

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL  
JANUARY 27, 2020 @ 7:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE  
NUMBER**

**CALLING TO ORDER – Mayor Lennox**

**ADOPTION OF THE AGENDA**

Recommendation:

*THAT the Agenda for the January 27, 2020 Regular Meeting of Council be accepted and passed.*

**DISCLOSURE OF PECUNIARY INTEREST**

**O ' CANADA**

**PRESENTATION**

Dale Small Economic Development Officer, Wellington North

001

- 2020 Northern Wellington Economic Development Partnership (Mapleton, Minto, Wellington North)

**RECESS TO MOVE INTO PUBLIC MEETING**

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North recess the Regular Council Meeting of January 27, 2020 for the purpose of holding a Public Meeting under the Planning Act:*

- 2574574 Ontario Inc. (Brad Wilson) – Minor Variance

**RESUME REGULAR MEETING OF COUNCIL**

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North resume the January 27, 2020 Regular Meeting of Council.*

**ADOPTION OF MINUTES OF COUNCIL MEETING**

- Regular Meeting of Council, January 13, 2020

013

Recommendation:

*THAT the minutes of the Regular Meeting of Council held on January 13, 2020 be adopted as circulated.*

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

**COUNCIL OPEN FORUM**

Mental Health... what role can we play in keeping our community members healthy?

**ITEMS FOR CONSIDERATION**

**1. ADMINISTRATION**

- a. Report CLK 2020-003 Consideration of Final Engineers Report for Arthur Drain 2 (Martin)

022

Recommendation:

*THAT Council of the Corporation of Wellington North receive Report CLK 2020-003 being a report to consider the final engineer's report for the proposed drainage works for Arthur Drain 2 (Martin) Drain;*

*AND FURTHER THAT Council hereby approves the final Engineer's report December 20, 2019, prepared by K. Smart Associates Limited file No. 18-221;*

*AND FURTHER THAT Council give first and second reading to a provisional by-law to adopt the final engineers report;*

*AND FURTHER THAT Council set the date for the Court of Revision as February 24, 2020, at 7:00 p.m. to hear any appeals filed in this matter.*

*AND FURTHER THAT Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision*

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_ and

Councillor \_\_\_\_\_

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.*

- b. Report CLK 2020-004 Consideration of Final Engineers Report for Murphy Drain 024

Recommendation:

*THAT Council of the Corporation of Wellington North receive Report CLK 2020-004 being a report to consider the final engineer's report for the proposed drainage works for Murphy Drain;*

*AND FURTHER THAT Council hereby approves the final Engineer's report December 19, 2019, prepared by K. Smart Associates Limited File No. 19-067;*

*AND FURTHER THAT Council give first and second reading to a provisional by-law to adopt the final engineers report;*

*AND FURTHER THAT Council set the date for the Court of Revision as February 24, 2020, at 7:00 p.m. to hear any appeals filed in this matter.*

*AND FURTHER THAT Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision*

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_ and

Councillor \_\_\_\_\_

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.*

## 2. MINUTES

- a. County of Wellington Accessibility Advisory Committee, December 5, 2019 026

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the minutes of the County of Wellington Accessibility Advisory Committee meeting held on December 5, 2019.*

- b. Mount Forest District Chamber of Commerce, December 3, 2019 037

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meeting held on December 3, 2019.*

- c. Arthur & District Chamber of Commerce, December 10, 2019 041

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the minutes of the Arthur & District Chamber of Commerce meeting held on December 10, 2019.*

- d. Mount Forest Business Improvement Association, January 14, 2020 044

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on January 14, 2020.*

### 3. PLANNING

- a. Planning Report prepared by Michelle Innocente, Senior Planner, dated January 22, 2020, regarding Proposed Part Lot Control Exemption for 579575 Ontario Ltd., Part Lot 3, South of Miller Street, Parts 1 and 3, Reference Plan 61-21724, 170 Miller Street, Township of Wellington North (Mount Forest), Part Lot Control Exemption Application 048

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the Planning Report prepared by Michelle Innocente, Senior Planner, dated January 22, 2020, regarding Proposed Part Lot Control Exemption for 579575 Ontario Ltd., Part Lot 3, South of Miller Street, Parts 1 and 3, Reference Plan 61-21724, 170 Miller Street, Township of Wellington North (Mount Forest), Part Lot Control Exemption Application.*

- b. Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, correspondence dated January 22, 2020, regarding Lucas Subdivision, Mount Forest (Reeves Construction Limited), Draft Plan 23T-79087, Preliminary Acceptance of Stage 4, Phase 1 (Lots 8 to 20), Final Acceptance of Stages 1 & 2, Phase 1 (Lots 8 to 20), Securities Reduction, Phase 1 050

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive correspondence dated January 22, 2020, from Frank Vanderloo, P. Eng., B.M. Ross and Associated Limited regarding Lucas Subdivision, Mount Forest (Reeves Construction Limited), Draft Plan 23T-79087, Preliminary Acceptance of Stage 4, Phase 1 (Lots 8 to 20), Final Acceptance of Stages 1 & 2, Phase 1 (Lots 8 to 20), Securities Reduction, Phase 1;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Lucas Subdivision (Draft Plan 23T79087) in the community of Mount Forest:*

1. *Final Acceptance for Stage 1 and for Stage 2 of Phase 1 (Lots 8 to 20), and*
2. *A reduction in the Phase 1 securities, to the amount of \$60,000.00.*

### 4. BUILDING

- a. Report CBO 2020-01 Building Permit Review Period Ending November 30<sup>th</sup>, 2019 058

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive Report CBO 2020-01 being the Building Permit Review for the period ending November 30<sup>th</sup>, 2019.*

- b. Report CBO 2020-02 Building Permit Review Period Ending December 31<sup>st</sup>, 2019 060

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive Report CBO 2020-02 being the Building Permit Review for the period ending December 31<sup>st</sup>, 2019.*

5. ECONOMIC DEVELOPMENT

- a. Report EDO 2020-001 Community Improvement Program

062

Recommendation:

*THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Community Improvement Program report EDO 2020-001;*

*AND FURTHER THAT Council approve a Downtown Revitalization Blade Signage Grant:*

- *\$1,184 grant to Colors from Afar @ 103 Main Street North in Mount Forest.*

*AND FURTHER THAT Council approve Façade Improvement Grants:*

- *\$2,500 grant to Ideal Ladies Wear @ 237 Main Street South in Mount Forest*
- *\$1,848 grant to Mountain Hydroponics @ 144 Main Street South in Mount Forest*
- *\$1,848 grant to Hair on Main @ 146 Main Street South in Mount Forest*

6. FINANCE

- a. Cheque Distribution Report, January 20, 2020

065

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated January 20, 2020.*

- b. Report TR2020-02 being a report on the external auditor's (RLB LLP) audit plan for the 2019 calendar year

068

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive Report TR2020-02 being a report on the external auditor's (RLB LLP) audit plan for the 2019 calendar year;*

*AND FURTHER THAT the Council of the Township of Wellington North direct staff to execute the agreement (engagement letter) to confirm the mutual understanding of the terms of the engagement with RLB for the purposes of auditing the consolidated statements of the Township of Wellington North.*

- c. Fourth Quarter 2019 Council Variance Report

086

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the Fourth Quarter 2019 Council Variance Report*

7. OPERATIONS

- a. Report OPS 2020-003 being a report on a procurement waiver on some of the Township's 2020 capital program

088

Recommendation:

*THAT the Council of Wellington North receive Report OPS 2019-003 being a report on a procurement waiver on some of the Township's 2020 capital program;*

*AND FURTHER THAT the minimum forty-day tendering period detailed within the Purchasing and Procurement Policy (Policy # 003-18) be reduced for a portion of the Township's 2020 capital program, mainly:*

1. *Full reconstruction of Fergus Street South between King and Wellington Streets;*
2. *Full reconstruction of Georgina Street between Charles and Frederick Streets;*
3. *Watermain replacement project on Domville Street between Tucker and Clarke Streets;*
4. *Sidewalk installation on Eastview Drive;*

5. Sidewalk installation on King Street East between 440 King Street East and London Road; and
6. Right-turn lane installation on Mount Forest Drive and Highway 6.

- b. Memorandum of Understanding for the Damascus Community Hall, as per direction in December 10, 2019 Recreation & Culture Committee Minutes 090

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North authorize staff to sign the Memorandum of Understanding for the Damascus Community Hall.*

- c. Appointment of members of Council to the Recreation, Parks & Leisure Committee

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North appoint the following members of Council to the Recreation, Parks & Leisure Committee:*

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## IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

### ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

*THAT all items listed under Items for Consideration on the January 27, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.*

## CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

### NOTICE OF MOTION

### COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- North Wellington Health Care Corporation – Louise Marshall Hospital
- Lynes Blacksmith Shop Committee
- Wellington North Safe Communities Committee
- Upper Grand Trailway Wellington Sub Committee
- Wellington North Power
- Mount Forest Homecoming Committee (inactive)

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad Hoc Advisory Committee
- Mount Forest Downtown Revitalization Committee
- Wellington North Wellness & Team Building Committee
- Mount Forest Business Improvement Area

Councillor Hern (Ward 3):

- Wellington North Cultural Roundtable
- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Downtown Revitalization Committee
- Arthur BMX/Skateboard Park Advisory Committee
- EarlyON Child and Family Services Committee

Councillor McCabe (Ward 4):

- Recreation & Culture Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee

Mayor Lennox

- Wellington North Power Inc.
- Ex Officio on all committees

## BY-LAWS

- |   |     |
|---|-----|
| a. By-law Number 007-20 being a Provisional Drain By-law to provide for the construction of Arthur Drain 2 (Martin) Drainage Works  | 093 |
| b. By-law Number 008-20 being a by-law to amend By-law 122-19 being a by-law to establish a Board of Directors and Membership for the Business Improvement Area within Arthur, Wellington North       | 095 |
| c. By-law Number 009-20 being a by-law to amend By-law 116-19 being a by-law to establish a Board of Directors and Membership for the Business Improvement Area within Mount Forest, Wellington North | 096 |
| d. By-law Number 010-20 being a by-law to amend By-law 120-19 a procedure by-law for governing the calling, place and proceedings of meetings of the Business Improvement Areas in Wellington North   | 097 |
| e. By-law Number 011-20 being a Provisional Drain By-law to provide for the construction of Murphy Drainage Works   | 098 |
| f. By-law Number 012-20 being a by-law to exempt lands from Part Lot Control (170 Miller St.)   | 100 |
| g. By-law Number 013-20 being a procedure by-law for governing the calling, place and proceedings of meetings of the Recreation, Parks and Leisure Committee of Council for Wellington North          | 102 |
| h. By-law Number 014-20 being a by-law to authorize the execution of an agreement between the Corporation of the Township of Southgate and the Corporation of the Township of Wellington North        | 105 |

Recommendation:

*THAT By-law Number 007-20, 008-20, 009-20, 010-20, 011-20, 012-20, 013-20 and 014-20 be read a First, Second and Third time and enacted.*

## CONFIRMING BY-LAW NUMBER 015-20

115

Recommendation:

*THAT By-law Number 015-20 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on January 27, 2020 be read a First, Second and Third time and enacted.*

## ADJOURNMENT

Recommendation:

*THAT the Regular Council meeting of January 27, 2020 be adjourned at \_\_\_\_:\_\_\_\_.pm.*

## MEETINGS, NOTICES, ANNOUNCEMENTS

|                                       |                   |           |
|---------------------------------------|-------------------|-----------|
| Mount Forest BIA Directors Meeting    | January 28, 2020  | 8:00 a.m. |
| Arthur BIA Information Session        | January 29, 2020  | 7:00 p.m. |
| Recreation, Parks & Leisure Committee | February 4, 2020  | 8:30 a.m. |
| Regular Council Meeting               | February 10, 2020 | 2:00 p.m. |
| Mayor's Charity Bonspiel              | February 13, 2020 |           |

**The following accessibility services can be made available to residents upon request with two weeks' notice:**

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427**

**- Kitchener location – 1-855-656-3748**

**TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642**



2020 NORTHERN WELLINGTON  
ECONOMIC DEVELOPMENT PARTNERSHIP  
(MAPLETON, MINTO, WELLINGTON NORTH)

January 2020



# AGENDA

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1. Introductions
2. Background on Northern Wellington Economic Development Partnership(s)
3. Recent Discussions in 2019
4. Five Key Enhanced Partnership Projects for 2020 and the Benefits
5. Items of Note
6. Discussion



# INTRODUCTION

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- Similar presentations are being given by Economic Development staff to the councils of the Town of Minto and Township of Mapleton:
  - Minto Council presentation held on January 7<sup>th</sup>
  - Township of Mapleton presentation scheduled for January 28<sup>th</sup>
- The intent is to share our thinking around the enhanced Economic Development partnership that we are recommending for Northern Wellington and to receive feedback from the various councils. Once this is completed the partnership will draft a Memorandum of Understanding for final approval.



# BACKGROUND

- The Minto, Wellington North and Mapleton Economic Development Departments have partnered on many programs and initiatives over the past eight years.
- The first Economic Development meeting bringing the three municipalities together was held on January 16, 2012 at Harry Stone's in Harriston and our fifteenth meeting took place on September 18, 2019 in Moorefield.
- Speakers & discussion/education topics have included:
  - Municipal Cultural Planning
  - WC Economic Development Strategy
  - Business Retention & Expansion Program
  - Renew Program
  - 13 Ways to Kill Your Community
  - Focus on Newcomer Attraction
  - Community Foundations
  - Focus on Youth
  - Focus on Housing

Barb Elias OMAFRA

Laureen Millier, MDB Insight

Rebecca Mustard; Durham Region

Lisa Morrison, Renew New Tecumseth

Doug Griffiths, 13 Ways Inc.

Dirk Dekker/Tom Lusic/Ryan Gibson

Raymond Soucy, CW Foundation

Youth Action Councils

CMHC, INDWELL, Wellington County



# BACKGROUND CONTINUED. . .

In addition to the joint meetings, a number of programs and initiatives have also been partnered on from a Northern Wellington Economic Development perspective:

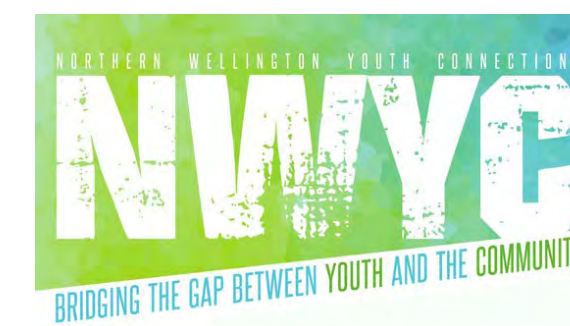
## 1. Business Retention & Expansion (BR+E):

- 2014 Countywide Cross-Sector BR+E
- 2019 Downtown Specific BR+E
- 2015 Launch of Renew Northern Wellington Program
- 2019 Your Town Rising



## 2. Youth Programs

- 2015/2016 Youth Action Councils established
- 2017 First annual Northern Wellington Youth Connections Event
  - 4th annual event scheduled for April 28, 2020
- 2018 North for Youth & Youth Resiliency Worker partnership with Mount Forest Family Health Team
- 2019 Municipal Youth Intern Program Partnership with the Rural Ontario Institute (ROI)



## 3. Other Programs

- 2009 Women of Wellington Saugeen Area (WOWSA)
  - Mapleton partnered in 2017
- 2016 Manufacturers of Northern Wellington Showcase at IPM
- 2016 Butter Tarts & Buggies Tourism initiative
  - Mapleton partnered in 2017
- 2018 Northern Wellington Young Professionals “re-launch”



# RECENT DISCUSSIONS (2019)

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- On March 20th, 2019 the Minister of Municipal Affairs and Housing announced a one-time distribution of funds (\$200 million) to assist, “small and rural municipalities’ efforts to become more efficient and reduce expenditure growth in the longer term.”
- Given the Provincial expectation, the County of Wellington and its Member Municipalities undertook to review its systems and processes to find cost saving efficiencies for local service delivery and operations. KPMG were contracted to conduct this review and the final report was delivered to County Council on November 28, 2019.
- This past fall the Township of Mapleton also reached out to the Town of Minto with the desire to establish a Memorandum of Understanding to have Minto assist with delivering Economic Development services to Mapleton. At that time Wellington North inserted themselves into the discussion with the suggestion to consider more of a regional approach.
- One of the Top 20 in 20 opportunities identified in the KPMG report is to [“Streamline the Economic Development service delivery model”](#) we believe the enhanced partnership recommendations contained in the following pages will help position Northern Wellington for continued success.

# 2020 ENHANCED PARTNERSHIP PROGRAMS

- Cross Sector Business Retention & Expansion Program can be the trigger to focus our future regional requirements
- Ten businesses to be interviewed per municipality, per sector:
  - Manufacturing, Agriculture, Health Care, and Construction
  - 120 Businesses total in Northern Wellington
- Strengthen relationships with Chambers of Commerce and Businesses
- Findings will help to ensure continued effective use of County BR&E funding

## Benefits to Wellington North:

- BR+E has been a major economic development focus in WN since 2005.
- This three-municipality review will enable us to learn more about our businesses and identify opportunities for future collaboration.
- Participation will also allow us the opportunity to identify which businesses could best benefit from participating in the Smart Cities initiative
- Incorporating the Minto & Mapleton business sectors into the program will allow us to see opportunities that might benefit Wellington North



# 2020 ENHANCED PARTNERSHIP PROGRAMS

## 2. Recruitment of a Municipal Youth Engagement Coordinator

- Delivery of programs identified from Youth Intern Report from 2019
- Develop a North for Youth Strategy
- Youth Action Councils
- Student Startup Program implementation
- Integrated Youth Services Coordination
- Job, Career, Volunteer Fair Coordination with WHSS & Norwell
- Wellington North will lead the recruitment efforts with Minto providing ongoing oversight similar to the Municipal Youth Intern .



## Benefits to Wellington North:

- This position will enable us to once again have a person (previously Gaby) dedicated to the youth in our community and will enable us to “re-ignite” our Youth Action Council
- Ability to implement the Municipal Youth Intern’s (Erin Raftis) Report recommendations along with the creation of a Northern Wellington Youth Strategy
- Youth Retention and Re-Attraction is a key factor for the future success of Wellington North and Northern Wellington and we are pleased to once again have this dedicated support.



# 2020 ENHANCED PARTNERSHIP PROGRAMS

## 3. Focus on Newcomer Attraction and Housing Programs

- Northern Wellington Jobs & Housing Portal
  - Minto and Wellington North would combine their existing portals and Mapleton would be added as they do not currently have a portal
- Participation in County Housing Programs initiative (Weston)
  - Dale Small (Wellington North) will represent Northern Wellington from a staff perspective on the County of Wellington's Working Group



## Benefits to Wellington North:

- Financial savings as we will be sharing hosting costs and by partnering we can focus more energy on promoting the portal year round
- The site will also be populated with more job and housing info for our residents
- Appropriate Housing is a challenge for all communities and Wellington North has shown leadership in the past working with the County and Weston Consulting on Community Land Trusts and other opportunities.





# 2020 ENHANCED PARTNERSHIP PROGRAMS

## 4. Expansion of LaunchIt Services to Mapleton & Wellington North

- Coordinating Business Advisor Services
  - Funding to come from the County of Wellington
- Business Training Programs
  - A fee-based proposal is in development
- Recruiting & Prepping Mentors
- Minto to look after scheduling of business advisor, recruiting + training mentors and logistics of training sessions



### Benefits to Wellington North:

- Allows our businesses more opportunities to access the Small Business Advisor (i.e. from one day a month in Mount Forest but now will be 3 days a month in the area)
- Opportunity for our businesses to more easily access Launchit services, mentorship programs and other training opportunities.



# 2020 ENHANCED PARTNERSHIP PROGRAMS

## 5. Targeted Marketing & Promotion initiatives

- Northern Wellington Brand and Logo to be created for promotional use on partnered programming
- Communications & Social Media Strategies to be developed for Mapleton
- Continue to partner with the County of Wellington on CIP, Ride well & other programs
- Northern Wellington Business Showcase (2021)



## Benefits to Wellington North:

- Your Town Rising is a great example of the benefits from this type of partnering. In 2019 our Downtown Revitalization efforts were key success stories in Wellington North.
- Opportunity to expand the benefits of our local Community Radio Station and producing and distributing print pieces that include the common programs will save us all money.
- After ten successful years Wellington North Showcase is taking a time-out in 2020 but look for us to come back bigger and better in 2021 as a Northern Wellington Showcase:
  - Cost efficiency of sharing the costs of hosting one event
  - Opportunity to draw investors & other businesses into the event



## . . . A FEW ITEMS OF NOTE

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- Only the programs outlined in the previous slides are part of the 2020 enhanced partnership programs and Resources will continue to report and be funded by the partner municipalities
- All other Economic Development programs in place in the three municipalities will continue to be the responsibility of the local municipality. As an example:
  - Downtown Revitalization & BIA programs will continue to be managed locally
  - No change to Municipal Cultural Plans and Cultural Roundtable Committees
  - Community Improvement Plans will continue to be managed locally
  - Industrial Land sales, acquisition & servicing and Business Recruitment Programs
- No additional funding is required as all initiatives are funded in the 2020 Wellington North Economic Development budget.
- We believe this enhanced partnership will benefit all municipalities and we look forward to working together even more than we have in the past.

**OPEN FOR DISCUSSION**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL  
JANUARY 13, 2020 @ 2:00 P.M.  
CLOSED SESSION @ 1:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**Members Present:**

**Mayor:** Andrew Lennox  
**Councillors:** Sherry Burke  
Lisa Hern  
Steve McCabe  
Dan Yake

**Staff Present:**

**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Director of Finance:** Adam McNabb  
**Director of Operations:** Matthew Aston  
**Economic Development Officer:** Dale Small  
**Human Resources Manager:** Chanda Riggi  
**Fire Chief:** David Guilbault  
**Development Clerk:** Tammy Pringle  
**Senior Planner:** Michelle Innocente

**CALLING TO ORDER** – Mayor Lennox

**ADOPTION OF THE AGENDA**

RESOLUTION: 2020-001

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Agenda for the January 13, 2020 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST – no pecuniary interest declared****CLOSED MEETING SESSION**

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

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

RESOLUTION: 2020-002

Moved: Councillor McCabe

Seconded: Councillor Yake

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

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

1. **REPORTS**

- a. *OPS 2020-002 being a report on the organizational structure of the recreation services division within the operations department*

2. **REVIEW OF CLOSED SESSION MINUTES**

- *November 4, 2019*

3. *RISE AND REPORT FROM CLOSED MEETING SESSION*  
CARRIED

RESOLUTION: 2020-003

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:37 p.m.*

CARRIED

Mayor Lennox recessed the meeting until 2:00 p.m.

RESOLUTION: 2020-004

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2020-02 being a report on the organization structure of the recreation services division within the operations department;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

CARRIED

RESOLUTION: 2020-005

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the November 4, 2019 Council meeting.*

CARRIED

## **O ' CANADA**

### **COUNTY COUNCIL UPDATE**

Andy Lennox, Mayor

- Mayor Lennox arranged for a presentation regarding mental health as his update.

### **PRESENTATIONS**

- a. Michelle Richardson, Assistant Director of HR, County of Wellington  
Cecelia Marie Roberts, CMHA, Here4Hope

- County staff wellness initiative and the community based mental health initiative

Ms. Roberts provided statistics regarding suicide and attempted suicides. Ten Canadians a day are lost to suicide and for every person that dies by suicide there are twenty-five attempts. Seventy-five percent are men (ages 45-60) and twenty-five percent are women and are 2.5 times the rate of suicides in Ontario. Fifty percent of people that die by suicide do not have a history of depression, addiction or previous attempts.

Wellington-Dufferin-Guelph Public Health, the County of Wellington and the Canadian Mental Health Association have contributed to the development of the Here 4 Hope Suicide Awareness campaign. Components of the Wellington framework for promoting life and preventing suicide include awareness, education and training, media guideline, means restriction, collecting data/research, access to mental health/addiction services, crisis and risk management, intervention, postvention, oversight coordination, and holding space. Workplaces can develop a policy and

process that promotes mental health, reduces the stigma to increase help seeking and offer access to suicide awareness training.

Ms. Richardson explained that the County staff wellness initiative and the community based mental health initiative is a three-year project. Guarding minds at work includes 13 factors for a psychologically safe workplace. Staff wellness starts on the first day of employment with a mental health toolkit for all employees and resiliency training for all managers. The Be Well Steering Committee engages staff and management.

- b. Christine Veit, Program Co- Ordinator, Safe Communities Wellington North  
Amy Estill, Public Health  
Stephen Thomas, Wellington County OPP  
Paul Richardson, Wellington County OPP

- Community Safety and Well-Being Planning – Update

Ms. Veit explained that the Province mandated every municipality to prepare and adopt a Community Safety and Well-Being Plan by January 1, 2021.

The Draft Community Safety and Well-Being Plan framework is already in place. Appendices for member municipalities will look at what does harm and injury reduction look like, the last three years, what have they done, the next three years, what will they do, and what will success look like.

The model will include:

- Social Development – promoting and maintaining community safety and well-being.
- Prevention – proactively reducing identified risks
- Risk Intervention – mitigating situations of elevated risk
- Incident Response - critical and non-critical incident response

Next steps include:

- Developing fulsome draft framework strategy to present to the Police Services Board (in progress)
- Consult with local Municipal Councils (in progress)
- Draft appendices – post consultation
- Present to Save Communities Wellington County Executive, Leadership table – consultation/input
- Update Police Services Board – draft document
- Partner with County Communications to develop final product
- Present final document to Police Services Board
- County Council approval by resolution – submit to Solicitor General

- c. Andrew Coburn, Coburn Insurance Brokers Ltd.  
Gwen Tassone, SVP, Client Executive, Marsh & McLennan Companies
- Township of Wellington North Insurance Policies

Mr. Coburn and Ms. Tassone reviewed the insurance program for the Township of Wellington North, including the main municipal insurance package and the list of accident benefits policies. There is a premium increase of 8% from 2019 reflecting the addition of a cyber policy, 10% liability premium increase, 4% automobile premium increase and 4% property premium increase.

The insurance industry witnessed an abrupt reversal in declining insurance rates in 2019 due to the high frequency of claims, increasing costs of claims, limited investment income,

insurers seeking more premium to return profitability. Primary coverages impacted are property, general liability and automobile.

RESOLUTION: 2020-006

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North accept the proposal from Marsh & McLennan Companies to provide insurance coverage for the Township of Wellington North for the year beginning January 1, 2020.*

CARRIED

d. Adam McNabb, Director of Finance

- 2020 Budget Review

The 2020 Budget Review included:

- 2020 Proposed Tax Levy Increase (Operating Only)
- Operating Budget Summary Analysis by segment
- Reserve and Reserve Fund Impact on Operating Budget (Net transfers)
- 2020 Full Loaded Budget
- Distribution of Tax Dollars Collected by the Township (Estimated)
- Taxes on the Average Residential Single Family Dwelling (Estimated)
- 2020 Capital Program
- 2020 Capital Program Highlights
- 2020 Budget Overview – Revenues
- 2020 budget Overview – Expenses and Transfers

#### **RECESS TO MOVE INTO PUBLIC MEETING**

RESOLUTION: 2020-007

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of January 13, 2020 for the purpose of holding a Public Meeting under the Planning Act:*

- Wayne and Doreen Gingrich – Minor Variance
- At 3:42

CARRIED

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2020-008

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North resume the January 13, 2020 Regular Meeting of Council.*

CARRIED

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

- Regular Meeting of Council, December 16, 2019

RESOLUTION: 2020-009

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT the minutes of the Regular Meeting of Council held on December 16, 2019 be adopted as circulated.*

CARRIED

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

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

3b, 4a, 5a, 5b

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

RESOLUTION: 2020-010

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT all items listed under Items for Consideration on the January 13, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.*

*THAT Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communique #74, December 2019.*

*THAT the Council of the Corporation of Township of Wellington North receive Report DC2020-001, Domingos Meat Packers Ltd., Site Plan Agreement, 7396 third Line, Arthur.*

*THAT Council of the Township of Wellington North receive DC Report 2020-002 being a report on Consent Application B84-19 known as Part Lot 31, Concession 4, former Township of West Garafraxa.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B84-19 as presented with the following conditions:*

- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the purchaser take title to the severed lands in the same manner as they hold their abutting land;*
- *THAT Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent;*
- *THAT the owner enter into an agreement apportioning future maintenance costs on the Caudle Drain Branch "L" watershed; and*
- *THAT the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain.*

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

*THAT Council of the Township of Wellington North receive DC Report 2020-003 being a report on Consent Application B90-19 known as Part Lot 14, Concessions 3 & 4, former Township of West Luther.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B90-19 as presented with the following conditions:*



- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT a Parkland dedication fee be paid (\$1,000/lot or part lot created, in 2020);*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT servicing can be accommodated on the site to the satisfaction of the local municipality and;*
- *THAT safe driveway access can be provided to the severed lot to the satisfaction of the local municipality;*

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

*THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated January 7, 2020.*

*THAT the Council of the Corporation of Township of Wellington North receive the correspondence dated December 10, 2019 from John Nater, MP Perth-Wellington to Hon. Catherine McKenna, Minister of Infrastructure and Communities regarding the bilateral agreement between the Government of Canada and Ontario.*

*THAT the Council of the Corporation of Township of Wellington North receive the Crime Stoppers Guelph Wellington, Newsletter, The Informant, Winter 2019/2020, 4<sup>th</sup> Quarter.*

CARRIED

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

RESOLUTION: 2020-011

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of Township of Wellington North receive for information Report TR2020-01 being a report on the Ministry of Municipal Affairs and Housing Financial Indicator Review.*

CARRIED

RESOLUTION: 2020-012

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-001 being a report on a technical update to the Township's drinking water and sanitary servicing plans for Arthur and Mount Forest;*

*AND FURTHER THAT Council award the contract for technical update to Arthur's drinking water and sanitary servicing plan to Triton Engineering Services Limited with an upset limit of \$28,000 plus applicable taxes, waiving the requirement for a competitive process;*

*AND FURTHER THAT Council award the contract for the technical update to Mount Forest's drinking water and sanitary servicing plan to BM Ross and Associates for an upset limit of \$28,000 plus applicable taxes, waiving the requirement for a competitive process.*

CARRIED

RESOLUTION: 2020-013

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-001 being a report on Clerk's Department 2019 year end review.*

CARRIED

RESOLUTION: 2020-014

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-002 being a report on an update to the application and licensing retail cannabis.*

CARRIED

#### **NOTICE OF MOTION – no notice of motion tabled**

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

Councillor Hern (Ward 3):

- Arthur & District Chamber of Commerce and Mount Forest & District Chamber of Commerce meeting will be held on January 14
- Cultural Roundtable Meeting will be held on January 16

Councillor McCabe (Ward 4):

- Doctor Recruitment Skill Day will be held on January 18

Mayor Lennox

- A form Mount Forest BIA Director has offered to talk to people in Arthur to discuss the benefits of having a BIA
- A shared garage facility in Arthur will be discussed at the County Roads Committee meeting on January 14.

#### **BY-LAWS**

- a. By-law Number 001-20 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2020
- b. By-law Number 002-20 being a by-law to provide for an interim tax levy on all assessment within specific tax classes and to provide a penalty and interest rate for current taxes in default and tax arrears
- c. By-law Number 003-20 being a by-law to adopt a budget including estimates of all sums required during 2020 for operating and capital for purposes of the municipality
- d. By-law Number 004-20 being a by-law to authorize a Boundary Road Agreement between The Corporation of the Township of Wellington North and the Township of Centre Wellington
- e. By-law Number 005-20 being a by-law to appoint a Designated Sewer Officer for The Corporation of the Township of Wellington North

RESOLUTION: 2020-015

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 001-20, 002-20, 003-20, 004-20 and 005-20 be read a First, Second and Third time and enacted.*

CARRIED

### CULTURAL MOMENT

- Recognizing the Hotels along the Owen Sound Road

Let's take a look back at our beginnings of the Owen Sound Road as it meanders through Arthur Township on its way north from Arthur to Mount Forest. The year is 1861 and the road is finally passable. As we leave Arthur, we get to Petherton where the 1<sup>st</sup> of 6 hotels are conveniently located at the side of the road. One was run by a William Ludlow and another, just south of Kenilworth was run by John Bradley, a farmer and hotel keeper.

Kenilworth is the next stop with an establishment run by Ab O'Neill. It was just north of the Lynes Blacksmith Shop if horses needed tending. John Tracey was a tavern keeper at Riverstown and three miles south of Mount Forest was the Nightingale Inn. Two hotels were opposite each other on the Maitland Hill just south of Mount Forest. The Blue Bonnet Tavern was run by Mrs. Horsburgher on the west side and on the east side was another hotel run by a man named Bridgeport.

Taverns and inns played an important part in the early development of our communities. These innkeepers were very popular, not only with travelers but with the local people for food, rest and entertainment. They also were used as community gathering places to hold elections, political meetings, social gatherings and dances. By 1871, with the increase in traffic and settlers to the area, the number of hotels and taverns had increased to 15.

The Nightingale Inn was a 2-storey red brick structure with 6 bedrooms, a parlour, a dining-room, a bar room, a kitchen and a woodshed. The front of the building had a row of hitching posts and a frame barn behind the hotel served as a stable for the horses of travelers who needed overnight accommodation. This was the closest hotel to the tollgate set up to pay for the upkeep of the newly graveled Owen Sound Road.

Submitted by Bonny McDougall Wellington North Cultural Roundtable

### CONFIRMING BY-LAW NUMBER 006-20

RESOLUTION: 2020-016

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 006-20 being a By-law to Confirm the Proceedings of the Council of The Corporation of the Township of Wellington North at its Regular Meeting held on January 13, 2020 be read a First, Second and Third time and enacted.*

CARRIED

**ADJOURNMENT**

RESOLUTION: 2020-017

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Regular Council meeting of January 13, 2020 be adjourned at 4:10 pm.*

CARRIED

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CLERK

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MAYOR



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of January 27, 2020  
**From:** Karren Wallace, Director of Legislative Services/Clerk  
**Subject:** CLK 2020-003 Consideration of Final Engineer's Report for Arthur Drain 2 (Martin)

### RECOMMENDATION

THAT Council of the Corporation of Wellington North receive Report CLK 2020-003 being a report to consider the final engineer's report for the proposed drainage works for Arthur Drain 2 (Martin) Drain;

AND FURTHER THAT Council hereby approves the final Engineer's report December 20, 2019, prepared by K. Smart Associates Limited file No. 18-221;

AND FURTHER THAT Council give first and second reading to a provisional by-law to adopt the final engineers report;

AND FURTHER THAT Council set the date for the Court of Revision as February 24, 2020, at 7:00 p.m. to hear any appeals filed in this matter.

AND FURTHER THAT Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_ and

Councillor \_\_\_\_\_

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2018-037 being a report regarding a petition for drainage works

### BACKGROUND

Council passed a motion at the August 27, 2018 meeting, approving drainage works under the Drainage Act on Part Lot 2, Concession 1 (formerly Township of Arthur) in the Township of Wellington North, and appointed K. Smart Associates Limited to prepare a report on the work to be undertaken.

A public meeting was held on October 9, 2018 at 9562 Wellington County Rd 14 with impacted landowners to review the process, the watershed boundary, the proposed work and landowner costs related to the project.

The final engineers report dated December 29, 2019 File No. 18-221 was submitted by K. Smart Associates Limited on January 6, 2020 and copy is available in the Clerk's office at the Township of Wellington North. Additionally all impacted landowners and agencies were circulated with a copy of the report.

The Engineering report indicates the work will consist of filling in 230m of existing ditch and grading it as an overflow swale with 630m of closed drain.

Filling in 752 metres of existing tch and grading it as an overflow swale and 752 metres of closed drain.

The estimated cost of the project is \$127,615.00 and the watershed served is approximately 84.7 hectares (209.2 acres)

Pursuant to the Drainage Act, the report was circulated to impacted landowners and agencies within 30 days of receipt of the report and a notice was provided advising landowners and agencies the date, time and location of the meeting at which the report will be considered.

Pursuant to the Act, Council must approve the engineer's report and adopt a provisional by-law by first and second reading or not approve the report and provide the reasons for their decision. The by-law is found on this agenda.

If Council approves the work, a Court of Revision will be held on February 24, 2020 at which landowners may appeal their assessment. All landowners who are affected must then be advised of any revisions and provisions for further appeals.

After the appeal process has expired, the by-law will be given third reading, the process for construction of the drainage works can begin and benefitting landowners and road authorities will be assessed costs in accordance with the approved engineer's report.

### FINANCIAL CONSIDERATIONS

The municipality has been assessed \$175.00 for work on Sideroad 2 E and \$29.00 on Wood Street.

Assuming Council support of the report these amounts will be captured in the 2020 Municipal Drains Budget.

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

**Prepared By:** Karren Wallace, Director of Legislative Services/Clerk *Karren Wallace*

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of January 27, 2020  
**From:** Catherine Conrad, Deputy Clerk  
**Subject:** CLK 2020-004 Consideration of Final Engineer's Report for Murphy Drain

### RECOMMENDATION

THAT Council of the Corporation of Wellington North receive Report CLK 2020-004 being a report to consider the final engineer's report for the proposed drainage works for Murphy Drain;

AND FURTHER THAT Council hereby approves the final Engineer's report December 19, 2019, prepared by K. Smart Associates Limited File No. 19-067;

AND FURTHER THAT Council give first and second reading to a provisional by-law to adopt the final engineers report;

AND FURTHER THAT Council set the date for the Court of Revision as February 24, 2020, at 7:00 p.m. to hear any appeals filed in this matter.

AND FURTHER THAT Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_ and

Councillor \_\_\_\_\_

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2019-017 being a report regarding a petition for drainage works

### BACKGROUND

Council passed a motion at the March 25, 2019 meeting, approving drainage works under the Drainage Act on Lot 1, Concession 12 (formerly Township of Arthur) in the Township of Wellington North, and appointed K. Smart Associates Limited to prepare a report on the work to be undertaken.

A public meeting was held on May 22, 2019 at the southwest corner of Hwy 89 and County Road 6 west of Mount Forest with impacted landowners to review the process, the watershed boundary, the proposed work and landowner costs related to the project.

The final engineers report dated December 19, 2019 File No. 19-067 was submitted by K. Smart Associates Limited on January 6, 2020 and copy is available in the Clerk's office at the Township of Wellington North. Additionally, all impacted landowners and agencies were circulated with a copy of the report.

The Engineering report indicates the work consists of the incorporation of 601m of closed drain.

The estimated cost of the project is \$58,467.00 and the watershed served is approximately 11.4 hectares (28.2 acres)

Pursuant to the Drainage Act, the report was circulated to impacted landowners and agencies within 30 days of receipt of the report and a notice was provided advising landowners and agencies the date, time and location of the meeting at which the report will be considered.

Pursuant to the Act, Council must approve the engineer's report and adopt a provisional by-law by first and second reading or not approve the report and provide the reasons for their decision. The by-law is found on this agenda.

If Council approves the work, a Court of Revision will be held on February 24, 2020 at which landowners may appeal their assessment. All landowners who are affected must then be advised of any revisions and provisions for further appeals.

After the appeal process has expired, the by-law will be given third reading, the process for construction of the drainage works can begin and benefitting landowners and road authorities will be assessed costs in accordance with the approved engineer's report.

### FINANCIAL CONSIDERATIONS

There are no financial implications for the Township of Wellington North.

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

**Prepared By:** Catherine Conrad, Deputy Clerk

*Catherine Conrad*

**Recommended By:** Michael Givens, Chief Administrative Officer

*Michael Givens*





**Corporation of the County of Wellington**  
**Accessibility Advisory Committee**  
**Minutes**

**December 5, 2019**

**Aboyne Library**

**Present:** Councillor Mary Lloyd (Chair)  
 Councillor Campbell Cork  
 Matthew Bulmer  
 Nancy Dietrich  
 Chris Garvey  
 Nancy Oliver-Hawkrigg  
 Mark MacKenzie  
 Bethany Parkinson  
 Gerald Townsend  
 Irene Van Eenoo

**Regrets:** Warden Kelly Linton  
 Michele Richardson, Assistant Director of HR  
 Bob Pearson

**Staff:** Christine Carbone, HR Assistant  
 Susan Farrelly, Director of HR  
 Brendan Ridgeway, Manager of HR

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**1. Call to Order**

At 1:30 pm, the Chair called the meeting to order.

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. New Committee Member**

We welcomed two new members to the Committee. Gerald Townsend has joined us representing Mapleton Township and Brendan Ridgeway, County of Wellington Manager of HR, as a new staff member.

**4. Audible Crossing Technology**

Councillor Cork brought forward that Key2Access was accepted as information by Wellington North Council but it was not committed to as of yet. His concern was that Key2Access has not been universally adopted by all Municipalities.

It was explained that Key2Access is endorsed by the Canadian National Institute for the Blind (CNIB). It is being promoted nationally because it has universal access for all, as well as having access to technology. The fob and the app that are being used by those choosing to use the technology, are compatible with all Municipalities that have this system in place.

It was suggested that Key2Access should be presented to Wellington North Council to get a better understanding of the programme. Councillor Cork was going to suggest that Triton Engineering compare the Polara system report with Key2Access capability.

Contact information to reach Sophie Aladas about this project is:

Sophie Aladas  
Chief Executive Officer  
sophie.aladas@key2access.com  
(514) 998-7315

**KEY2ACCESS** Inc.

**5. Wellington County Accessibility Fund Incentive Programme**

Discussion was had with regard to Member Municipalities being able to apply for up to three years' worth of funding for accessible retrofits. It was not clear as to whether Member Municipalities could use the full three years' worth of funding at the beginning of the three year period, or if they had to wait until the end of the three year period. There was also a question as to whether there would still be funds available to other Member Municipalities if a full three years' allotment was provided to the Member Municipalities.

**6. Facility Accessibility Design Manual (FADM)**

Carry forward to February 2020 meeting.

**7. Compliance Report/Multi Year Accessibility Plan Status Update**

The 2019 Multi Year Status Update is to be sent to the Committee and the Member Municipalities along with a copy of the 2019 Compliance Report.

Councillor Lloyd requested that copies of the Member Municipalities Compliance Reports be sent to the Committee.

**8. Town of Erin, Town Hall Elevator installation**

Carry forward to February 2020 meeting.

**9. StopGap**

It was requested that County staff find out if there is a Community Improvement Plan in each Member Municipality and if there is, find out if StopGap is one of the improvements identified.

**10. RIDE WELL Service**

Matthew Bulmer provided an overview of his experience using the RIDE WELL Service. There were three options for him to schedule a ride but none of them worked. The website was not accessible. His accessibility concerns were brought to James Vaclavek, Economic Development Officer. He is working on addressing the accessibility issues. It was recommended that in the future the Accessibility Advisory Committee be consulted on this type of programme so that accessibility issues can be tested prior to the launch date.

Councillor Lloyd is to speak with Crystal Ellis to see if Andrea Ravensdale can do a soft re-launch of this programme so people know that it is improved.

**11. Minutes**

Mark MacKenzie brought forward that the Minutes are not making it into all of the Member Municipality Council packages. Going forward, when Minutes are sent to the working group after each Accessibility Advisory Committee Meeting, it will continue to be requested that the Minutes be put into the Council packages.

**12. Accessible Subpeonas**

Accessible Subpeonas were discussed and the Committee was reminded that this needs to be worked through the local police detachment, rather than the Accessibility Advisory Committee.

**13. Adjournment**

At 2:30 pm, the Chair adjourned the meeting. Next meeting to be held on February 6, 2020 at 1:30 pm at the Aboyne Library at the call of the Chair.

# County of Wellington

## Multi-year Accessibility Plan

### Status Update



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## Objective

In 2012, we released our multi-year accessibility plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The plan outlined our strategy to prevent and remove barriers to accessibility, which included how we will meet phased-in requirements under the AODA. This status update includes the accessibility initiatives that were done this year to implement the strategy outlined in our multi-year accessibility plan. It also highlights our commitment for integrating accessibility into our policies and procedures moving forward.

### Background

The AODA is the first law of its kind in Canada. Under the AODA, the Province of Ontario is developing, implementing and enforcing accessibility standards. The goal of the act and the standards is to make the province accessible for all people with disabilities by 2025.

### Our Commitment to Accessibility

The County of Wellington tries to make sure its programmes, services and facilities are barrier-free, and continues to support the goal of an accessible Province by 2025 by implementing the AODA. The County will meet or exceed the regulations made under the AODA by making sure equal opportunity is given to people with disabilities and that goods and services are provided in a way that respects the dignity and independence of people with disabilities.

### 2019 Accessibility Initiatives

We are pleased to report that in the past year the County complied with all of the commitments outlined in our multi-year accessibility plan. This update outlines how we responded to our commitments.

### General Requirements and the Integrated Accessibility Standards Regulation

In 2016, the Province combined the Customer Service Standard, Information and Communications Standard, Employment Standard and Transportation Standard into one regulation, the Integrated Accessibility Standards Regulation (IASR). The General Requirements are regulatory requirements that apply across all standards in this regulation. The County is committed to developing, implementing and maintaining policies governing how we achieve or will achieve accessibility through meeting our requirements under the accessibility standards referred to in this Regulation.

### What we have done:

- Posted status update and shared the County's Multi-year Accessibility Plan in consultation with our Accessibility Advisory Committee (AAC) for review and posted a status update of the plan.
- Continue to incorporate accessibility features into our procurement or acquisition of goods, services and facilities wherever practicable.

- Continue to train all staff, volunteers and third parties on the IASR and on the Ontario Human Rights Code as it pertains to people with disabilities.
- Updated the Accessibility Policy to better meet all the requirements under the Integrated Accessibility Standards Regulation.
- Implemented the Accessibility Recognition Programme, which was developed by the County of Wellington's Accessibility Advisory Committee. The purpose of the programme is to recognize businesses, organizations and/or people from within the County of Wellington that exceed legislated accessibility requirements.

### **Accessible Customer Service**

The County is committed to making sure all members of the public receive a fair customer service experience that meets their needs.

#### **What we have done:**

- Continued to provide training to all new staff and volunteers.
- Continued to review customer feedback and take appropriate action.
- Continued to comply with the requirements of the Customer Service Standard, including implementing the Accessibility policy and training staff on an ongoing basis.

### **Information and Communications**

The County is committed to making sure that universal design principles and best practices are considered when developing, implementing and maintaining information and communications strategies and products.

#### **What we have done:**

- Continued to make sure that the County website and print communications are created in a way that considers accessibility.
- Our new refreshed website offers more accessibility features including an accessibility checker for web content authors and an online fillable form application.
- Opportunities for staff training is regularly available.
- Preparation of a refreshed training experience for all staff in 2020, including creating accessible documents in Word and PDF formats.
- Continued to provide accessible formats and communication supports, upon request.
- Continued to make sure processes for receiving and responding to feedback are accessible.
- Updated our Accessibility Logo that is placed on all of our published material based on feedback received from our Accessibility Advisory Committee.
- Purchased Siteimprove in 2018. Siteimprove is a web based application that assists in locating and fixing accessibility issues and provides quality assurance on our corporate website. Siteimprove uses Web Content Accessibility Guidelines (WCAG 2) as its guide.

- Updated the library online catalogue with BiblioCommons which is an accessible and AODA compliant application.

## **Employment**

The County is committed to making sure the process of finding, obtaining and keeping a job is as inclusive as possible in order to build an effective workforce.

### **What we have done:**

- Reviewed policies to take into account accessibility needs of employees with disabilities and individual accommodation plans during the performance management process, when providing career development and advancement or when re-deploying an employee.
- Provided County-wide training on Mental Health Awareness.
- Continued to inform applicants and employees of our accessible hiring practices and policies.
- Continued to support employees who were absent from work because of a disability, through our return to work process.
- Continued to provide individualized workplace emergency response information to employees who require one because of a disability.

## **Transportation**

The majority of the Transportation standard does not apply to the County of Wellington, with the exception of taxi services.

### **What we have done:**

- Continue to encourage taxicab companies to provide on demand accessible taxi service within Wellington County.

## **Design of Public Spaces**

The County is committed to removing barriers in public buildings and spaces by making sure that new construction and major changes to existing features incorporate universal design.

### **What we have done:**

- The FADM was reviewed in 2017 and we are in the process of implementing the suggested changes.
- Continued to make sure that all new construction and major changes to existing features meet the requirements of the Design of Public Spaces standard by meeting the requirements in the Facility Accessibility Design Manual (FADM).
- The FADM incorporates universal design into the planning process and was adopted by the County as a design standard for newly constructed and retrofitted buildings. Since the FADM was adopted, the Design of Public Spaces Standard became law and amendments were made to the Ontario Building Code. We are in the process of reviewing our FADM to make sure it meets or exceeds the



requirements in the Design of Public Spaces Standard and the Ontario Building Code.

### **Accessible Building Improvements**

Since 2005, accessibility has been increased in the following buildings:

- Social Services Building (138 Wyndham St., Guelph)
- Palmerston Housing – Elevator installation
- Clifford Library and Medical Centre
- Drayton Library
- Mount Forest Library
- Mount Forest Child Care Centre
- Hadati Road Housing – Elevator Installation
- Waterloo Ave Housing – Elevator Installation
- Gordon Street Housing Fergus
- Wellington County Archives
- Elora Library
- Museum Trail Improvements
- Puslinch Library
- Aboyne OPP Station
- Rockwood OPP Station
- Harriston Library
- Social Services Building (321 St. Andrew's St. West, Fergus)
- County Administration Building and Courts
- Fergus Library
- Palmerston Library
- Teviotdale OPP- sidewalk
- Two audible pedestrian signals installed (in Mount Forest and Arthur)
- Palmerston Arena (accessible doors and entrances)
- Guelph Housing (263 Speedsville Ave.) – Combined two buildings into one providing an elevator and a storage/charging room for mobility devices to make the building more accessible for residents and visitors
- Guelph Housing (263 Speedsville Ave.) – Created two fully accessible units for residents
- Arthur Housing – Barrier free entrance renovations
- Elora Housing – Elevator Installation
- Erin Housing – Elevator Installation
- Fergus Housing – Elevator Installation
- Harriston Housing (56 Mill St.) – Front entrance renovations to make barrier free
- Harriston Housing (51 John St.) – Front entrance renovations to make barrier free and elevator installation
- Mount Forest Housing – Elevator Installation
- Aboyne Library
- Museum and Archives – Renovated washrooms to meet accessible requirements

- Social Services Building (129 Wyndham) – Renovated Lobby to meet accessible requirements
- Webster Place Housing (169 Gordon Street Fergus)
- Palmerston Affordable Housing
- Hillsburgh Library
- Palmerston Library

**2019 accessible improvements:**

- Drayton garage
- Children’s Early Years (133 Wyndham Street)
- Wellington Place Child Care Centre

**Started accessible improvements in 2019:**

- Mount Forest Housing Fourplex

**Accessibility Fund**

The County also provided \$10,000 through the Accessibility Fund to each of the following member municipalities:

- Township of Centre Wellington
- Township of Mapleton
- Town of Minto
- Township of Puslinch
- Township of Wellington North
- Guelph Eramosa Township

**Next Steps**

The County of Wellington will continue to identify, prevent and remove barriers where we find them. We will also consult with people with disabilities as we engage in the ongoing process of reviewing and refining our policies and practices to better serve our community. We continue to have one employee in every department and/or division, as well as employees who are responsible for uploading online material, trained on accessible documents. Next year, we will report on the actions taken during 2020 to meet the commitments in our multi-year accessibility plan and address AODA requirements.

**More Information**

The County of Wellington is committed to making sure accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would like to hear from you. Do you have any feedback or ideas on what has been accomplished so far or could be added?

**Please contact us with your questions, alternate formats available upon request.**

Contact Information:

**Phone**

519.837-2600 x2650

**Mail**

Christine Carbone  
Human Resources Assistant  
County of Wellington Administration Centre  
74 Woolwich Street  
Guelph ON N1H 3T9

**Email**

[christinec@wellington.ca](mailto:christinec@wellington.ca)



***Mount Forest District Chamber of Commerce  
Meeting Minutes***

December 3, 2019

**I. Call to order**

Shawn McLeod called to order the regular meeting of the Mount Forest District Chamber of Commerce at 7:08 pm on December 3, 2019 at boardroom at Marcc Apparel with quorum present.

Roll Call: Callee Rice, Sharon Wenger, Shawn McLeod, Pam Carson, Dale Small

Guest: Bill Nelson            Regrets: Jesse Gerva, Michelle VanEssen, Lisa Hern, Devon Madden, Dan McCallum

**II. Review of Economic Development Report and Council Notes**

Dale Small presented the Economic Development Report (attached)

No Council Notes as Councillor Hern was unable to attend this evening's meeting

**III. Approval of minutes from last meeting**

November minutes not yet completed and available; will review and approve along with December minutes

**IV. Treasurers report/monthly cheque log/expenditure Review & Approval**

Treasurers report/monthly cheque log/expenditures for November were reviewed by the group; Motion to pass as presented was put forth by Sharon Wenger, 2<sup>nd</sup> by Pam Carson, all in favour and motion passes. Reports passed attached.

**V. Open Issues From Minutes**

- a) Special Guest, Bill Nelson, presented us with current changes to our insurance coverage and information regarding liability insurance in todays world. In summary, we had an old policy that had been grandfathered in that was not approved for renewal. In acquiring new coverage to suit our needs our premiiums have now risen from \$5278 annually to \$7462 annually (this is the total for our building insurance, directors and

officers liability insurance as well as general liability coverage) (\$5 million coverage for liability)

- b) Membership Update – we are down to the following members with outstanding dues; Circle K, Heartland Animal Hospital, Homer Mount Forest Magazine, Officers Auto Care, Quar Dream Equestrian Centre, Shamadon Resort, SJ Chartered Accountants and TD Canada Trust. Saugeen Community Radio is also outstanding however when Devon approached Rob he seemed to think it was part of an agreement that they did not pay for membership; due to Devon's employment status with Saugeen Community Radio, Shawn Mcleod agreed to follow up on looking into this
- c) Fireworks Festival Update, Sharon
  - FEO application for Top 100 Festival has been submitted; results to be announced at FEO Conference at the end of February
  - Fireworks Festival submitted a float in this years Santa Claus Parade and handed out suckers with Save the Date Highlight cards attached to them
  - Dave and Sharon will follow up with the storage issues in the new year
- d) Christmas Promotions:
  - Gentlemen's Night is starting to come together; we now have 9 confirmed businesses participating that night. Businesses have a very negative opinion of the event so we really need to try and help spread some positivity as this has been a challenge in getting participants.
  - Devon will be out and about that night at the participating businesses handing out envelopes of Chamber Bucks to random shoppers to thank them for shopping local just like on Ladies Night
  - Devon will be doing social media posts for the participating businesses leading up to the event just as she did for the Ladies Night
- e) Boardroom Renovations Update:
  - Latest update from contractor is that the project will be started before the years end
- f) December AGM and BA5
  - BA5 combined with 2019 Chamber AGM is set for December 10, 2019 to be held at Younique Scrapbooking

- David Sharpe will be in attendance to present our year end financials at the AGM
- Jesse Gerva will be doing a presentation at the AGM highlighting the year and what the Chamber accomplished as well as a peak at the vision and goals for 2020
- Devon is working with Crystal Seifried to put together a slide show that will run in the background during the event as a nod to our 70<sup>th</sup> Anniversary

#### **VI. New business**

##### **a) Round Table**

- We have been approached by the Rural Route regarding putting together a Chamber highlight section with other Chambers (what is a chamber, what do they do, etc.). Taking into consideration costs, lack of say in how the article would be presented it was voted that we would not be participating in this
- Still need to have David Sharpe make a correction in our accounting software reflecting the rent deposit on hand for Unit D since acquiring the new tenant

#### **VII. Adjournment**

Facilitator Shawn McLeod adjourned the meeting at 9:08 pm

Minutes Typed and Distributed by Sharon Wenger

**Mount Forest District Chamber of Commerce**  
**Balance Sheet As at Nov 30, 2019**

**ASSET****Current Assets**

|                                  |           |                   |
|----------------------------------|-----------|-------------------|
| Petty Cash                       | 100.00    |                   |
| Petty Cash - OTF Community Ac... | 0.00      |                   |
| Cash Float - Fireworks Festival  | 0.00      |                   |
| Chequing Bank Account            | 40,564.86 |                   |
| OTF Community Account            | 53,727.29 |                   |
| <b>Total Cash</b>                |           | 94,392.15         |
| Accounts Receivable              | 3,935.20  |                   |
| Allowance for Doubtful Accounts  | -3,076.99 |                   |
| Due from OTF Community Anim...   | 0.00      |                   |
| <b>Total Receivable</b>          |           | 858.21            |
| Prepaid Entertainment            |           | 7,195.50          |
| <b>Total Current Assets</b>      |           | <u>102,445.86</u> |

**Capital Assets**

|                              |  |                   |
|------------------------------|--|-------------------|
| Office Furniture & Equipment |  | 0.00              |
| Computer Equipment           |  | 0.00              |
| Building                     |  | 439,000.00        |
| <b>Total Capital Assets</b>  |  | <u>439,000.00</u> |

**TOTAL ASSET** 541,445.86

**LIABILITY****Current Liabilities**

|                                  |         |                  |
|----------------------------------|---------|------------------|
| Accounts Payable                 |         | 8,593.53         |
| Pre-Paid Rent - Unit A           |         | 1,043.95         |
| Pre-Paid Rent - Unit C           |         | 728.00           |
| Pre-Paid Rent - Unit D           |         | 734.46           |
| Vacation payable                 | -28.57  |                  |
| Vacation Pay Clearing            | 28.57   |                  |
| <b>Total Vacation Payable</b>    |         | 0.00             |
| EI Payable                       | 106.14  |                  |
| CPP Payable                      | 237.24  |                  |
| Federal Income Tax Payable       | 248.37  |                  |
| <b>Total Receiver General</b>    |         | 591.75           |
| GST Charged on Sales             | -1.91   |                  |
| GST Paid on Purchases            | -340.30 |                  |
| <b>GST Owing (Refund)</b>        |         | -342.21          |
| <b>Total Current Liabilities</b> |         | <u>11,349.48</u> |

**Long Term Liabilities**

|                                    |  |                   |
|------------------------------------|--|-------------------|
| Mortgage Payable                   |  | 244,026.34        |
| <b>Total Long Term Liabilities</b> |  | <u>244,026.34</u> |

**TOTAL LIABILITY** 255,375.82

**EQUITY****Retained Earnings**

|                                   |                   |
|-----------------------------------|-------------------|
| Retained Earnings - Previous Year | 157,830.10        |
| Investment in Capital Assets      | 56,641.58         |
| Unrestricted Net Assets           | 55,413.39         |
| Current Earnings                  | 16,184.97         |
| <b>Total Retained Earnings</b>    | <u>286,070.04</u> |

**TOTAL EQUITY** 286,070.04

**LIABILITIES AND EQUITY** 541,445.86



**Directors Meeting Minutes  
December 10, 2019**

**MEETING MINUTES**

Attending: Tom Gorecki, Faye Craig, Lisa Hern, Mitch Keirstead, Paula Coffey, Jacklyn Winter

Jacklyn called meeting to order @ 5:35pm

Approval of Minutes - Approved by Paula, Bonnie seconded

Business Arising From Previous Meeting:

Downtown Christmas Decorations:

- Jacklyn has been exploring options on where and how to purchase new/second hand Christmas decorations for downtown for next year
- Faye would like to recommend we purchase more decorations to extend them further down the street
- Jacklyn asked all those with ideas on companies, or suppliers for new/used decorations to please email her

Easter Egg scavenger Hunt Update

- All businesses have been notified about the event
- Jacklyn will follow up in 1 week to see whom is interested in participating
- Paula will speak with Robert from the Legion to see if they would help us with this event (Jacklyn has emailed the Legion- with no response)

Window Clings:

- Smaller size would be best
- Jacklyn will have sample and new quote for the next meeting
- Smaller than 5" X 7"

New Business

2020 AGM Meeting:

- Date chosen for 2020 AGM - October 22, 2020
- Tom has some suggestions for a guest speaker for the evening (he will bring some further information to the next meeting)
- Jacklyn asked everyone else to please bring their suggestions to the next meeting as well



Digital Sign:

- Jacklyn had a quote sent over from Libertelevision for a large electronic sign that was quoted back in 2018
- The quote came in extremely high and out of budget, and at this point the directors feel a sign is an unnecessary cost

Music on the Street:

- Bonnie has spoken with the Presbyterian Church and they will be playing Christmas music on Saturdays from 10-6, every 15 minutes. We are calling this music in the air
- Jacklyn will advertise this on FB and thank the Church

New Service Group Sign:

- Jacklyn asked the group to please help make the final decision on whom should and should not be included on the new group board
- It was determined that Second Look, GITWH, be added to the existing groups.
- Jacklyn will contact the girl guides to see how they contribute to our community (as some thought this group should not be included)
- Final design proof was shown to the group, a few concerns were brought up 1. Perhaps there are too many poppies on the design 2. Perhaps the word club should be groups?

Committee Reports-

Economic Report - Presented by Councilor Hern

Council Report - Councilor Lisa Hern

\*\*\*See attached report\*\*\*

Agenda Approval- Additions and deletions

- Mitch owner of Eclectica the Gift Store, attended the meeting to discuss his concerns with the proposed BIA
- Mitch noted he has written a letter to the Township with his concerns as well as the Advertiser to be published in the newspaper
- Mitch wishes the Township consider delaying the BIA, and hold some information sessions where the community and business can have their voices heard
- Mitch noted he was disappointed that he did not receive a notice of a proposed BIA, and was upset with the lack of information he received as well as the lack of time he and others had to prepare for the information night

Presidents Report

- Tom made note that The Arthur Chamber currently has not much to chat about in regard to the BIA, until the council has made their decision on Monday that we do not have any further information then all the business do.
- All BIA questions should be directed to Dale Small as he the best person to speak to at the moment

Correspondence

- None

-

Financial Report:

- 58 members currently and only 3 outstanding payments
- Ontario Chamber of Commerce bill to be paid in January (approx \$550.00)

New Business:CPR/First Aid:

- Bonnie mentioned she was approached by a CPR instructor, and proposed the idea of offering our space for host discounted CPR courses
- Paula will email Jacklyn a list of business approved CPR instructors.
- Once an instructor is chosen and is interested in teaching these courses at the Chamber, Jacklyn will look at advertising to host a class at the Chamber
- Courses will be offered firstly to businesses, secondly community members

Shred It:

- Bonnie noted Shred It offered their services to us. It was noted that we do not need this service at this time

Meeting Closed - Jacklyn motioned meeting closed, Tom seconded at 6:45pm

Next Meeting Date:

January 14th, 2020

Meeting Outline for 2020:

February 11<sup>th</sup> @ 5:30pm  
 March 10 @ 5:30pm  
 April 14<sup>th</sup> @ 5:30pm  
 May 12<sup>th</sup> @ 5:30pm  
 June – No Meeting  
 July - TBD  
 August 11<sup>th</sup> @ 5:30pm  
 September 8 @ 5:30pm  
 October 13<sup>th</sup> @ 5:30pm  
 November 10th @ 5:30pm  
 December 8<sup>th</sup> @ 5:30pm

Dates to Remember:

October 22<sup>nd</sup>, 2019 -AGM

**MOUNT FOREST BUSINESS IMPROVEMENT ASSOCIATION  
MEETING AGENDA  
JANUARY 14, 2020 @ 8.00 A.M.  
LEISURE ROOM, MOUNT FOREST SPORTS COMPLEX  
850 PRINCESS STREET, MOUNT FOREST**

**Members Present:** Dwight Benson, Andrew Coburn, Bill Nelson  
Councillor Burke, Peter Mohr, Callee Rice  
Murray Townsend

**Members Absent:** Kayla Morton, Jeanean Mousseau

**Staff Present:** Mike Givens, Dale Small, Karren Wallace

**CALLING TO ORDER** – Bill Nelson; Current Chair Mount Forest BIA

**ADOPTION OF THE AGENDA**

RESOLUTION: BIA MF2020-001

Moved: Callee Rice

Seconded: Peter Mohr

*THAT the Agenda for the January 14, 2020 meeting of the Mount Forest Business Improvement Association be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

None

**ADOPTION OF MINUTES**

N/A

**ITEMS FOR CONSIDERATION**

1. Karren Wallace, Director of Legislative Services/Clerk of the Township of Wellington North led a discussion on the following By-laws applicable to the BIA. Copies of the by-laws had been included in the agenda package distributed to all Board Members prior to the meeting:
  - Procedure By-law 120-19
  - By-law 115-19 designating the BIA Area within Mount Forest
  - By-law 117-19 appointing the members of the BIA Board of Directors
  - By-law 119-19 to establish a Board of Directors

2. **Appointment of Chair**

RESOLUTION: BIA MF2020-002

Moved: Dwight Benson

Seconded: Murray Townsend

*THAT the Mount Forest Business Improvement Association appoint Andrew Coburn as Chair of the Mount Forest Business Improvement Association for the term of Council (December 2022)*

CARRIED

3. **Appointment of Recording Secretary**

After some discussion it was agreed that this position would stay vacant at this point in time and that Chair Andrew would work towards finding a Board Member to take it on.

**4. Appointment of Treasurer**

RESOLUTION: BIA MF2020-003

Moved: Dwight Benson

Seconded: Callee Rice

*THAT the Mount Forest Business Improvement Association appoint Murray Townsend as Treasurer of the Mount Forest Business Improvement Association for the term of Council (December 2022)*  
CARRIED

**5. Mount Forest BIA statement of operations**

Bill Nelson presented the Draft Statement of Operations for the period ended December 31, 2019 and a copy is attached to this report. Some minor corrections need to be made to the statement and will be represented for acceptance at the next meeting and then submitted to the Council of the Township of Wellington North

**6. 2020 Budget & Plans**

As time was running short a brief discussion took place on the 2020 budget and workplans. From a budget perspective council has approved a 2020 BIA Tax levy of \$30,000, (\$361.45/property) so the important item moving forward is to determine how best to utilize these funds. A list of suggestions from Kayla Morton was also shared. Potential opportunities include:

|  |  |
|--|--|
| Maintenance and Flowers  | Planters and benches                         |
| Wifi in our downtown   | Digital Main Street, etc.                    |
| Blade Signage  | New Christmas displays/decorations           |
| More events in our downtown (support to Retail Committee/downtown.mountforest group) | BIA sponsor purchase of Bistro Tables/Chairs |
| New Light Poles South of 6 & 89  | Marketing & Promotions                       |
| Street Cleaning  | Closer partnership with Chamber              |
| Bubble Art in vacant store windows   |  |

As time was running short and Directors had to leave it was recommended by the Chair that another meeting needed to be scheduled with the specific purpose to work on not only the short-term 2020 plan but a plan through to December 2022.

**NEXT MEETING**

Next meeting to be scheduled for Tuesday January 28<sup>th</sup> from 8:00am – 9:30am

**ADJOURNMENT**

RESOLUTION: BIA MF2020-004

Moved: Peter Mohr

Seconded: Bill Nelson

*THAT the Mount Forest Business Improvement Association meeting of January 14, 2020 be adjourned at 9:40 am.*

CARRIED

---

**CHAIR**


---

**SECRETARY**

**MOUNT FOREST BIA  
DRAFT STATEMENT OF OPERATIONS  
for the year ended December 31, 2019**

**INCOME:**

|                                  |     |                 |
|----------------------------------|-----|-----------------|
| PROPERTY OWNERS CONTRIBUTIONS    |     | \$ 30,000.00    |
| REIMBURSEMENT FOR STREETCLEANING | A/R | 2,800.00        |
| REFUND OF HST                    | A/R | <u>1,427.51</u> |
|                                  |     | 34,227.51       |

**EXPENSES:**

|                                    |              |                  |
|------------------------------------|--------------|------------------|
| MAINTENANCE & FLOWERS              | \$6,650.23   |                  |
| PLANTERS                           | 5,532.48     |                  |
| PROMOTIONS                         | 1,000.00     |                  |
| STREET CLEANING                    | 2,080.00     |                  |
| AGM (POSTAGE,ADVERTISING,ETC)      | 347.49       |                  |
| APPRECIATION RECOGNITION (2018-19) | 470.00       |                  |
| BANK CHARGES                       | <u>20.25</u> |                  |
|                                    |              | <u>16,100.45</u> |

**SURPLUS** \$ 18,127.06

**OPENING BALANCE** 52,078.53  
**CLOSING BALANCE** \$ 70,205.59

**Fw: Ideas**

Dale Small <dalevsmall@hotmail.com>

Tue 2020-01-14 6:58 AM

To: Dale Small <dalevsmall@hotmail.com>

----- Original message -----

From: Kayla Morton <youngstersonmain@icloud.com>

Date: 2020-01-13 5:32 p.m. (GMT-05:00)

To: Dale Small <dsmall@wellington-north.com>

Subject: Ideas

Thanks for peaking this. It looks longer then it is. I'm going to send this to Jeancan at Moose Mountain too. She's practically my other half.

Have fun tomorrow!

Flowers in summer are AMAZING, but our Christmas display is leaving the town wanting.

1- Fix the broken Snowflakes?

2- buy more to match

3-Use the power from the snowflake to wrap the pole with lights as well.

- Suggesting this because we need more light, BUT know that the trees are not able to be wrapped.

4- Outdoor photo op location (downtown) Gives an opportunity for social media in get in on the BIA and Mount Forest. Consider Santa photos for one afternoon to boost store sales.

- In front of Museum?
- Library?

Is it possible for the BIA to SPONSOR a dog park? I cannot think of a location within the BIA limits that would suit. But this is a perfect way to re-introduce the BIA into Mount Forest. An immediate (and small cost) way to draw attention to the organization. Old Arena has a space 3/4 fenced.

- Finish the fencing

-garbage bin

-signage thanking BIA.

I am assuming this land is maintained by the township, so could they also pitch in to cover cost?

The one meeting that I came to for the Revitalization Committee benches were mentioned a few times. Can the BIA reimburse (partial or full) a business for a bistro set, or bench purchased for Main St streetscape. Obviously to be maintained and stored by business owner.

Retail Committee has been started in town. We could use a little funding in order to get flyers printed, street decor bought, use it for draws, Chamber Bucks etc. We have events planned for the year, and hope we can bring more people downtown shopping.

Kayla Morton

Youngsters On Main | Owner Operator |

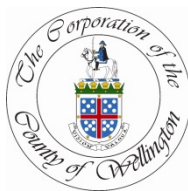
281 Main st S

Mount Forest On

N0G 2L1

Store (519) 509-0884

Mobile (905) 449-0884



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

Prepared by the County of Wellington Planning and Development Department

**DATE:** January 22, 2020  
**TO:** Mayor and Council  
 Township of Wellington North  
**FROM:** Michelle Innocente, Senior Planner  
 County of Wellington  
**SUBJECT:** **Owner: 579575 Ontario Ltd.**  
**Property: Part Lot 3, South of Miller Street, Parts 1 and 3,**  
**Reference Plan 61-21724**  
**170 Miller Street**  
**Township of Wellington North (Mount Forest)**  
**Part Lot Control Exemption Application**

The purpose of this proposed part lot control exemption is to allow for the division and conveyance of 2 semi-detached units on separate lots. The semi-detached dwelling is under construction.

A draft reference plan (attached as Schedule 1 to this report) has been submitted showing the divided semi-detached units.

The subject land is designated Residential in the Official Plan and is zoned Medium Density Residential (R2). The subject lands were recently severed from the adjacent property through consent application B36/19. A minor variance (application A14/18) was granted by the Township to allow for the construction of a semi-detached dwelling (2 units) with a reduced rear yard setback of 6.22 m (20.4 ft) whereas the by-law requires 7.6 m (24.9 ft).

The lot areas and lot frontages for the semi-detached units appear to comply with the zoning by-law requirements for semi-detached dwellings. A 3-metre wide water service easement has been provided along the east side of the property (see Schedule 1).

The corresponding by-law with a full legal description of the parcel is listed on the agenda for Council's consideration. Once the By-law is approved by Council it will be forwarded to the County for registration.

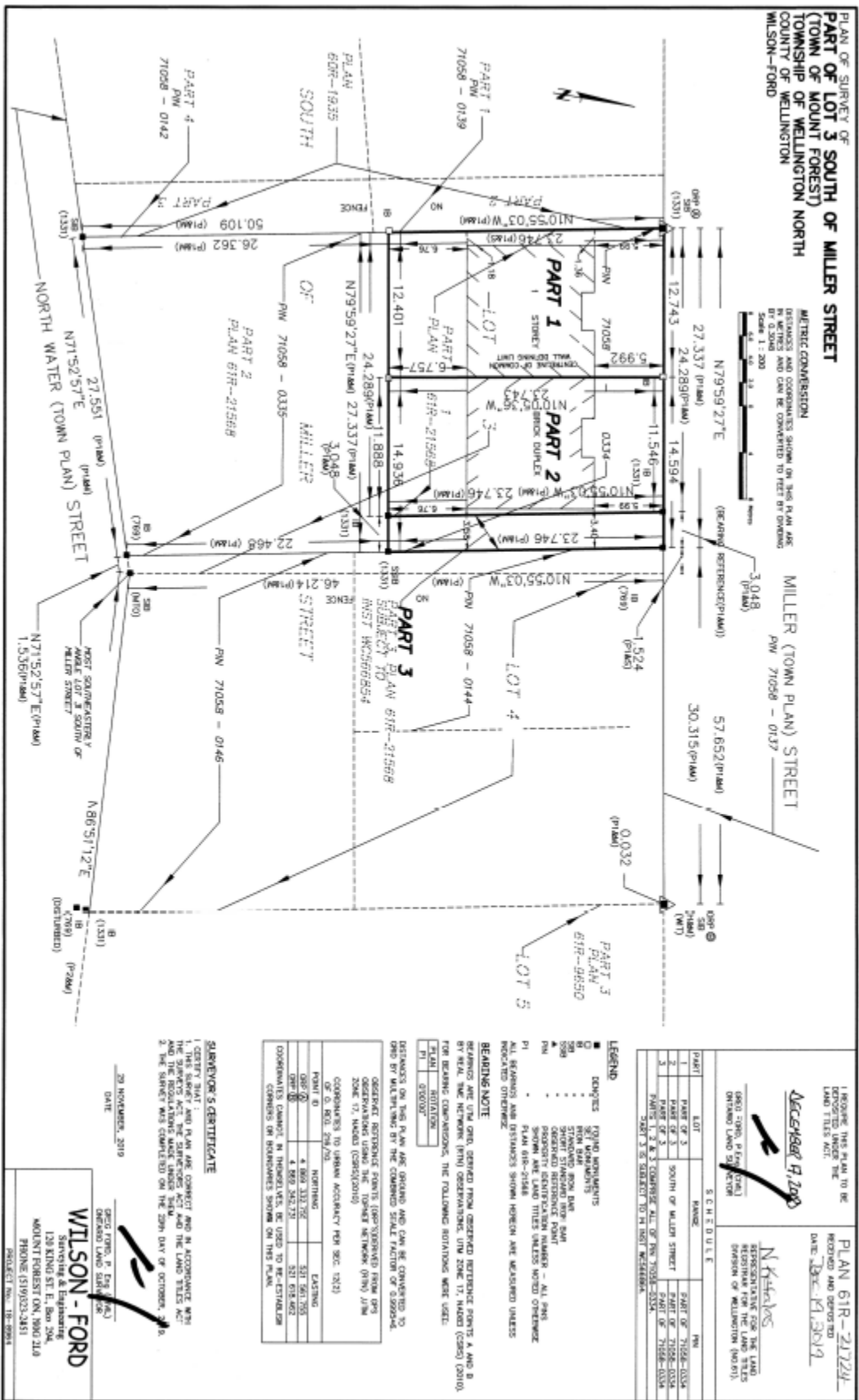
Respectfully submitted  
 County of Wellington Planning and Development Department

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michelle Innocente'.

Michelle Innocente, RPP  
 Senior Planner  
**Schedule 1: Draft Reference Plan**

Schedule 1: Draft Reference Plan







**B. M. ROSS AND ASSOCIATES LIMITED**

**Engineers and Planners**

Box 1179, 206 Industrial Drive  
 Mount Forest, ON, Canada N0G 2L0  
 p. (519) 323-2945 • f. (519) 323-3551  
[www.bmross.net](http://www.bmross.net)

File No. 08145

January 22, 2020

**BY EMAIL ONLY**

**Darren Jones, CBO**

Township of Wellington North  
 7490 Sideroad 7 W, P.O. Box 125  
 Kenilworth, ON N0G 2E0

**Re: Lucas Subdivision, Mount Forest (Reeves Construction Limited)  
 Draft Plan 23T-79087  
 Preliminary Acceptance of Stage 4, Phase 1 (Lots 8 to 20)  
 Final Acceptance of Stages 1 & 2, Phase 1 (Lots 8 to 20)  
 Securities Reduction, Phase 1**

Reeves Construction Limited (Reeves) entered into a Subdivision Agreement with the Township for the Lucas Subdivision, on June 26, 2017. In accordance with terms of that Agreement, Reeves, through their Engineer, Cobide Engineering Inc., is requesting Preliminary Acceptance for Stage 4 of Phase 1 (i.e. sidewalk and surface lift of asphalt), Final Acceptance for Stage 1 & Stage 2 of Phase 1 (SWM pond, sewers, watermain, road), and a securities reduction for Phase 1.

**Phase 1 – Preliminary Acceptance for Stage 4**

In 2019, Reeves constructed sidewalk from King Street to the southerly edge of Lot 11 (as well as on King Street, from Ronnie's Way to the 440 King Street East driveway). On October 5, 2019, Reeves' contractor placed the surface lift of asphalt on Phase 1 roadways (as well as on King Street). We are in receipt of the following related documentation:

- January 6, 2020, certification letter from Cobide Engineering for Stage 4 Works
- Asphalt (HL3) mix design.
- Asphalt (HL3) compaction test results, as completed by CMT Engineering.

BMROSS has observed the completed works and supports the request for Preliminary Acceptance.

The 2-year maintenance period for the surface lift of asphalt will expire on October 5, 2021.

### **Phase 1 – Final Acceptance for Stage 1 & Stage 2**

Reeves constructed municipal servicing and roadways for Phase 1, which was completed by December, 2017. By resolution of Council on January 8, 2018, Preliminary Acceptance was granted for Stages 1 & 2 of Phase 1 (SWM facility, storm sewer, sanitary sewer, watermain, lot services, and road except not the surface lift of asphalt). Final property matters were resolved by January 18, 2018. Therefore, the 2-year maintenance period expired on January 18, 2020. In December 2019, a site review meeting was held, and the identified deficiencies were subsequently addressed by Reeves. We are in receipt of the following related documentation:

- CCTV of the main line sanitary sewer, in June, 2019.
- CCTV of a sanitary sewer repair completed in September, 2019.
- An October 31, 2019, Cobide letter confirming deflection testing was completed on all flexible sewers.
- January 6, 2020, certification letter from Cobide Engineering for Stage 1 and Stage 2 Works, including a statement that all deficiencies have been addressed, and photographs of resolved deficiencies were attached.
- A January 6, 2020, letter from the County of Wellington indicating their general acceptance of the Works constructed through 440 King Street easement (storm sewer outlet from Lucas Subdivision rear yard sewers to the King Street storm sewer)
- As Recorded drawings, dated June 13, 2019.
- Service Record Sheets, dated June 14, 2019.

A sanitary sewer repair was made in September, 2019 (rolled gasket), and the roadway was restored prior to placement of the surface course of asphalt on October 5, 2019.

Some sections of curbing had originally been poured during colder weather, without an insulating blanket. However, monitoring of the curb during the past two years indicates the curb condition has remained satisfactory, so the Township has decided to accept that curbing work.

BMROSS and Township staff met with Cobide Engineering and Reeves on December 4, 2019, for a general overview of the works constructed since a previous June 4, 2019, site review meeting. Additional observations were made by BMROSS on follow-up December 11 & 12 site visits.

Reeves is requesting Final Acceptance for Stage 1 & Stage 2 of Phase 1. Based on the foregoing documentation and results of our site visits, we support this request. Upon granting Final Acceptance, the Township will be responsible for the operation and maintenance of the Stage 1 & Stage 2 Phase 1 Works.

We note that the 2-year maintenance period for watermain and sanitary sewer sections, that were not constructed until 2018, are subject to the Phase 2 maintenance period duration. We further note that Preliminary Acceptance for Stage 3 (street lighting and utilities) of Phase 1 was granted by Council effective October 9, 2018. Therefore, the Stage 3 warranty period expires on October 9, 2020.

## Securities

Phase 1 securities, in the form of a Letter of Credit, was provided to the Township in 2017 by Reeves in the amount of \$722,881.44. By resolution of Council dated April 23, 2018, the Phase 1 securities amount was reduced to \$245,195.15. By resolution of Council dated October 9, 2018, the securities were further reduced to an amount of \$169,920.69. Subject to Council passing a resolution granting Final Acceptance for Stages 1 & 2 of Phase 1, the Phase 1 securities amount can be reduced to \$60,000, for Stages 3 & 4.

Phase 2 securities, in the form of a Letter of Credit, was provided to the Township in 2018 by Reeves in the amount of \$328,754.44. By resolution of Council dated October 9, 2018, the securities amount was reduced to \$120,000.00. No further Phase 2 securities reductions are applicable, at this time.

Subject to Council passing a resolution granting Final Acceptance for Stage 1 and for Stage 2 of Phase 1, the securities reductions will be as follows:

| Item                               | Phase 1            | Phase 2             |
|------------------------------------|--------------------|---------------------|
| Original securities amount         | \$722,881.44       | \$328,754.44        |
| Previous total reductions          | \$552,960.75       | \$208,754.44        |
| Proposed reductions this period    | \$109,920.69       | \$0.00              |
| Total reductions to date           | \$662,881.44       | \$208,754.44        |
| <b>Remaining securities amount</b> | <b>\$60,000.00</b> | <b>\$120,000.00</b> |

*Note: Minimum securities for each Stage of each Phase to be \$30,000 until expiry of the respective maintenance period and Final Acceptance*

We enclose a copy of Reeves' December 17, 2019, Statutory Declaration Re: Payment of Accounts, for your records.

## Summary

Based on available information provided to us by Reeves and their Engineer, it is our opinion the Township could pass the following resolution:

***THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest:***

- 1. Final Acceptance for Stage 1 and for Stage 2 of Phase 1 (Lots 8 to 20), and***
- 2. A reduction in the Phase 1 securities, to the amount of \$60,000.00.***

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank Vanderloo, P. Eng.

Encls.

c.c. Letter only (by email):

Doug Reeves, Reeves Construction Limited

Travis Burnside, P. Eng., Cobide Engineering

Matthew Aston, Director of Operations, Wellington North



January 6, 2020

**BY EMAIL ONLY**

Mr. Mike Givens, CAO  
Township of Wellington North  
7490 Sideroad 7 W.,  
P.O. Box 125  
Kenilworth, ON N0G 2E0

Tel: 519- 848-3620 ext. 62  
Fax. 519-848-1119  
Email: [mgivens@wellington-north.com](mailto:mgivens@wellington-north.com)

**Subject: Lucas Subdivision – Phase 1  
Certification of Stage 4 Works  
Township of Wellington North**  
*O/Ref.: 01803*

Dear Mr. Givens:

The purpose of this letter is to certify that the Lucas Subdivision Phase 1 works outlined in Section 4.1 of the Subdivision Agreement as Stage 4 works have been completed in general conformance with the Issued for Construction Drawings and the approved specifications.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 101.

Yours truly,

A handwritten signature in blue ink, appearing to read "Travis Burnside".

Travis Burnside, P.Eng.  
Director

Encl.

cc: Mr. Doug Reeves, Reeves Construction  
Mr. Frank Vanderloo, BM Ross and Associates Ltd.

H:\Reeves\01803 Lucas Subdivision - Reeves\Construction\Substantial Performance\Phase 1\2020-01-06 le Givens re Phase 1 Stage 4 Certification 01803.docx



January 6, 2020

**BY EMAIL ONLY**

Mr. Mike Givens, CAO  
Township of Wellington North  
7490 Sideroad 7 W.,  
P.O. Box 125  
Kenilworth, ON N0G 2E0

Tel: 519- 848-3620 ext. 62  
Fax. 519-848-1119  
Email: [mgivens@wellington-north.com](mailto:mgivens@wellington-north.com)

**Subject: Lucas Subdivision – Phase 1  
Certification of Stage 1 and 2 Works  
Township of Wellington North**  
*O/Ref.: 01803*

Dear Mr. Givens:

The purpose of this letter is to certify that the Lucas Subdivision Phase 1 works outlined in Section 4.1 of the Subdivision Agreement as Stage 1 and 2 works have been completed in general conformance with the Issued for Construction Drawings and the approved specifications Phase 1 includes the works associated with the Stormwater Management Pond and both rear yard drainage systems within the development.

All deficiencies relating to Stages 1 and 2 have been addressed.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 101.

Yours truly,

A handwritten signature in blue ink, appearing to read "Travis Burnside".

Travis Burnside, P.Eng.  
Director

Encl.

cc: Mr. Doug Reeves, Reeves Construction  
Mr. Frank Vanderloo, BM Ross and Associates Ltd.

H:\Reeves\01803 Lucas Subdivision - Reeves\Construction\Substantial Performance\Phase 1\2020-01-06 le Givens re Phase 1 Stage 1-2 Certification 01803.docx



Social Services Department  
Housing Services  
T 519.824.7822 1.800.663.0750  
F 519.837.6349

056  
County of Wellington

138 Wyndham Street North  
Guelph ON N1H 4E8

January 6, 2020

Travis Burnside  
Cobide Engineering Inc.  
517 10<sup>th</sup> Street  
Hanover, ON N4N 1R4

Subject: Storm Sewer installation 440 King St Mount Forest:

Travis

As requested I am confirming on behalf of the County of Wellington that Reeves Construction did install a storm sewer along an easement at 440 King St. Work was completed including restoration of the affected grounds area.

While the County was not an inspector of the work we are not aware of any problems with the installation as completed or of any further required work. Please feel free to contact me if there are any questions.

Harry Blinkhorn  
County of Wellington  
Housing Operations Manager  
138 Wyndham St. N  
Guelph ON N1H 4E8  
P 519.824.7822 x 4340  
F 519.837.6349  
E [harryb@wellington.ca](mailto:harryb@wellington.ca)

Cc. Mark Poste

**ALTERNATE FORMATS AVAILABLE UPON REQUEST**



**STATUTORY DECLARATION RE PAYMENT OF ACCOUNTS**

DOMINION OF CANADA (IN THE MATTER of a contract, known as Subdivision Agreement (entered into between Township of Wellington North, the Municipality, ( Reeves Construction Limited, the Owner, ( AND (dated 2019, 2019 (for the servicing of Subdivision ( (in Mt Forest, Ontario.

TO WIT:

I, DOUGLAS REEVES of MOUNT FOREST in the Province of Ontario, do solemnly declare:

1. That I am President of the (President, Secretary, Treasurer, a Partner, etc.) Owner named in the Agreement above-mentioned and as such have personal knowledge of the facts hereunder declared.
2. That the said Owner has complied with the terms of the Construction Act, R.S.O. 1990, and amendments thereto
3. That with the exception of accounts listed below, all liabilities (including payment due to all staff, contractors, suppliers, Workers' Compensation Board, insurance companies) incurred by the said Owner arising out of work performed, have been discharged.

| Name & Address of Creditor                     | Service Rendered | Amount Outstanding | Total |
|--|------------------|--------------------|-------|
| NONE   |                  |                    |       |
| (If there are no accounts, enter "NONE" above) |                  |                    |       |

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

DECLARED before me at the Township of Wellington North in the County of Wellington this 17th day of December A.D. 2019

) Douglas Reeves )  
 day of )  
 )  
 ) \_\_\_\_\_

Brian Poffitt  
 A Commissioner, etc. of Notary Public

**JUSTICE OF THE PEACE  
 PROVINCE OF ONTARIO**





# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council, Meeting of January 27<sup>th</sup>, 2020  
**From:** Darren Jones, Chief Building Official  
**Subject:** CBO 2020-01 Building Permit Review Period Ending November 30<sup>th</sup>, 2019

### RECOMMENDATION

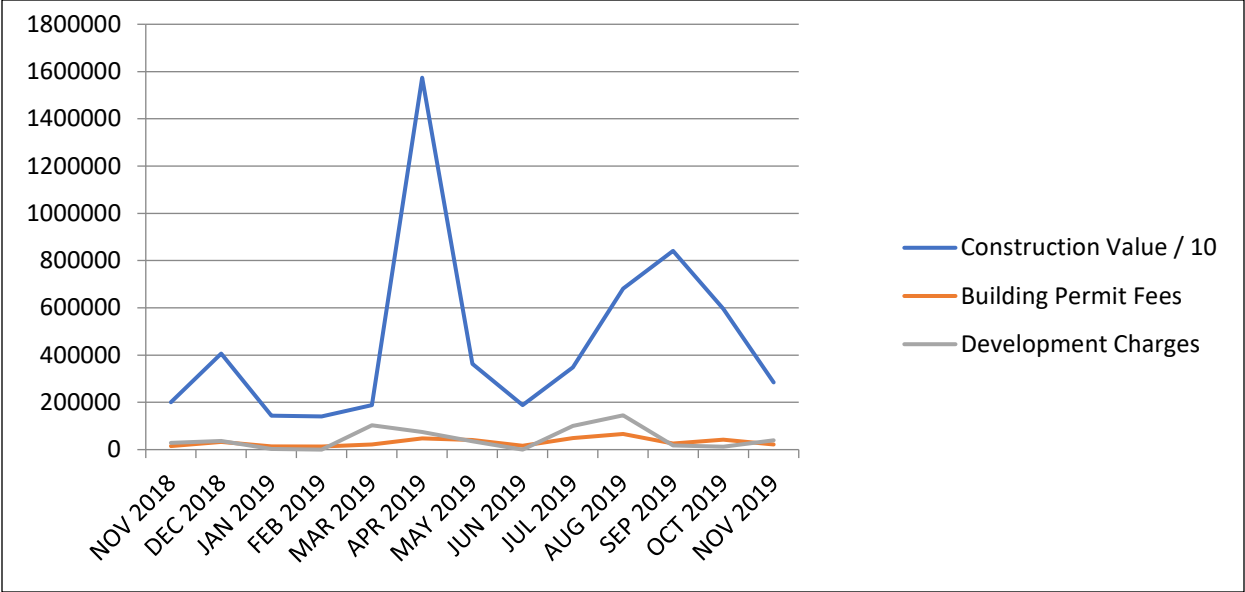
**THAT** the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-01 being the Building Permit Review for the period ending November 30<sup>th</sup>, 2019.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2019-17 Building Permit Review Period Ending October 31<sup>st</sup>, 2019
2. CBO 2018-19 Building Permit Review Period Ending November 30<sup>th</sup>, 2018

### BACKGROUND

| PROJECT DESCRIPTION     | PERMITS ISSUED | CONSTRUCTION VALUE | PERMIT FEES | DEVELOPMENT CHARGES |
|-------------------------|----------------|--------------------|-------------|---------------------|
| Single Family Dwelling  | 1              | 300,000.00         | 3,000.00    | 2,954.00            |
| Multi Family Dwelling   | 2              | 2,200,000.00       | 13,200.00   | 36,556.00           |
| Additions / Renovations | 0              | 0.00               | 0.00        | 0.00                |
| Garages / Sheds         | 4              | 209,100.00         | 2,443.35    | 0.00                |
| Pool Enclosures / Decks | 8              | 13,000.00          | 1,183.64    | 0.00                |
| Commercial              | 2              | 95,000.00          | 1,300.00    | 0.00                |
| Assembly                | 0              | 0.00               | 0.00        | 0.00                |
| Industrial              | 0              | 0.00               | 0.00        | 0.00                |
| Institutional           | 0              | 0.00               | 0.00        | 0.00                |
| Agricultural            | 0              | 0.00               | 0.00        | 0.00                |
| Sewage System           | 2              | 25,000.00          | 1,040.00    | 0.00                |
| Demolition              | 1              | 8,000.00           | 130.00      | 0.00                |
| Total November 2019     | 20             | 2,850,100.00       | 22,296.99   | 39,510.00           |
| Total Year to Date      | 251            | 49,754,850.00      | 324,398.46  | 392,900.67          |
| 12 Month Average        | 21             | 4,795,487.50       | 32,647.52   | 47,378.10           |



|                               |     |               |            |            |
|-------------------------------|-----|---------------|------------|------------|
| 10 Year Monthly Average       | 15  | 2,258,424.60  | 19,692.96  | 54,585.56  |
| 10 Year, Year to Date Average | 225 | 26,899,126.30 | 252,270.51 | 496,261.26 |

**FINANCIAL CONSIDERATIONS**

None.

**ATTACHMENTS**

None.

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
  No
  N/A

Which priority does this report support?

- Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

|                        |  |
|------------------------|--|
| <b>Prepared By:</b>    | Darren Jones, Chief Building Official        |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer |



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council, Meeting of January 27<sup>th</sup>, 2020  
**From:** Darren Jones, Chief Building Official  
**Subject:** CBO 2020-02 Building Permit Review Period Ending December 31<sup>st</sup>, 2019

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-02 being the Building Permit Review for the period ending December 31<sup>st</sup>, 2019.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2020-01 Building Permit Review Period Ending November 30<sup>th</sup>, 2019
2. CBO 2019-01 Building Permit Review Period Ending December 31<sup>st</sup>, 2018

### BACKGROUND

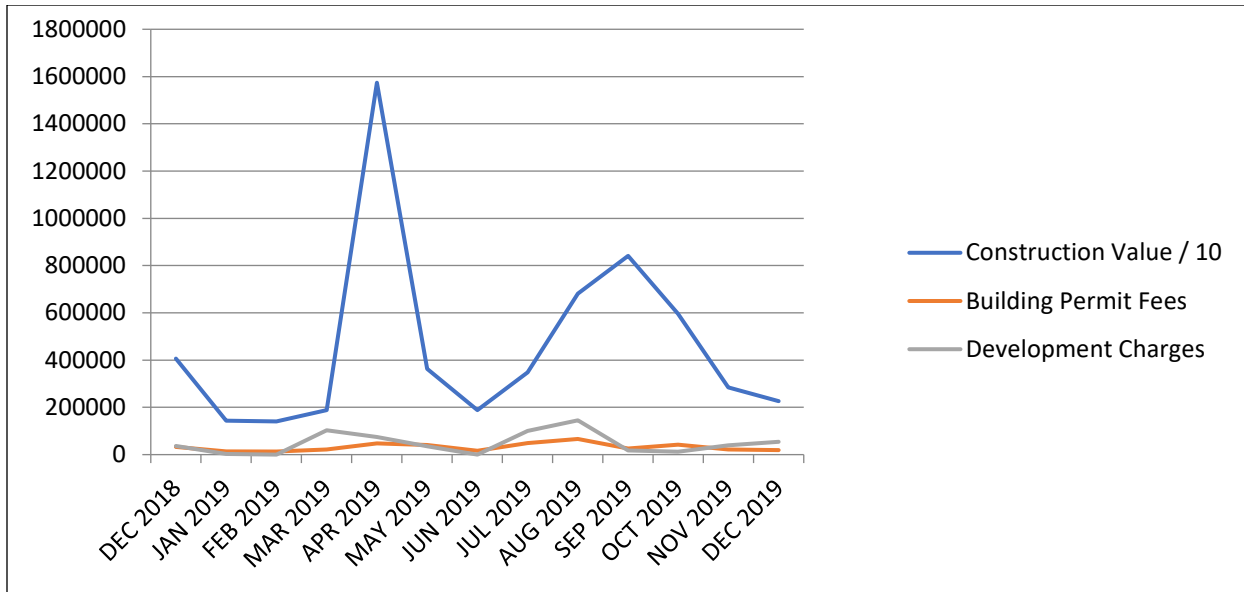
| PROJECT DESCRIPTION | PERMITS ISSUED | CONSTRUCTION VALUE | PERMIT FEES | DEVELOPMENT CHARGES |
|---------------------|----------------|--------------------|-------------|---------------------|
|---------------------|----------------|--------------------|-------------|---------------------|

|                         |   |              |          |           |
|-------------------------|---|--------------|----------|-----------|
| Single Family Dwelling  | 3 | 1,300,000.00 | 9,000.00 | 54,834.00 |
| Multi Family Dwelling   | 0 | 0.00         | 0.00     | 0.00      |
| Additions / Renovations | 1 | 10,000.00    | 341.90   | 0.00      |
| Garages / Sheds         | 0 | 0.00         | 0.00     | 0.00      |
| Pool Enclosures / Decks | 0 | 0.00         | 0.00     | 0.00      |

|               |   |            |          |      |
|---------------|---|------------|----------|------|
| Commercial    | 4 | 192,000.00 | 3,536.00 | 0.00 |
| Assembly      | 0 | 0.00       | 0.00     | 0.00 |
| Industrial    | 0 | 0.00       | 0.00     | 0.00 |
| Institutional | 0 | 0.00       | 0.00     | 0.00 |
| Agricultural  | 5 | 750,000.00 | 5,941.29 | 0.00 |
| Sewage System | 0 | 0.00       | 0.00     | 0.00 |
| Demolition    | 1 | 5,000.00   | 130.00   | 0.00 |

|                     |     |               |            |            |
|---------------------|-----|---------------|------------|------------|
| Total December 2019 | 14  | 2,257,000.00  | 18,949.19  | 54,834.00  |
| Total Year to Date  | 265 | 52,011,850.00 | 343,347.65 | 447,734.67 |

|                  |    |              |           |           |
|------------------|----|--------------|-----------|-----------|
| 12 Month Average | 22 | 4,645,320.83 | 31,503.33 | 48,901.51 |
|------------------|----|--------------|-----------|-----------|



|                               |     |               |            |            |
|-------------------------------|-----|---------------|------------|------------|
| 10 Year Monthly Average       | 8   | 1,183,260.00  | 13,619.08  | 24,507.93  |
| 10 Year, Year to Date Average | 234 | 28,363,650.80 | 267,577.84 | 521,189.51 |

**FINANCIAL CONSIDERATIONS**

None.

**ATTACHMENTS**

None.

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
  No
  N/A

Which priority does this report support?

- Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

|                        |  |
|------------------------|--|
| <b>Prepared By:</b>    | Darren Jones, Chief Building Official        |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer |



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of January 27<sup>th</sup>, 2020

**From:** Dale Small,  
Economic Development Officer

**Subject:** EDO 2020-001 Community Improvement Program

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Community Improvement Program report EDO 2020-001;

**AND FURTHER THAT** Council approve a Downtown Revitalization Blade Signage Grant:

- \$1,184 grant to Colors from Afar @ 103 Main Street North in Mount Forest.

**AND FURTHER THAT** Council approve Façade Improvement Grants:

- \$2,500 grant to Ideal Ladies Wear @ 237 Main Street South in Mount Forest
- \$1,848 grant to Mountain Hydroponics @ 144 Main Street South in Mount Forest
- \$1,848 grant to Hair on Main @ 146 Main Street South in Mount Forest

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The Wellington North Community Improvement Plan (CIP) enables the Municipality to provide grants to individuals, businesses, organizations, etc. who are making improvements to their buildings all in an effort to support revitalization and redevelopment activities in our community.

Since 2012 ninety-one applicants have submitted applications for funding. The total dollar value of improvements made in our Community is conservatively estimated at \$1.4 million and of this amount 81% has been covered by the applicants with the remaining 19% covered by grants/loans under the CIP or Downtown Revitalization Programs.

This report contains four applications for approval. All applications are eligible as per our Community Improvement Guidelines and all have been reviewed and are recommended for approval by the Community Improvement Program Review Panel (CIPRP).

A brief overview of the applications follows:

1. Application from Laura Majic owner of **Colors from Afar** which opened November 2019 at 103 Main Street North in Mount Forest. \$1,184 in eligible expenses relate to 75% of the cost

to install Blade signage at this location. Design and installation of the signage was completed by Sign Matters of Palmerston.



2. Application from Diane Hill Owner of ***Ideal Ladies Wear*** at 237 Main Street South in Mount Forest. \$2,500 in eligible expenses relate to the removal of old lighting and signage as well as the installation of new lighting and signage. Design and installation of the signage was completed by Sign Matters of Palmerston and the lighting improvements were completed by Brent Rawn Electric from Mount Forest.
3. Application from Mitchell Amaral, owner of ***Mountain Hydroponics*** which is a new business scheduled to open on February 1<sup>st</sup> at 144 Main Street South in Mount Forest. \$1,848 in eligible expenses relate to the installation of a new awning and signage. Design and installation of the signage is being completed by MARCC signs of Mount Forest.
4. Application from Brenda Hastie, owner of ***Hair on Main*** located at 146 Main Street South in Mount Forest. \$1,848 in eligible expenses relate to the installation of a new awning and signage. Design and installation of the signage is being completed by MARCC signs of Mount Forest.



### FINANCIAL CONSIDERATIONS

In 2020 **\$35,000** in Community Improvement Program funding has been approved in the Economic Development Operating budget with an additional **\$5,000** in Blade Signage funding available within our Downtown Revitalization Program. These are the first applications approved by council in 2020 and will be funded out of the above budgets.

### ATTACHMENTS

N/A

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

XX Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

XX Partnerships

Municipal Infrastructure

XX Alignment and Integration

**Prepared By:** Dale Small, Economic Development Officer *Dale Small*

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*

1/20/20

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

| <b>Cheque Number</b> | <b>Vendor Cheque Name</b>      | <b>Cheque Date</b> | <b>Amount</b> |
|----------------------|--------------------------------|--------------------|---------------|
| 75350                | Arthur Foodland                | 1/08/20            | \$19.63       |
| 75351                |                                | 1/08/20            | \$198.00      |
| 75352                |                                | 1/08/20            | \$200.00      |
| 75353                | Chalmers Fuels Inc             | 1/08/20            | \$2,626.59    |
| 75354                | Cleansweep Powersweeping       | 1/08/20            | \$9,096.50    |
| 75355                | Epoch's Garage Ltd             | 1/08/20            | \$1,240.50    |
| 75356                | Evoqua Water Technologies      | 1/08/20            | \$861.80      |
| 75357                |                                | 1/08/20            | \$275.00      |
| 75358                |                                | 1/08/20            | \$67.79       |
| 75359                | Fundex Investments Inc. In Tru | 1/08/20            | \$816.84      |
| 75360                | Garage Doors-Sales and Service | 1/08/20            | \$1,269.27    |
| 75361                |                                | 1/08/20            | \$250.00      |
| 75362                |                                | 1/08/20            | \$250.00      |
| 75363                |                                | 1/08/20            | \$275.00      |
| 75364                | Horton Brothers Enterprises Lt | 1/08/20            | \$2,610.30    |
| 75365                |                                | 1/08/20            | \$74.25       |
| 75366                | Hydro One Networks Inc.        | 1/08/20            | \$2,069.45    |
| 75367                |                                | 1/08/20            | \$169.50      |
| 75368                | K Smart Associates Limited     | 1/08/20            | \$53,901.00   |
| 75369                | Martin Agri-Drainage Ltd       | 1/08/20            | \$549.18      |
| 75370                |                                | 1/08/20            | \$347.42      |
| 75371                |                                | 1/08/20            | \$246.29      |
| 75372                | Mount Forest Foodland          | 1/08/20            | \$50.98       |
| 75373                | Mueller Plumbing Contractors   | 1/08/20            | \$288.15      |
| 75374                | Ont Mun Employee Retirement    | 1/08/20            | \$40,070.48   |
| 75375                | Perfectmind Inc                | 1/08/20            | \$1,695.00    |
| 75376                | PlayPower LT Canada, Inc.      | 1/08/20            | \$247.47      |
| 75377                | Reliance Home Comfort          | 1/08/20            | \$77.55       |
| 75378                | Royal Bank Visa                | 1/08/20            | \$3,038.14    |
| 75379                | Suncor Energy Inc.             | 1/08/20            | \$8,209.33    |
| 75380                | TD Wealth                      | 1/08/20            | \$798.12      |
| 75381                | Terryberry                     | 1/08/20            | \$195.01      |
| 75382                | Twp of Wellington North        | 1/08/20            | \$954.45      |
| 75383                | Enbridge Gas Inc.              | 1/08/20            | \$10,029.22   |
| 75384                | Upper Grand Dist School Board  | 1/08/20            | \$82,454.88   |
| 75385                | Waste Management               | 1/08/20            | \$1,054.29    |
| 75386                | Wellington Advertiser          | 1/08/20            | \$364.42      |
| 75387                | Wellington Catholic Dist Sch B | 1/08/20            | \$23,297.50   |
| 75388                | Wightman Telecom Ltd.          | 1/08/20            | \$545.81      |
| 75389                | Workplace Safety & Ins Board   | 1/08/20            | \$8,890.59    |
| 75390                | Young's Home Hardware Bldg Cen | 1/08/20            | \$867.96      |
| 75391                | 2574574 Ontario Inc            | 1/09/20            | \$4,300.00    |
| 75392                | Abell Pest Control Inc         | 1/09/20            | \$133.84      |
| 75393                | Bell Canada                    | 1/09/20            | \$776.41      |
| 75394                | Bluewater Chapter OBOA         | 1/09/20            | \$100.00      |
| 75395                | Canada Post Corporation        | 1/09/20            | \$195.49      |
| 75396                | Chalmers Fuels Inc             | 1/09/20            | \$2,538.12    |
| 75397                | Corporate Express Canada Inc.  | 1/09/20            | \$396.15      |
| 75398                | Digital Postage On Call        | 1/09/20            | \$5,650.00    |
| 75399                | Golden Triangle Human Resource | 1/09/20            | \$60.00       |
| 75400                | Grey County Fire Chiefs Associ | 1/09/20            | \$204.08      |
| 75401                | Jim's Auto Service             | 1/09/20            | \$323.97      |



| Cheque Number | Vendor Cheque Name              | Cheque Date | Amount       |
|---------------|---------------------------------|-------------|--------------|
| 75402         | Manulife Financial              | 1/09/20     | \$27,390.53  |
| 75403         | Marquardt Farm Drainage Ltd     | 1/09/20     | \$2,091.26   |
| 75404         | OMTRA                           | 1/09/20     | \$508.50     |
| 75405         | OSIM Inc.                       | 1/09/20     | \$565.00     |
| 75406         | Suncor Energy Inc.              | 1/09/20     | \$6,646.69   |
| 75407         | Turriss Sites Development Corp. | 1/09/20     | \$63.55      |
| 75408         | Wellington County Roads Superv  | 1/09/20     | \$800.00     |
| 75409         | Wellington Advertiser           | 1/09/20     | \$145.77     |
| 75410         |                                 | 1/09/20     | \$200.00     |
| 75411         | Young's Home Hardware Bldg Cen  | 1/09/20     | \$6.77       |
| 75412         |                                 | 1/15/20     | \$19.49      |
| 75413         | Chalmers Fuels Inc              | 1/15/20     | \$245.58     |
| 75414         |                                 | 1/15/20     | \$168.60     |
| 75415         |                                 | 1/15/20     | \$30.74      |
| 75416         | Go Glass & Accessories          | 1/15/20     | \$339.00     |
| 75417         | Hydro One Networks Inc.         | 1/15/20     | \$55.77      |
| 75418         | Lystek International Inc.       | 1/15/20     | \$4,865.70   |
| 75419         |                                 | 1/15/20     | \$330.00     |
| 75420         |                                 | 1/15/20     | \$50.00      |
| 75421         | Midwestern Newspapers Corp      | 1/15/20     | \$192.10     |
| 75422         |                                 | 1/15/20     | \$1,120.00   |
| 75423         | PETRO-CANADA                    | 1/15/20     | \$3,723.53   |
| 75424         | R. J. Burnside & Assoc. Ltd.    | 1/15/20     | \$4,159.27   |
| 75425         | Jim Robinson                    | 1/15/20     | \$2,768.50   |
| 75426         | Royal Bank Visa                 | 1/15/20     | \$723.20     |
| 75427         | Saugeen Community Radio Inc.    | 1/15/20     | \$1,667.88   |
| 75428         |                                 | 1/15/20     | \$42.09      |
| 75429         | The Ontario Aggregate Resource  | 1/15/20     | \$1,055.00   |
| 75430         |                                 | 1/15/20     | \$13.84      |
| 75431         | Young's Home Hardware Bldg Cen  | 1/15/20     | \$57.96      |
| EFT0000001    | Acapulco Pools Limited          | 1/08/20     | \$1,310.80   |
| EFT0000002    | Agrisan SC Pharma               | 1/08/20     | \$3,888.76   |
| EFT0000003    | AMI Attachments                 | 1/08/20     | \$1,480.30   |
| EFT0000004    | Arthur Home Hardware Building   | 1/08/20     | \$363.21     |
| EFT0000005    | Artic Clear 1993 Inc.           | 1/08/20     | \$68.40      |
| EFT0000006    | B & I Complete Truck Centre     | 1/08/20     | \$1,408.75   |
| EFT0000007    | Barclay Wholesale               | 1/08/20     | \$199.12     |
| EFT0000008    | Bluewater Geoscience Consultan  | 1/08/20     | \$5,462.42   |
| EFT0000009    | B M Ross and Associates         | 1/08/20     | \$44,586.59  |
| EFT0000010    | Caldecott Millwright Services   | 1/08/20     | \$2,684.88   |
| EFT0000011    | Canada's Finest Coffee          | 1/08/20     | \$190.90     |
| EFT0000012    | CARQUEST Arthur Inc.            | 1/08/20     | \$355.94     |
| EFT0000013    | Conseil scolaire catholique Mo  | 1/08/20     | \$856.57     |
| EFT0000014    | County of Wellington            | 1/08/20     | \$145,664.15 |
| EFT0000015    | Canadian Union of Public Emplo  | 1/08/20     | \$1,690.23   |
| EFT0000016    | DeBoer's Farm Equipment Ltd.    | 1/08/20     | \$606.29     |
| EFT0000017    | Dewar Services                  | 1/08/20     | \$79.44      |
| EFT0000018    | Eric Cox Sanitation             | 1/08/20     | \$2,284.63   |
| EFT0000019    | FOSTER SERVICES/822498 ONT INC  | 1/08/20     | \$652.58     |
| EFT0000020    | FOXTON FUELS LIMITED            | 1/08/20     | \$895.92     |
| EFT0000021    | Frey Communications             | 1/08/20     | \$9,586.08   |
| EFT0000022    | Hort Manufacturing (1986) Ltd.  | 1/08/20     | \$783.42     |
| EFT0000023    | Huronina Welding                | 1/08/20     | \$174.00     |
| EFT0000024    | Ideal Supply Inc.               | 1/08/20     | \$62.01      |
| EFT0000025    | Innovative Access Technologies  | 1/08/20     | \$904.00     |
| EFT0000026    | International Trade Specialist  | 1/08/20     | \$87.83      |
| EFT0000027    | JOB-INC Electric                | 1/08/20     | \$2,315.37   |

| Cheque Number | Vendor Cheque Name             | Cheque Date | Amount      |
|---------------|--------------------------------|-------------|-------------|
| EFT0000028    | Kwik Snaks Ltd                 | 1/08/20     | \$212.78    |
| EFT0000029    | Conseil Scolaire Viamonde      | 1/08/20     | \$916.53    |
| EFT0000030    | M & L Supply, Fire & Safety    | 1/08/20     | \$124.30    |
| EFT0000031    | Maple Lane Farm Service Inc.   | 1/08/20     | \$532.96    |
| EFT0000032    | Marcc Apparel Company          | 1/08/20     | \$22,567.58 |
| EFT0000033    | Minto Truck Centre             | 1/08/20     | \$93.56     |
| EFT0000034    | Moorefield Excavating Limited  | 1/08/20     | \$4,633.00  |
| EFT0000035    | MRC Systems Inc                | 1/08/20     | \$750.98    |
| EFT0000036    | Officer's Auto Care Inc.       | 1/08/20     | \$138.99    |
| EFT0000037    | Ontario One Call               | 1/08/20     | \$131.53    |
| EFT0000038    | Ont Clean Water Agency         | 1/08/20     | \$52,565.02 |
| EFT0000039    | Purolator Inc.                 | 1/08/20     | \$70.68     |
| EFT0000040    | Reeves Construction Ltd        | 1/08/20     | \$31,447.71 |
| EFT0000041    | Sanigear                       | 1/08/20     | \$1,181.53  |
| EFT0000042    | Shred All Ltd.                 | 1/08/20     | \$67.80     |
| EFT0000043    | Stephen Hale                   | 1/08/20     | \$1,028.30  |
| EFT0000044    | STRONGCO LIMITED PARTNERSHIP   | 1/08/20     | \$6,579.09  |
| EFT0000045    | Superior Tire Sales & Service  | 1/08/20     | \$105.95    |
| EFT0000046    | Saugeen Valley Conservation    | 1/08/20     | \$750.00    |
| EFT0000047    | T&T Power Group                | 1/08/20     | \$305.10    |
| EFT0000048    | Teviotdale Truck Service & Rep | 1/08/20     | \$581.45    |
| EFT0000049    | Triton Engineering Services    | 1/08/20     | \$46,085.37 |
| EFT0000050    | TSC Stores                     | 1/08/20     | \$649.73    |
| EFT0000051    | Assoc Mun Mgrs, Clerks & Treas | 1/09/20     | \$457.65    |
| EFT0000052    | Assoc of Mun of Ontario        | 1/09/20     | \$4,552.86  |
| EFT0000053    | CARQUEST Arthur Inc.           | 1/09/20     | \$237.53    |
| EFT0000054    | The Canadian Payroll Associati | 1/09/20     | \$316.40    |
| EFT0000055    | County of Wellington           | 1/09/20     | \$21,244.00 |
| EFT0000056    | Delta Elevator Co. Ltd.        | 1/09/20     | \$878.83    |
| EFT0000057    | Ideal Supply Inc.              | 1/09/20     | \$292.02    |
| EFT0000058    | Karl Aitken Carpentry & Genera | 1/09/20     | \$1,900.00  |
| EFT0000059    | Maple Lane Farm Service Inc.   | 1/09/20     | \$1,785.51  |
| EFT0000060    | Municipal Employer Pension Cen | 1/09/20     | \$243.23    |
| EFT0000061    | North Wellington Co-op Service | 1/09/20     | \$18.07     |
| EFT0000062    | PACKET WORKS                   | 1/09/20     | \$56.50     |
| EFT0000063    | Parks and Recreation Ontario   | 1/09/20     | \$395.50    |
| EFT0000064    | ROBERTS FARM EQUIPMENT         | 1/09/20     | \$356.06    |
| EFT0000065    | Arthur Home Hardware Building  | 1/15/20     | \$162.18    |
| EFT0000066    | Clark Bros Contracting         | 1/15/20     | \$9,382.06  |
| EFT0000067    | Coffey Plumbing, Div. of KTS P | 1/15/20     | \$75.71     |
| EFT0000068    | Excel Business Systems         | 1/15/20     | \$383.28    |
| EFT0000069    | International Trade Specialist | 1/15/20     | \$624.54    |
| EFT0000070    | North Wellington Co-op Service | 1/15/20     | \$1,852.16  |
| EFT0000071    | Ont Clean Water Agency         | 1/15/20     | \$2,050.97  |
| EFT0000072    | Pryde Truck Service Ltd.       | 1/15/20     | \$9,078.31  |
| EFT0000073    | Purolator Inc.                 | 1/15/20     | \$28.05     |
| EFT0000074    | Reeves Construction Ltd        | 1/15/20     | \$2,237.40  |
| EFT0000075    | Rural Routes Pest Control Inc. | 1/15/20     | \$79.10     |
| EFT0000076    | Society of Composers, Authors  | 1/15/20     | \$611.02    |
| EFT0000077    | Superior Tire Sales & Service  | 1/15/20     | \$135.60    |
| EFT0000078    | T&T Power Group                | 1/15/20     | \$100.41    |
| EFT0000079    | Viking Cives Ltd               | 1/15/20     | \$9.19      |
| EFT0000080    | Wellington North Power         | 1/15/20     | \$41,699.76 |

**Total Cheques: \$836,674.47**



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council  
Meeting of January 27, 2020

**From:** Adam McNabb, Director of Finance

**Subject:** Report TR2020-02 Being a report on the external auditor's (RLB LLP) audit plan for the 2019 calendar year

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report TR 2020-02 being a report on the external auditor's (RLB LLP) audit plan for the 2019 calendar year;

**FURTHER THAT** the Council direct staff to execute the agreement (engagement letter) to confirm the mutual understanding of the terms of the engagement with RLB for the purposes of auditing the consolidated statements of the Township of Wellington North.

### PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

By-Law 073-19 – A By-Law appointing and confirming the appointment of Auditors of the Corporation of the Township of Wellington North.

### BACKGROUND

On August 12, 2019 Council passed By-law Number 073-19 to appoint RLB LLP of Fergus as the Township of Wellington North's External Auditors for the years 2019 – 2020.

RLB's 2019 Pre-Audit Letter, provides Management and Council with detailed communication of the 2019 audit plan.

RLB's 2019 engagement letter confirms the mutual understanding of the terms of the engagement to audit the consolidated statements of the Township of Wellington North.

The year-end testing period is currently scheduled for the week of April 14 – 17, 2020.

|                                 |
|---------------------------------|
| <b>FINANCIAL CONSIDERATIONS</b> |
|---------------------------------|

The 2019 audit fee remains static at \$27,900, which is exclusive of HST and inclusive of the preparation of the Financial Information Return (FIR), and all out of pocket expenses required to complete the engagement. RLB has also included a reasonable amount of time for reconciliations, support and entries for closing equity, WNP, and the BIA into the above pricing based on their recent experience with the audit of the Township of Wellington North.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

RLB Pre-Audit Communication Letter to Council

RLB Audit engagement Letter, and agreement

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
                 
  No
                 
  N/A

Which priority does this report support?

Modernization and Efficiency       Partnerships  
 Municipal Infrastructure               Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Adam McNabb, Director of Finance             | <i>Adam McNabb</i>    |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer | <i>Michael Givens</i> |



January 6, 2020

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

Dear Members of Council:

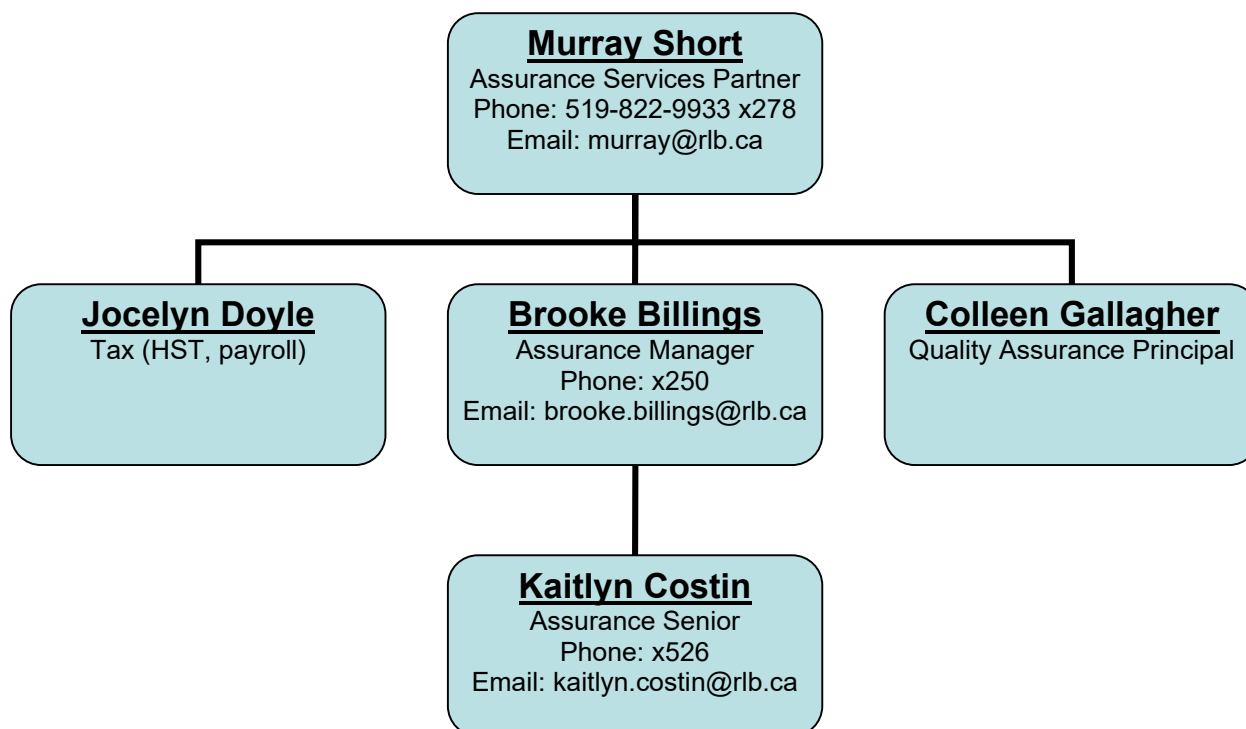
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2019. The purpose of this letter is to communicate our 2019 audit plan for The Corporation of the Township of Wellington North and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2019 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

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

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

## RLB LLP's Assurance Service Team



### Financial Reporting Responsibilities

#### *Council*

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

#### *Management*

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

#### *RLB LLP*

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

### Management Deliverables

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

### RLB LLP Deliverables

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

### Audit Approach

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

### Audit Timeline

|   |                            |
|---|----------------------------|
| Interim Audit Testing                             | December 10, 2019          |
| Communication of Audit Plan to Management/Council | January 6, 2020            |
| Year-end Testing                                  | April 14-17, 2020          |
| Reporting to Council                              | TBD                        |
| Issuance of Audit Report and Financial Statements | To follow Council approval |

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

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

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

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

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

There are no significant impacts anticipated from new standards on the financial reporting of your municipality for 2019.

*These are effective for fiscal years beginning on or after April 1, 2021.*

- PS1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances
- PS2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed
- PS3041: Portfolio Investments – defines portfolio investments, and describes accounting treatment and disclosure requirements
- PS3450: Financial Instruments – requires additional disclosure in the notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk
- PS3280: Asset Retirement Obligations – describes criteria if there is a legal obligation to remove the tangible capital asset and if the entity controls the tangible capital asset to be retired

*These are effective for fiscal years beginning on or after April 1, 2022.*

- PS3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations



**2019 Audit Plan: Materiality**

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

- Planning Materiality - \$900,000
- Materiality
  - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
  - Very significant in determining the scope of our work
  - We will review all errors in excess of 2% of materiality

**Areas of Emphasis**

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

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

Yours truly,

**RLB LLP**

Per:

A handwritten signature in black ink, appearing to read "Murray Short". The signature is written in a cursive, flowing style.

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



January 7, 2020

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

**Attention: Mr. Adam McNabb, Director of Finance**

Dear Mr. McNabb:

Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2019. The purpose of this letter is to confirm our mutual understanding of the terms of our engagement to audit the consolidated financial statements of The Corporation of the Township of Wellington North. Our statutory function as auditor of The Corporation of the Township of Wellington North is to report to the Members of Council, Inhabitants and Ratepayers by expressing an opinion on The Corporation of the Township of Wellington North's annual consolidated financial statements. Therefore, our audit will be conducted with the objective of our expressing an opinion on these consolidated financial statements.

**Our Objective, Scope and Limitations of the Audit**

We will audit the consolidated statement of financial position at December 31, 2019 and the related consolidated statements of operations and change in net financial assets and cash flows, and a summary of significant accounting policies and other explanatory information for the year then ended prepared in accordance with Canadian public sector accounting standards. Upon completion of our audit, we will provide The Corporation of the Township of Wellington North with our audit report on those consolidated financial statements in accordance with Canadian public sector accounting standards.

We will be responsible for performing the audit of The Corporation of the Township of Wellington North in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements, plan and perform the audit to attain reasonable assurance about whether the consolidated financial statements are free of material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management and, where appropriate, those charged with governance, as well as evaluating the overall presentation of the consolidated financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected because of:

- a) Factors such as use of judgment, and the use of testing of the data underlying the consolidated financial statements;
- b) Inherent limitations of internal control; and
- c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit that is designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.

Unless unanticipated difficulties are encountered, our report will be substantially in the form as set out in Appendix A.

The form and content of our report may require amendment in light of our audit findings.

Any specific restrictions on the use or intended users of the auditor's report, and statement(s) (if appropriate) about the specific restriction(s), will be set out in the auditor's report.

If our opinion on the consolidated financial statements is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion, we may decline to express an opinion as a result of this engagement.

**Our Responsibilities**

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the consolidated financial statements are free from material misstatement. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the consolidated financial statements taken as a whole, including illegal acts whose consequences have a material effect on the consolidated financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in, or enters, the public domain, we will not provide any third party with confidential information concerning the affairs of The Corporation of the Township of Wellington North without The Corporation of the Township of Wellington North's prior consent, unless required to do so by legal authority, or the Rules of Professional Conduct/Code of Ethics of the Chartered Professional Accountants of Ontario.

The objective of our audit is to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management (and the audit committee or equivalent):

- a) Misstatements, resulting from error, other than trivial errors;
- b) Fraud or any information obtained that indicates that a fraud may exist;
- c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- d) Significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error; and
- e) Related-party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management and, where appropriate, those charged with governance concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and those charged with governance in discharging their responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

**Use and Distribution of our Report**

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of The Corporation of the Township of Wellington North and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

## **Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements**

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance, acknowledge and understand that they have responsibility for:

### **Consolidated Financial Statements**

- a) The preparation and fair presentation of The Corporation of the Township of Wellington North's consolidated financial statements in accordance with Canadian public sector accounting standards.

### **Completeness of Information**

- a) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of Members of Council, Inhabitants and Ratepayers and committees of directors and other matters;
- b) Providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- c) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- d) Providing us with information regarding all related parties and related-party transactions;
- e) Any additional information that we may request from management and, where appropriate, those charged with governance for the purpose of this audit; and
- f) Providing us with unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

### **Fraud and Error**

- a) Internal control that management and, where appropriate, those charged with governance determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error;
- b) An assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- c) Providing us with information relating to fraud or suspected fraud affecting the entity involving:
  - i) management and, where appropriate, those charged with governance,
  - ii) employees who have significant roles in internal control, or
  - iii) others, where the fraud could have a non-trivial effect on the consolidated financial statements;
- d) Providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's consolidated financial statements communicated by employees, former employees, analysts, regulators or others; and
- e) Communicating its belief that the effects of any uncorrected consolidated financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

### **Recognition, Measurement and Disclosure**

- a) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- b) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- c) Providing us with information relating to the measurement and disclosure of transactions with related parties;

- d) Providing us with an assessment of all areas of measurement uncertainty known to management and, where appropriate, those charged with governance that are required to be disclosed in accordance with Measurement Uncertainty, CPA Canada Handbook – Accounting, Section 1508;
- e) Providing us with information relating to claims and possible claims, whether or not they have been discussed with The Corporation of the Township of Wellington North's legal counsel;
- f) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which The Corporation of the Township of Wellington North is contingently liable;
- g) Providing us with information on whether The Corporation of the Township of Wellington North has satisfactory title to assets, liens or encumbrances on existing assets, or assets that are pledged as collateral;
- h) Providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- i) Providing us with information concerning subsequent events; and
- j) Providing us with written representations on specific matters communicated to us during the engagement.

### **Income Tax Returns**

We will prepare federal income tax and other returns and supporting schedules. We will not audit or independently verify the data you provide for the preparation of the returns. However, we may ask for clarification of some of the information.

Management and, where appropriate, those charged with governance has ultimate responsibility for the income tax return and, therefore, the appropriate corporate officer should review the return prior to signing and filing it. In preparing the return, we rely on your representations and that you understand and have complied with the documentation requirements for all revenue and expenses. You should retain originals of all documents and records as, in the event of an examination, you may be asked to produce documents, records or other evidence to substantiate the items of revenue and expenses shown on the tax return. RLB LLP does not retain copies of any documentation. If an examination occurs, we will be available, on request, to assist you.

### **Written Confirmation of Significant Representations**

- a) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
  - i) Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements,
  - ii) Not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the engagement, and
  - iii) Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

### **Reproduction of Audit Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management and, where appropriate, those charged with governance are responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

### **Use of Information**

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a) You represent to us that management and, where appropriate, those charged with governance has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information confidential in compliance with our Firm's Privacy Statement.

### **Use of Electronic Communications**

Unless we are advised to the contrary, the services may be conducted and obligations performed by the electronic transmission of information, documents and data, including confidential and sensitive information by Internet e-mail. If the communication relates to a matter of significance and there are concerns about possible effects of electronic transmission, a hard copy of such transmission should be requested of us.

### **Terms and Conditions Supporting the Fee**

Our fees will be determined on the basis of the time spent at our standard billing rates, plus any out-of-pocket disbursements incurred. Each billing is due for payment when received. Our fee estimates take into account that the corporation will provide clerical assistance to the extent practicable, including the preparation of various schedules in advance of the year end audit. If, for any reason, The Corporation of the Township of Wellington North is unable to provide such schedules, information and help, RLB LLP and The Corporation of the Township of Wellington North will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

Interest will be charged on overdue balances at the rate of 1.17%, compounded monthly. Overdue balances are defined as those balances which remain outstanding 60 days from the date of the invoice.

In providing our services, we will consult with The Corporation of the Township of Wellington North about matters of accounting, financial reporting or other significant business issues. Accordingly, our fee reflects the time necessary for a reasonable amount of such consultation. However, should a matter require research, consultation or audit work beyond that amount, RLB LLP and The Corporation of the Township of Wellington North will agree to an appropriate revision in services and fee.

### **Limitation of Liability**

The liability of RLB LLP to The Corporation of the Township of Wellington North for a claim related to professional services provided pursuant to this agreement in either contract or tort is limited to the extent that such liability is covered by errors and omissions insurance in effect from time to time including the deductible therein, which is available to indemnify the chartered professional accountant at the time the claim is made.

In any action, claim, loss or damage arising out of the engagement, The Corporation of the Township of Wellington North agrees and understands that RLB LLP's liability will be several, and not joint and several, and The Corporation of the Township of Wellington North may only claim payment from RLB LLP's proportionate share of the total liability based on degree of fault.

In no event shall RLB LLP be liable to The Corporation of the Township of Wellington North whether the claim be in tort, contract or otherwise, for an amount in excess of the professional fees paid by The Corporation of the Township of Wellington North for the engagement to RLB LLP during the twelve month period commencing from the date of this letter.

### **Indemnification for Misrepresentation**

The Corporation of the Township of Wellington North hereby agrees to release and indemnify RLB LLP and its partners and employees, and hold them harmless from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of The Corporation of the Township of Wellington North's management, regardless of whether such person was acting in The Corporation of the Township of Wellington North's interest. This release and indemnification will survive termination of this engagement letter.

### **Working Papers**

All working papers and files, other materials, reports and work created, developed or performed by RLB LLP during the course of the audit are the property of RLB LLP, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

### **File Inspections**

In accordance with professional regulations (and by our Firm's policy), our client files may periodically be reviewed by practice inspectors, [including the Canadian Public Accountability Board (CPAB)] and by other file quality reviewers to ensure that we are adhering to professional and our Firm's standards. File reviewers are required to maintain the confidentiality of client information.



**Costs of Responding to Government or Legal Processes**

In the event we are requested or authorized by The Corporation of the Township of Wellington North or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for The Corporation of the Township of Wellington North, The Corporation of the Township of Wellington North will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request.

**Governing Law**

This engagement letter is subject to and governed by the laws of the Province of Ontario, Canada. The Province of Ontario, Canada will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

**Timely Performance**

RLB LLP will use all reasonable efforts to complete within any agreed upon time frame the performance of the services described in this engagement letter. However, RLB LLP shall not be liable for failures or delays in performance that arise from causes beyond its control, including the untimely performance by The Corporation of the Township of Wellington North of its obligations.

**Termination**

Management and, where appropriate, those charged with governance acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement. Either party may terminate this agreement for any reason upon providing written notice to the other party [not less than 30 calendar days before the effective date of termination]. If early termination takes place, The Corporation of the Township of Wellington North shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the engagement or are unable to form an opinion on the consolidated financial statements, we may withdraw from the engagement before issuing the audit report, or we may issue a denial of opinion on the consolidated financial statements. If this occurs, we will communicate the reasons and provide details.

**Other Matters**

The foregoing comments deal only with our engagement as your corporation's auditor. In the fields of taxation, management accounting and other financial matters, we would be pleased to be of further service.

Normally, our work in the area of HST and other commodity taxes is limited to that appropriate to ensure the consolidated financial statements are not materially misstated. Accordingly, the audit process may not detect situations where you are incorrectly collecting HST or incorrectly claiming input tax credits, unless material. As you are aware, failure to properly account for the HST could result in you or your corporation becoming liable for tax, interest or penalties. These situations may also arise for provincial sales taxes, custom duties and excise taxes. Accordingly, only upon your written request, will we undertake a special engagement to perform detailed work in the area of HST and other commodity taxes, as allowed by the Rules of Professional Conduct/Code of Ethics.

Our engagement cannot be relied on to uncover errors or irregularities in the underlying information incorporated in the income tax returns, should any exist. However, we will inform you of any such matters that come to our attention.

We look forward to being of service to you. The arrangements outlined in this letter will be reviewed with you annually but will continue in effect from year to year unless changed by either party in writing. If these arrangements are in accordance with your understandings, please sign the letter in the space provided and return one copy to us. If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,



M. D. P. Short, MBA, CPA, CA, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

I agree with your understanding of the terms of your engagement as auditors of The Corporation of the Township of Wellington North as set out in this letter.

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

Per:

\_\_\_\_\_  
Adam McNabb

Date: \_\_\_\_\_

APPENDIX A

**INDEPENDENT AUDITOR'S REPORT**

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

**Opinion**

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Wellington North, which comprise the statement of financial position as at December 31, 2019 and the statements of operations and change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North as at December 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Basis of Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

### **Auditor's Responsibility for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the consolidated financial statements is located at RLB LLP's website at: [www.rlb.ca/additional-auditor-responsibilities-consolidated](http://www.rlb.ca/additional-auditor-responsibilities-consolidated). This description forms part of our auditor's report.

Guelph, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

|                                    | 2019<br>Actuals<br>YTD | 2019<br>Budget<br>Dec 31 | Actual vs<br>Budget YTD<br>(over)/under | Variance<br>% | 2018<br>Actuals<br>YTD | 2019 vs<br>2018 YTD<br>Variance |
|------------------------------------|------------------------|--------------------------|---|---------------|------------------------|---------------------------------|
| <b>REVENUE</b>                     |                        |                          |   |               |                        |                                 |
| Net Taxation (100%)                | (7,910,543)            | (7,805,584)              | (104,959)                               | 1.3%          | (7,515,089)            | (395,454)                       |
| Fees and Service Charges           | (5,460,532)            | (5,451,506)              | (9,026)                                 | 0.2%          | (5,459,187)            | (1,345)                         |
| Grants and Subsidies               | (1,476,992)            | (1,431,750)              | (45,242)                                | 3.2%          | (1,530,059)            | 53,067                          |
| Trsf from Reserves & Res Funds     | (1,097,576)            | (1,100,576)              | 3,000                                   | -0.3%         | (1,287,477)            | 189,901                         |
| Other Income                       |                        |                          |   |               |                        |                                 |
| Penalties and Interest on Taxation | (155,439)              | (175,000)                | 19,561                                  | -11.2%        | (168,893)              | 13,454 [2]                      |
| Miscellaneous                      | (197,408)              | (131,930)                | (65,478)                                | 49.6%         | (111,725)              | (85,683) [3]                    |
| Investment Income                  | (339,028)              | (269,000)                | (70,028)                                | 26.0%         | (373,750)              | 34,722 [4]                      |
| Rents, Concessions and Franchises  | (743,285)              | (744,090)                | 805                                     | -0.1%         | (712,557)              | (30,728)                        |
| Donations                          | (5,758)                | (5,600)                  | (158)                                   | 2.8%          | (17,014)               | 11,256                          |
|                                    | <u>(17,386,561)</u>    | <u>(17,115,036)</u>      | <u>(271,525)</u>                        | <u>1.6%</u>   | <u>(17,175,751)</u>    | <u>(210,810)</u>                |
| <b>EXPENSES</b>                    |                        |                          |   |               |                        |                                 |
| Council                            | 119,513                | 134,320                  | 14,807                                  | 11.0%         | 115,584                | (3,929) [5]                     |
| Administration                     | 1,252,332              | 1,291,952                | 39,620                                  | 3.1%          | 1,263,484              | 11,152                          |
| Property                           | 130,150                | 149,824                  | 19,674                                  | 13.1%         | 114,680                | (15,470) [6]                    |
| Fire Services                      | 819,252                | 833,848                  | 14,596                                  | 1.8%          | 840,378                | 21,126                          |
| Policing & Crossing Guard Services | 45,745                 | 49,825                   | 4,080                                   | 8.2%          | 49,776                 | 4,031                           |
| Conservation Authority             | 153,610                | 154,272                  | 662                                     | 0.4%          | 150,572                | (3,038)                         |
| Protective Inspections & Control   | 324,669                | 296,160                  | (28,509)                                | -9.6%         | 272,012                | (52,657) [7]                    |
| Animal Control                     | 24,916                 | 31,353                   | 6,437                                   | 20.5%         | 30,104                 | 5,188                           |
| Property Standards                 | 17,141                 | 36,374                   | 19,233                                  | 52.9%         | 28,034                 | 10,893 [8]                      |
| Roadways                           | 2,864,779              | 2,967,683                | 102,904                                 | 3.5%          | 2,589,847              | (274,932)                       |
| Street Lighting                    | 153,452                | 177,020                  | 23,568                                  | 13.3%         | 155,185                | 1,733 [9]                       |
| Cemetery                           | 49,577                 | 57,579                   | 8,002                                   | 13.9%         | 48,937                 | (640) [10]                      |
| Recreation                         | 2,600,032              | 2,665,037                | 65,005                                  | 2.4%          | 2,625,080              | 25,048                          |
| Planning                           | 49,610                 | 71,209                   | 21,599                                  | 30.3%         | 49,540                 | (70) [11]                       |
| Economic Development               | 276,705                | 226,850                  | (49,855)                                | -22.0%        | 225,795                | (50,910) [12]                   |
| WNP Holding                        | -                      | 53,100                   | 53,100                                  |               | -                      | -                               |
| Municipal Drains                   | 69,430                 | 111,009                  | 41,579                                  | 37.5%         | 70,613                 | 1,183 [13]                      |
| Rural Water                        | 5,199                  | 7,393                    | 2,194                                   | 29.7%         | 8,435                  | 3,236                           |
| Sanitary Sewers                    | 1,610,202              | 1,732,815                | 122,613                                 | 7.1%          | 1,468,875              | (141,327) [14]                  |
| Water Works                        | 1,031,513              | 1,217,262                | 185,749                                 | 15.3%         | 981,140                | (50,373) [15]                   |
| Transfers to Reserves/Res Funds    | 1,166,494              | 1,166,494                | -                                       | 0.0%          | 861,503                | (304,991)                       |
| Transfers to capital fund          | 3,683,657              | 3,683,657                | -                                       | 0.0%          | 3,909,251              | 225,594                         |
|                                    | <u>16,447,978</u>      | <u>17,115,036</u>        | <u>667,058</u>                          | <u>3.9%</u>   | <u>15,858,825</u>      | <u>(589,153)</u>                |
| <b>(SURPLUS)/DEFICIT</b>           | <u>(938,584)</u>       | <u>-</u>                 |   |               |                        |                                 |

## Township of Wellington North

### General Fund Financial Summary

Budget vs Year to Date – Ending December 31, 2019

1. The financial statement for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to financial summary were to accrue revenue for water and sewer user fees to correspond with expenses incurred. Additionally, audit fees, and municipal charges for fire services are reported on an accrual basis.

#### REVENUES

2. Penalties and Interest on Taxation: Penalty revenues trail budget and prior year as outstanding accounts have declined.
3. Miscellaneous: favourable variance largely driven by CBO fees eclipsing budget and prior year
4. Investment Income: Favourable cash balances driving increased investment income.

#### EXPENSES

5. Council: Conference / Training expenditures trailing budget is the largest contributor to favourable in-year variance.
6. Property: Utilities, Cleaning, and legal/consulting fees trailing budget are the largest contributors to the favourable in-year variance.
7. Protective Inspections & Control: Salaries, wages, and benefit costs associated with the inclusion of a development clerk in this business segment are the largest contributors to variances.
8. Property Standards: Salaries and legal fees below budget.
9. Street Lighting: Hydro costs below budget.
10. Cemetery: Variances widespread across expense profile – no standout drivers for posted variance.
11. Planning: Legal fees trailing budget is primary driver for variance.
12. Economic Development: Downtown revitalization, BR&E, and CIP grant expenditures are driving variance to budget and prior years – these will be partially offset by a transfer from the Downtown revitalization funding reserve fund that has yet to transpire (~\$26K).
13. Municipal Drains: Superintendent and Maintenance costs trail budget; however, it is anticipated that invoicing is still in the pipeline and will materialize prior to the 2019 close.
14. Sanitary Sewers: OCWA operating, I&I, materials, and disposal costs trailing budget; however, it is anticipated that invoicing is still in the pipeline and will materialize prior to the 2019 close.
15. Water Works: Salaries, consulting, maintenance, conference & training, and source water protection costs trailing budget.



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council Meeting of January 27, 2020

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2020-003 being a report on a procurement waiver on some of the Township's 2020 capital program

### RECOMMENDATION

**THAT** the Council of Wellington North receive Report OPS 2019-003 being a report on a procurement waiver on some of the Township's 2020 capital program;

**AND FURTHER THAT** the minimum forty-day tendering period detailed within the Purchasing and Procurement Policy (Policy # 003-18) be reduced for a portion of the Township's 2020 capital program, mainly:

1. Full reconstruction of Fergus Street South between King and Wellington Streets;
2. Full reconstruction of Georgina Street between Charles and Frederick Streets;
3. Watermain replacement project on Domville Street between Tucker and Clarke Streets;
4. Sidewalk installation on Eastview Drive;
5. Sidewalk installation on King Street East between 440 King Street East and London Road; and
6. Right-turn lane installation on Mount Forest Drive and Highway 6.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

Operations team, with an aim on awarding these projects in March, kindly request Council give consideration to reducing the minimum forty day posting period cited within the Township's Purchasing and Procurement Policy. In discussions with the Township Engineer, it is felt that a tendering posting of fifteen days will allow contractors enough time to accurately bid this reconstruction work while also providing the opportunity to prepare these projects for a springtime construction start.

### FINANCIAL CONSIDERATIONS

NA

### ATTACHMENTS

NA

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

 Yes No N/A

Which priority does this report support?

 Modernization and Efficiency Partnerships Municipal Infrastructure Alignment and Integration

**Prepared By:** Matthew Aston, Director of Operations

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



## MEMORANDUM OF UNDERSTANDING DAMASCUS COMMUNITY HALL

THIS MEMORANDUM OF UNDERSTANDING made in duplicate this                    day  
of                    , 2020

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
hereinafter referred to as "Wellington North"

OF THE FIRST PART

AND

THE DAMASCUS HALL COMMITTEE  
hereinafter referred to as "the Committee"

OF THE SECOND PART

The parties to this agreement wish to formalize the responsibilities related to the operation and management of the Damascus Community Hall.

### **1. Responsibilities of the Damascus Hall Committee**

- a) General cleaning and maintenance of the building and grounds including:
  - i. Interior maintenance including but not limited to cleaning, painting, replacing light bulbs, etc.
  - ii. Provide operational maintenance including but not limited to cleaning supplies, towels, tissues, etc.
  - iii. Snow removal
  - iv. Grass cutting
- b) Repair and replace refrigerators, stoves, microwaves, etc. as needed.
- c) Book rentals.
- d) Ensure all individuals/organizations have completed a rental agreement in the form attached hereto as Schedule A and all other required documentation.
- e) Provide renters access to the building and ensure the building is secured at the end of the rental period.
- f) Invoice and collect rental fees in accordance with the municipal fees and charges by-law.
- g) Remit all invoices for expenses incurred.

- h) Remit rental agreements, fees and documentation to the municipality on a monthly basis.
- i) Provide a list of Committee members to the municipality annually for insurance purposes.
- j) Notify the Township immediately of any damage to the premises or immediate repair that could impact insurance coverage.
- k) Provide an annual report to the Recreation, Parks and Leisure Committee on the status of the building, any renovations, repairs, replacement of equipment done by the Committee members.

**2. Responsibilities of the Township of Wellington North**

- a) Provide insurance coverage on the building, grounds
- b) Provide liability insurance coverage for Committee members
- c) Provide monthly revenue and expense statements to the Committee
- d) Pay to the caretaker \$150.00 per month from the Committee budget
- e) Pay invoices as received on behalf of the Committee from their budget
- f) Provide auditing services
- g) Provide monthly health and safety inspections
- h) Provide a Defibrillator, fire extinguishers
- i) Provide testing of drinking water for potability; UV bi-weekly and bacteria testing monthly
- j) Repair and replacement of capital expenditures including:
  - i. Roof
  - ii. Foundation
  - iii. Heating/cooling
  - iv. Façade repairs
  - v. Windows
  - vi. Water heater
  - vii. Well
  - viii. Septic
  - ix. Security system

**3. Rental Rates**

- a) Both parties agree to review the rental fee rate every two years with the next review in October 2020 to set the 2022 fees and charges

**4. Term of Memorandum of Understanding**

- a) Both parties agree to review the MOU every term of Council with the next review to occur December 2022 and every four years thereafter.
- b) Either party may cancel the MOU on two months written notice.

Wellington North:  
 Karren Wallace, Director of Legislative Services/Clerk  
 7490 Sideroad 7 W, PO Box 125  
 Kenilworth, ON N0G 2E0

Damascus Hall Committee:  
 Dianne MacDonald  
 8404 Line 6  
 RR4 Kenilworth  
 N0G 2E0

Rita Cudney  
 8943 Wellington Rd 16  
 RR4 Kenilworth  
 N0G 2E0

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per \_\_\_\_\_  
 KARREN WALLACE, DIRECTOR OF LEGISLATIVE SERVICES/CLERK

THE DAMASCUS HALL COMMITTEE

Per \_\_\_\_\_

Per \_\_\_\_\_

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

**BY-LAW NUMBER 007-20  
PROVISIONAL DRAIN BYLAW**

**BEING** a Provisional Drain By-law to provide for the construction of Arthur Drain 2 (Martin) Drainage Works.

**WHEREAS** the Township of Wellington North is required to undertake such repairs in accordance with Section 4 and Section 78 of *The Drainage Act*, R.S.O. 1990.

**AND WHEREAS** the work to be done involves enclosing the existing ditch in Part Lot 2, Concession 1 (Arthur Township) including filling in 230 m of existing ditch and grading it as an overflow swale and 683m of enclosed drain.

**AND WHEREAS** the estimated cost of such repairs is: \$127,615.00

**AND WHEREAS** the costs of the repairs shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done, prorata with the last revised Schedule of Assessment for the respective drain.

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

1. That the estimated costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

**READ A FIRST, SECOND TIME THIS 27th DAY OF JANUARY, 2020.**

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

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

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.**

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

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

**SCHEDULE C - Schedule for Actual Cost Bylaw  
ARTHUR DRAIN 2 (MARTIN)  
Township of Wellington North**

|   |     |                          |                                   |  | MAIN DRAIN                      |               |              |                |  |
|---|-----|--------------------------|-----------------------------------|--|---------------------------------|---------------|--------------|----------------|--|
| Con                                     | Lot | Roll No.<br>(23-49-000-) | Owner                             | Non-Grantable<br>Estimated<br>Assessment | Grantable<br>Estimated<br>Gross | 1/3<br>Grant  | Allowances   | NET            |  |
| <b><u>(Arthur Twp)</u></b>              |     |                          |                                   |  |                                 |               |              |                |  |
| F                                       | 1   | Pt N½ 4                  | 008-02100 M. Officer              | 19                                       | 195                             | 65            |              | 149            |  |
| #                                       | 1   | Pt N½ 4                  | 008-02200 H. & C. Weber           | 29                                       | 292                             | 0             |              | 321            |  |
| F                                       | 1   | Pt S½ 3                  | 008-02300 G. Martin               | 623                                      | 26,383                          | 8,794         | 100          | 18,112         |  |
| #                                       | 1   | Pt S½ 3                  | 008-02350 M. & D. Sproul          | 40                                       | 409                             | 0             |              | 449            |  |
| F                                       | 1   | N½ 3                     | 008-02400 T. & S. Kennett         | 932                                      | 16,250                          | 5,417         | 1,900        | 9,865          |  |
| F                                       | 1   | Pt 2                     | 008-02500 M. & L. Martin          | 57,885                                   | 10,510                          | 3,503         | 3,300        | 61,592         |  |
| #                                       | 1   | Pt 2                     | 008-02700 A. Tarbush              | 966                                      | 0                               | 0             | 100          | 866            |  |
| <b><u>(West Luther Twp)</u></b>         |     |                          |                                   |  |                                 |               |              |                |  |
| F                                       | 13  | 1                        | 016-09500 M. & L. Feletto         | 771                                      | 4,775                           | 1,592         |              | 3,954          |  |
| #                                       | 14  | Pt 1                     | 016-09600 Twp of Wellington North | 112                                      | 0                               | 0             |              | 112            |  |
| #                                       | 14  | Pt 1                     | 016-09700 M. Johnston             | 29                                       | 0                               | 0             |              | 29             |  |
| #                                       | 14  | Pt 1                     | 016-09800 R. & J. Goetz           | 29                                       | 0                               | 0             |              | 29             |  |
| #                                       | 14  | Pt 1                     | 016-09900 D. & B. Brooks          | 29                                       | 0                               | 0             |              | 29             |  |
| #                                       | 14  | Pt 1                     | 016-10000 D. Brooks               | 29                                       | 0                               | 0             |              | 29             |  |
| #                                       | 14  | Pt 1                     | 016-10100 P. Brophy & J. Krusky   | 29                                       | 0                               | 0             |              | 29             |  |
| F                                       | 14  | Pt 1                     | 016-10150 AG Holdings Inc.        | 1,161                                    | 0                               | 0             |              | 1,161          |  |
| F                                       | 14  | Pt 1                     | 016-10200 Lardeb Farms Ltd.       | 2,426                                    | 0                               | 0             |              | 2,426          |  |
| #                                       | 14  | Pt 1                     | 016-10203 Mennonite Conference    | 205                                      | 0                               | 0             |              | 205            |  |
| #                                       | 14  | Pt 1                     | 016-10700 M. King                 | 29                                       | 0                               | 0             |              | 29             |  |
| #                                       | 14  | Pt 1                     | 016-10800 J. Speer                | 30                                       | 0                               | 0             |              | 30             |  |
| #                                       | 14  | Pt 1                     | 016-11000 A. & A. Wideman         | 29                                       | 0                               | 0             |              | 29             |  |
| #                                       | 14  | Pt 1                     | 016-11100 A. Forsythe             | 30                                       | 0                               | 0             |              | 30             |  |
| #                                       | 14  | Pt 1                     | 016-11200 W. Sterritt             | 29                                       | 0                               | 0             |              | 29             |  |
| <b>Sub-Total (Lands):</b>               |     |                          |                                   | <b>65,461</b>                            | <b>58,814</b>                   | <b>19,371</b> | <b>5,400</b> | <b>99,504</b>  |  |
| Sideroad 2E Twp of Wellington North     |     |                          |                                   | 29                                       | 146                             | 0             | 0            | 175            |  |
| Wellington Road 14 County of Wellington |     |                          |                                   | 991                                      | 2,145                           | 0             | 0            | 3,136          |  |
| Wood Street Twp of Wellington North     |     |                          |                                   | 29                                       | 0                               | 0             | 0            | 29             |  |
| <b>Sub-Total (Roads):</b>               |     |                          |                                   | <b>1,049</b>                             | <b>2,291</b>                    | <b>0</b>      |              | <b>3,340</b>   |  |
| <b>TOTAL ARTHUR DRAIN 2 (MARTIN):</b>   |     |                          |                                   | <b>66,510</b>                            | <b>61,105</b>                   | <b>19,371</b> | <b>5,400</b> | <b>102,844</b> |  |

Notes:

1. Roll numbers are per the Municipality's last revised assessment roll. Names are included for convenience.
1. Net assessment is levied to the owner of the parcel at the time of actual cost levy.
3. Lands noted with an "F" are classified as agricultural and, according to current OMAFRA policy, qualify for the 1/3 grant.
4. Grant eligibility subject to farm property tax class at time of actual cost levy.

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

**BY-LAW NUMBER 008-20**

**BEING A BY-LAW TO AMEND BY-LAW 122-19 BEING A BY-LAW  
TO ESTABLISH A BOARD OF DIRECTORS AND MEMBERSHIP  
FOR THE BUSINESS IMPROVEMENT AREA WITHIN ARTHUR,  
WELLINGTON NORTH**

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

1. THAT By-law 122-19 be amended by adding the following clause:

**QUORUM**

Quorum for an annual General meeting of Members is 10% of the Members or ten (10) Members, whichever is less. No business shall be transacted at any meeting of Members unless the requisite quorum is present.

2. THAT this by-law shall come into force on and take effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27th DAY OF JANUARY, 2020.***

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 009-20**

**BEING A BY-LAW TO AMEND BY-LAW 116-19 BEING A BY-LAW  
TO ESTABLISH A BOARD OF DIRECTORS AND MEMBERSHIP  
FOR THE BUSINESS IMPROVEMENT AREA WITHIN MOUNT  
FOREST, WELLINGTON NORTH**

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

1. THAT the By-law 116-19 be amended by adding the following clause:

**QUORUM**

Quorum for an annual General meeting of Members is 10% of the Members or ten (10) Members, whichever is less. No business shall be transacted at any meeting of Members unless the requisite quorum is present.

2. THAT this by-law shall come into force on and take effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27th DAY OF JANUARY, 2020.***

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 010-20**

**BEING A BY-LAW TO AMEND BY-LAW 120-19 A PROCEDURE  
BY-LAW FOR GOVERNING THE CALLING, PLACE AND  
PROCEEDINGS OF MEETINGS OF THE BUSINESS  
IMPROVEMENT AREAS IN WELLINGTON NORTH**

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

1. THAT the By-law 120-20 be amended by removing the following clause:
  - 5.2 Quorum for any meeting of Members is 10% of the Members or ten (10) Members, whichever is less. No business shall be transacted at any meeting of Members unless the requisite quorum is present.
2. THAT this by-law shall come into force on and take effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27th DAY OF JANUARY, 2020.***

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**



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

**BY-LAW NUMBER 011-20  
PROVISIONAL DRAIN BYLAW**

**BEING** a Provisional Drain By-law to provide for the construction of Murphy Drainage Works.

**WHEREAS** the Township of Wellington North is required to undertake such repairs in accordance with Section 4 of *The Drainage Act*, R.S.O. 1990.

**AND WHEREAS** the work to be done involves the incorporation of 601 metres of closed drain.

**AND WHEREAS** the estimated cost of such repairs is: \$58,467.00.

**AND WHEREAS** the costs of the repairs shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done, prorata with the last revised Schedule of Assessment for the respective drain.

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

1. That the estimated costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

**READ A FIRST, SECOND TIME THIS 27th DAY OF JANUARY, 2020.**

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

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

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.**

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

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

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW**  
**MURPHY DRAIN**  
**TOWNSHIP OF WELLINGTON NORTH**  
**TOWN OF MINTO**

| Con  | Lot | Roll No. | Owner     | Gross Total                                | 1/3 Grant     | Allow-ances   | Net Assess.   |              |
|--|-----|----------|-----------|--|---------------|---------------|---------------|--------------|
| <b><u>Township of Wellington North (Arthur Twp) (23-49-000-)</u></b> |     |          |           |  |               |               |               |              |
| F  | 12  | PT 1     | 009-09900 | J. & B. Murphy                             | 34,426        | 11,475        | 29,192        | (6,241)      |
|  |     |          |           | Special Assessment to Enbridge (Union) Gas | 798           | 0             | 0             | 798          |
| Total Assessments on Lands:  |     |          |           |  | 35,224        | 11,475        | 29,192        | (5,443)      |
| Wellington Road 6 - County of Wellington                             |     |          |           |  | 712           | 0             | 0             | 712          |
| Special Assessment to Wellington Road 6                              |     |          |           |  | 11,223        | 0             | 0             | 11,223       |
| Total Assessments on Roads:  |     |          |           |  | 11,935        | 0             | 0             | 11,935       |
| <b>TOTAL TWP OF WELLINGTON NORTH:</b>                                |     |          |           |  | <b>47,159</b> | <b>11,475</b> | <b>29,192</b> | <b>6,492</b> |
| <b><u>Town of Minto (Minto Twp) (23-41-000-)</u></b>                 |     |          |           |  |               |               |               |              |
| F  | A   | 1        | 003-00100 | W. Andrews                                 | 11,308        | 3,769         | 7,600         | (61)         |
| <b>TOTAL TOWN OF MINTO:</b>  |     |          |           |  | <b>11,308</b> | <b>3,769</b>  | <b>7,600</b>  | <b>(61)</b>  |
| <b>TOTAL ASSESSMENTS MURPHY DRAIN:</b>                               |     |          |           |  | <b>58,467</b> | <b>15,244</b> | <b>36,792</b> | <b>6,431</b> |

## Notes:

1. "F" denotes lands with current Farm Property Tax Class designation that may qualify for grant.
2. Roll numbers are per the Municipality's last revise assessment roll. Names are included for convenience.
3. Amount(s) enclosed in brackets ( ) would be paid to the respective owner(s).
4. Net assessment is levied to the owner at the time of actual cost levy.
5. Grant eligibility subject to Farm Property Tax Class at time of actual cost levy.

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

**BY-LAW NUMBER 012-20**

**BEING A BY-LAW TO EXEMPT LANDS FROM PART LOT  
CONTROL (170 MILLER ST)**

**WHEREAS:**

- A. Subsection 50(7) of the Planning Act, R.S.O. 1990, c.P.13 (the Act) provides that council may by by-law provide that Subsection (5) does not apply to such land within a registered plan of subdivision as designated by the by-law.
- B. Subsection (7.1) provides that a by-law passed under Subsection (7) does not take effect until it has been approved by the approval authority for purposes of Sections 51 and 51.1 of the Act.
- C. The County of Wellington is the approval authority for the purposes of such sections.
- D. A by-law passed under Subsection (7) may provide that the by-law expires at the expiration of the time period specified in the by-law.

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

- 1. Subsection 50(5) of the Planning Act shall not apply to the following lands during the time that this by-law is in effect:  
  

**Lot 3, South of Miller Street, Parts 1 and 3, Reference Plan 61-21724  
geographical Town of Mount Forest, Township of Wellington North,  
County of Wellington 170 Miller Street**
- 2. This by-law shall become effective upon the endorsement by The Corporation of the County of Wellington of its said approval of the by-law.

3. This by-law shall expire upon the expiration of three years following the date of its passage by council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27<sup>TH</sup> DAY OF JANUARY 2020**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 013-20

### BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF THE RECREATION, PARKS AND LEISURE COMMITTEE OF COUNCIL FOR WELLINGTON NORTH

The Council of the Township of Wellington North hereby enacts the following:

#### 1. RULES OF ORDER

- 1.1 The rules and regulations contained in this by-law shall be observed in all proceedings of meetings of the Recreation, Parks and Leisure Committee (the Committee) of Council for Wellington North.

#### 2. ACTING CHAIR

- 2.1 In the absence of the Chair, an Acting Chair shall be chosen from the members present to Chair the meeting.
- 2.2 On the arrival of the Chair, the Acting Chair shall relinquish their seat.

#### 3. QUORUM

- 3.1 A quorum for conducting any meeting of the Committee shall consist of a majority of Committee members.
- 3.2 Subject to section 3.1 for clarification purposes staff do not constitute as part of quorum.
- 3.3 Unless there is a quorum present within fifteen (15) minutes after the time appointed for a meeting, the Committee shall adjourn until the next meeting date.
- 3.4 The names of the Committee members present at the time of adjournment shall be recorded in the minutes.

#### 4. OPEN AND CLOSED MEETINGS

- 4.1 All meetings or part of a meeting shall be open to the public.
- 4.2 A meeting may be closed to the public if the subject matter being considered is:
- (a) the security of the property of the Committee;
  - (b) personal matters about an identifiable individual, including municipal employees;
  - (c) a proposed or pending acquisition or disposition of land by the municipality;
  - (d) labour relations or employee negotiations;
  - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (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.
- (l) If the meeting is held for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

- 4.3 A meeting shall be closed to the public if the matter being considered is:
- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
  - b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman or investigator referred to in the Act.
- 4.4 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.
- 4.5 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 4.6 A resolution shall be passed to adjourn the closed session.
- 4.7 In the event discussion in closed session concludes prior to the open session, the Committee shall rise from closed and adopt a motion to recess and reconvene at the beginning of the regularly scheduled open meeting.

**5. MOTIONS**

- 5.1 The Committee shall make recommendations through motions for the consideration of the Council of the Township of Wellington North.
- 5.2 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 5.3 Only one motion may be on the floor at any given time.
- 5.4 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the Committee members.

**6. VOTING**

- 6.1 Each member of the Committee is entitled to one (1) vote.
- 6.2 If a Committee member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.
- 6.3 Any question in which there is a tie vote shall be deemed to be defeated.

**7. DECORUM**

- 7.1 Unless otherwise authorized by the Chair, all members, staff and persons appearing as delegations shall address the Committee Chair and only when recognized to do so.
- 7.2 Persons attending a Committee meeting shall not:
  - a) Use offensive words;
  - b) Speak on any subject other than the subject as listed on the agenda;
  - c) Create a disturbance in the meeting;
  - d) Disobey the rules or a decision of the Chair on questions of order or practical.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS  
27th DAY OF JANUARY 2020**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 014-20**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE AND THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**WHEREAS** The Corporation of the Township of Wellington North and the Township of Southgate, wish to enter into an agreement for the Mount Forest and District Sports Complex.

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

1. That the Corporation of the Township of Wellington North enter into an agreement for the Mount Forest and District Sports Complex with the Township of Southgate in substantially the same form as the agreement attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27TH DAY OF JANUARY, 2020.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE CLERK**



**THIS AGREEMENT** made in duplicate this \_\_\_\_ day of January 2020

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(hereinafter called "Wellington North") of the FIRST PART

And

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**  
(hereinafter called "Southgate") of the SECOND PART

**WHEREAS** the Council of Wellington North has established the Mount Forest and District Sports Complex (hereinafter called "the Facility") at 850 Princess Street, Mount Forest which, in part, provides recreational services for residents of Southgate;

**AND WHEREAS** the Council of Wellington North has established a Recreation Department to provide for the operation, maintenance and management of said facility;

**AND WHEREAS** the Facility is comprised of different sized rooms intended for use on a rental basis by individuals and organizations for social and business gatherings and a Facility providing an ice surface to be used for different "ice oriented" activities including related dressing rooms, a seating area, and a reception lobby;

**AND WHEREAS** Southgate wishes to provide financial assistance to Wellington North for only the operations of the "ice oriented" part of the Facility;

**AND WHEREAS** each of the Parties hereto wish to clarify its obligations to the other Party with respect to these matters and to identify more particularly the powers of the Wellington North Recreation Department in relation to the management of this Facility;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants of each Party, the one with the other, the Parties hereto covenant and agree and follows:

1. The Recreation Department of Wellington North under the direction of the Director of Operations (hereinafter called the "director") will provide direction for the management of the Mount Forest and District Sports Complex and the programs offered therein (hereinafter called the "Facility") on behalf of Wellington North.

2. The Director, or designate, will report in writing to the Recreation, Parks & Leisure Committee of Wellington North on the operation of the Facility. The report will include financial information and general information with respect to the operations of the facility including information on events being held, major maintenance and repairs, seasonal operations, etc.
3. The Director, or designate, will provide a financial report described in paragraph 2, as it relates to only "ice oriented" activities at the Facility, to the Council of Southgate April 30<sup>th</sup>, September 30<sup>th</sup> and a yearend final financial report.
4. Periodically report to Recreation, Parks & Leisure Committee on net annual revenue, operating and capital costs, including grants, for which Southgate is providing assistance, which includes year-round "ice oriented" or "ice surface" activities at the Facility.
5. An amount of \$24,802.00 and increased annually by the annual change in the Consumer Price Index will be paid to the Township of Wellington North by the Township of Southgate on an annual basis payable:
  - a. 50% on February 1<sup>st</sup> each year
  - b. 25% on September 1<sup>st</sup> each year, and
  - c. The balance on Southgate's receipt of the "ice-oriented" year-end financial report.
6. This amount will be increased annually by the annual change in the Consumer Price Index as of October of the Previous year.
7. This is a 5-year agreement starting January 1, 2020 and terminating on December 31, 2024.
8. Southgate, as part of this agreement, shall appoint one person to represent the municipality on the Wellington North Recreation, Parks & Leisure Committee, as per the Committee's Terms of Reference included in this agreement as "Schedule A".

*[The remainder of this page intentionally left blank.]*

**IN WITNESS WHEREOF** each of the parties hereto affixed its corporate seal as attested to by the proper officers duly authorized in that behalf.

THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH

\_\_\_\_\_  
Andrew Lennox, Mayor

\_\_\_\_\_  
Karren Wallace, Clerk

THE CORPORATION OF THE TOWNSHIP  
OF SOUTHGATE

\_\_\_\_\_  
John Woodbury, Mayor

\_\_\_\_\_  
Dave Milliner, Deputy Clerk

Schedule A  
to the Wellington North-Southgate Recreation Agreement

**TERMS OF REFERENCE  
RECREATION, PARKS AND LEISURE  
Standing Committee of Council**

**RECREATION VISION STATEMENT**

Ensuring affordable, inclusive and high-quality recreation, parks and leisure opportunities through effective communication and combined community efforts.

**ROLE/PURPOSE**

The Recreation, Parks and Leisure Committee will serve as an advisory body to the Council of the Township of Wellington North:

- Provide strategic direction and recommendations with a focus on long-term planning on matters related to parks and recreation, including policy development, community partnerships, programming, and capital matters;
- Actively promote, encourage and support the use of local parks and recreational assets, as well as support the Recreation Master Plan's guiding principles and recommendations;
- Provide a forum for citizens to raise ideas or concerns regarding recreation, parks and leisure, as well as actively engage community groups in advocacy, coordination and collaborations;
- Advise Council of issues/concerns raised by taxpayers or staff that may affect the overall success of the department;
- Be the lead on design and layout approvals of new recreation assets i.e. pools, parks, playgrounds and the surrounding landscaping;
- Create a healthy community by providing opportunities for physical activities for all ages through programs and utilization of township assets;
- Recommend to Council the establishment of ad hoc committees where necessary to address project-specific items; and
- Report annually to Council on their accomplishments and future work plans.

**TERM**

This Terms of Reference is effective immediately, expiring on December 31, 2022, as the initial term, with automatic renewal for four-year terms unless otherwise specified. Committee members will typically serve four-year terms; however, membership is at the pleasure of their respective Township Councils. Before automatic renewal of this Terms of Reference, the Committee will review and propose any appropriate amendments in its Terms of Reference and membership, requiring Council approval of amendments.

## **COMMITTEE COMPOSITION/STRUCTURE**

The Committee shall be comprised of the following:

- Two (2) Township of Wellington North Council representatives
- One (1) Township of Southgate Council representative
- Township of Wellington North Mayor (ex-officio)
- Four (4) municipal staff representatives (non-voting)
  - Director of Operations
  - Manager of Recreation Services
  - Community Recreation Coordinator
  - Clerk, Deputy Clerk or designate

Alternate Council Member Representative: Council may appoint an alternate Council Member Representative to attend meetings when the other Council member is unable to attend. The alternate can only have voting rights in the absence of the other member.

Additional representatives may also be invited to join the Recreation, Parks and Leisure Committee or attend specific meetings as an expert resource to support discussion/decision making.

The Committee will appoint from its voting members, a chairperson, to chair the meetings of the Committee.

The Committee will conduct meetings consistent with the Committee's Procedural By-law.

## **INDIVIDUAL ROLES OF COMMITTEE MEMBERS**

Committee members will represent the greater community.

Individual Committee members will:

- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Participate fully in the exchange of information and identification of issues of relevance to stakeholders;
- Consider ideas and issues raised and provide strategic guidance and input;
- Consider organizational implications and impacts of issues;
- Understand the strategic implications and outcomes of initiatives being pursued;
- Provide resources to the work of the group as necessary and appropriate (i.e., time, expertise, and information);
- Seek input from, and relay information to respective partners;
- Be genuinely interested in the initiatives and the outcomes being pursued;
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Township;

- Adhere to the Municipal Conflict of Interest Act and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous and respectful with other members, Council, staff and the general public. In doing so will not publicly criticize Elected Officials, staff or other members and respect the decisions of Committee and Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the Committee's relationship to Council;
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

A Committee member shall be deemed to have resigned their appointment if they are absent from 3 consecutive meetings without the prior consent of the Committee or unless they are absent for health reasons, in which case the continuation of their appointment shall be determined by Council

The success of the Recreation, Parks & Leisure Committee in achieving the noted objectives will be through partnership and collaboration.

### **RESPONSIBILITIES OF THE CHAIR**

The Chair holds the following responsibilities:

- Conduct meetings consistent with the Committee's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Assist recording clerk when possible or when requested;
- Responsible for the preparation of the agenda;
- Represent the views of the committee and not personal views;
- Preside at all meetings of the Committee;
- Recess a meeting at any time for not more than 10 minutes;
- Adjourn the meeting when business is concluded;
- Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

If the Chair is absent for two (2) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding the Acting Chair shall have all the powers of the Chair.

## **RESPONSIBILITIES OF WELLINGTON NORTH MUNICIPAL STAFF REPRESENTATIVES**

- Chief Administrative Officer (CAO) – Overall responsibility for the staff and operations of the Township. Provides strategic guidance on long-term planning initiatives to Committee and Council as well as overall leadership and direction. CAO approves all reports for Committee.
- Director of Operations – Overall responsibility for Roads, Water and Recreation services. Provides strategic guidance on long-term planning initiatives to Committee and Council as well as leadership and direction to the Recreation Management Team. Provides support to the Committee Chair and prepares reports for the Committee as required.
- Manager, Recreation Services – Manager has overall responsibility for recreation services operations including facility and park operations in partnership with Coordinator. Manager ensures appropriate information related to operations and capital is provided to the committee. Provides support to the Committee Chair and determines what other recreation staff should attend committee meetings. Prepares reports for the Committee as required.
- Community Recreation Coordinator – Coordinator has overall responsibility for recreational programs including aquatics in partnership with Manager. Coordinator takes a leadership role as it relates to gathering information required for agendas, coordinating delegations/deputations to committee, consults with the Committee Chair on meeting scheduling and agenda content. Provides support to the Committee Chair and prepares reports for the Committee as required.
- Clerk, Deputy Clerk or designate – Clerk provides administrative support in preparation and circulation of agenda, completes meeting minutes and ensure follow-up on staff direction or committee recommendations. Clerk posts agendas, minutes and meeting dates/times to the Township's website and ensures Committee procedures and practices are in compliance with the Committee's procedural by-law.

### **AUTHORITY**

The Committee shall serve as an advisory body to Council, making recommendations to the Council of the Township of Wellington North on options regarding Parks and Recreation.

The committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001, as amended and the Township's Procedure By-law, and any other applicable

legislation. Where there is conflict between these Terms of Reference, the Municipal Act, 2001 or any other Act or Regulation governing the Committee, the Act shall prevail.

### **BUDGET**

The Committee is not authorized to expend or commit municipal funds to the recommendation. Decisions made at Committee will be presented as a recommendation to the Council of the Township of Wellington North.

All Committee members are volunteer and will receive no remuneration for their time, outside of municipal employees.

### **REPORTING**

The Committee shall report directly to Council under the signature of the Chair or designate. Meeting minutes are brought to Council for approval following the Committee meeting. The Committee may appear before Council as a delegation to present their final recommendation.

It is anticipated the Committee Chair will speak to Committee minutes at the Council meeting they are presented at.

### **MEETINGS**

The Recreation, Parks and Leisure Committee will meet ten times per calendar year, observing a winter and summer break (no meeting in January and August). Meetings are scheduled the first Tuesday of the month from 8:30a.m. – 10:30a.m., at a Wellington North facility. Additional meetings will be at the call of the Chair.

Formal Agendas and Minutes will be posted on the Township website.

The Committee will conduct its meetings in public, in an accessible location.

### **GUIDING PRINCIPLES**

The guiding principles articulate the core beliefs, values and overall direction that the Township of Wellington North and its partners should strive to achieve over time.

1. Opportunities for All: Foster community and individual wellbeing through accessible and inclusive leisure opportunities for people of all ages and abilities.
2. Meaningful Engagement & Communication: Effectively share information and involve residents in decisions impacting their community.
3. Working Together to Achieve Shared Goals: Engage and support volunteers and community partners in the coordinated delivery of initiatives that enhance public access to needed services and facilities.



4. Responsive Facilities, Parks & Trails: Provide a range of thoughtfully designed amenities that respond to demonstrated needs, with a view toward maximizing public access, utilization and sustainability.
5. Customer-Focused Services: Demonstrate accountability by upholding consistently high standards in customer service, programs and policies, and maintenance practices.
6. Commitment Toward Financial Sustainability: Provide value through the efficient use of resources, balanced application of user fees, integrated decision-making and pursuit of non-municipal funding sources.

*[The remainder of this page intentionally left blank.]*

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

**BY-LAW NUMBER 015-20**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON  
JANUARY 27, 2020**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on January 27, 2020 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 A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27TH DAY OF JANUARY, 2020.**

---

**ANDREW LENNOX,  
MAYOR**

---

**KARREN WALLACE,  
CLERK**