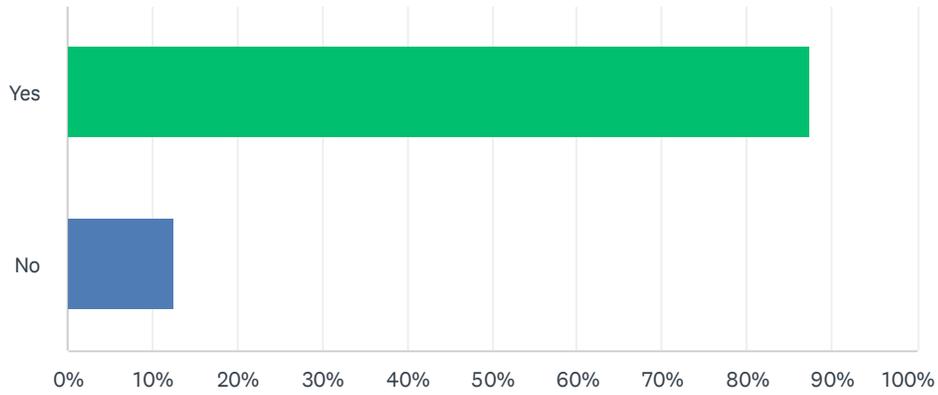
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	33.33%	8
Agree	29.17%	7
Neither agree nor disagree	16.67%	4
Disagree	8.33%	2
Strongly disagree	0.00%	0
Not applicable / Don't know	12.50%	3
<b>TOTAL</b>		<b>24</b>

### Q9 Would you participate in future digital literacy learning opportunities offered by the Township of Wellington North?

Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	87.50%	21
No	12.50%	3
TOTAL		24

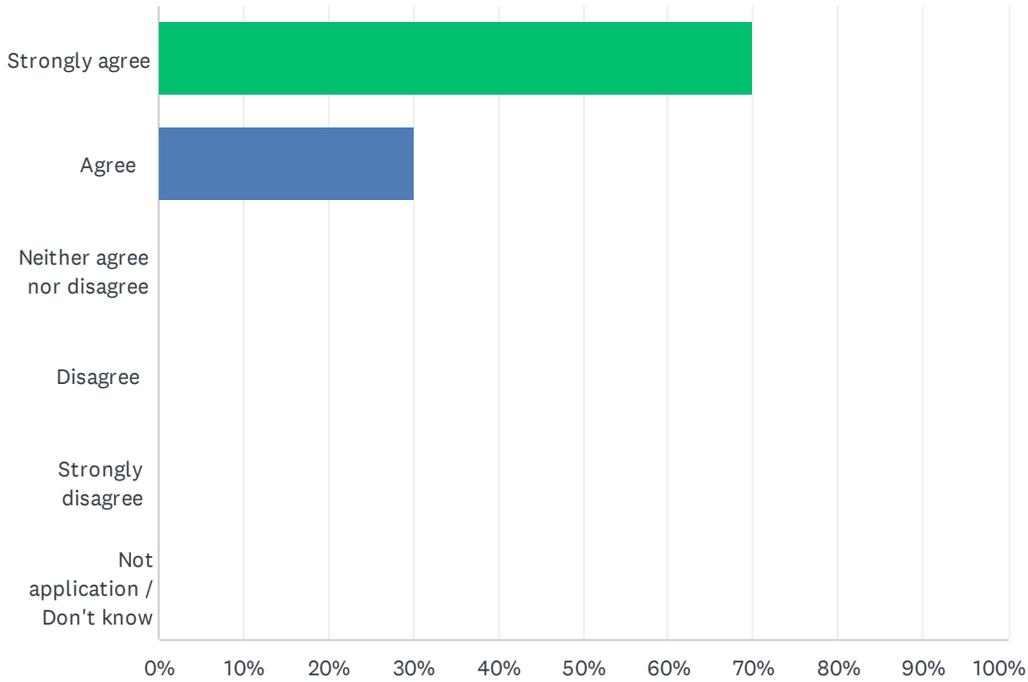
## Q10 Any additional comments or feedback?

Answered: 14 Skipped: 10

#	RESPONSES	DATE
1	Missed a couple of classes. They may have included elder abuse and volunteer opportunities.	3/15/2025 3:31 PM
2	Enjoy the course & helped me confirm what I was unsure about.	3/6/2025 11:07 PM
3	Staying on track is vitally important.	3/5/2025 8:01 AM
4	Each meeting was interesting and informative. The best part was learning with friends and members of our community. Janice did an amazing job. Thank you for offering this opportunity.	3/3/2025 4:38 PM
5	The sessions are very well done. I would just like more detail, perhaps as a follow-up. There are other sessions that could be useful like using the camera on the cell phone, installing and using chtppt Thank you the sessions we had	3/1/2025 3:51 PM
6	Was glad that Wellington North provided class from Government program.	3/1/2025 7:52 AM
7	It's almost necessary today for seniors to at least have some knowledge of Digital Literacy	2/28/2025 1:00 PM
8	Enjoyed the topics covered and chatting with others...	2/25/2025 9:09 PM
9	So happy that these classes are being offered as a senior I appreciate all the help I can get. Would love to have the opportunity to attend more classes of this kind.	2/25/2025 6:24 AM
10	Good balance of topics. Well done!	2/24/2025 7:05 PM
11	Because I do not have as updated technology as most participants, my benefit was limited. The handouts may be of some help down the road. Input from participants was interesting, and the material presented seemed to benefit them, and allow for some sharing of ideas. Well presented by the group leader.	2/24/2025 4:41 PM
12	Janice is doing an excellent job teaching us so far. Still lots to learn I am afraid, so more classes will be beneficial.	2/24/2025 4:27 PM
13	I was so frightened of my tech instruments and now I feel quite confident and able to try new things on my phone and computer. Thanks for the tech stuff.	2/24/2025 4:19 PM
14	Very timely information!	2/24/2025 4:01 PM

## Q1 This project met my needs and interests

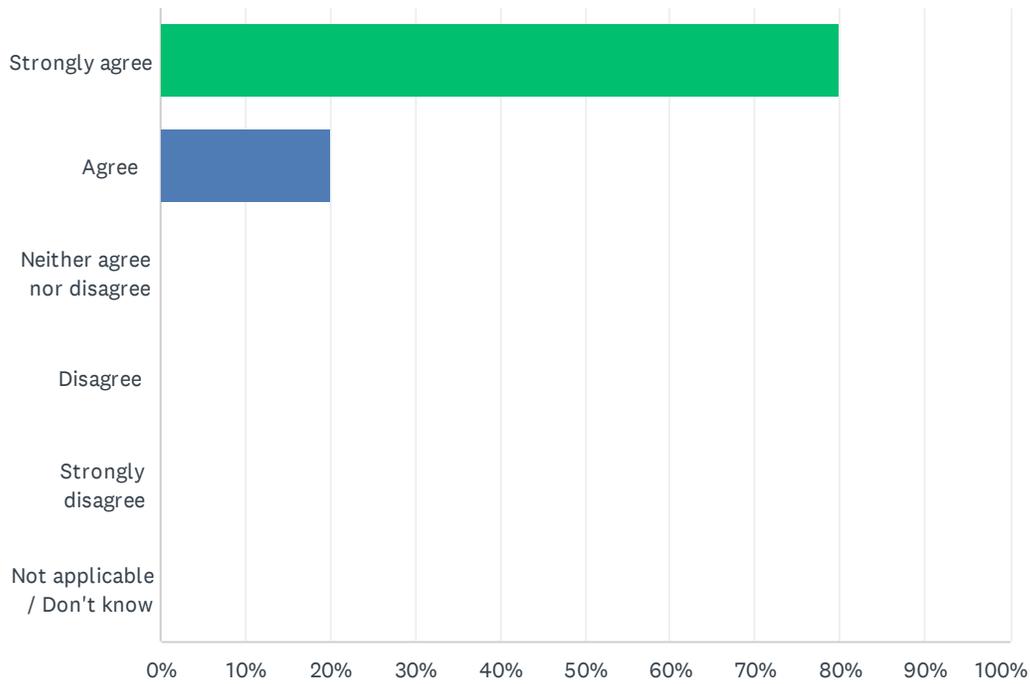
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	70.00%	21
Agree	30.00%	9
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not application / Don't know	0.00%	0
<b>TOTAL</b>		<b>30</b>

## Q2 I am satisfied with the project activities I participated in

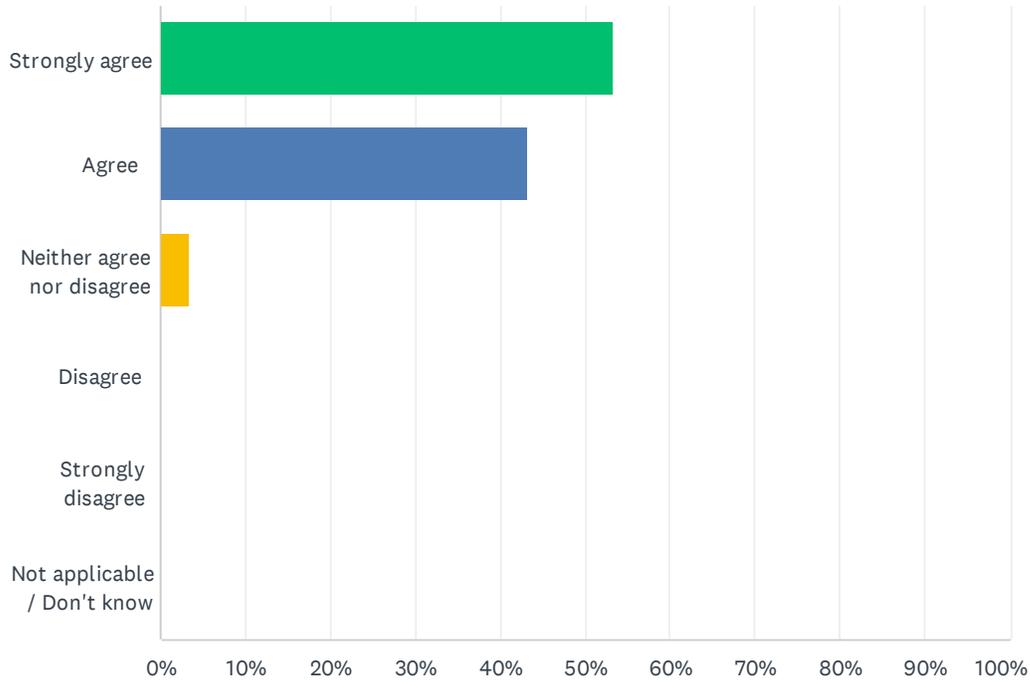
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	80.00%	24
Agree	20.00%	6
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	0.00%	0
<b>TOTAL</b>		<b>30</b>

### Q3 This project helped me feel more engaged in my community

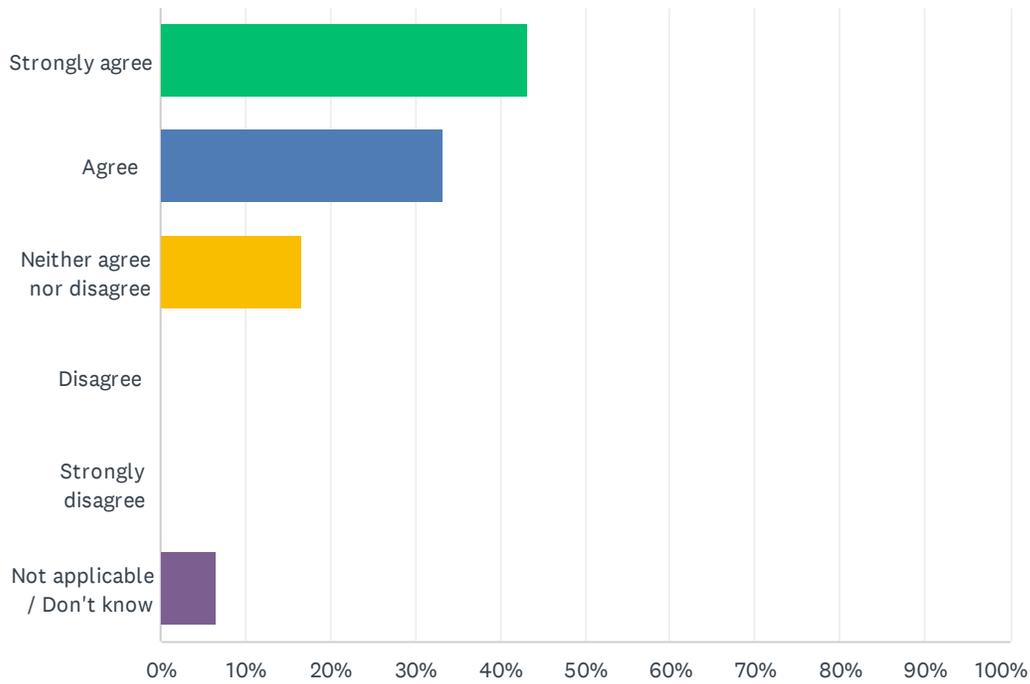
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	53.33%	16
Agree	43.33%	13
Neither agree nor disagree	3.33%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	0.00%	0
<b>TOTAL</b>		<b>30</b>

### Q4 This project helped to increase my feeling of safety and well-being

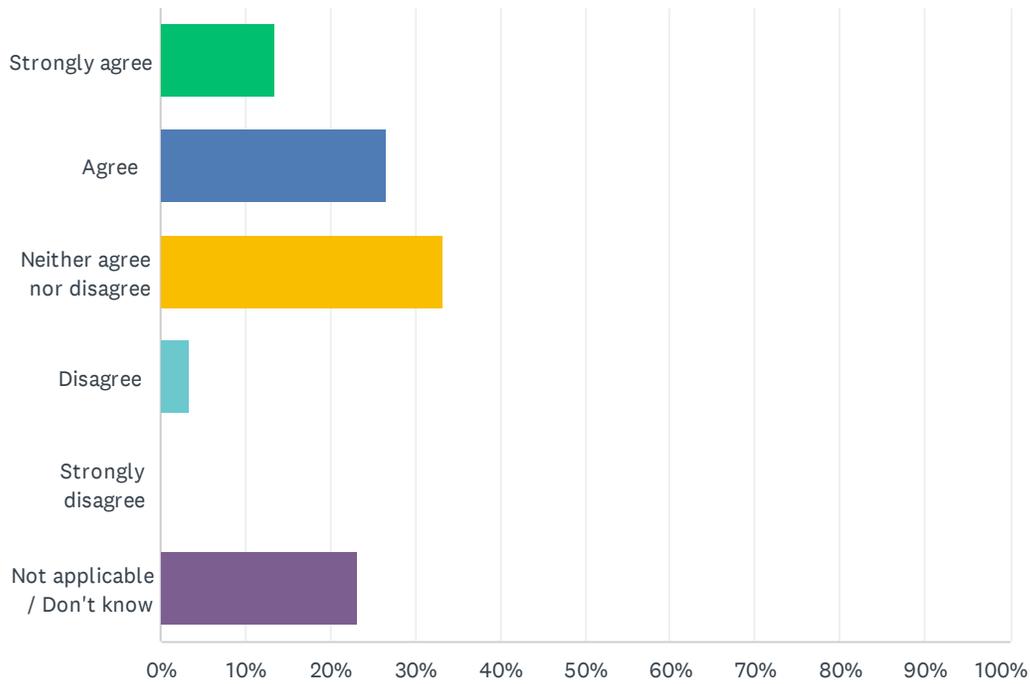
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	43.33%	13
Agree	33.33%	10
Neither agree nor disagree	16.67%	5
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	6.67%	2
<b>TOTAL</b>		<b>30</b>

## Q5 This project helped me learn about work or volunteer opportunities

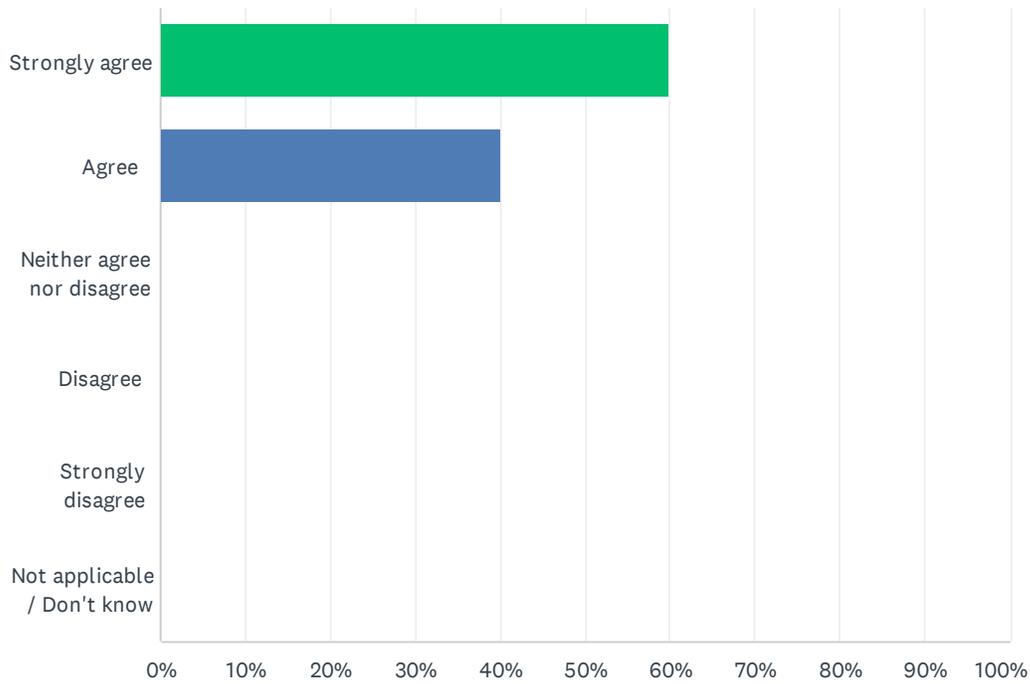
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	13.33%	4
Agree	26.67%	8
Neither agree nor disagree	33.33%	10
Disagree	3.33%	1
Strongly disagree	0.00%	0
Not applicable / Don't know	23.33%	7
<b>TOTAL</b>		<b>30</b>

## Q6 This project helped to reduce social isolation in the community

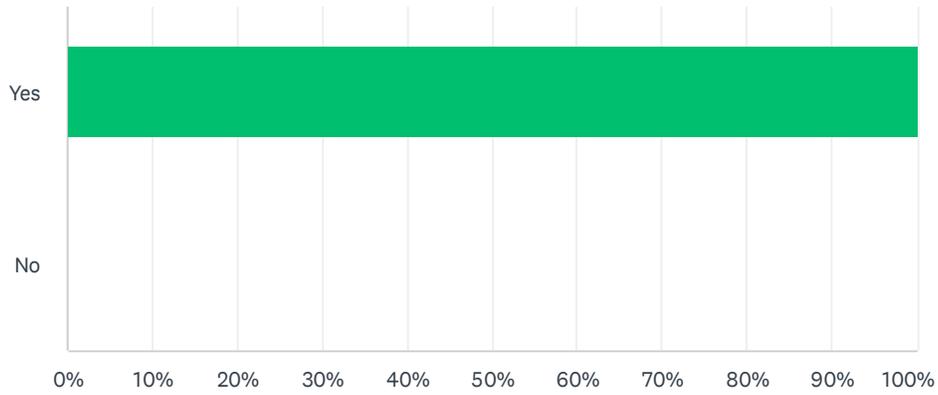
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	60.00%	18
Agree	40.00%	12
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
Not applicable / Don't know	0.00%	0
<b>TOTAL</b>		<b>30</b>

### Q7 Would you participate in another bus tour through the Township of Wellington North in the future?

Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	30
No	0.00%	0
<b>TOTAL</b>		<b>30</b>

## Q8 Any additional comments or feedback?

Answered: 18 Skipped: 12

#	RESPONSES	DATE
1	Fantastic way for seniors like myself to see and learn about our history and local area	3/3/2025 4:13 PM
2	Hope this becomes available for more events. I know there were many people who do not drive or do not drive in the evening and would not be able to attend these evening events. Thank you.	3/2/2025 9:47 AM
3	These trips were very affordable and provided a fun social time for all.	2/26/2025 3:38 PM
4	Thank you so much for making this program available as it allows people, especially seniors like myself, to go to functions maybe we wouldn't be able to attend otherwise.	2/25/2025 7:59 PM
5	More widespread advertising. More advanced notice. Posters at community and senior centres. Not all seniors are comfortable with digital format.	2/25/2025 5:33 PM
6	This was wonderful and it would be great to continue!	2/25/2025 4:19 PM
7	Great for seniors now that I am not able to drive myself these bus trips in able us to attend shows and concerts. Would like to go on more. Great service!!!	2/24/2025 9:00 PM
8	Our Leader during these trips was Janice Benson. Janice was very organized & very helpful!! Great job 👍	2/24/2025 4:38 PM
9	It was a great experience. Interesting, educational and social. Thank you.	2/24/2025 4:22 PM
10	Great informative pamphlets about community. Friendly helpful hostess . Bus driver was friendly .	2/24/2025 3:49 PM
11	As a Senior, this programme is wonderful. I do not drive at night anymore. Thank you for encouraging me to go out with other people. Very Grateful. Thank you.	2/24/2025 2:50 PM
12	Enjoyed myself very much. I would not have attended if the bus wasn't available.	2/24/2025 1:25 PM
13	Look forward to more trips where we don't have to worry about driving and parking. Past outings were an excellent choice.	2/24/2025 1:12 PM
14	Enjoyed was great	2/24/2025 12:32 PM
15	I had an enjoyable time at the museum and in Elora, at The Gorge restaurant and downtown area. All places I'd be unlikely to go by myself, although I could. It was spent in good company...	2/24/2025 11:02 AM
16	I would have loved to have gotten a group photo... The group to Elora and the Museum was small enough to get to know people. And big enough that made the trip worthwhile. Really enjoyed the lunch at the Gorge Restaurant. Happy to learn no extra surcharge fee for sitting with a larger group at the Gorge restaurant. Thanks to the organizers for thinking of me and other seniors.	2/24/2025 10:59 AM
17	Jacob's market, casa loma, medieval times, woulzz DC be good trips	2/24/2025 10:47 AM
18	I took a bus trip which was extremely well-organized. Entertaining and educational. I liked meeting people and I thought the organizer Janice Benson did a really good job. I hope there are more opportunities like this.	2/24/2025 10:39 AM

2025-03-14 Township of Wellington North  
 VENDOR CHEQUE REGISTER REPORT

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
081447	15969468 Canada Inc	2025-03-07	\$119.90
081448	Bell Mobility	2025-03-07	\$1,300.84
081449	Bereavement Authority of Ontar	2025-03-07	\$1,056.01
081450	Bi-Tech Contracting Inc.	2025-03-07	\$113.00
081451	Blake, Matlock and Marshal Ltd	2025-03-07	\$5,644.35
081452	Broderick's Apparel For Men	2025-03-07	\$1,841.90
081453	CANDUE HOMES	2025-03-07	\$4,300.00
081454	Chalmers Fuels Inc	2025-03-07	\$2,439.68
081455	Eastlink	2025-03-07	\$547.82
081456	Eidt ` s BMR Express Hardware	2025-03-07	\$122.58
081457	Horrigan Overhead Doors 2019	2025-03-07	\$1,951.95
081458	Hydro One Networks Inc.	2025-03-07	\$2,806.56
081459	Louise Marshall Hospital Found	2025-03-07	\$1,250.00
081460	MarDale Cleaning Inc	2025-03-07	\$508.50
081461	North Wellington Health Care	2025-03-07	\$10,000.00
081462	OMFPOA CHAPTER 5 WELLINGTON-DU	2025-03-07	\$100.00
081463		2025-03-07	\$750.00
081464	Staples Professional	2025-03-07	\$242.00
081465		2025-03-07	\$41.00
081466	TD Wealth	2025-03-07	\$940.08
081467	Tom Shupe Plumbing & Heating	2025-03-07	\$2,851.96
081468	Township of Mapleton	2025-03-07	\$10,000.00
081469	Twp of Wellington North	2025-03-07	\$427.14
081470	Workplace Safety & Ins Board	2025-03-07	\$13,771.78
EFT0007949	Agrisan SC Pharma	2025-03-07	\$20,937.91
EFT0007950	A J Stone Company Ltd.	2025-03-07	\$9,514.60
EFT0007951	Arthur & District Horticultura	2025-03-07	\$1,000.00
EFT0007952	Arthur Home Hardware Building	2025-03-07	\$93.69
EFT0007953	Arthurs Fuel	2025-03-07	\$2,793.46
EFT0007954	Artic Clear 1993 Inc.	2025-03-07	\$170.00
EFT0007955	Bluewater Fire & Security	2025-03-07	\$2,803.59
EFT0007956	B M Ross and Associates	2025-03-07	\$23,591.57
EFT0007957	Broadline Equipment Rental Ltd	2025-03-07	\$57.18
EFT0007958	Canada's Finest Coffee	2025-03-07	\$26.00
EFT0007959	CARQUEST Arthur Inc.	2025-03-07	\$104.81
EFT0007960	Carson Supply	2025-03-07	\$4,082.92
EFT0007961	Cedar Signs	2025-03-07	\$3,957.43
EFT0007962	CFRS Inc.	2025-03-07	\$52,321.83
EFT0007963	Cimco Refrigeration	2025-03-07	\$10,389.36
EFT0007964	Coffey Plumbing, Div. of KTS P	2025-03-07	\$5,148.81

<u>Cheque Number</u>	<u>Vendor Cheque Name</u>	<u>Cheque Date</u>	<u>Amount</u>
EFT0007965	Cordes Enterprise	2025-03-07	\$432.23
EFT0007966		2025-03-07	\$281.10
EFT0007967	County of Wellington	2025-03-07	\$20.00
EFT0007968	Steve Cudney	2025-03-07	\$150.00
EFT0007969	Canadian Union of Public Emplo	2025-03-07	\$2,522.86
EFT0007970	Decker's Tire Service	2025-03-07	\$220.35
EFT0007971	Delta Elevator Co. Ltd.	2025-03-07	\$1,049.98
EFT0007972	Duncan, Linton LLP, Lawyers	2025-03-07	\$4,564.61
EFT0007973	Eric Cox Sanitation LTD.	2025-03-07	\$226.00
EFT0007974	Excel Business Systems	2025-03-07	\$169.85
EFT0007975		2025-03-07	\$250.00
EFT0007976	Ideal Supply Inc.	2025-03-07	\$114.18
EFT0007977	Infrastructure Health & Safety	2025-03-07	\$785.35
EFT0007978	JPM Architecture Inc.	2025-03-07	\$2,790.09
EFT0007979	K Smart Associates Limited	2025-03-07	\$19,277.54
EFT0007980	Maple Lane Farm Service Inc.	2025-03-07	\$724.65
EFT0007981	Marcc Apparel Company	2025-03-07	\$141.25
EFT0007982		2025-03-07	\$353.69
EFT0007983		2025-03-07	\$2,198.62
EFT0007984	MRC Systems Inc	2025-03-07	\$5,111.61
EFT0007985	Midwest Co-operative Services	2025-03-07	\$152.01
EFT0007986	Ont Mun Employee Retirement	2025-03-07	\$68,730.80
EFT0007987	PPE Solutions Inc.	2025-03-07	\$39,486.72
EFT0007988	Print One	2025-03-07	\$711.90
EFT0007989	Pryde Truck Service Ltd.	2025-03-07	\$642.22
EFT0007990	Resurfix Corporation	2025-03-07	\$762.75
EFT0007991	Risolv IT Solutions Ltd	2025-03-07	\$11,566.26
EFT0007992	Sanigear	2025-03-07	\$39.53
EFT0007993	Saugeen Community Radio Inc.	2025-03-07	\$1,383.12
EFT0007994	SGS Canada Inc.	2025-03-07	\$5,207.06
EFT0007995	Shred All Ltd.	2025-03-07	\$367.25
EFT0007996	Suncor Energy Inc.	2025-03-07	\$6,422.68
EFT0007997	The Power Factory Ltd	2025-03-07	\$3,491.70
EFT0007998	Town of Minto	2025-03-07	\$8,049.22
EFT0007999	Wellington Advertiser	2025-03-07	\$296.63
EFT0008000	Young's Home Hardware Bldg Cen	2025-03-07	\$68.75
081471		2025-03-12	\$163.85
081472	Cedar Creek Tools Ltd	2025-03-12	\$258.77
081473	Cotton's Auto Care Centre	2025-03-12	\$24.75
081474	Dave's Auto Body	2025-03-12	\$1,304.66
081475	Ontario Aggregate Resources	2025-03-12	\$1,237.00
081476	Staples Professional	2025-03-12	\$119.62
081477	Arthur Area Curling Club	2025-03-12	\$452.00

<b><u>Cheque Number</u></b>	<b><u>Vendor Cheque Name</u></b>	<b><u>Cheque Date</u></b>	<b><u>Amount</u></b>
081478		2025-03-12	\$687.26
081479	Royal Bank Visa	2025-03-12	\$11,913.77
081480	Enbridge Gas Inc.	2025-03-12	\$15,642.16
EFT0008001	Arthur Chrysler Sales & Leasin	2025-03-12	\$282.50
EFT0008002	Balaklava Audio	2025-03-12	\$3,602.81
EFT0008003	Conseil scolaire catholique Mo	2025-03-12	\$1,894.00
EFT0008004	County of Wellington	2025-03-12	\$1,179,605.50
EFT0008005	Go Glass & Accessories Listowe	2025-03-12	\$1,536.94
EFT0008006	Conseil Scolaire Viamonde	2025-03-12	\$1,940.20
EFT0008007	Miller Paving Limited	2025-03-12	\$1,469.00
EFT0008008	Purolator Inc.	2025-03-12	\$66.98
EFT0008009	Town of Hanover	2025-03-12	\$6,203.29
EFT0008010	Uline	2025-03-12	\$11,511.80
EFT0008011	Upper Grand Dist School Board	2025-03-12	\$335,048.27
EFT0008012	Wellington Catholic Dist Sch B	2025-03-12	\$48,561.53
EFT0008013	County of Wellington	2025-03-12	\$3,110,373.00
EFT0008014	Town of Hanover	2025-03-12	\$919.91
EFT0008015	Wellington North Power	2025-03-12	\$1,100.96
081481	Cachet Developments (Arthur) I	2025-03-13	\$313,323.89
EFT0008016	Broadline Equipment Rental Ltd	2025-03-13	\$8.48
EFT0008017	PSD Citywide Inc.	2025-03-13	\$7,349.70
EFT0008018	Town of Minto	2025-03-13	\$221,213.53
EFT0008019	Triton Engineering Services	2025-03-13	\$627.15
EFT0008020	WATSON & ASSOCIATES ECONOMISTS	2025-03-13	\$5,568.08
	Total Amount of Cheques:		\$5,672,894.13



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-03-24

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2025-002

REPORT TITLE: 2024 Council Remuneration and Expenditures

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2025-002 2024 Council Remuneration & Expenditures for information.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The Municipal Act, 2001, c. 25 requires that the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid to each member of Council in the previous year.

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2024 provides a breakdown of activities.

### ANALYSIS

For 2024, Council remuneration and expenditures have remained largely in line with the budget, with a favorable variance of \$675.56. This variance is primarily due to lower conference and training expenses, council benefits, and technology/phone costs. A detailed breakdown of this variance is provided in the budget-to-actual table below for reference.

<i>Expenses Pertinent to the Council Remuneration Report</i>	<i>2024 Budget</i>	<i>2024 Actual as reported</i>	<i>Variance<sup>041</sup> (Over)/Under Budget</i>
Council Salaries/Remuneration/PS Committee	109,298.00	109,298.00	0.00
Council Employee Benefits	7,000.00	6,630.60	369.40
Council Computer/Internet Service/Phone and Fax	8,500.00	8,415.09	84.91
Council Conferences/training	8,000.00	7,778.75	221.25
Council Travel	4,000.00	4,000.00	0.00
	136,798.00	136,122.44	675.56

## CONSULTATION

N/A

## FINANCIAL CONSIDERATIONS

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

## ATTACHMENTS

Attachment A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2024 provides a breakdown of activities.

## STRATEGIC PLAN 2024

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

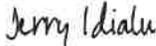
Approved by: Brooke Lambert, Chief Administrative Officer

**Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2024**

**TOWNSHIP OF WELLINGTON NORTH, COUNTY OF WELLINGTON - MUNICIPAL ACT S.O. 2001,  
AS AMENDED, CHAPTER 25, SECTION 284.**

NAME	COUNCIL PER DIEM	OTHER MEETINGS	BENEFITS (CPP, EHT)	CONVENTIONS & SEMINARS	COMPUTER, TELEPHONE & INTERNET	TRAVEL EXPENSE	TOTAL REMUNERATION AND EXPENSES
Andy Lennox, Mayor	30,562.00	0.00	2,205.95	0.00	827.15	800.00	34,395.10
Sherry Burke, Councillor	19,684.00	0.00	1,346.84	1,986.14	1,060.13	800.00	24,877.11
Lisa Hern, Councillor	19,684.00	0.00	1,346.84	808.99	1,186.03	800.00	23,825.86
Steve McCabe, Councillor	19,684.00	0.00	1,346.84	140.00	1,068.61	800.00	23,039.45
Penelope Renken, Councillor	19,684.00	0.00	384.13	4,843.62	1,060.73	800.00	26,772.48
<b>Total Paid</b>	<b>109,298.00</b>	<b>0.00</b>	<b>6,630.60</b>	<b>7,778.75</b>	<b>5,202.63</b>	<b>4,000.00</b>	<b>132,909.98</b>

Dated this 17th day of March 2025

Signed by:  
  
 7013872D27A3402  
 Jerry Idialu, Director of Finance & Treasurer  
 Township of Wellington North



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-03-24

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Manager of Infrastructure & Engineering

REPORT #: INF 2025-005

REPORT TITLE: Award of John Street Reconstruction and Pedestrian Crossover at Queen Street East and Parkside Drive

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-005 award of the John Street Reconstruction and Pedestrian Crossover at Queen Street East and Parkside Drive project;

AND THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Moorefield Excavating Limited to execute the John Street Reconstruction and Pedestrian Crossover (Queen Street East and Parkside Drive) project.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

2025 Capital Budget

INF 2024-021 John Street and Fergus Street North Reconstruction Community Survey and Design Update

INF 2024-015 John Street Reconstruction Update

OPS 2023-043 Public Information Centre – Capital Projects

INF 2024-010 Spring Traffic Count

## BACKGROUND

The request for tender (RFT) RFT 2025-003 for the John Street Reconstruction between Queen Street W and Waterloo Street and Pedestrian Crossover at the intersection of Queen Street East and Parkside Drive project was advertised on the Township and Township consulting engineer Triton Engineering Services Limited (Triton) website starting January 31, 2025, and closed March 13, 2025.

The Township received five (5) tender submission packages prior to the RFT tender closing deadline from the following contractors:

<u>Contractor</u>	<u>Tender Price (Excluding HST)</u>
Moorefield Excavating Ltd.	\$1,136,064.00 *(\$1,125,184.00)
E.C. King Contracting (A Division of Miller Paving)	\$1,151,013.20
Cox Construction Limited	\$1,239,889.82
Kurtis Smith Excavating Inc.	\$1,260,800.00
J. Weber Contracting Limited	\$1,608,493.00

\*Mathematic error corrected price shown in brackets

## ANALYSIS

All tender submission packages were reviewed by the Triton and staff based on the specified tendering requirements and evaluated on cost as found in Attachment 1.

Moorefield Excavating Limited was the lowest tender bid cost and met the RFT requirements as specified. Therefore, Township staff recommend them for award of this RFT to Moorefield Excavating Limited.

## CONSULTATION

Consultation with Township consulting engineer (Triton) and Township staff: CAO, Treasurer, Manager of Transportation and Manager Environmental Services.

**FINANCIAL CONSIDERATIONS**

Lowest tender bid of corrected price for construction, engineering, permits, contingency, and geotechnical services have an anticipated total project cost of \$1,455,184 (excluding HST) and are within the 2025 Capital Budget of \$1,910,000.00.

**ATTACHMENTS**

Attachment 1 – Triton Engineering Services Limited John Street Award Recommendation Letter dated March 17, 2025.

**STRATEGIC PLAN 2024**

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

Approved by: Brooke Lambert, Chief Administrative Officer



105 Queen Street West, Unit 14  
 Fergus  
 Ontario N1M 1S6  
 Tel: (519) 843-3920  
 Fax: (519) 843-1943  
 Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

March 17, 2025

Township of Wellington North  
 7490 Sideroad 7 West  
 KENILWORTH, Ontario  
 N0G 2E0

ATTENTION: Tammy Stevenson, C.E.T.  
 Manager of Infrastructure and Engineering

RE: TOWNSHIP OF WELLINGTON NORTH  
 RECONSTRUCTION OF JOHN STREET AND  
 CONSTRUCTION OF PEDESTRIAN CROSSOVER  
 AT QUEEN ST. E. & FERGUS ST.S/PARKSIDE DR.,  
 MOUNT FOREST  
 CONTRACT NO. RFT 2025-003  
 OUR FILE: M5982A

Dear Tammy:

Five (5) Tenders for this project were received and opened in the Township office shortly after 2:00 p.m. on Thursday, March 13, 2025. The Tenders received are as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u> <u>(Excluding H.S.T.)</u>
Moorefield Excavating Ltd.	Harriston	\$ 1,136,064.00 (1,125,184.00)
E.C. King Contracting (A Division of Miller Paving)	Owen Sound	\$ 1,151,013.20
Cox Construction Limited	Guelph	\$ 1,239,889.82
Kurtis Smith Excavating Inc.	Brussels	\$ 1,260,800.00
J. Weber Contracting Limited	Kitchener	\$ 1,608,493.00

The Tenders received have been checked for errors and omissions. Mathematical errors were found in the tender submitted by Moorefield Excavating Ltd. (Harriston). The corrected price is shown in brackets.

Based on the Tenders received, and our experience on similar projects, we recommend that the contract be awarded to Moorefield Excavating Ltd in the amount of \$1,125,184.00 plus applicable taxes.

Attached for your information is an overall cost breakdown summary for the project including: Moorefield Excavating Ltd Tender prices; contract administration and construction observation, including material testing; and a contingency allowance.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Lindsay Scott, P.Eng.

Encl.

March 17, 2025

TOWNSHIP OF WELLINGTON NORTHRECONSTRUCTION OF JOHN STREET AND CONSTRUCTION OF PEDESTRIAN  
CROSSOVER AT QUEEN ST.E. & FERGUS ST.S/PARKSIDE DR., MOUNT FORESTCONTRACT NO. RFT 2025-003COST BREAKDOWN SUMMARYBASED ON TENDER PRICES SUBMITTED BY  
MOOREFIELD EXCAVATING LTD

	TENDER PRICE
SECTION 1 – JOHN STREET, MOUNT FOREST	- \$ 1,032,248.50
SECTION 2 – QUEEN STREET EAST PEDESTRIAN CROSSING, MOUNT FOREST	- \$ 92,935.50
<b>TOTAL CONTRACT PRICE (Excluding H.S.T.)</b>	<b>- \$ 1,125,184.00</b>
CONTINGENCY ALLOWANCE	- \$ 125,000.00
EXCESS SOIL MANAGEMENT (ESTIMATED)	- \$ 70,000.00
ENGINEERING (SITE INSPECTION & CONTRACT ADMINISTRATION FOR CONSTRUCTION) INCLUDING MATERIAL TESTING (ESTIMATED)	- \$ 125,000.00
<b>TOTAL ESTIMATED COST (Excluding H.S.T.)</b>	<b>- \$ 1,445,184.00</b>



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-03-24

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Manager of Infrastructure & Engineering

REPORT #: INF 2025-006

REPORT TITLE: Award of Industrial Drive Urbanization

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-006 award of the Industrial Street Urbanization project;

AND THAT Council authorize the Mayor and Clerk to sign any necessary agreements with Armstrong Paving and Materials Group Limited to execute the Industrial Drive Urbanization project.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

2025 Capital Budget

### BACKGROUND

The request for tender (RFT) RFT 2025-005 for the Industrial Drive Urbanization (from end of existing pavement to approximately 80m north) project was advertised on the Township and Township consulting engineer B.M. Ross and Associates Limited (BMROSS) website starting January 31, 2025, and closed March 13, 2025.

The Township received six (6) tender submission packages prior to the RFT tender closing deadline from the following contractors:

<u>Contractor</u>	<u>Tender Price (Excluding HST)</u>
Armstrong Paving and Materials Group Limited	\$142,014.85
Roubos Farm Services Limited	\$184,071.35
E.C. King Contracting (A Division of Miller Group)	\$187,233.43
J.T. Excavating Limited	\$188,723.56
Cox Construction Limited	\$208,421.37
Kurtis Smith Excavating Limited	\$212,440.00

## ANALYSIS

All tender submission packages were reviewed by the BMROSS and staff based on the specified tendering requirements and evaluated on cost as found in Attachment 1.

Armstrong Paving and Materials Group Limited was the lowest tender bid cost and met the RFT requirements as specified. Therefore, Township staff recommend them for award of this RFT to Armstrong Paving and Materials Limited.

## CONSULTATION

Consultation with Township consulting engineer (BMROSS) and Township staff: CAO, Treasurer, Manager of Transportation and Manager Environmental Services.

## FINANCIAL CONSIDERATIONS

Lowest tender bid price for construction, engineering, contingency, and geotechnical services have an anticipated total project cost of \$202,547 (including HST) and are within the approved 2025 Capital Budget of \$270,620.00.

## ATTACHMENTS

Attachment 1 – B.M. Ross and Associates Limited Industrial Drive Urbanization Award Recommendation Letter dated March 19, 2025.

**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

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive

Mount Forest, ON, Canada N0G 2L0

p. (519) 323-2945 [www.bmross.net](http://www.bmross.net)

File No. 19271

**VIA EMAIL ONLY**

March 19, 2025

Tammy Stevenson, C.E.T.,  
 Manager of Infrastructure and Engineering  
 Township of Wellington North  
 7490 Sideroad 7 W  
 Kenilworth, ON N0G 2E0

**RE: Industrial Drive Urbanization (Mount Forest)  
 Project No. 19271; Contract No. RFT-2025-005**

Tenders were received on Thursday, March 13, 2025 for the above noted project, as summarized by the following table:

<b>Tenderer</b>	<b>Tendered Amount</b>
Armstrong Paving and Materials Group Ltd.	\$142,014.85
Roubos Farm Service Ltd.	\$184,071.35
E. C. King Contracting	\$187,233.43
J. T. Excavating Ltd.	\$188,723.56
Cox Construction Limited	\$208,421.37
Kurtis Smith Excavating Inc.	\$212,440.00

All of the tenders were checked and found to be mathematically correct. All tenders were properly signed and each was submitted with the specified tender deposit and Agreement to Bond.

Since the lowest tender is acceptable contractually, and the tenderer has road work experience, further analysis is limited to the lowest bid. We are not aware of any reason why the contract should not be awarded to Armstrong Paving and Materials Group Ltd. for the total tender sum of \$142,014.85.

Please retain the tender deposits from the two low bidders until the contracts are formally signed. The other tender deposits may now be returned.

Attached for your information is an updated budget estimate for this project based on the Armstrong Paving and Materials Group Ltd. tender prices and using assumed costs for contract administration, construction review, material testing and a contingency allowance.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank Vanderloo, P.Eng.

FCV:hv

**TOWNSHIP OF WELLINGTON NORTH  
INDUSTRIAL DRIVE URBANIZATION  
PROJECT NO. 19271  
CONTRACT NO. RFT-2025-005**

**RECOMMENDED BUDGET UPDATE**

<b>Item</b>	<b>Recommended Budget Amount</b>
Armstrong Paving and Materials Group Ltd.	\$125,677
Contingency Allowance (10%)	\$12,568
Geotechnical testing	\$5,000
Engineering - design; tendering	\$10,500
Engineering - contract administration	\$10,500
Engineering – construction review (allowance)	\$15,000
Sub-Total (taxes excluded)	\$179,245
HST (13%)	\$23,302
<b>Total</b>	<b>\$202,547</b>



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-03-24

MEETING TYPE: Open

SUBMITTED BY: Brooke Lambert, Chief Administrative Officer

REPORT #: CAO 2025-004

REPORT TITLE: Wellington North Power Inc. Education Session Update

### RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2025-004 Wellington North Power Inc. Education Session Update

AND THAT the Council of the Corporation of the Township of Wellington North communicate to the following direction to the Board of Directors of WNP Inc.:

- That Council values WNP Inc. as a long-term asset with the primary goal of providing reliable, responsive and cost-effective service to the local community;
- That the sustainability of the operations be a priority to ensure that it can remain a viable, long-term asset and that this consideration be at the forefront of all decision making by the Board; and
- That WNP Inc. take a more proactive role in identifying future opportunities as they relate to the growing energy needs in Ontario, future energy procurement processes and opportunities to partner with others for growth, improvement and operational efficiencies.

AND FURTHER THAT Council provide direction to the Board of WNP related to the target dividend such that it balances the ability of WNP Inc to ensure fiscal and operational sustainability with a demonstrated financial benefit to the Township;

AND FURTHER THAT Council direct staff to review the Wellington North Power Debt Repayment Reserve Fund and report back with recommendations, including how the fund could be used to provide investment towards initiatives that would further the 2024 Strategic Plan and 2025 Growth Management Action Plan, as they relate to the Township's goal of building a safe, sustainable and welcoming community.

## PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

CAO 2023-001 WNP Board of Directors Appointment

CAO 2016-008 WNP Promissory Note Interest Rate

## BACKGROUND

In October 2024, Township Council received a request on behalf of the Wellington North Power Inc. Board of Directors to engage in a discussion with Council related to the municipal goals and expectations related to the organization.

On January 27, 2025 a closed Education Session was held between the WNP Inc. Board and Township Council. The session provided background and context including; history, provincial discussion (energy trends and municipal role), and WNP's performance in recent years.

## ANALYSIS

Based on the discussion there were several key themes identified by the participants. This included:

- WNP Inc. is viewed as an important, long-term asset that provides great value to the local community
- That there is a desire to see that WNP Inc. remains sustainable and viable over the long-term
- That the primary goal of WNP is to provide reliable, responsive and cost-effective service
- That future discussion on how WNP Inc and the Township can partner to proactively identify opportunities for growth, improvement and operational efficiencies would be beneficial.

There were several other items of discussion, including questions about the energy needs and evolution of the energy sector in Ontario (and the role of WNP Inc. within that framework), the expected "Return on Investment" that WNP Inc. delivers in the form of annual dividends.

### Wellington North Power Debt Repayment Reserve Fund

The WNP Debt Repayment Reserve Fund was established to receive funds related to the repayment of the Wellington North Power Promissory Note Principal, as well as any dividends received from the corporation. Since it was established, there have been five years in which a dividend has been received for a total of \$432,604.17. The current balance of the reserve fund is \$913,666.82.

2018 - \$46,462.37  
2019 - \$55,673.52  
2022 - \$83,694.51  
2023 - \$125,896.49  
2024 - \$119,877.26

It should be noted that the interest received on the remaining promissory note principal totals \$44,719.68 per year<sup>1</sup>. This annual payment contributes to the Township's yearly operating budget and does not get allocated to the above reserve fund.

Currently, this fund is intended to be used for future reinvestment opportunities presented to the Council of the Township of Wellington North (as per the Township's reserve fund policy).

It is suggested that a more focused discussion on both the dividend expectations of the Township as well as an appropriate use for the reserve fund be held. This would provide additional clarity for the Board of Directors in providing direction to WNP Inc. – as many of the decisions relate to the profitability, sustainability and financial health of the organization. This is all within a very prescriptive regulatory environment established by the Province that seeks to keep prices for energy competitive and reliable for consumers (recognizing the particularly political nature of this service).

Further, the Township is in the midst of implementing both the Strategic Plan and the Growth Management Action Plan (GMAP). Both of these plans have placed a strong emphasis on "sustainability" which takes into account, social, economic, environmental and cultural factors. As the Township endeavours to build complete communities within an ever changing and complex environment – there may be a need to not only anticipate and explore opportunities related to energy as well as climate change/adaptation/mitigation strategies that will ensure Wellington North is prepared to respond appropriately. To this end, the WNP reserve, could be an ideal source of funding to support a more proactive approach to dealing with the future challenges related to sustainability in general. Further, by identifying key initiatives that align with the Township's Strategic Plan and GMAP, it would allow the Township to seek additional funds and/or resources (through partnership or grants available through other levels of government) to advance this work and leverage the Township's contributions.

Some examples of how the funding might be used include:

- Professional advice/expertise related to the energy sector and the municipal role on an ad needed basis (specifically in response to developer inquiries related to potential energy procurements and required studies; Agricultural Impact Analysis, legal agreements or community benefit agreements)
- The development of a feasibility study related to potential renewable/district energy opportunities in Wellington North in partnership with WNP Inc.

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<sup>1</sup> Interest received at a rate of 4.54 per cent. This annual payment contributes to the Township's yearly operating budget.

- Funding for the Township’s Municipal Tree Framework, municipal facility improvements that specifically address energy efficiency or reducing green house gas emissions and funding for facility expenses related to climate change impacts mitigation.

## Next Steps

The Township’s partnership with WNP Inc is an important one that provides a high level of service, reliability and value to the community of Wellington North. Based on the education session held with the WNP Inc. it is evident that there is an excellent opportunity at this point in time to review the relationship and better understand the strategic implications of the existing structure and “return on investment” that the community benefits from.

At this time, staff is recommending that further discussion related to the financial benefits of WNP Inc (dividends) and the policy surrounding the use of the WNP Inc. Reserve Fund be held. It is also recommended that the Township begin to consider how this asset can contribute to the achievement of the strategic goal and priorities established by the Strategic Plan.

## CONSULTATION

Staff consulted with the Finance team.

## FINANCIAL CONSIDERATIONS

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

## ATTACHMENTS

## STRATEGIC PLAN 2024

- Shape and support sustainable growth
- Deliver quality, efficient community services aligned with the Township’s mandate and capacity  
How: Partnering with WNP ensures the Township can continue to provide a high level of service to the existing residential and business community related to electricity needs.
- Enhance information sharing and participation in decision-making
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



## TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-03-24

MEETING TYPE: Open

SUBMITTED BY: Brooke Lambert, Chief Administrative Officer

REPORT #: CAO 2025-005

REPORT TITLE: Canadian Housing Infrastructure Fund (CHIF)

### RECOMMENDED MOTION

THAT Township of Wellington North Council receive for information Report CAO 2025-005, regarding an application to the Canadian Housing Infrastructure Fund (CHIF);

AND THAT Council recognizes, understands, and endorses the CHIF aim to accelerate the construction and upgrading of housing-enabling drinking water, wastewater, stormwater, and solid waste infrastructure;

AND FURTHER THAT Council support a joint application between Township of Mapleton and Township of Wellington North focused on accelerating the construction and upgrading of housing enabling wastewater infrastructure, thereby directly supporting the creation of new homes in the Northern part of the County of Wellington;

AND FURTHER THAT Council requests that Mayor Lennox obtain a letter of support from MP John Nater, acknowledging the significance of advancing our mutual objectives and promoting increased federal investment.

### PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

TR 2024-001 Financing Strategies for the Arthur Wastewater Treatment Plant Phase 2 Upgrade

TR 2023-012, 2024 Operating and Capital Budget

OPS 2023-033 Arthur Wastewater Treatment Plant Expansion Phase 2

### BACKGROUND

Increasing housing supply and accommodating community growth requires adequate water and wastewater infrastructure to continue delivering essential services to people living in Canada. On April 16, 2024, the Government of Canada released Budget 2024 which provided \$6 billion in federal funding over 10 years to establish the Canada Housing Infrastructure Fund (CHIF). CHIF aims to accelerate the construction and upgrading of housing-enabling drinking water, wastewater, stormwater, and solid-waste infrastructure, directly supporting the creation of new homes and increasing densification. This investment is part of the Government of Canada's commitment to address the impacts of the housing crisis on communities of all sizes across Canada. Project selection will be administered by the provinces and territories in alignment with the requirements of CHIF. 20% of the CHIF funding envelope is to be dedicated to rural, northern and Indigenous communities.

## ANALYSIS

It is recommended that Mapleton and Wellington North collaborate on a joint application, which is expected to yield a higher score than individual submissions. This partnership will focus on developing a comprehensive business case that addresses critical housing concerns in northern Wellington County. By highlighting the significance of a substantial federal investment, we aim to demonstrate how it will not only alleviate housing shortages but also enhance the protection of the Grand River watershed, which is vital for the ecological health of the region. Furthermore, we will combine our growth projections, detailing the number of homes to be constructed and the population that will benefit from this federal support, thereby reinforcing the value of our joint initiative.

### Next Steps

Township staff continue to look for funding opportunities to address the infrastructure needs of the community.

## CONSULTATION

CIMA +  
Township of Mapleton

## FINANCIAL CONSIDERATIONS

### Mapleton

Wastewater Capacity Expansion and Forcemain Twinning: \$11,713,000

Engineering Design and Services: \$1,300,000

Contingency: \$1,952,000

**Total Project: \$14,965,000**

### Wellington North

WWTP Expansion \$11,700,000

Forcemain Upgrades \$2,100,000

Engineering Services \$1,400,000

Contingency \$2,280,000

**Combined Project Application: \$32,445,000**

**ATTACHMENTS**

Attachment 1 – CHIF Application Guide

**STRATEGIC PLAN 2024**

- Shape and support sustainable growth
  
- Deliver quality, efficient community services aligned with the Township’s mandate and capacity  
How: Partnering with Mapleton to apply for federal funding allows us to develop a high quality proposal that addresses the aims of the funding program and allows us to leverage our resources in a more efficient way.
  
- Enhance information sharing and participation in decision-making
  
- N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer



# Canada Housing Infrastructure Fund

Before You Apply

Applicant guide for the direct delivery stream

Fall 2024 intake

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Aussi disponible en français sous le titre : Fonds canadien pour les infrastructures liées au logement : Guide de la demande pour le volet de prestation directe – Avant de présenter une demande.

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Version 1.3 – New in this version (February 2025)

The followings sections have been added or updated in this version:

- Section 2.1 (Who can apply to the direct delivery stream?) has been revised to clarify eligible applicants.
- Section 2.4 (Housing conditions) has been updated to clarify housing conditions.
- Section 4.1 (Federal contribution) has been updated with information about the Canada Infrastructure Bank.
- Annex B (List of municipalities subject to Development Charge freezes) has been updated to clarify requirements for municipalities with a population of less than 300,000 in a region subject to a Development Charge freeze.

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### Who is this Guide intended for?

The purpose of this Before you Apply Applicant Guide is to provide information on the Canada Housing Infrastructure Fund (CHIF) direct delivery stream. This guide can help potential applicants decide if their projects are a good fit for the direct delivery stream before proceeding with a full application.

An Indigenous-specific guide will soon be available for Indigenous-led projects under CHIF direct delivery. Indigenous communities or organizations should refer to the [Indigenous Applicant Guide](#) for more tailored information.

## 1. About the Canada Housing Infrastructure Fund

### 1.1 Purpose of the Canada Housing Infrastructure Fund

Announced in Budget 2024, the Canada Housing Infrastructure Fund (CHIF) is a \$6 billion fund that aims to accelerate new construction, rehabilitation and expansion of housing-enabling drinking water, wastewater, stormwater, and solid waste infrastructure, directly supporting the creation of new housing supply and improved densification.

### 1.2 CHIF funding streams

CHIF is delivered through two funding streams:

- **Direct delivery stream:** \$1 billion over 8 years to be delivered by Housing, Infrastructure and Communities Canada (HICC). Funding is available directly to municipalities and other [eligible recipients](#).
- **Provincial and territorial agreement stream:** \$5 billion over 10 years to be delivered by the provinces and territories.

This guide is intended to support applications under the **direct delivery stream**, which provides funding directly to municipalities and other eligible recipients to support pressing infrastructure needs that directly enable new housing.



### Applying to the direct delivery stream versus the provincial and territorial agreement stream

Projects under the direct delivery stream are expected to meet the following criteria:

- Projects must directly enable new housing supply.
- Projects must demonstrate that the investment in infrastructure will remove barriers to enabling housing supply in the short term.
- Projects must be at least \$1 million and should not exceed \$100 million in total eligible costs.
- Applications should demonstrate a high level of project readiness - projects must be substantially completed by September 2031.
- Applicants subject to [housing conditions](#) must meet requirements to be eligible to apply.

A project may better align with the provincial and territorial agreement stream if:

- it is in the early project planning phase;
- relates to longer-term infrastructure and housing needs;
- an applicant is in the process of adopting the housing conditions;
- an applicant is from a rural (population 30,000 or less) or northern community, and the project is to preserve existing capacity, or increase reliability and access to drinking water, wastewater, stormwater, solid waste systems for current and future populations.

While applicants may be eligible to apply under both streams, an applicant may not receive funding under both streams for the same project. See information on stacking limits in the [Project finances](#) section of this guide.

## 1.3 How does the CHIF direct delivery stream work?

The CHIF direct delivery stream is a **merit-based contribution funding program**. The selection of projects is based on eligibility criteria and the achievement of a minimum merit score, as well as availability of funding. See section 2 and 3 of this guide for more details on [eligibility](#) and [merit criteria](#).

CHIF uses a **continuous intake**, whereby project applications may be submitted at any time while the intake remains open. Project applications received before the final closing date may be reviewed and approved during the application intake period. Please consult the [CHIF webpage](#) for intake dates.



## 2. Eligibility requirements under the direct delivery stream

This section provides an overview of eligibility requirements under the CHIF direct delivery stream. Before applying, please read this section carefully and ensure that the applicant and project meet all the required criteria to be eligible under the program.

Note: some eligibility requirements differ for Indigenous applicants. For Indigenous communities and organizations, please refer to the [Indigenous Applicant Guide](#) for more tailored information.

### 2.1 Who can apply to the direct delivery stream?

The following applicants are eligible under the CHIF direct delivery stream:

- A **municipal or regional government**<sup>1</sup> established by or under provincial or territorial statute;
- A **municipal public-sector body** that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory, municipal or regional government, including, but not limited to:
  - Municipally owned corporations (e.g., autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy);
  - Any other form of local governance that exists outside of the municipality description (e.g., local service districts);
- An **incorporated not-for-profit organization**;
- A **private sector, for-profit body**, if it is working in collaboration with an eligible public-sector entity, as described above, or with an eligible Indigenous applicant as described below;
- An **Indigenous applicant**, as follows see [Indigenous Applicant Guide](#) for expanded definitions.
  - An Indigenous governing body, including but not limited to:
    - A band council within the meaning of section 2 of the *Indian Act*;
    - A First Nation, Inuit or Métis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
    - A First Nation, Inuit or Métis government established by or under legislation whether federal or provincial or territorial that incorporates a governance structure;
  - A not-for-profit organization whose central mandate is to improve Indigenous outcomes;
  - An Indigenous development corporation.

**Ineligible applicants** under the CHIF direct delivery stream include, but are not limited to:

- Provincial or territorial governments (these are eligible under the provincial and territorial agreement stream);
- Private-sector, for-profit bodies that are not partnering with an eligible public sector entity or an eligible Indigenous applicant, as described above;
- Individuals and private citizens; and
- Federal entities, including federal Crown corporations.

<sup>1</sup>Under the direct delivery stream, Canada will enter into direct agreements with successful eligible recipients. Where provincial legislation restricts the federal government's ability to directly enter into agreements with successful recipients, those who are subject to such legislation must obtain provincial authorization prior to entering into an agreement with Canada.

## Partnerships

In situations where multiple eligible applicants are working together, **one lead applicant** must be identified. The lead applicant will enter into the funding agreement with HICC and will be responsible for implementation of the project.

For projects involving a partnership with an Indigenous community or organization, the project is considered Indigenous led if the lead applicant is an Indigenous governing body, not-for-profit organization whose central mandate is to improve Indigenous outcomes, or an Indigenous development corporation. In such cases, please refer to the [Indigenous Applicant Guide](#).

## 2.2 What types of projects are eligible for funding?

Eligible infrastructure projects must meet all applicable program requirements and support CHIF's objectives and expected outcomes. Eligible projects under CHIF are tied to **enabling increased housing supply**. For a project to be eligible, applicants must demonstrate in their application that there is a housing need, or that growth is expected in the community where the project will take place.

Eligible projects must also support increased capacity of municipal infrastructure related to drinking water, wastewater, stormwater, or solid waste management, as outlined below. Both capital and planning projects<sup>2</sup> are eligible under CHIF.

**Capital infrastructure projects** include new construction, rehabilitation or expansion projects that result in tangible infrastructure, including hybrid and natural infrastructure, for the following systems:

- **Drinking water systems**, including drinking water treatment facilities, storage assets, pump stations, local and transmission pipes, and natural infrastructure;
  - **Examples:** A project that increases the treatment capacity of a water treatment plant to accommodate population increases or a project that reduces water losses (leakage) in a drinking water network which reduces total water use and frees up capacity at the water treatment plant to accommodate community growth.
- **Wastewater systems**, including wastewater storage and treatment facilities, lagoon systems, pumping or lift stations, sanitary force mains and sewer pipes, combined sewer pipes and natural infrastructure;
  - **Examples:** A project that expands the linear infrastructure (e.g., sewer pipes) of a sanitary sewer system to accommodate community growth; or a project increasing the treatment capacity of a lagoon to accommodate housing densification efforts.
- **Stormwater systems**, including stormwater drainage pump stations, management facilities, pipes and natural infrastructure;
  - **Example:** A project that increases stormwater capacity, such as use of dry ponds in a public park in proximity of a planned housing development. The project would result in less stormwater entering the water network, extending system capacity to accommodate community growth in the nearby development.

<sup>2</sup> Capital infrastructure projects may include planning components, however, planning projects cannot include capital components.

- **Solid waste management systems**, including landfills, organic waste processing, waste sorting, and thermal treatment .
  - Example: A waste diversion project that diverts organic waste (e.g., food or yard waste) away from a landfill. This would increase the lifespan of the landfill to process waste from the growing communities it services.

**Planning projects** primarily consist of studies, plans or design work. For a planning project to be eligible for funding, it must support a future capital project that would be considered eligible under CHIF and align with its objectives.

## 2.3 Eligibility checklist

Before starting an application, applicants should first ensure that they have the authority to create an application for their organization. Applicants should also confirm that their project meets **each** of the **minimum eligibility** requirements listed below.

Projects not meeting the criteria below will be deemed **ineligible**<sup>3</sup>:

- The applicant is an eligible recipient for CHIF;
- The applicant owns or will own the asset or assets, **or** the applicant has or will have secured all necessary rights and interest in the asset or assets;
- The project is for **planning, new construction, rehabilitation or expansion** of drinking water, wastewater, stormwater or solid waste infrastructure that is primarily for public use or benefit;
- The project will increase system capacity or efficiency to enable increased housing supply or to address a housing need;
- The project meets housing conditions, if applicable (see Section 2.4 of this guide);
- The total eligible cost for the project is at least \$1 million, but not greater than \$100 million\*;
- All requested eligible costs and expenditures will be in accordance with CHIF program guidance and are direct and necessary for the successful implementation of an eligible project (see [Project finances](#) in section 4 of this guide for an explanation of eligible and ineligible costs); and
- The project will be substantially completed (see [Glossary](#) for definition) no later than September 30, 2031.

\* Projects above \$100M in total eligible costs will be considered on a case-by-case basis. Please [contact the CHIF program](#) to discuss your project before submitting an application above \$100M in total eligible costs.

Note: some eligibility requirements differ for Indigenous applicants. Please see the [Indigenous Applicant Guide](#) for more information.

<sup>3</sup> Please note that this is not a confirmation of eligibility and that HICC will be assessing eligibility based on the information provided in the application form.

## 2.4 Housing conditions

### Zoning for four (4) units as-of-right

Municipalities in the provinces with populations of 30,000 and above (per the 2021 Census of Population) are required to implement zoning for four units as-of-right (4AOR) in order to receive CHIF funding. This is required to allow for more “missing middle” housing types (e.g., duplexes and multiplexes). Municipalities may submit an application based on a commitment to implement zoning changes to allow 4AOR and may receive conditional approval. Projects will not receive funding until applicable zoning requirements are in place and have been fully implemented. The Government of Canada expects the zoning change to be implemented by Spring 2025.

While encouraged to do so, municipalities with populations of less than 30,000 people, municipalities in the three territories, and Indigenous communities are not required to implement the zoning change to be eligible under CHIF’s direct delivery stream.

### Development Charge freeze

Municipalities and regional governments with a population of 300,000 or more (see [Annex B: List of municipalities subject to Development Charge freezes](#)) must have implemented, or be committed to implementing, a three-year freeze on increasing the cost of development charges prior to submitting an application. The fees must be frozen at the rates that were in place on or before April 2, 2024. The Development Charge freeze must be in place for three consecutive years to encourage more cost-effective development of new housing units.

Applicants subject to this condition are expected to meet this condition as written, to be eligible. However, on a case-by-case basis, HICC may take into consideration alternative measures adopted or to be adopted by municipalities to reduce the cost of construction of new homes and encourage developers to build more homes. Alternative measures will need to be clearly detailed in the application and must be measurable and quantifiable. HICC reserves the right to accept or not accept these measures. Projects will not receive funding until the DC freeze is in place, or alternative measures have been approved by HICC and been fully implemented.

Development charges include any local and regional charges and levies imposed by the municipality (on development of new construction) to cover the costs of related infrastructure and amenities. Municipalities may not levy other charges under a different name to offset the freeze.

## 2.5 Federal requirements and reporting

In order to be considered eligible, and as a condition of funding, applicants must attest to their intention to meet applicable federal requirements for their projects. Measures taken to comply with requirements will be validated prior to signing an agreement with HICC or through project reporting (as applicable). The federal requirements that may apply to projects are outlined below. Additional information on these requirements is provided in the Application Form and Step-by-Step Application Instructions, which will be available via HICC’s Funding Portal.

### Greenhouse gas mitigation

CHIF's greenhouse gas (GHG) mitigation approach focuses on areas where the most significant GHG emissions reductions are possible by addressing operational emissions from wastewater treatment infrastructure, supporting solid waste projects with reduced methane emissions, supporting the use of low-carbon construction materials, and reporting on GHG emissions mitigation actions and reductions.

If project assets include mechanical wastewater treatment plants, applicable solid waste projects (including landfills, organic waste processing or thermal treatment) or anaerobic lagoons, the project may be subject to GHG mitigation reporting requirements. Additionally, projects that meet the threshold for low-carbon construction material requirements will need to commit to using low-carbon concrete and reporting on the GHG emissions from ready-mix concrete.

### Climate resilience

Climate resilience requirements support federal commitments, including those in the [National Adaptation Strategy](#), to build climate-resilient communities by investing in low-carbon, resilient infrastructure and by reducing risks to the asset and community. Meeting resilience requirements is a two-phased process:

**Phase 1 - Climate Hazard Identification and Hazard Treatment Attestation:** Completed during the application process, this requires the identification of climate hazards that could have an impact on the asset (based on best available climate data) and an attestation to commit to implementing climate adaptation measures, also referred to as treatment measures, to lessen the effects of the identified risks; and

**Phase 2 - Hazard Treatment Reporting:** Submitted during reporting for the projects that receive funding, this phase includes reporting details on treatment measures identified during project planning and design for implementing during construction. It also requires the identification of climate design data used to determine appropriate treatment and adaptation measures.

If climate hazards are identified as having the potential to have an impact on a project, applicants are required to attest that they will implement appropriate treatment measures to lessen the impact of these climate risks **and** use future climate design data, or the best available data to inform their approach. Committing to these measures is a requirement for projects to be considered for funding.

### HICC's Climate Toolkit Helpdesk for infrastructure and housing projects

Applicants can access support and guidance on CHIF's climate requirements through the Climate Toolkit Helpdesk. The Climate Toolkit Helpdesk is a dedicated service where communities can access guidance, valuable resources, and information on sector best practices for incorporating low-carbon and climate resilience measures in infrastructure and housing projects. The Climate Toolkit Helpdesk will also provide applicants with clear and comprehensive responses to questions related to CHIF's climate requirements.

Contact the HICC Climate Toolkit Helpdesk by: i) webform: [Helpdesk](#); ii) email: [Climate-Infra-Climat@infcc.gc.ca](mailto:Climate-Infra-Climat@infcc.gc.ca); or iii) toll-free telephone: 1-833-834-0243.

### Environmental assessment

Applicants may be required to complete a questionnaire at a later stage of project review to help HICC determine whether the project has federal environmental or impact assessment requirements under the [Impact Assessment Act](#)



(IAA), modern treaties or northern regulatory regimes. Under the IAA, designated projects may be subject to a federal impact assessment (Section 8) and projects on federal lands may be subject to an environmental effects determination (Section 82). HICC will inform funding recipients of any such requirements. **No construction can start, and no funding can flow until environmental assessment requirements are met.**

The provinces and territories may also have environmental assessment requirements. More information is available on HICC's website: [Environmental Impact Assessment](#).

### Indigenous consultation

Applicants may be required to complete a questionnaire at a later stage of project review to help HICC determine whether the project requires consultation with Indigenous peoples. The Government of Canada has a duty to consult and, where appropriate, accommodate Indigenous peoples when it contemplates a decision or activity that might have an adverse impact on Aboriginal or treaty rights. HICC will inform funding recipients of any such requirement. **No construction can start, and no funding can flow until Indigenous consultation requirements are met.** While the duty to consult rests with the Crown, HICC asks selected applicants to carry out certain procedural aspects of consultation, where appropriate. More information is available on HICC's website: [Consultation with Indigenous Peoples](#).

#### Engagement with Indigenous peoples prior to applying

HICC encourages applicants to start a dialogue with Indigenous peoples that the project might have a potential impact on as early as possible, ideally during project planning and before applying for funding. This may build positive relationships with Indigenous communities and enhance project design by incorporating input and Indigenous knowledge. Since the project may trigger a duty to consult, early discussions may mitigate potential impacts to rights and streamline consultation requirements at later stages. This can help ensure timely project implementation, as HICC cannot process claims until any consultation requirements have been met. Review the Project Activities List and Guidance for Engagement with Indigenous Peoples, which can be found in the Step-by-Step Application Instructions (available via the [HICC Funding Portal](#)) for examples of projects that may invoke a consultation requirement and other guidance.

### Project reporting

Applicants may be required to complete a questionnaire at a later stage of project review to help HICC determine appropriate oversight and monitoring activities.

For successful projects, all funding recipients must report to HICC on the various commitments for data and information throughout the life of the project. The terms of reporting requirements will be set out in project funding agreements. These may include progress reports and a final report that include information on project status, updated financial and risk information and validation of results data.

## 3. How will my application be assessed?

Under the CHIF direct delivery stream, projects that meet all mandatory eligibility criteria will be further assessed and scored against merit criteria in the following areas:

- **Project rationale:** Applications that clearly demonstrate how the project aligns with CHIF program objectives and is the most appropriate solution to address the community’s housing and infrastructure needs will receive a higher score.
- **Housing needs addressed:** Applications are expected to demonstrate that projects will directly enable increased housing supply and will be scored against the following sub-criteria for this section.
  - **Housing need:** the extent that the project would support communities with a housing need which may be demonstrated by the proportion of the community living in core housing need, the availability of housing supply versus demand, and the number of additional units required to support near-term population growth.
  - **Number of housing units enabled:** the proportion of additional housing units enabled as part of the project.
  - **Project supports known housing development:** projects which demonstrate that infrastructure investment will remove barriers and enable a known housing development may be prioritized.
  - **Densification:** the extent that the project would enable increased density in areas already serviced by municipal infrastructure.
  - **Housing affordability:** the extent to which the project would enable known affordable housing units.
- **Infrastructure needs addressed:** Applicants are expected to demonstrate that projects will address the community’s infrastructure needs and provide infrastructure services to the community. They will be scored against the following sub-criteria for this section.
  - **Infrastructure capacity:** extent to which access to, or capacity of, housing-enabling infrastructure is a barrier to enabling increased housing supply or density.
  - **Infrastructure benefits:** extent to which a project provides an improvement in housing-enabling infrastructure services. This includes improvements in health and safety, such as increasing the level of wastewater treatment or resolving frequent or active drinking water advisories.
- **Benefits to environment and community:** Projects that support the advancement of federal priorities will receive a higher score. Assessors will consider benefits such as mitigation of GHG emissions, natural infrastructure integration, and addressing the needs of underserved and equity-deserving groups.
- **Priority and readiness:** Given the direct delivery stream’s focus on pressing infrastructure needs, applications that demonstrate a high level of project readiness may be prioritized. Assessors will also consider factors, such as timelines, status of permitting, budget class estimates, and other indicators that the project would be ready to implement in the near future.

See the application form and Step-by-Step Application Instructions available through the [HICC Funding Portal](#) for more information about how the above criteria are assessed.



## 4. Project finances

### 4.1 Federal contribution

The **maximum** federal cost share that CHIF may contribute toward a project is based on recipient type:

- Up to 40% of total eligible expenditures for the following entities **in the provinces**: municipal or regional governments, public-sector bodies, and not-for-profit organizations.
- Up to 50% of total eligible expenditures for municipal or regional governments with a population of 30,000 and under.
- Up to 75% of total eligible expenditures for the following entities **in the territories**: municipal or regional governments, public-sector bodies, and not-for-profit organizations;
- Up to 100% of total eligible expenditures **for Indigenous recipients**;
- Up to 25% of total eligible expenditures **for private-sector, for-profit bodies**.

These rates may vary depending on the project and other sources of funding.

#### Contribution stacking limits

Total funding from all levels of government (including municipal, provincial, territorial and federal) cannot exceed 100% of total project costs, and total federal government funding cannot exceed 100% of total eligible project costs under this program.

Applicants are responsible for considering HICC funding program eligibility criteria and funding limits, as project costs cannot be duplicated across multiple programs and the lowest stacking limits of other programs may apply to the project.

#### Canada Infrastructure Bank

The Canada Infrastructure Bank (CIB) complements funding options available under CHIF. CHIF collaborates with the CIB to support projects eligible for both low-cost CIB financing and CHIF funding. Accessing CIB financing does not restrict or reduce the maximum contribution funding available under this program. There are no restrictions on accessing CIB financing alongside CHIF funding. CIB projects (which can include bundled opportunities) typically have total costs over \$100M.

The CIB's Infrastructure for Housing Initiative aims to address constraints which are limiting new housing construction, by enabling municipalities and Indigenous communities to build infrastructure ahead of population growth. Learn more about the CIB's [Infrastructure for Housing Initiative](#).

## 4.2 Budgeting for project expenses (eligible and ineligible costs)

The total eligible costs for a project must be between \$1 million and \$100 million. Projects above \$100 million in total eligible costs will be considered on a case-by-case basis. If applicants intend to apply for a project with total eligible costs above \$100 million, please email the CHIF team at [chif-fcil@infc.gc.ca](mailto:chif-fcil@infc.gc.ca) before submitting an application.

### What costs are eligible?

Eligible costs are those considered by HICC to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for contribution funding under CHIF's direct delivery stream are as follows:

- Costs that are incurred **after** project approval and **before** September 30, 2031;
- Capital costs, construction costs, design and planning costs, cost for professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the project;
- For natural infrastructure only, land acquisition (see the Step-by-Step Application Instructions in the [Funding Portal](#) for more information);
- Costs of environmental assessments, monitoring and follow-up activities, as required by the *Impact Assessment Act* or equivalent legislation;
- Costs associated with a public announcement and official ceremony or required temporary or permanent signage that includes the cost of creating and posting signage;
- Costs for the purpose of Indigenous consultation or engagement activities;
- Other costs that are considered direct and necessary for the successful implementation of the project and that are approved in advance by HICC.

### What costs are ineligible?

The following costs are ineligible under CHIF:

- Project costs incurred prior to project approval, except for expenditures associated with meeting federal requirements related to environmental assessments and Indigenous consultation and, where appropriate, accommodation (see section on Environmental assessment and Indigenous engagement and consultation costs below);
- Costs incurred for cancelled projects;
- Costs for leasing land, buildings and other facilities; costs for leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- Recipient employee and overhead costs, except:
  - those for the purpose of Indigenous consultation and engagement activities; and
  - incremental costs related to the recipient's employees, if approved in writing by Canada
- Costs associated with on-going operating expenses and regularly scheduled maintenance work;
- Financing charges, legal fees, mediation or alternative dispute resolution fees, collateral on mortgage financing, and loan interest payments, including those related to easements (e.g., surveys), except for:
  - legal fees incurred by Indigenous recipients, excluding those related to litigation or to the purchase of real property (land or building).
  - legal fees incurred by Indigenous peoples whose rights may be affected by project activities funded by the program and that are reasonable, as determined by Canada.
  - construction finance costs incurred for public-private partnership projects.

- Any goods and services costs which are received through donations or in kind;
- Provincial sales tax, goods and services tax, and harmonized sales tax for which the recipient is eligible for a rebate, and any other costs eligible for rebates;
- Costs related to furnishings and non-fixed assets, unless approved by Canada;
- All capital costs, including site preparation and construction costs, until HICC has confirmed that environmental assessment, other applicable federal environmental legislation and Indigenous consultation and accommodation obligations have been met and continue to be met;
- Land acquisition costs not directly linked to the development of natural infrastructure.

### Environmental assessment and Indigenous engagement and consultation costs

If the applicant expects the project to have environmental assessment or Indigenous consultation requirements, or plans to engage with Indigenous peoples, potential related costs must be included in the project budget. Subject to project approval, these costs may be **retroactively eligible up to two years prior to project approval, but no earlier than September 10, 2024.**

- **Environmental assessment costs:** Include costs for environmental assessments, monitoring, and follow-up activities as required by the IAA, modern treaties, or northern regulatory regimes. For projects on federal lands, plan for a potential environmental effects determination (Section 82 of the IAA) and include forecasted costs in the project budget.
- **Indigenous engagement and consultation costs:** Costs may include providing ceremonial offerings, organizing meetings, and distributing project information to Indigenous community members. Costs may also cover funding for Indigenous peoples to participate in activities that involve a review of the project (e.g., costs associated with attending meetings, providing feedback on documents, and conducting separate studies on archaeological, health or socioeconomic interests). The total costs will depend on the number of consultation activities required based on the nature of the project and the number of communities or organizations that need to be consulted. Costs may vary from one region to another.

### Non-competitive procurement

All contracts must be awarded in a way that is **fair, transparent, competitive and consistent with value-for-money principles**. In addition, when applicable, contracts must be awarded in accordance with the Canadian Free Trade Agreement and international trade agreements (see [Annex A: Glossary of terms](#) for the definition of competitive contract).

When non-competitive contracts are necessary for the implementation of a project, and they are **above the specified thresholds**, HICC's approval of the contract as an eligible expenditure is required for the expense to be considered eligible, and therefore payable, under CHIF.

No additional approval is required for non-competitive contracts that have an estimated value below \$40,000 for construction or goods contracts, or \$100,000 for service contracts.

The Minister of Housing, Infrastructure and Communities may approve funding for CHIF projects involving non-competitive contracts that:

- Are for less than \$500,000; or



- Are with a public-sector entity; or
- Can only be performed by one person or entity; or
- Are with an Indigenous recipient; or
- Are with an Indigenous organization or governing body and there is a benefit to an Indigenous community; or
- Addresses a state of emergency that has been declared.

For applicants seeking a non-competitive procurement process outside of the Minister's delegation, HICC will need to seek approval from the Treasury Board of Canada. Obtaining Treasury Board approval may take several months and will require a strong rationale for the non-competitive procurement process, as well as more complex and in-depth information requirements.

## 5. Additional information

### 5.1 Supporting documents

Applicants may be required to submit additional documents to support their application:

- A Keyhole Markup Language (KML) file showing the location of proposed project activities is required with every application. Instructions on how to create a KML file are included in the Step-by-Step Application Instructions available through the [HICC Funding Portal](#).
- Letters of support may also be required under certain circumstances, such as to confirm an eligible partner's role in the project.
- While not required, other documents may be included to support an application. Examples include a housing needs assessment to substantiate a community's housing need or an engineering report that confirms the project as the best option to meet the infrastructure need.

HICC reserves the right to contact applicants to request additional documents and information that are required to support assessment of the application.

### 5.2 For more information

The *Step-by-Step Application Instructions* is a companion guide intended to support applicants with completing an application. It provides section-by-section guidance for answering questions in the application form. This guide is available on the [HICC Funding portal](#).

Applicants are encouraged to consult the [CHIF webpage](#) for up-to-date information, including Frequently Asked Questions and information on how to register to attend an upcoming webinar.

If applicants still have questions about the program after consulting these resources, please send an email to the CHIF direct delivery team at [chif-fcil@infcc.gc.ca](mailto:chif-fcil@infcc.gc.ca).

Version date: February 2025, v.1.3



## Annex A: Glossary of terms

### A.1 Acronyms

**ATRIS** - Aboriginal and Treaty Rights Information System

**CHIF** – Canada Housing Infrastructure Fund

**GHG** – Greenhouse Gases

**HICC** – Housing, Infrastructure and Communities Canada

**IAA** – *Impact Assessment Act*

**KML** – Keyhole Markup Language

### A.2 Definitions

**Affordable housing:** For the purposes of CHIF, affordable housing refers to a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income; where the household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the recipient.

**Asset:** Physical infrastructure that is necessary to support and deliver public services. This may also include natural infrastructure.

**Competitive contract:** A contract awarded in connection with the solicitation of bids, that is, a) giving public notice of a call for bids on a contract, or b) inviting bids on a proposed contract from specific suppliers (two or more) on a supplier's list. If a solicitation of bids results in a single bid and the contract is with the lone bidder, then it is deemed to be a competitive contract. Inversely, if there was no solicitation of bids, it is considered a non-competitive contract.

Pre-existing, multi-year contracts or standing offers may be considered competitive if all apply:

- The original contract was tendered through the solicitation of bids
- The contract contains an option to increase the length or expand the scope of the project, and
- The contract option was signed after federal project funding approval was confirmed in writing

**Core housing need:** A household is considered to be in core housing need if it meets the following two criteria:

- A household is below one or more of the adequacy, suitability and housing affordability standards.
  - **Adequacy** – Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.
  - **Suitability** – Housing is considered suitable when there are enough bedrooms for the size and make-up of resident households. This is according to National Occupancy Standard (NOS) requirements.
  - **Housing affordability** – Housing is considered to be affordable when housing costs less than 30% of before-tax household income.

- The household would have to spend 30% or more of its before-tax household income to access local housing that meets all three standards.

**Equity-deserving group:** A group of people who, because of historical or systemic discrimination, face barriers that prevent them from having the same access to resources and opportunities that are available to other members of society, and that are necessary for them to attain just socioeconomic outcomes. In Canada, this is generally considered to include women, Indigenous people, people with disabilities, people who are part of 2SLGBTQI+ communities, religious minority groups and racialized people. The types of equity-deserving groups may vary based on factors such as geography, sociocultural context or the presence of specific subpopulations.

**Expansion:** The process of increasing the capacity, size, scope, or reach of an existing infrastructure project, system, or network to accommodate growing demands, population growth, or evolving needs. It encompasses activities such as building new infrastructure components, extending existing networks, and implementing scalable solutions to meet the evolving provincial and federal requirements.

**Four (4) units as-of-right:** A term that relates to allowing more housing options by adopting municipal zoning that allows four units as-of-right. Four-units-as-of-right zoning allows for more “missing middle” homes, including duplexes, triplexes, townhouses, and other multi-unit apartment blocks.

**Housing needs assessment:** A report informed by data and research that describes the current and future housing needs of a municipality or community (see the [Housing Needs Assessments](#) website for more information). It includes both:

- Quantitative research, such as analysis of economic data, population and household forecasts
- Qualitative research, such as interviews, policy analysis, and stakeholder engagement

**Known housing development:** A housing development application that has been initiated but is stuck in the planning process because current system capacity is a barrier to moving the development forward to the next stage.

**Natural infrastructure:** An interconnected set of natural and constructed ecological systems, green spaces, and other landscape features that deliver ecosystem services, as well as hybrid (grey-green) infrastructure which combines engineered and natural features to mimic ecosystem services. For example, naturalized stormwater management ponds; wetlands; restored flood plains; rain gardens; permeable land cover; infiltration basins; etc.

**New construction:** Construction of entirely new capital assets.

**Racialized groups or communities:** A group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.

**Rehabilitation:** Any work undertaken on an existing asset that will encourage its continued use. The work on the existing asset ultimately must extend the life or improve the quality, functionality or safety of the asset.

**Rural:** For the purposes of CHIF, the definition of a “rural” community is a community with a population of 30,000 or less, regardless of its geographic location.

**Substantially complete:** Substantially complete means that the project infrastructure can be used for its intended purpose (as described in the agreement between HICC and the funding recipient).



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**Underserved communities:** Refers to communities that received subpar services in many aspects, including in infrastructure and the built environment. They face barriers to and challenges in accessing and using resources due to geographic location, religion, sexual orientation, gender identity, race and ethnicity. Underserved populations usually encounter unique challenges (such as language, geographical and cultural barriers, physical or cognitive ability, etc.).

**Waste:** refers to any material, non-hazardous or hazardous, that has no further use, and is managed at recycling, processing, or disposal sites.



## Annex B: List of municipalities subject to Development Charge freezes

Listed below are regions and municipalities with a population of 300,000 or more as of 2021 census data which are required to implement a development charge freeze. The condition will apply at the applicant level. Municipalities with a population of less than 300,000 located within regions with a population of 300,000 or greater are required to abide by a freeze at the regional level but are not required to freeze their local development charges. If a region that is required to implement the development charge freeze does not implement a freeze, municipalities within that region are eligible to apply for funding provided they meet the requirements relevant to the size of their local municipality.

Alberta	
Region(s)	Municipality(s)
Not Applicable	Edmonton Calgary
British Columbia	
Region(s)	Municipality(s)
Metro Vancouver Region Capital Regional District Fraser Valley Regional District	Vancouver Surrey
Manitoba	
Region(s)	Municipality(s)
Not Applicable	Winnipeg
Nova Scotia	
Region(s)	Municipality(s)
Not Applicable	Halifax Regional Municipality*
*Note: Halifax Regional Municipality (HRM) is considered a “municipality” for the purposes of this condition since the communities that comprise the HRM do not levy their own development charges.	
Ontario	
Region(s)	Municipality(s)
Durham Region Peel Region Halton Region Waterloo Region Niagara Region York Region Simcoe County	Toronto Ottawa Hamilton London Markham Vaughan Mississauga Brampton

Quebec	
Region(s)	Municipality(s)
Not Applicable	Montréal Québec City Laval

The following provinces do not have any regions or municipalities with a population of 300,000 or above that are required to implement the three-year freeze on development charges. Municipalities in territories are not required to implement this condition.

- New Brunswick
- Newfoundland and Labrador
- Prince Edward Island
- Saskatchewan

#### Additional Considerations

- Development charges may also include community benefit charges (Ont.) and offsite levies (Alta.) and regional development charges (Halifax).
- Not-for-profit and for-profit organizations applying from implicated municipalities do not need to meet this eligibility requirement.



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## Annex C: Privacy and confidentiality

The information provided by applicants in their applications or in any other form will be used by the Government of Canada for 1) review, evaluation and selection of applications under the Canada Housing Infrastructure Fund (which is administered and managed by Housing, Infrastructure and Communities Canada) or 2) for confirming past federal funding sought by applicants.

Federal government institutions are bound by the requirements of the [Access to Information Act](#) and the [Privacy Act](#), as well as the [Library and Archives Canada Act](#). These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

Applicants should note that Housing, Infrastructure and Communities Canada may consult and share the information provided in applications with other federal government institutions or other organizations for the purpose of assisting the department with project reviews and evaluations, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. Housing, Infrastructure and Communities Canada may also use and disclose the information to external experts (e.g., scientific, technical, financial, marketing, or commercialization), hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting the department with project reviews and evaluations or determining eligibility under other federal government programs.

In submitting an application, applicants are consenting to such uses, sharing and disclosures of the information for the purposes described above. Applicants are invited to clearly identify in their application the provision of any information that contains trade secrets, is confidential or that if disclosed, could reasonably be expected to result in material financial loss or gain to, or to prejudice the competitive position of, a third party, or, to interfere with contractual or other negotiations of a third party, as outlined in section 20 of the *Access to Information Act*. Once a funding agreement is signed, the name of the successful applicant, location, date of approval, the funding amount, and the project description may be proactively disclosed to the public.

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

**BY-LAW NUMBER 019-2025**

**BEING A BY-LAW TO DEDICATE CERTAIN LANDS AS PART OF  
THE PUBLIC HIGHWAY IN WELLINGTON NORTH IN THE  
COUNTY OF WELLINGTON BEING PART OF MCCAULEY  
STREET SHOWN AS PART 3 ON 61R-22897.**

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

1. THAT the lands which are situate in the Township of Wellington North, in the County of Wellington being Part 3 on Reference Plan 61R-22897, are hereby dedicated as part of the public highway.
2. AND FURTHER THAT this by-law shall come into force on its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 24<sup>TH</sup> DAY OF MARCH, 2025.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



## **CULTURAL MOMENT FOR MARCH 24, 2025 CELEBRATES THE SENIORS' CENTRE FOR EXCELLENCE**

Hip, Hip, Hooray for the Seniors' Centre for Excellence!

**SENIORS' CENTRE *for* EXCELLENCE**

Quality of life for seniors is elevated because of the superior efforts, leadership, and coordination of Helen Edwards in her position as Program Coordinator. Helen has held this position since the inception of this program in 2008. Administrative Assistant Johanna Brown and A.C.E. (Active, Connected & Engaged) Coordinator Glynis Belec enhance the services available to seniors in North Wellington. These ladies are passionate about what they do, and believe that while aging has its challenges, like every chapter of life, it is a time where people see more clearly what is truly valuable in life.

The multi-functional brick and mortar S.C.E. office, is conveniently located on the lower level of the Mapleton Health Centre, 11 Andrews Drive West in Drayton. Inside are the most caring and innovative people, providing support for those who choose to improve their health, seek encouragement, and overall awareness for a healthier lifestyle.

Guided by their Seniors' Advisory Group, whose membership is comprised of both local senior leaders, and health care professionals, namely Deborah Whale, Mary Faye Burns, Anne Marie Faulkner, Faye Craig, Shirley Borges and Cathy Harrington, the S.C.E. appreciates how this group of concerned senior advocates ensures strategic goals are met.

The S.C.E. offers many programs, both in-person and virtual, including monthly dining events, workshops, exercise opportunities, intergenerational programs, and other special events. The S.C.E. also appreciate its role of promoting many opportunities for other health and social programming that nurture both the body and the soul. The S.C.E. does this through their monthly newsletter—*the Heart and Soul of Wellington*, their *Heart and Soul Activity* booklet, and through their popular Facebook page.

The S.C.E. has successfully applied for grants, bringing funds for seniors' programming to the area. The latest example is the Aging Well calendar, with 10,000 copies distributed across Wellington County. The theme of the calendar challenges long held, agist beliefs about the aging process, and the format allows the person to track their health, with reminders of holidays, traditions, and a way to embrace each month. Another example is the Wisdom Workshop series, which has brought seniors together to learn about topics of their choosing across North Wellington.

- Celebrate aging, by acknowledging the challenges but singing the positives.
- Celebrate the seniors in your life, they make your community the wonderful place that it is.
- Seniors—take part in programs, grow wiser, and become more involved.

Being active, connected, and engaged in your community are keys to healthy aging.

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

**BY-LAW NUMBER 020-2025**

**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  
MARCH 24, 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 March 24, 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 24TH DAY OF MARCH, 2025.**

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

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**KARREN WALLACE, CLERK**