

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL  
FEBRUARY 11, 2019 @ 2:00 P.M.  
CLOSED MEETING SESSION @ 1:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE  
NUMBER**

**CALLING TO ORDER** - Mayor Lennox

**ADOPTION OF THE AGENDA**

**DISCLOSURE OF PECUNIARY INTEREST**

**CLOSED MEETING SESSION (1:00 P.M)**

The meeting is closed pursuant to Section 239 of the Municipal Act, 2001, specifically

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

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

1. Municipal Property Assessment Corporation
2. REVIEW OF CLOSED SESSION MINUTES
  - a. January 14, 2019
3. RISE AND REPORT FROM CLOSED MEETING SESSION

**O ' CANADA**

**PRESENTATIONS**

1. Grand River Conservation Authority 001
  - Draft 2019 Budget and Levy

**ADOPTION OF MINUTES OF COUNCIL**

- Regular Meeting of Council, February 4, 2019 053

**BUSINESS ARISING**

**ITEMS FOR CONSIDERATION**

1. BUILDING
  - a. Report CBO 2019-02 building Permit Review Period Ending January 31, 2019 060
2. FINANCE
  - a. Cheque Distribution Report, February 6, 2019 063
3. ADMINISTRATION
  - a. Report CLK 2019-008 being a report on Consent Application B139-18 known as Part Lot 10, Concession 3, formerly Arthur Twp, now the Township of Wellington North 065
  - b. Report CLK 2019-009 being a report on Consent Application B139-18 known as B148-18 known as Part Lot 12, Concession 3, formerly Arthur Twp, now the Township of Wellington North 069

- c. Report CLK 2019-007 being a report on Consent Application B137-18 known as Part Lot 3, Concession 13 (formerly West Luther) now the Township of Wellington North 075
  - d. Report CLK 2019-010 being a report on cemetery fees and charges 080
  - e. Report JHSC 2019-001 being the 2018 annual report on the activities of the Wellington North Joint Health and Safety Committee 082
4. COUNCIL
- a. Rhys Luxton, correspondence dated January 25, 2019, thank you for scholarship 088

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

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

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

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

**BY-LAWS**

- a. By-law Number 014-19 being a by-law to amend By-law 106-18 being a by-law to establish the fees and charges for various services provided by the municipality 089

**CONFIRMATORY BY-LAW NUMBER 015-19 091**

**ADJOURNMENT**

## MEETINGS, NOTICES, ANNOUNCEMENTS

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting	February 12, 2019	7:00 p.m.
Mayor's Roundtable Meeting #2	February 14, 2019	10:00 a.m.
Family Day – Office Closed	February 18, 2019	
Recreation and Culture Committee Meeting	February 19, 2019	8:30 a.m.
Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee Meeting	February 19, 2019	7:30 p.m.
Wellington County Immigration Summit	February 20, 2019	9:00 a.m.
Wellington North Budget Open House	February 20, 2019	6:00 p.m. to 7:00 p.m.
Wellington North Cultural Roundtable	February 21, 2019	12:00 p.m.
Regular Council Meeting	February 25, 2019	7:00 p.m.
Regular Council Meeting	March 11, 2019	2:00 p.m.
Regular Council Meeting	March 25, 2019	7:00 p.m.

**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**



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

January 21, 2019

By Email: [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

Karren Wallace, Clerk  
Township of Wellington North  
7490 Side Road 7W, Box 125  
Kenilworth, ON N0G 2E0

Dear Ms. Wallace

**Re: 2019 Grand River Conservation Authority Budget and Levy Meeting**

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held on Friday, February 22, 2019, at 9:30 a.m. at the Administration Centre in Cambridge, to consider the 2019 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2019 Budget, will be presented to the General Membership on January 25, 2019. Based on previous board direction to staff, this draft budget includes a General Levy of \$11,636,000 which represents a 2.5% increase over 2018. The General Levy, if approved at the Annual General Meeting, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 670/00.

Please note that the apportionment of the General Levy changed significantly in 2018 compared to prior years. This is a result of a decision issued by the Mining and Lands Commissioner on December 21, 2017. The change has caused a large increase in the amount apportioned to the City of Hamilton and an offsetting decrease for other participating municipalities.

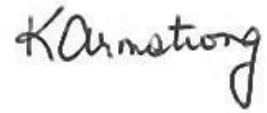
The City of Hamilton subsequently commenced an application before the Divisional Court for Judicial Review seeking a reconsideration of the Commissioner's decision. This application is set to be heard in February 2019. Accordingly, the apportionment of the General Levy for 2018 and 2019 is subject to change depending upon the outcome of the City of Hamilton's application. Should the Divisional Court determine that the City of Hamilton's apportionment of the General Levy be reduced, the Grand River Conservation Authority hereby provides notice that it shall serve notice pursuant to section 27(4) of the *Conservation Act* of the corrected apportionment for 2018 and 2019 years.

A detailed explanation of this change was provided in reports to the January 26, 2018 and December 14, 2018 meetings of the General Membership. The reports are included in the agenda packages for those meetings, which are published on the GRCA's website at [www.grandriver.ca](http://www.grandriver.ca).

The attached draft 2019 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2019. Also enclosed, is a calculation of the apportionment

of the 2019 General Levy to participating municipalities. Should you have any questions concerning the draft Budget or the levy apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "KArmstrong". The signature is written in a cursive style with a large, prominent "K" and "A".

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer  
Grand River Conservation Authority

# Grand River Conservation Authority

**Report number:** GM-01-19-12

**Date:** January 25, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2019 – Draft #2

---

## **Recommendation:**

THAT Report Number GM-01-19-12 Budget 2019 – Draft #2 be received as information.

## **Summary:**

This draft continues to present a balanced budget position for 2019.

This draft of the budget includes the following significant changes since the September 28, 2018 draft #1 budget report:

- \$ 565,000 Special Projects spending/funding increased
- \$ 753,000 Operating Expenses increased
- \$ 223,000 2018 surplus carry forward increased
- \$ 30,000 Nature Centre Day Camp Program Revenue increase
- \$ 500,000 Net Transfer from reserves increased

The Final Budget will include adjustments for year-end carry forward projects and for final audited results.

This draft includes the following amounts:

- Expenditures \$35,313,773
- General Municipal Levy \$11,636,000 (2.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECl) Grants \$1,500,000
- Provincial Source Protection Program Grant \$1,575,000
- Reserve Balance by Year End 2019 - \$18.2 million (\$2.5 million decrease)

A separate board report dated December 14, 2018 entitled 'Budget 2019 - General Levy Apportionment Update' outlines the issues related to the general municipal levy distribution as a result of Mining and Lands Commissioner decision dated December 17, 2017 stating the agreement that was used for apportionment of the City of Hamilton's levy since the early 2001 was not valid.

## **Report:**

The final 2019 budget will be presented for approval at the February 22, 2019 General Membership Meeting.

This draft of the 2019 Budget includes the following changes made since the September 28, 2018 General Membership Meeting:

Special Projects Budget 2019 (net increase \$565,000):

\$ 100,000	Subwatershed Study – City of Kitchener
\$ 100,000	Municipal funding increased
\$ 140,000	Waste Water Optimization Project
\$ 140,000	Provincial funding increased
\$ 50,000	Water Management Plan
\$ 50,000	Provincial funding increased
\$ 70,000	Species at Risk
\$ 70,000	Federal funding increased
\$ 25,000	Haldimand Water Festival
\$ 25,000	Foundation funding increased
\$ 150,000	Guelph Trail Development
\$ 150,000	Foundation funding increased (Rotary)
\$ 30,000	Dunnville Fishway Study
\$ 20,000	Foundation funding increased
\$ 10,000	Funding from General Capital Reserve increased

Operating Budget 2019 (net expense increase \$753,000)

\$ 30,000	Nature Centres - Camp Revenue increased
(\$ 30,000)	Nature Centres - Wages & Benefits increased
\$ 50,000	Demolition Expenses for Residential Rentals increased
(\$50,000)	Funding from Land Sale Proceeds reserve increased
\$450,000	Head Office Major Maintenance (roof) Expenses increased
(\$450,000)	Funding from Building Reserve increased
\$223,000	2018 Surplus carry forward increased (from \$100,000 to \$323,000)
(\$30,000)	Document Management (digitizing) project expenses increased (carry forward project from 2018)
(\$50,000)	Communication expenses increased (from 2018)
(\$20,000)	Consulting expenses increased (from 2018)
(\$25,000)	Staff Development expenses increased (from 2018)
(\$50,000)	Legal expenses increased (from 2018)
(\$48,000)	Passive Lands Management expenses increased

The \$223,000 2018 surplus is primarily due to budgeted spending for 2018 that was not incurred and is therefore being carried forward to the 2019 budget. The remaining \$48,000 surplus is being allocated to the management of passive lands where service demands have been increasing.

## Significant Outstanding Budget Items

After actual 2018 figures are finalized, the final budget will be prepared and the outstanding matters listed below will be addressed.

### (a) Year 2019 Carry forward Adjustments

#### 2018 Surplus carry forward

This draft of the 2019 Budget assumes a \$343,000 surplus carry over from year 2018. The December 2018 Financial Summary for year-end 2018 forecast a \$343,000 surplus. This will be updated pending finalizing the yearend results. The actual "2018 Net Surplus" will be incorporated into the 2019 budget.

#### 2018 Special Projects carry forward

Any projects commenced in year 2018 and not completed by December 31, 2018 will be carried forward and added to Budget 2019 (i.e. both the funding and the expense will be added to Budget 2019 and therefore these adjustments will have no impact on the breakeven net result).

#### Major Water Control Structures Capital Expenditures

A final determination of the amount of spending to be added to the Budget 2019 (i.e. unspent amounts from 2018) will be made, including use of the "capital reserve" for 2019 projects.

### (b) Conservation Area Revenue and Expenses

Final revenue and operating expense figures to be determined following year-end actuals review.

### (c) Source Protection Program

The current budget draft includes \$1,575,000 in spending. The final version of the GRCA 2019 Budget will be adjusted to reflect any anticipated funding approvals. Expenses for this program are funded 100% by a provincial grant.

Attached are the following:

Budget 2019 Timetable

Summary Reserve Report – Budget 2019

Preliminary Budget 2019 Package to Municipalities (separate attachment)

### Notice to Municipalities:

Ontario Regulation 139/96, made under the Conservation Authorities Act, requires that Conservation Authorities provide 30 days notice to participating municipalities of the meeting at which the Budget and Levy will be voted upon. The notice must include the amount of each municipality's levy and the financial information relied on in support of that levy. Budget draft #2 was mailed out to municipalities on January 21<sup>st</sup>, 2019 in order to adhere to the notice timeline.



**Financial implications:**

In this draft, the GRCA is proposing a \$35,313,773 budget.

With respect to reserves this budget version outlines a net decrease to reserves of approximately \$2.5 million resulting in a reserve balance of approximately \$18.2 million by yearend 2019.

**Prepared by:**

Sonja Radoja  
Manager, Corporate Services

**Approved by:**

Karen Armstrong  
Assistant CAO/Secretary-Treasurer



# **2019 BUDGET**

**(Draft to January 25, 2019 General Board Meeting)**

**Grand River Conservation Authority**

**2019 Budget**

**Index**

<u>Schedules</u>	<u>Pages</u>
1) Summary Schedules	
• GRCA 2019 Budget Highlights	1-4
• Summary of Revenue and Expenditures	5
• Overview - 2019 Revenue by Source	6
• Overview – 2019 Expenditures by Category	7
• GRCA Per Capita Levy 2009 to 2019	8
• Summary of Expenditures, Funding and Change in Municipal Levy	9
• Summary of Municipal General Levy	10
2) Section A – Operating Budget	11-36
• Table 1: Water Resources Planning and Environment	
• Table 2: Flood Forecasting and Warning	
• Table 3: Water Control Structures	
• Table 4: Planning	
• Table 5: Forestry and Conservation Lands Property Tax	
• Table 6: Conservation Services	
• Table 7: Communications and Foundation	
• Table 8: Outdoor Education	
• Table 9: Corporate Services	
• Table 10: Conservation Lands, Property Rentals, Hydro, Conservation Areas, and other Miscellaneous Revenues and Expenditures	
• Other Information (Information Systems and Motor Pool)	
3) Section B – Capital Budget	37-38
4) Section C – Special Projects Budget	39-40

## **GRCA 2019 Budget Highlights**

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of almost 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others which are set to offset most, if not all, the cost of these services
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as studies on Source Water Protection and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2019 is on completing updates to the Grand River Source Protection Plan, including water quantity risk assessment studies, development of water quantity policies, updating water quality vulnerability assessments, and the development of the first annual progress report for the Grand River Source Protection Plan.

The Water Management Plan was endorsed in 2014 as an update to the 1982 Grand River Basin Study that charts a course of actions to reduce flood damages, ensure water supplies, improve water quality and build resilience to deal with a changing climate. The third annual progress report – A Report on Actions was published in 2017. Municipal, provincial and federal government and Six Nations Water Managers meet quarterly to report on the progress of the commitments they made in the Plan. Two reports are underway: a technical report on the state of water resources and a summary report on the status of implementation are both to be completed in 2019.

In April 2018 the GRCA received approval from the Ministry of Natural Resources and Forestry to use up to \$1.8 million from the Land Sale Reserve for hazard tree management over a three year period. This funding has allowed the GRCA to accelerate its program of tree risk management to ensure the health and safety of the public using GRCA lands. This program will continue through 2019 and 2020.

Major water control capital projects planned for 2019 include completion of an ice jam study, capacity improvements, floodwall repairs and permanent closure of abandon railway openings along the Brantford dikes, repair of the floodwall along the Cambridge dike coordinated closely with City of Cambridge river access projects, solutions to address seepage under the Bridgeport dikes, gate control system upgrades and concrete repair designs at Conestogo dam, standby generator enhancements and temporary stoplog design to allow isolation of gates at Shand Dam, concrete and embankment repairs at Wellesley Dam, gate refurbishment at New Dundee Dam, concrete and embankment repairs St. Jacobs Dam and updating of operation and maintenance manuals

Major conservation area capital projects planned for 2019 include a new day use washroom at Byng Island, expansion of the Pines seasonal campground at Elora Gorge, a new workshop at Guelph Lake as well as a new trailer storage area, playground replacements at Brant Park and installation of automatic gates at Pinehurst Lake. Planning for 2020 construction will be undertaken for a new day use area at Elora Gorge, the replacement of the existing washroom building at Elora Quarry, and installation of automatic entry gates at Guelph Lake. Final design for the new Guelph Lake Nature Centre will be completed through 2019 with construction expected to begin in early 2020.

## **1. Watershed Management and Monitoring**

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

### **Operating Expenditures:**

Water Resources Planning and Environment	\$2,243,200	(Table 1)
Flood Forecasting and Warning	\$ 801,000	(Table 2)
Water Control Structures	\$1,723,900	(Table 3)

**Capital Expenditures:** **\$1,800,000** (Section B)

**Total Expenditures:** **\$6,568,100**

**Revenue sources:** Municipal levies and provincial grants.

## **2. Planning**

Program areas:

- a) Natural Hazard Regulations  
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review  
Planning and technical review of municipal planning documents and recommending environmental policies for floodplains, wetlands and other environmentally significant areas; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments; and providing outside consulting services on a fee-for-service basis to other conservation authorities and agencies.

**Operating Expenditures:**       **\$2,084,600** (Table 4)

**Capital Expenditures:**       **NIL**

**Revenue sources:** Permit fees, enquiry fees, plan review fees, provincial grants and municipal levy

## **3. Watershed stewardship**

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

**Operating Expenditures:**

Forestry & Conservation Land Taxes	\$ 1,411,400 (Table 5)
Conservation Services	\$ 885,200 (Table 6)
Communications and Foundation	\$ 733,900 (Table 7)

**Capital Expenditures:**       **NIL**

**Total Expenditures:**       **\$3,030,500**

**Revenue sources:**

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

## **4. Conservation Land Management**

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

**Operating Expenditures:**

Conservation Lands, Rentals, Misc	\$3,775,400 (Table 10-Conservation Lands)
Hydro Production	\$ 203,000 (Table 10-Hydro Production)

**Capital Expenditures:** NIL

**Total Expenditures:** \$3,812,400

**Revenue sources:**

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

**5. Education**

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

**Operating Expenditures:** \$1,382,400 (Table 8)

**Capital Expenditures:** NIL

**Revenue sources:** School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

**6. Recreation**

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,500 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1 million people visit GRCA parks each year. The parks are financially self-sufficient.

**Operating Expenditures:** \$7,885,000 (Table 10)

**Capital Expenditures:** \$2,590,000 (Section B)

**Total Expenditures:** \$10,475,000

**Revenue sources:**

Conservation Area user fees, government grants, reserves and donations.

**7. Corporate services**

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

**Operating Expenditures:** \$3,841,973 (Table 9)

**Capital Expenditures:** \$ 207,700 (Section B)

**Total Expenditures:** \$4,049,673

**Revenue sources:** Municipal levies and provincial grants.

## GRAND RIVER CONSERVATION AUTHORITY

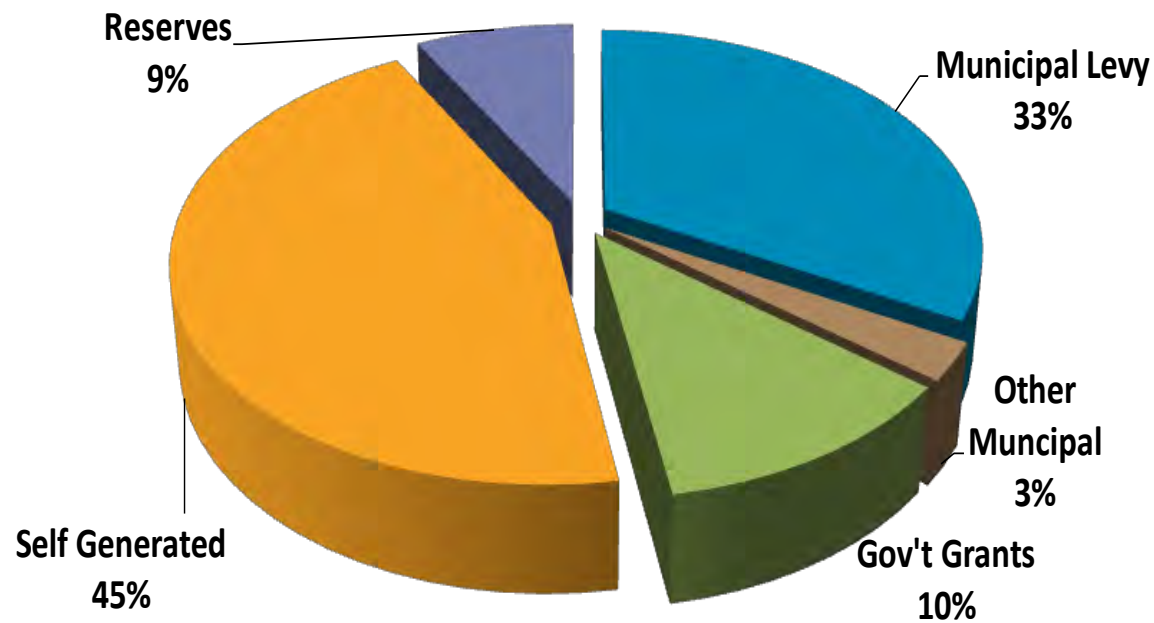
**BUDGET 2019 - Summary of Revenue and Expenditures**

FUNDING		Actual 2017	Budget 2018	Budget 2019	Budget Incr/(decr)
Municipal General Levy Funding		11,075,000	11,352,000	11,636,000	284,000 2.5%
Other Government Grants		4,941,840	4,928,573	4,501,073	(427,500) -8.7%
Self-Generated Revenue		15,969,937	15,293,414	15,939,500	646,086 4.2%
Funding from Reserves		1,416,864	2,774,000	3,237,200	463,200 16.7%
<b>TOTAL FUNDING</b>		<b>33,403,641</b>	<b>34,347,987</b>	<b>35,313,773</b>	<b>965,786</b> 2.8%
EXPENDITURES		Actual 2017	Budget 2018	Budget 2019	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	26,002,979	25,716,987	26,970,073	1,253,086 4.87%
Base Programs - Capital	SECTION B	2,444,464	3,910,000	4,597,700	687,700 17.59%
Special Projects	SECTION C	4,543,884	4,721,000	3,746,000	(975,000) -20.7%
<b>TOTAL EXPENDITURES</b>		<b>32,991,327</b>	<b>34,347,987</b>	<b>35,313,773</b>	<b>965,786</b> 2.8%
<b>NET RESULT</b>		<b>412,314</b>	<b>-</b>	<b>-</b>	



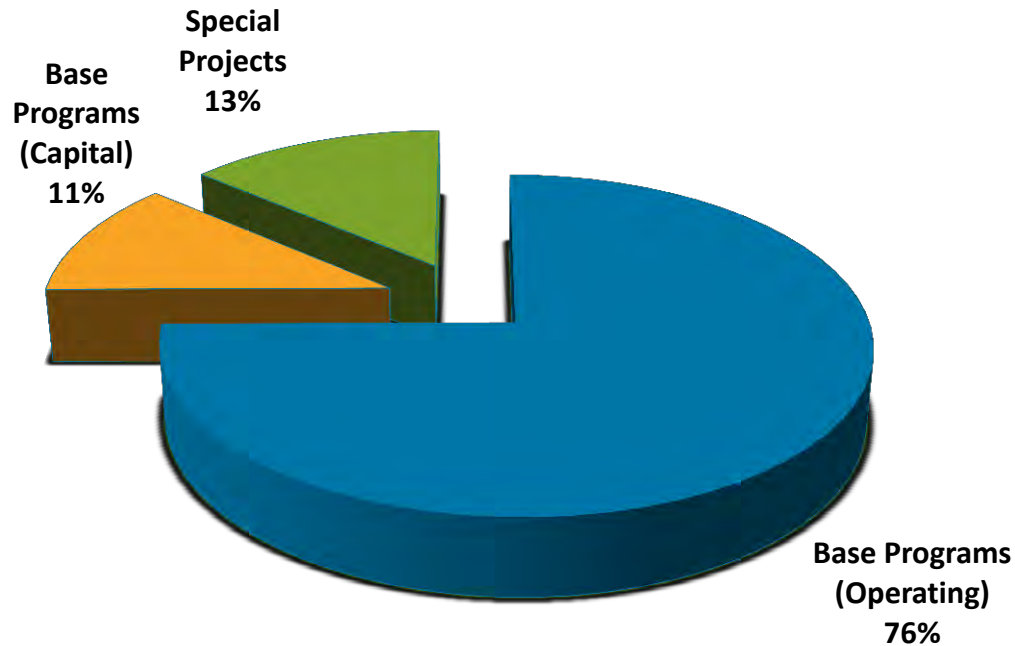
# 2019 Budget – Revenue by Source

Total 2019 Budget Revenue = \$35.3 Million (\$ 34.3 Million in 2018)

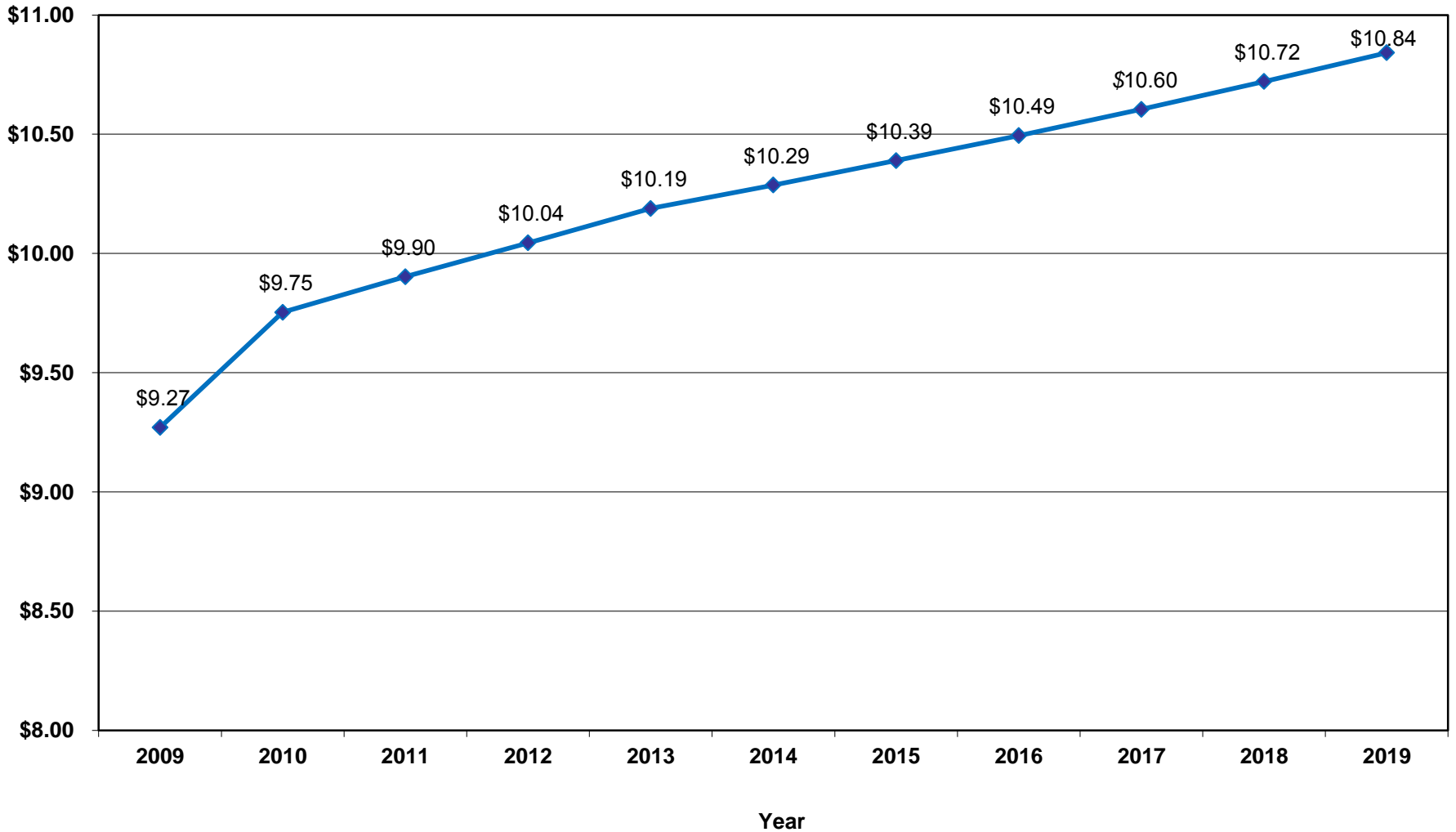


# 2019 Budget – Expenditures by Category

2019 Budget Expenditures = \$35.3 Million (\$ 34.3 Million in 2018)



# GRCA Per Capita Levy 2009 to 2019<sup>016</sup>



GRAND RIVER CONSERVATION AUTHORITY

**Budget 2019 - Summary of Expenditures, Funding and Change in Municipal Levy**

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10			
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications & Foundation	Environmental Education	Corporate Services	Surplus available to offset Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL		
<b>2019 OPERATING</b>																	
TOTAL EXPENSES	A	2,243,200	801,000	1,723,900	2,084,600	1,411,400	885,200	733,900	1,382,400	3,841,073		3,775,400	203,000	7,885,000	26,970,073	A	
TOTAL OTHER FUNDING	B	130,700	252,955	400,350	1,083,568	707,000	148,000		0	1,050,500	605,000		3,325,000	473,000	7,885,000	16,061,073	B
"Other Programs" Surplus/(Loss)	B less A																
Loss to be offset with Surplus	C											180,400	(450,400)	270,000	-	(180,400)	
Surplus 2018 carried forward to 2019												(323,000)				323,000	
2019 Levy	A less B less C	2,112,500	548,045	1,323,550	1,001,032	704,400	737,200	733,900	331,900	3,236,073	(142,600)	0	0	0	10,586,000	C	
															0	NET RESULT	
<b>Levy Increase:</b>																	
2019 Levy		2,112,500	548,045	1,323,550	1,001,032	704,400	737,200	733,900	331,900	3,236,073	(142,600)				10,586,000		
2018 Levy		2,071,100	547,445	1,325,350	961,932	669,500	713,000	714,900	354,400	2,944,373				10,302,000			
Levy Increase over prior year		41,400	600	(1,800)	39,100	34,900	24,200	19,000	(22,500)	291,700	(142,600)	n/a	n/a	n/a	284,000		
<b>2019 CAPITAL</b>																	
TOTAL EXPENSES	A	110,000	190,000	1,500,000							207,700			2,590,000	4,597,700		
TOTAL OTHER FUNDING	B	50,000	-	700,000							207,700			2,590,000	3,547,700		
2019 Levy	A less B	60,000	190,000	800,000							-			-	1,050,000		
<b>Levy Increase:</b>																	
2019 Levy		60,000	190,000	800,000							-			-	1,050,000		
2018 Levy		60,000	190,000	800,000							-			-	1,050,000		
Levy Increase over prior year		-	-	-							-			-	-		
<b>2018 SPECIAL</b>																	
TOTAL EXPENSES	A	340,000	75,000	1,575,000									835,000	3,746,000			
TOTAL OTHER FUNDING	B	340,000	75,000	1,575,000									835,000	3,746,000			
2018 Levy	A less B	-	-	-									-	-			
														TOTAL EXPENSES	35,313,773		
														TOTAL FUNDING	35,313,773		
														NET RESULT	-		

**Grand River Conservation Authority  
Summary of Municipal Levy - 2019 Budget**

*DRAFT-January 25, 2019*

	% CVA in	2018 CVA	CVA-Based	2018 Budget		2019 Budget		2019 Budget	2019 Budget	Actual	% Change
				Matching & Maintenance Levy	Admin & Maintenance Levy	Non Matching Admin & Maintenance Levy	Capital Levy	Total Levy			
Watershed	(Modified)	CVA in Watershed	Apportionment						2018 Levy		
Brant County	82.9%	5,955,826,066	4,937,379,809	2.75%	23,970	267,336	28,894	320,200	326,904	-2.1%	
Brantford C	100.0%	13,253,620,186	13,253,620,186	7.39%	64,343	717,622	77,561	859,526	820,175	4.8%	
Amaranth Twp	82.0%	692,356,801	567,732,577	0.32%	2,756	30,740	3,322	36,818	35,971	2.4%	
East Garafraxa Twp	80.0%	533,804,174	427,043,339	0.24%	2,073	23,122	2,499	27,694	26,838	3.2%	
Town of Grand Valley	100.0%	429,279,822	429,279,822	0.24%	2,084	23,244	2,512	27,840	26,727	4.2%	
Melancthon Twp	56.0%	507,262,719	284,067,123	0.16%	1,379	15,381	1,662	18,422	18,160	1.4%	
Southgate Twp	6.0%	883,428,392	53,005,703	0.03%	257	2,870	310	3,437	3,294	4.3%	
Haldimand County	41.0%	6,276,148,294	2,573,220,801	1.43%	12,492	139,328	15,059	166,879	162,607	2.6%	
Norfolk County	5.0%	8,618,652,073	430,932,604	0.24%	2,092	23,333	2,522	27,947	27,566	1.4%	
Halton Region	10.4%	39,536,197,403	4,121,457,995	2.30%	20,009	223,158	24,119	267,286	253,594	5.4%	
Hamilton City	26.7%	82,190,675,574	21,986,005,716	12.25%	106,736	1,190,440	128,664	1,425,840	1,389,640	2.6%	
Oxford County	37.3%	3,842,021,887	1,432,116,305	0.80%	6,953	77,542	8,381	92,876	90,099	3.1%	
North Perth T	2.0%	1,911,183,097	38,223,662	0.02%	186	2,070	224	2,480	2,385	4.0%	
Perth East Twp	40.0%	1,744,223,194	697,689,278	0.39%	3,387	37,777	4,083	45,247	43,127	4.9%	
Waterloo Region	100.0%	91,711,011,599	91,711,011,599	51.11%	445,232	4,965,722	536,699	5,947,653	5,816,764	2.3%	
Centre Wellington Twp	100.0%	4,490,977,731	4,490,977,731	2.50%	21,802	243,166	26,282	291,250	285,969	1.8%	
Erin T	49.0%	2,319,917,492	1,136,759,571	0.63%	5,519	61,550	6,652	73,721	73,360	0.5%	
Guelph C	100.0%	24,316,625,767	24,316,625,767	13.55%	118,051	1,316,632	142,303	1,576,986	1,537,580	2.6%	
Guelph Eramosa Twp	100.0%	2,527,154,919	2,527,154,919	1.41%	12,269	136,834	14,789	163,892	159,913	2.5%	
Mapleton Twp	95.0%	1,526,746,159	1,450,407,901	0.81%	7,041	78,533	8,488	94,062	90,132	4.4%	
Wellington North Twp	51.0%	1,516,305,544	773,315,828	0.43%	3,754	41,871	4,526	50,151	49,212	1.9%	
Puslinch Twp	75.0%	2,380,647,827	1,785,485,870	1.00%	8,668	96,676	10,449	115,793	111,983	3.4%	
<b>Total</b>		<b>297,164,066,719</b>	<b>179,423,514,108</b>	<b>100.00%</b>	<b>871,053</b>	<b>9,714,947</b>	<b>1,050,000</b>	<b>11,636,000</b>	<b>11,352,000</b>	<b>2.5%</b>	

# **SECTION A**

## **BASE PROGRAMS – OPERATING**

## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2019 vs Budget 2018

	Actual 2017	Budget 2018	Budget 2019	Incr/(Decr)	%age change
<b>EXPENDITURES</b>					
OPERATING EXPENSES	26,002,979	25,716,987	26,970,073	1,253,086	4.87%
<b>Total Expenses</b>	<b>26,002,979</b>	<b>25,716,987</b>	<b>26,970,073</b>	<b>1,253,086</b>	<b>4.87%</b>
<b>SOURCES OF FUNDING</b>					
MUNICIPAL GENERAL LEVY (NOTE)	9,586,312	10,302,000	10,586,000	284,000	2.76%
MUNICIPAL SPECIAL LEVY	35,200	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	925,704	938,573	938,573	-	0.00%
SELF-GENERATED	14,352,119	13,840,100	14,415,500	575,400	4.16%
RESERVES	787,812	174,000	657,000	483,000	277.59%
SURPLUS CARRYFORWARD	315,832	412,314	323,000	(89,314)	-21.66%
<b>Total BASE Funding</b>	<b>26,002,979</b>	<b>25,716,987</b>	<b>26,970,073</b>	<b>1,253,086</b>	<b>4.87%</b>

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$284,000 levy increase.

## **TABLE 1**

### **(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

#### *Specific Activities:*

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner.

### **(b) Water Resources Planning and Environment and Support**

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

#### *Specific Activities:*

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches
- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.



### **(c) Resource Management Division Support**

Provides support services to the Engineering and Resource Management Divisions including support for Flood Forecasting and Warning and Water Control Structures.

#### ***Specific Spending:***

- administrative services
- travel, communication, staff development and computer
- insurance

### **(d) Natural Heritage Management**

The natural heritage management program includes those activities associated with providing service and/or assistance to municipalities, private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land..

#### ***Specific Activities:***

- maintain and promote the ‘Grand River Fisheries Management Plan’.
- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration
- provide technical input and review services for applications that may affect the watershed ecosystems.

**TABLE 1**  
 GRAND RIVER CONSERVATION AUTHORITY  
**Water Resources Planning & Environment**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget Change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,469,253	1,587,900	1,615,500	27,600
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	256,974	313,000	319,300	6,300
Insurance	115,267	110,000	113,300	3,300
Other Operating Expenses	152,699	210,900	195,100	-15,800
Amount set aside to Reserves		-	-	
<b>TOTAL EXPENSE</b>	<b>1,994,193</b>	<b>2,221,800</b>	<b>2,243,200</b>	<b>21,400</b>
<b>Funding</b>				<b>(incr)/decr</b>
Municipal Other	35,200	50,000	50,000	0
MNR Grant	33,200	33,200	33,200	0
Prov & Federal Govt	23,465	37,500	47,500	-10,000
Donations	-	3,000		3,000
Funds taken from Reserves	-	27,000		27,000
<b>TOTAL FUNDING</b>	<b>91,865</b>	<b>150,700</b>	<b>130,700</b>	<b>(10,000.00)</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,902,328</b>	<b>2,071,100</b>	<b>2,112,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>41,400</b>

**TABLE 2****Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

***Specific Activities:***

- maintain a ‘state of the art’ computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use data radio and Voice Alert system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- Assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.

**TABLE 2**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Flood Forecasting & Warning**

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	373,875	463,200	457,000	(6,200)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	255,233	260,800	266,000	5,200
Other Operating Expenses	71,797	76,400	78,000	1,600
Amount set aside to Reserves	65,000			
<b>TOTAL EXPENSE</b>	<b>765,905</b>	<b>800,400</b>	<b>801,000</b>	<b>600</b>
<b>Funding</b>				(incr)/decr
MNR Grant	252,955	252,955	252,955	-
Prov & Federal Govt	1,260	-	-	-
<b>TOTAL FUNDING</b>	<b>254,215</b>	<b>252,955</b>	<b>252,955</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>511,690</b>	<b>547,445</b>	<b>548,045</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>600</b>

**TABLE 3****Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

***Specific Activities:***

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, or municipal water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

**TABLE 3**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Control Structures**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	1,103,590	1,170,100	1,170,200	100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	14,271	28,600	29,200	600
Property Taxes	163,892	189,000	179,700	(9,300)
Other Operating Expenses	268,628	338,000	344,800	6,800
Amount set aside to Reserves	128,500	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,678,881</b>	<b>1,725,700</b>	<b>1,723,900</b>	<b>(1,800)</b>
<b>Funding</b>				(incr)/decr
MNR Grant	400,350	400,350	400,350	-
<b>TOTAL FUNDING</b>	<b>400,350</b>	<b>400,350</b>	<b>400,350</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,278,531</b>	<b>1,325,350</b>	<b>1,323,550</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>(1,800)</b>

**TABLE 4****(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

***Specific Activities:***

- Process over 800 permits each year related to development, alteration or activities that may interfere with the following types of lands:
  - ravines, valleys, steep slopes
  - wetlands including swamps, marshes, bogs, and fens
  - any watercourse, river, creek, floodplain or valley land
  - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
  - the construction, reconstruction, erection or placing of a building or structure of any kind,
  - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
  - site grading
  - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of sensitive environmental lands (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

**(b) PLANNING - Municipal Plan Input and Review**

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements. It also includes watershed management consulting outside of the Grand River watershed, which is done from time-to-time on a fee-for-service basis.

***Specific Activities:***

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all environmental concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains and erosion areas and protection and enhancement of wetlands, fish and wildlife habitat and natural heritage systems



**TABLE 4**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Resource Planning**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	1,594,807	1,706,200	1,807,400	101,200
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	193,435	218,100	222,500	4,400
Other Operating Expenses	84,075	53,600	54,700	1,100
<b>TOTAL EXPENSE</b>	<b>1,872,317</b>	<b>1,977,900</b>	<b>2,084,600</b>	<b>106,700</b>
<b>Funding</b>				(incr)/decr
Provincial	6,831	-	-	-
MNR Grant	114,568	114,568	114,568	-
Self Generated	973,097	901,400	969,000	(67,600)
<b>TOTAL FUNDING</b>	<b>1,094,496</b>	<b>1,015,968</b>	<b>1,083,568</b>	<b>(67,600)</b>
<b>Net Funded by General Municipal Levy</b>	<b>777,821</b>	<b>961,932</b>	<b>1,001,032</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>39,100</b>

**TABLE 5****Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

***Specific Activities:***

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- manage Emerald Ash Borer infestation

**TABLE 5**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Forestry & Conservation Land Taxes**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	587,194	539,900	556,000	16,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	56,118	43,400	44,300	900
Property Taxes	168,606	177,800	183,200	5,400
Other Operating Expenses	528,035	615,400	627,900	12,500
Amount set aside to Reserves		-		0
<b>TOTAL EXPENSE</b>	<b>1,339,953</b>	<b>1,376,500</b>	<b>1,411,400</b>	<b>34,900</b>
<b>Funding</b>				<b>(incr)/decr</b>
Donations	5,089	57,000	57,000	-
Self Generated	623,588	650,000	650,000	-
Funds taken from Reserves	16,205	-	-	-
<b>TOTAL FUNDING</b>	<b>644,882</b>	<b>707,000</b>	<b>707,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>695,071</b>	<b>669,500</b>	<b>704,400</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>34,900</b>

**TABLE 6****Conservation Services**

The conservation service program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes the Rural Quality program and Forestry extension services.

***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, promotion/education and providing grants to assist farmers with capital improvements to address manure containment, livestock fencing, soil conservation, and other rural non-point sources of river water pollution. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, restoration and rehabilitation projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote water and environmental initiatives
- Co-ordinate GRCA Volunteer Program to enable public participation in community and GRCA environmental activities

**TABLE 6**  
GRAND RIVER CONSERVATION AUTHORITY  
**Conservation Services**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	651,189	693,100	714,000	20,900
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	94,505	110,000	112,200	2,200
Other Operating Expenses	18,756	57,900	59,000	1,100
Amount set aside to Reserves				
<b>TOTAL EXPENSE</b>	<b>764,450</b>	<b>861,000</b>	<b>885,200</b>	<b>24,200</b>
<b>Funding</b>				<b>(incr)/decr</b>
Prov & Federal Govt	-	30,000	30,000	-
Donations	93,175	87,000	87,000	-
Self Generated	6,095	-	-	-
Recoverable Corporate Services Expenses	-	-	-	-
Funds taken from Reserves	742	31,000	31,000	-
<b>TOTAL FUNDING</b>	<b>100,012</b>	<b>148,000</b>	<b>148,000</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>664,438</b>	<b>713,000</b>	<b>737,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>24,200</b>

**TABLE 7****Communications & Foundation**

The Communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, as well as Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

The Grand River Conservation Foundation provides private sector funding for GRCA projects with limited or no other sources of revenue. This category includes operational costs related to fundraising.

***Communications - Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

***Foundation - Specific Activities:***

- Solicit donors for financial support
- Orient and train volunteers to assist with fundraising
- Provide site tours and other events to stakeholders

**TABLE 7**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Communications & Foundation**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	487,770	566,400	583,400	17,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	73,722	75,500	77,000	1,500
Other Operating Expenses	34,102	73,000	73,500	500
Amount set aside to Reserves		-	-	-
<b>TOTAL EXPENSE</b>	<b>595,594</b>	<b>714,900</b>	<b>733,900</b>	<b>19,000</b>
<b>Funding</b>				
<b>Net Funded by General Municipal Levy</b>	<b>595,594</b>	<b>714,900</b>	<b>733,900</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>19,000</b>

**TABLE 8****Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

***Specific Activities:***

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)



**TABLE 8**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Environmental Education**

<b>OPERATING</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Budget 2019</b>	<b>Budget change</b>
<b>Expenses:</b>				<i>incr/(decr)</i>
Salary and Benefits	930,588	942,400	1,000,000	57,600
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	92,419	74,300	75,800	1,500
Insurance	10,447	10,000	10,300	300
Property Taxes	11,440	19,400	20,000	600
Other Operating Expenses	281,215	270,300	276,300	6,000
Amount set aside to Reserves	70,000	30,000		(30,000)
<b>TOTAL EXPENSE</b>	<b>1,396,109</b>	<b>1,346,400</b>	<b>1,382,400</b>	<b>36,000</b>
<b>Funding</b>				<i>(incr)/decr</i>
Provincial & Federal Grants	3,075	-	-	-
Donations	72,092	50,000	50,000	-
Self Generated	895,627	942,000	1,000,500	(58,500)
Funds taken from Reserves	2,450	-	-	-
<b>TOTAL FUNDING</b>	<b>973,244</b>	<b>992,000</b>	<b>1,050,500</b>	<b>(58,500)</b>
<b>Net Funded by General Municipal Levy</b>	<b>422,865</b>	<b>354,400</b>	<b>331,900</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>(22,500)</b>

**TABLE 9****CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

**Specific Activities:**

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

**TABLE 9**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Corporate Services**

<b>Budget 2019</b>		<b>Surplus available to offset Municipal Levy Increase</b>
<b>Expenses:</b>	25	
Salary and Benefits	1,897,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	369,000	
Insurance	57,000	
Other Operating Expenses	1,518,073	
Amount set aside to Reserves		
<b>TOTAL EXPENSE</b>	<b>3,841,073</b>	
<b>Funding</b>		
MNR Grant	70,000	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	465,000	
<b>TOTAL FUNDING</b>	<b>605,000</b>	
<b>Net Result before surplus adjustments</b>	<b>3,236,073</b>	
Deficit from Other Programs offset by 2018 Surplus Carryforward		(180,400)
2018 Surplus Carried Forward to 2019 used to reduce Levy		323,000
<b>Net Funded by General Municipal Levy</b>	<b>3,236,073</b>	<b>142,600</b>

<b>Budget 2018</b>		<b>Surplus available to offset Municipal Levy Increase</b>
<b>Expenses:</b>		
Salary and Benefits	1,990,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	337,300	
Insurance	55,000	
Other Operating Expenses	1,087,687	
Amount set aside to Reserves		
<b>TOTAL EXPENSE</b>	<b>3,469,987</b>	
<b>Funding</b>		
MNR Grant	70,000	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
<b>TOTAL FUNDING</b>	<b>155,000</b>	
<b>Net Result before surplus adjustments</b>	<b>3,314,987</b>	
Deficit from Other Programs offset by 2017 Surplus Carryforward		(41,700)
2016 Surplus Carried Forward to 2017 used to reduce Levy		412,314
<b>Net Funded by General Municipal Levy</b>	<b>3,314,987</b>	<b>370,614</b>

<b>ACTUAL 2017</b>		<b>Surplus available to offset Municipal Levy Increase</b>
<b>Expenses:</b>		
Salary and Benefits	1,848,424	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	297,506	
Insurance	56,897	
Other Operating Expenses	779,367	
Amount set aside to Reserves	170,000	
<b>TOTAL EXPENSE</b>	<b>3,152,194</b>	
<b>Funding</b>		
MNR Grant	70,000	
Donations/Other	25,000	
Recoverable Corporate Services Expenses	64,862	
<b>TOTAL FUNDING</b>	<b>159,862</b>	
<b>Net Result before surplus/(deficit) adjustments</b>	<b>2,992,332</b>	
Deficit from Other Programs offset by 2016 Surplus Carryforward		(61,474)
2016 Surplus Carried Forward to 2017 used to reduce Levy		315,832
<b>Net Funded by General Municipal Levy</b>	<b>2,992,332</b>	<b>254,358</b>

**TABLE 10 (a)****Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of *Provincially Significant Conservation Lands*, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with recreation and education programs on GRCA lands.

***Specific Activities:***

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat. Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). Necessary funding is raised by The Grand River Conservation Foundation
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 19 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- host controlled hunts at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

### **TABLE 10 (b)**

#### **HYDRO PRODUCTION**

This program generates revenue from ‘hydro production’.

##### *Specific Activities:*

- generate hydro from turbines in 2 large dams, Shand and Conestogo; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

### **TABLE 10 (c)**

#### **CONSERVATION AREAS**

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

##### *Specific Activities:*

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. It is estimated that these visitors also help generate significant revenues for the local tourism industry
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario

**TABLE 10**  
GRAND RIVER CONSERVATION AUTHORITY  
**OTHER PROGRAMS - OPERATING - SUMMARY of Results**

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
<b>Budget 2019 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,138,800	576,000	-	1,714,800	43,500	4,502,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	159,600	74,500	-	234,100	-	177,000	
Insurance	147,300	16,500	-	163,800	-	-	
Property Taxes	-	101,000	-	101,000	-	62,000	
Other Operating Expenses (consulting etc)	665,000	826,700	70,000	1,561,700	89,500	2,844,000	
Amount set aside to Reserves	-	-	-	-	70,000	300,000	
<b>TOTAL EXPENSE</b>	<b>2,110,700</b>	<b>1,594,700</b>	<b>70,000</b>	<b>3,775,400</b>	<b>203,000</b>	<b>7,885,000</b>	<b>11,863,400</b>
<b>Funding</b>							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,875,000	148,000	3,109,000	473,000	7,885,000	
Funds taken from Reserves	1,000	150,000	-	151,000	-	-	
<b>TOTAL FUNDING</b>	<b>152,000</b>	<b>3,025,000</b>	<b>148,000</b>	<b>3,325,000</b>	<b>473,000</b>	<b>7,885,000</b>	<b>11,683,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,958,700)</b>	<b>1,430,300</b>	<b>78,000</b>	<b>(450,400)</b>	<b>270,000</b>	<b>-</b>	<b>(180,400)</b>
<b>Budget 2018 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,042,500	574,000	-	1,616,500	42,000	4,177,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	156,500	73,000	-	229,500	-	173,000	
Insurance	143,000	15,500	-	158,500	-	-	
Property Taxes	-	98,000	-	98,000	-	60,000	
Other Operating Expenses (consulting etc)	605,000	834,900	70,000	1,509,900	88,000	2,700,000	
Amount set aside to Reserves	-	-	-	-	70,000	300,000	
<b>TOTAL EXPENSE</b>	<b>1,947,000</b>	<b>1,595,400</b>	<b>70,000</b>	<b>3,612,400</b>	<b>200,000</b>	<b>7,410,000</b>	<b>11,222,400</b>
<b>Funding</b>							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,900,700	148,000	3,134,700	470,000	7,410,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
<b>TOTAL FUNDING</b>	<b>152,000</b>	<b>3,000,700</b>	<b>148,000</b>	<b>3,300,700</b>	<b>470,000</b>	<b>7,410,000</b>	<b>11,180,700</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,795,000)</b>	<b>1,405,300</b>	<b>78,000</b>	<b>(311,700)</b>	<b>270,000</b>	<b>-</b>	<b>(41,700)</b>
<b>Actual 2017 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,014,057	571,683	-	1,585,740	56,537	3,833,510	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	92,798	63,033	-	155,831	538	173,930	
Insurance	148,276	14,787	-	163,063	-	-	
Property Taxes	-	106,621	-	106,621	-	57,784	
Other Expenses	503,226	1,422,317	109,038	2,034,581	120,003	2,837,821	
Amount set aside to Reserves	117,424	233,000	-	350,424	125,000	842,000	
<b>TOTAL EXPENSE</b>	<b>1,875,781</b>	<b>2,411,441</b>	<b>109,038</b>	<b>4,396,260</b>	<b>302,078</b>	<b>7,745,045</b>	<b>12,443,383</b>
<b>Funding</b>							
Donations	89,825	-	5,064	94,889	-	41,335	
Self Generated	93,888	2,937,919	168,914	3,200,721	572,154	7,704,395	
Funds taken from Reserves	-	768,415	-	768,415	-	-	
<b>TOTAL FUNDING</b>	<b>183,713</b>	<b>3,706,334</b>	<b>173,978</b>	<b>4,064,025</b>	<b>572,154</b>	<b>7,745,730</b>	<b>12,381,909</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,692,068)</b>	<b>1,294,893</b>	<b>64,940</b>	<b>(332,235)</b>	<b>270,076</b>	<b>685</b>	<b>(61,474)</b>

## OTHER INFORMATION

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

The work of the IS&T Group including wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

#### *Specific Activities:*

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

## **2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES**

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

### *Specific Activities:*

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.



# **SECTION B**

## **BASE PROGRAMS – CAPITAL**

## SECTION B – CAPITAL BUDGET

Capital Spending in 2018 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas

Water Resources Planning expenditures will be for water quality monitoring equipment.

Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures expenditures will include the following projects:

- Brantford Dikes - floodwall repairs and permanent closure of abandon railway openings
- Cambridge Dikes - floodwall repairs, coordinated closely with City of Cambridge
- Bridgeport Dikes - address seepage issues
- Conestogo Dam - gate control system upgrades and concrete repair designs
- Shand Dam - standby generator enhancements and temporary stoplog design to allow isolation of gates
- Wellesley Dam - concrete and embankment repairs
- New Dundee Dam - gate refurbishment
- St. Jacobs Dam - concrete and embankment repairs

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2019, major capital projects within the Conservation Areas will include:

- Elora Gorge – Pines campground expansion
- Eora Gorge – Planning for new day use area
- Byng – washroom
- Brant – playground
- Pinehurst – automatic gates
- Guelph Lake - workshop

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See “Other Information” above for spending descriptions for IT and MP.

**SECTION B - Capital Budget**

GRAND RIVER CONSERVATION AUTHORITY

**Budget 2019**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					2,590,000		2,590,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						207,700	207,700
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>2,590,000</b>	<b>207,700</b>	<b>4,597,700</b>
<b>Funding</b>							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					965,000		965,000
Funding from Reserves	50,000				1,625,000	207,700	1,882,700
<b>TOTAL FUNDING</b>	<b>50,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>2,590,000</b>	<b>207,700</b>	<b>3,547,700</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>60,000</b>	<b>190,000</b>	<b>800,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,050,000</b>

**BUDGET 2018 - CAPITAL**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					1,820,000		1,820,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						290,000	290,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>1,820,000</b>	<b>290,000</b>	<b>3,910,000</b>
<b>Funding</b>							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					670,000		670,000
Funding from Reserves	50,000				1,150,000	290,000	1,490,000
<b>TOTAL FUNDING</b>	<b>50,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>1,820,000</b>	<b>290,000</b>	<b>2,860,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>60,000</b>	<b>190,000</b>	<b>800,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,050,000</b>

**ACTUAL 2017 - CAPITAL**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	73,117						73,117
Flood Forecasting Warning Hardware and Gauges		204,172					204,172
Flood Control Structures-Major Maintenance			1,112,074				1,112,074
Conservation Areas Capital Projects					859,691		859,691
Funding to Reserves			173,500			84,757	258,257
Net IT/MP Chargebacks in excess of expenses						(62,847)	(62,847)
<b>TOTAL EXPENSE</b>	<b>73,117</b>	<b>204,172</b>	<b>1,285,574</b>	<b>-</b>	<b>859,691</b>	<b>21,910</b>	<b>2,444,464</b>
<b>Funding</b>							
Prov & Federal Govt			486,489		83,250	21,910	591,649
Self Generated					776,441		776,441
Funding from Reserves							-
<b>TOTAL FUNDING</b>	<b>-</b>	<b>-</b>	<b>486,489</b>	<b>-</b>	<b>859,691</b>	<b>21,910</b>	<b>1,368,090</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>73,117</b>	<b>204,172</b>	<b>799,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,076,374</b>

# **SECTION C**

## **SPECIAL PROJECTS**

## SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as Source Protection Planning. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2019 is on completing updates to the Grand River Source Protection Plan, including water quantity risk assessment studies, development of water quantity policies, updating water quality vulnerability assessments, and the development of the first annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, Emerald Ash borer infestation management, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, water festivals, Dunnville Fishway study, the Mill Creek Ranger stream restoration project and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

## SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2019

EXPENDITURES	ACTUAL 2017	BUDGET 2018	BUDGET 2019
Grand River Management Plan	33,840	20,000	70,000
Subwatershed Plans - City of Kitchener	107,653	100,000	100,000
Dunnville Fishway Study	-	-	30,000
Natural Heritage Study-Wellington	28,313	30,000	-
Waste Water Optimization Program	109,765	135,000	140,000
Floodplain Mapping	132,927	850,000	75,000
RWQP - Capital Grants	1,011,358	800,000	800,000
Brant/Brantford Children's Water Festival	25,544	26,000	26,000
Haldimand Children's Water Festival	42,303	40,000	25,000
Species at Risk	78,678	70,000	70,000
Ecological Restoration	185,284	270,000	-
AGGP-UofG Research Buffers	20,812	-	-
Great Lakes SHSM Event	6,076	-	-
Trails Capital Maintenance	-	-	150,000
Emerald Ash Borer	314,172	400,000	600,000
Lands Mgmt - Land Purchases/Land Sale Expenses	139,401	-	-
Lands Mgmt - Development Costs	-	50,000	50,000
Mill Creek Rangers	28,890	35,000	35,000
Parkhill Hydro Turbine Project	112,472	300,000	-
Apps' Mill Nature Centre Renovation	260,266	-	-
Dickson Trail and Boardwalk Rehabilitation	238,957	20,000	-
<b>Total SPECIAL Projects 'Other'</b>	<b>2,973,476</b>	<b>3,146,000</b>	<b>2,171,000</b>
<b>Source Protection Program</b>	<b>1,570,408</b>	<b>1,575,000</b>	<b>1,575,000</b>
<b>Total SPECIAL Projects Expenditures</b>	<b>4,543,884</b>	<b>4,721,000</b>	<b>3,746,000</b>
<b>SOURCES OF FUNDING</b>			
Provincial Grants for Source Protection Program	1,570,408	1,575,000	1,575,000
OTHER GOVT FUNDING	1,848,150	1,675,000	1,217,500
SELF-GENERATED	496,274	381,000	256,000
FUNDING FROM/(TO) RESERVES	629,052	1,090,000	697,500
<b>Total SPECIAL Funding</b>	<b>4,543,884</b>	<b>4,721,000</b>	<b>3,746,000</b>

**Grand River Conservation Authority  
Summary of Municipal Levy - 2019 Budget**

*DRAFT-January 25, 2019*

	% CVA in	2018 CVA	CVA-Based	2018 Budget	2019 Budget	2019 Budget	2019 Budget	2019 Budget	Actual	
Brant County	82.9%	5,955,826,066	4,937,379,809	2.75%	23,970	267,336	28,894	320,200	326,904	-2.1%
Brantford C	100.0%	13,253,620,186	13,253,620,186	7.39%	64,343	717,622	77,561	859,526	820,175	4.8%
Amaranth Twp	82.0%	692,356,801	567,732,577	0.32%	2,756	30,740	3,322	36,818	35,971	2.4%
East Garafraxa Twp	80.0%	533,804,174	427,043,339	0.24%	2,073	23,122	2,499	27,694	26,838	3.2%
Town of Grand Valley	100.0%	429,279,822	429,279,822	0.24%	2,084	23,244	2,512	27,840	26,727	4.2%
Melancthon Twp	56.0%	507,262,719	284,067,123	0.16%	1,379	15,381	1,662	18,422	18,160	1.4%
Southgate Twp	6.0%	883,428,392	53,005,703	0.03%	257	2,870	310	3,437	3,294	4.3%
Haldimand County	41.0%	6,276,148,294	2,573,220,801	1.43%	12,492	139,328	15,059	166,879	162,607	2.6%
Norfolk County	5.0%	8,618,652,073	430,932,604	0.24%	2,092	23,333	2,522	27,947	27,566	1.4%
Halton Region	10.4%	39,536,197,403	4,121,457,995	2.30%	20,009	223,158	24,119	267,286	253,594	5.4%
Hamilton City	26.7%	82,190,675,574	21,986,005,716	12.25%	106,736	1,190,440	128,664	1,425,840	1,389,640	2.6%
Oxford County	37.3%	3,842,021,887	1,432,116,305	0.80%	6,953	77,542	8,381	92,876	90,099	3.1%
North Perth T	2.0%	1,911,183,097	38,223,662	0.02%	186	2,070	224	2,480	2,385	4.0%
Perth East Twp	40.0%	1,744,223,194	697,689,278	0.39%	3,387	37,777	4,083	45,247	43,127	4.9%
Waterloo Region	100.0%	91,711,011,599	91,711,011,599	51.11%	445,232	4,965,722	536,699	5,947,653	5,816,764	2.3%
Centre Wellington Twp	100.0%	4,490,977,731	4,490,977,731	2.50%	21,802	243,166	26,282	291,250	285,969	1.8%
Erin T	49.0%	2,319,917,492	1,136,759,571	0.63%	5,519	61,550	6,652	73,721	73,360	0.5%
Guelph C	100.0%	24,316,625,767	24,316,625,767	13.55%	118,051	1,316,632	142,303	1,576,986	1,537,580	2.6%
Guelph Eramosa Twp	100.0%	2,527,154,919	2,527,154,919	1.41%	12,269	136,834	14,789	163,892	159,913	2.5%
Mapleton Twp	95.0%	1,526,746,159	1,450,407,901	0.81%	7,041	78,533	8,488	94,062	90,132	4.4%
Wellington North Twp	51.0%	1,516,305,544	773,315,828	0.43%	3,754	41,871	4,526	50,151	49,212	1.9%
Puslinch Twp	75.0%	2,380,647,827	1,785,485,870	1.00%	8,668	96,676	10,449	115,793	111,983	3.4%
<b>Total</b>		<b>297,164,066,719</b>	<b>179,423,514,108</b>	<b>100.00%</b>	<b>871,053</b>	<b>9,714,947</b>	<b>1,050,000</b>	<b>11,636,000</b>	<b>11,352,000</b>	<b>2.5%</b>

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
FEBRUARY 4, 2019 @ 7:00 P.M.**

The meeting was held in the Municipal Office Council Chambers, Kenilworth.

<b><u>Members Present:</u></b>	<b>Mayor:</b>	<b>Andrew Lennox</b>
	<b>Councillors:</b>	<b>Sherry Burke</b>
		<b>Lisa Hern</b>
		<b>Steve McCabe</b>
		<b>Dan Yake</b>

<b><u>Staff Present:</u></b>	<b>CAO:</b>	<b>Michael Givens</b>
<b>Director of Legislative Services/Clerk:</b>		<b>Karren Wallace</b>
	<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
	<b>Director of Finance:</b>	<b>Adam McNabb</b>
	<b>Chief Building Official:</b>	<b>Darren Jones</b>
	<b>Economic Development Officer:</b>	<b>Dale Small</b>
	<b>Community Recreation Coordinator:</b>	<b>Mandy Jones</b>

**CALLING TO ORDER**

Mayor Lennox called the meeting.

**ADOPTION OF THE AGENDA**

**Resolution 2019-017**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Agenda for the February 4, 2019 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest reported.

**O'CANADA**

**ADOPTION OF MINUTES OF COUNCIL**

**Resolution 2019-018**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the minutes of the Regular Meeting of Council held on January 14, 2019 and the Special Meeting of Council held on January 21, 2019 be adopted as circulated.*

**CARRIED**



**BUSINESS ARISING FROM MINUTES OF COUNCIL**

No business arising from minutes of Council.

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 1b, 1c, 5a, 5b, 7h

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION****Resolution 2019-019**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT all items listed under Items for Consideration on the February 4, 2019 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

1. *MINUTES*
  - a. *Mount Forest Aquatic Ad-Hoc Advisory Committee, January 8, 2019 be received.*
  - d. *Mount Forest Downtown Revitalization Advisory Committee, January 24, 2019 be received.*
  - e. *Maitland Valley Conservation Authority*
    - *Maitland Source Protection Authority Meeting #2/18 – April 18, 2018*
    - *Meeting of the Membership #8/18 – October 17, 2018*
    - *General Membership Meeting #9/18 – November 28, 2018**Be received.*
2. *FIRE*
  - a. *Communiqué #62, December 2018 be received.*
3. *BUILDING*
  - a. *Report CBO 2019-01 Building Permit Review Period Ending December 31, 2018 be received.*
4. *FINANCE*
  - a. *Cheque Distribution Report, January 28, 2019 be received.*
5. *ECONOMIC DEVELOPMENT*
  - c. *Report EDO 2019-004 Tenth Annual Wellington North Showcase be received.*
6. *ADMINISTRATION*
  - a. *Report CLK 2019-006 2018 Municipal Election Accessibility Report be received.*
7. *COUNCIL*
  - a. *Wellington North Power Inc. – Quarterly Newsletter of Wellington North Power Inc., Quarter 4: October 1<sup>st</sup> to December 31<sup>st</sup>, 2018 be received.*
  - b. *Maitland Conservation – 2019 Priorities and Draft Budget Update be received.*
  - c. *Mayor Andrew Lennox, correspondence, dated January 22, 2019, to Minister of Finance regarding 2019 Ontario Municipal Partnership Fund (OMPF) be received.*

- d. *Amanda Kennedy, correspondence dated January 28, 2019 requesting Council oppose planned changes to the Planning Act in proposed Bill 66 be received.*
- e. *Luisa Artuso, Director of Children's Early Years Division, Social Services, County Wellington, correspondence dated January 21, 2019 regarding Community Child and Family Advisory Table meetings be received.*
- f. *Vic Fedeli, Minister of Finance, correspondence dated January 25, 2019 regarding Cannabis Control Act, 2017 be received.*
- g. *Randy Pettapiece, MPP, correspondence dated January 15, 2019 to Minister of Transportation regarding gas tax funding be received.*

**CARRIED**

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

#### **Resolution 2019-020**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation & Culture Committee meeting held on January 15, 2019.*

**CARRIED**

#### **Resolution 2019-021**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of Township of Wellington North, as recommended by the Recreation and Culture Committee of the Township of Wellington North, adopt the following recommendations:*

*THAT the Township of Wellington North:*

- *proceed with the development and implementation of a Summer Day Camp Program in both Arthur and Mount Forest in 2019;*
- *the hours of operation be from 7:30 am – 5:00 pm, Monday to Friday, beginning the first week in July through to the second last week in August with registration;*
- *fees be set at \$32.00 per day, \$140.00 per week, and \$125.00 per week for 2 or more children in the same house;*

*AND FURTHER THAT the Council of the Township of Wellington North amend By-Law 021-18 being a by-law to establish the 2019 Fees and Charges for Recreation Services provided by the municipality to reflect the day camp fees and charges as established;*

*AND FURTHER THAT the Community Recreation Coordinator be directed to create a policy and procedures handbook for day camp staff.*

*THAT By-Law 021-18 being a by-law to establish the 2019 Fees and Charges for Recreation Services provided by the municipality be amended to reflect the change from Red Cross to Lifesaving Society Swim for Life Program.*

*THAT free use of the Mount Forest walking track on Tuesdays and Thursdays from 1:30 pm – 3:00 pm, November 1st to March 30th be approved;*

*AND FURTHER THAT By-Law 021-18 being a by-law to establish the 2019 Fees and Charges for Recreation Services provided by the municipality be amended to reflect the fee change.*

**CARRIED**

**Resolution 2019-022**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Downtown Revitalization Advisory Committee meeting held on January 23, 2019.*

**CARRIED**

**Resolution 2019-023**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the of the Corporation of the Township of Wellington North receive Report EDO 2019-002 regarding the Community Improvement Program; AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of \$617.00 for blade signage recently installed at The Plumbers Wife, 238 George Street in Arthur.*

**CARRIED**

**Resolution 2019-024**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the of the Corporation of the Township of Wellington North receive Report EDO-2019-003 being a report on the Community Youth Resiliency Worker;*

*AND FURTHER THAT the Council of the Township of Wellington North support the staff recommendation to bring the job responsibilities of the Community Youth Resiliency Worker in-house as a result of the resignation of Gabby Ieropoli.*

**CARRIED**

**Resolution 2019-025**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the of the Corporation of the Township of Wellington North receive Ausable Bayfield Maitland Valley Drinking Water Source Protection, correspondence dated January 29, 2019 regarding Appointment of Municipal Representative to the Source Protection Committee.*

*AND FURTHER THAT the Council of the of the Corporation of the Township of Wellington North approve the appointment of \_\_\_\_\_ as the municipal representative to the Ausable Bayfield Maitland Valley Source Protection Committee for the Township of Howick, Town of Minto, Municipality of North Perth, Township of*

*Perth East, Township of Mapleton and Township of Wellington North for the term of Council.*

**DEFERRED**

Council directed staff to confirm the appointment decisions of the other municipalities involved and to bring this item back to the March 11, 2019 Council Meeting.

**NOTICE OF MOTION**

No Notice of Motion tabled

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Mayor Lennox informed everyone of the meeting with the Arthur Optimist Club in the evening of Wednesday, February 6, 2019 to discuss options regarding the Arthur pavilion.

**BY-LAWS**

**Resolution 2019-026**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 011-19 being a by-law to provide for actual cost to provide for a drainage works in the Township of Wellington North in the County of Wellington, known as Drain 49 Cormack be read a First, Second and Third time and enacted.*

**CARRIED**

**Resolution 2019-027**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 012-19 being a by-law to amend By-law 021-18 being a by-law to establish the 2019 fees and charges for recreation services provided by the municipality be read a First, Second and Third time and enacted.*

**CARRIED**

**CULTURAL MOMENT**

**Celebrating a Local Historian – Mabel Henderson**

In January Wellington North lost one of its most valuable keepers of local history. Mabel Henderson lived in the area her whole life, born in West Garafraxa and spending her whole adult life in Arthur. In that time, she came to know the local families and soon found out where their ancestors originated and where they settled.

Mabel's daily work developed her interest in genealogy and her familiarity with local citizens. She delivered mail on a local rural route and was a school bus driver long enough to get to know two generations of young people and their families.

Mabel also assisted at Arthur Library, among the books she loved to read and where she could get to know those who came to borrow books. And she was a storyteller who could hold everyone's attention whether giving a sad or a humorous account.

These experiences led Mabel to become a prized founding member of the Arthur and Area Historical Society. At the monthly meetings she always asked questions of the presenters that illuminated their subjects. But her most important gift was her prodigious memory and the way she used it to add to people's information about their families. When someone came in to research their ancestry, Mabel would provide important facts and relate stories about their grandparents or other relations that no-one else knew. Any new visitors to the Wednesday afternoon Historical Society openings brought a gleam to Mabel's eye, and she soon had traced their family history and all the relationships involved.

The Society's Canada 150 book project on local veterans of the two World Wars benefitted immeasurably from Mabel's input. Along with Mabel's interest in local people's history was her warmth in welcoming newcomers to Arthur and quickly learning about their families. Much of Mabel's research was kept in files which will continue to benefit our local knowledge. But we will always miss her and all the stories that she still had to tell.

Submitted by Gail Donald, Wellington North Cultural Roundtable

### **CONFIRMATORY BY-LAW**

#### **Resolution 2019-028**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 013-19 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 February 4, 2019 be read a First, Second and Third time and enacted.*

**CARRIED**

**ADJOURNMENT****Resolution 2019-029**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Regular Council meeting of February 4, 2019 be adjourned at 7:30 p.m.***CARRIED**

---

**CLERK**

---

**MAYOR**



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.1119

060

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 11, 2019**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2019-02 BUILDING PERMIT REVIEW  
PERIOD ENDING January 31, 2019**

**RECOMMENDATION**

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-02 being the Building Permit Review for the period ending January 31, 2019.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

1. CBO 2019-01 Building Permit Review Period Ending December 31, 2018

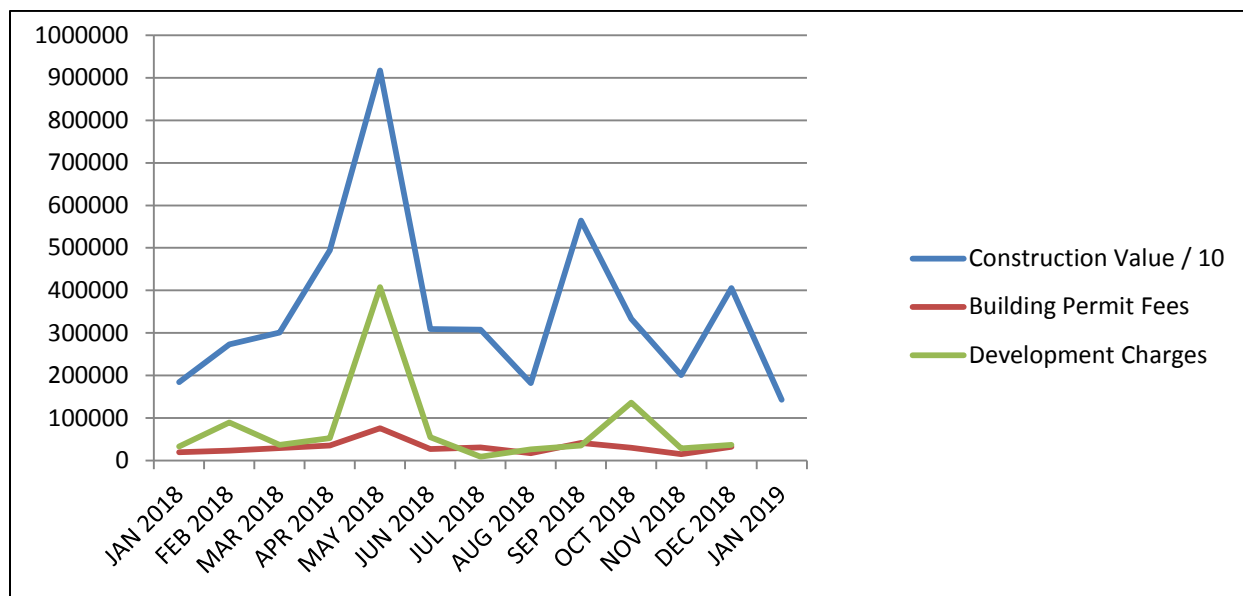
**BACKGROUND**

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	350,000.00	3,000.00	2,954.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	1	150,000.00	910.13	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	2	917,000.00	9,389.28	0.00
Sewage System	1	15,000.00	520.00	0.00
Demolition	0	0.00	0.00	0.00

Total January 2019	5	1,432,000.00	13,819.41	2,954.00
Total Year to Date	5	1,432,000.00	13,819.41	2,954.00

12 Month Average	21	3,693,695.83	31,080.69	76,387.58
------------------	----	--------------	-----------	-----------



10 Year Monthly Average	6	699,238.30	7,102.88	9,393.13
10 Year, Year to Date Average	6	699,238.30	7,102.88	9,393.13

**FINANCIAL CONSIDERATIONS**

None.

**STRATEGIC PLAN**

This report does not directly relate to the implementation of the Township of Wellington North Strategic Plan.

Do the report's recommendations advance the Strategy's implementation?

- Yes
  No
  N/A



Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------



*Mike Givens*

<b>DARREN JONES</b> <b>CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
---	--



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228

065

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 11, 2019**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE  
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-008 BEING A REPORT ON CONSENT  
APPLICATION B139-18 (BROWN)**

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive CLK Report 2019-008 being a report on Consent Application B139-18 known as Part Lot 10, Concession 3 (formerly Arthur Twp now the Township of Wellington North;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B139/18 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 Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;

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

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A

<b>BACKGROUND</b>
-------------------

The subject property is known as Part Lot 10, Concession 3 (formerly Arthur Twp) now the Township of Wellington North;

The lot line adjustment is 33.7 metre frontage x 87.8 metres (0.3 hectares), existing garage to be added to abutting rural residential lot. The retained parcel is 40.6 hectares with 1,355 metre frontage, existing and proposed agricultural use.

Municipal comments were requested from the Chief Building Official, Roads Superintendent, Water and Sewer Superintendent, Drainage Superintendent and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "B" and are generally supportive.

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

The municipality will realize \$130.00 in parkland dedication fees and clearance fees.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes                       No                      X N/A

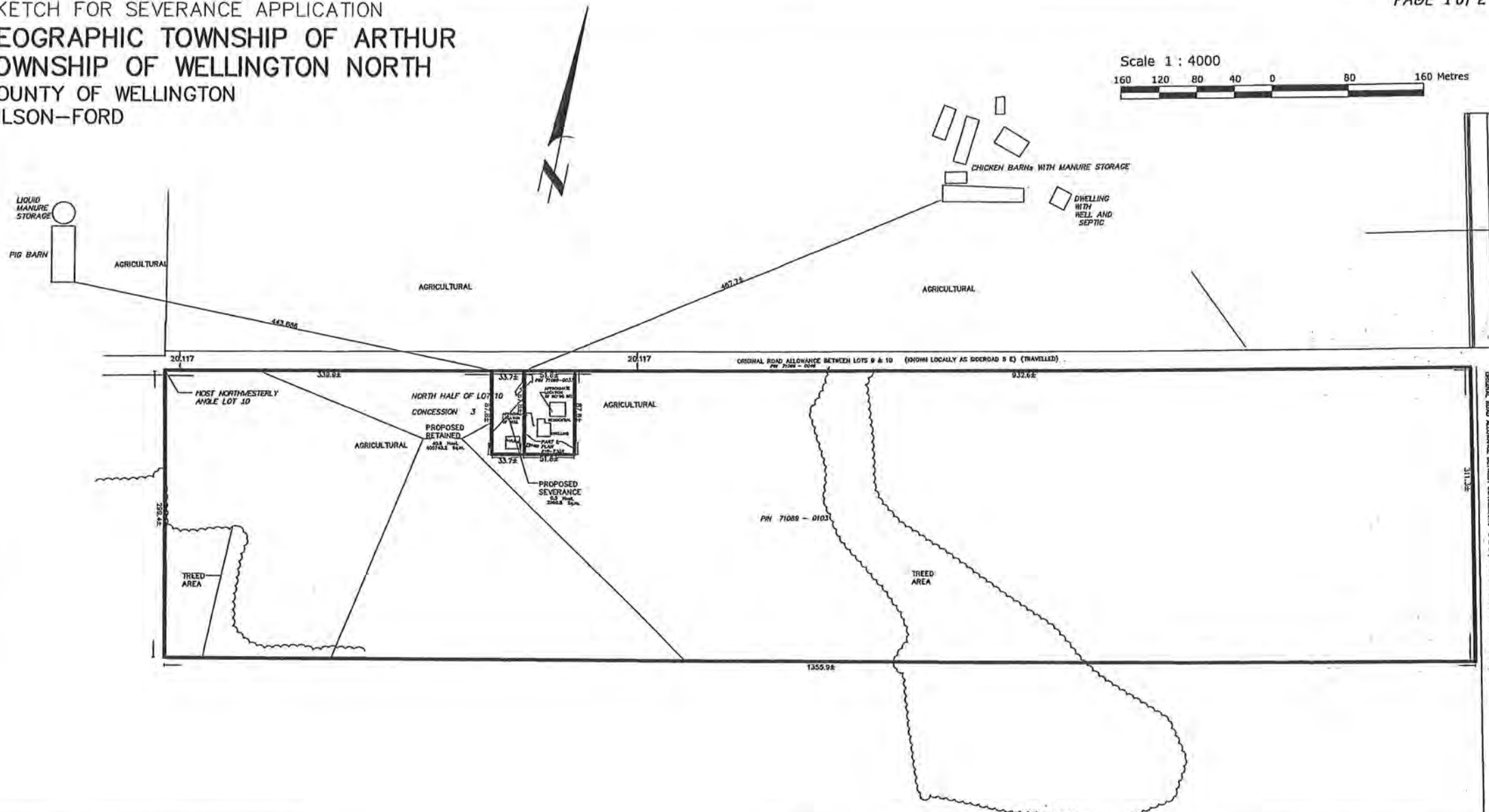
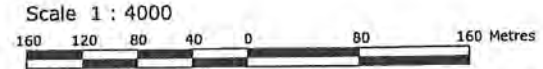
<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Karren Wallace, Clerk*

*Michael Givens, CAO*

<b>KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
---	--

SKETCH FOR SEVERANCE APPLICATION  
 GEOGRAPHIC TOWNSHIP OF ARTHUR  
 TOWNSHIP OF WELLINGTON NORTH  
 COUNTY OF WELLINGTON  
 WILSON-FORD



**NOTES:**  
 CIVIC ADDRESS : 7725 & 7747 SIDEROAD 5 E  
 DIMENSIONS SHOWN HEREON REPRESENT A COMPILATION  
 OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT  
 THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

THIS SKETCH WAS PREPARED FOR BARRY & SANDRA BROWN AND  
 THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY  
 OTHER PARTIES.  
 17 DECEMBER, 2018

  
 GREG FORD, P.Eng (CIVIL)  
 ONTARIO LAND SURVEYOR

**WILSON - FORD**  
 Surveying & Engineering  
 120 KING ST. E., Box 294,  
 MOUNT FOREST ON, N0G 2L0  
 PHONE (519)323-2451  
 PROJECT No.: 18-9045 BROWN



SCHEDULE B

<b>Application</b>	B139/18
<b>Location</b>	Part Lot 10, Concession 3 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Barry & Sandra Brown

**PLANNING OPINION:** This application for lot line adjustment would sever a 2,960.5 m<sup>2</sup> (0.74 ac) parcel in the Prime Agricultural area with an existing garage and add it to an adjacent 0.45 ha (1.1 ac) rural residential parcel. The resulting lot would be 0.74 ha (1.84 ac) rural residential parcel. A 40 ha (100 ac) agricultural parcel would be retained. The purpose of the lot line adjustment is to add lands containing an existing garage to the abutting rural residential lot.

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

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- b) 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.

**PLACES TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2017 was prepared and approved under the Places to Grow Act, 2005 and came into effect on July 1, 2017. The Agricultural Land Base mapping prepared under the Growth Plan for the Greater Golden Horseshoe was issued on February 9, 2018 and is now in effect. All planning decisions are required to conform within the 2017 Growth Plan. The subject lands are identified as PRIME AGRICULTURAL within the Agricultural Land Base mapping.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 states Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL. Section 10.3.5 of the County Official Plan states that “lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims and minor boundary adjustments.”

The proposal would allow the garage on the severed parcel to be added to the lands which it currently serves. Staff would consider the adjustment to be minor as the consolidated parcel would not be excessively large and no cultivated lands would be removed from production.

The matters under section 10.1.3 were also considered.

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

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) and Natural Environment (NE). Both the severed and retained lands appear to meeting the minimum lot area and frontage requirements of the Agricultural (A) zone.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

---

Jameson Pickard, Planner  
 February 4, 2019



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228

069

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 11, 2019**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE  
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-009 BEING A REPORT ON CONSENT  
APPLICATION B148-18 (BODENDISTLE)**

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive CLK Report 2019-009 being a report on Consent Application B148-18 known as Part Lot 12, Concession 3 (formerly Arthur Twp) now the Township of Wellington North;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B148/18 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 in 2019)
- **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 Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;

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

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

N/A

<b>BACKGROUND</b>
-------------------

The subject property is known as Part Lot 12, Concession 3 (formerly Arthur Twp) now the Township of Wellington North.

Proposed severance is 40 hectares with 600 metre frontage, existing and proposed agricultural use.

Retained parcel is 44 hectares with 624 metre frontage, existing and proposed residential and agricultural use with existing dwelling, barn and drive sheds.

Municipal comments were requested from the Chief Building Official, Roads Superintendent, Water and Sewer Superintendent, Drainage Superintendent and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "B" and are generally supportive.

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

The municipality will realize \$1,130.00 in parkland dedication fees and clearance fees.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes

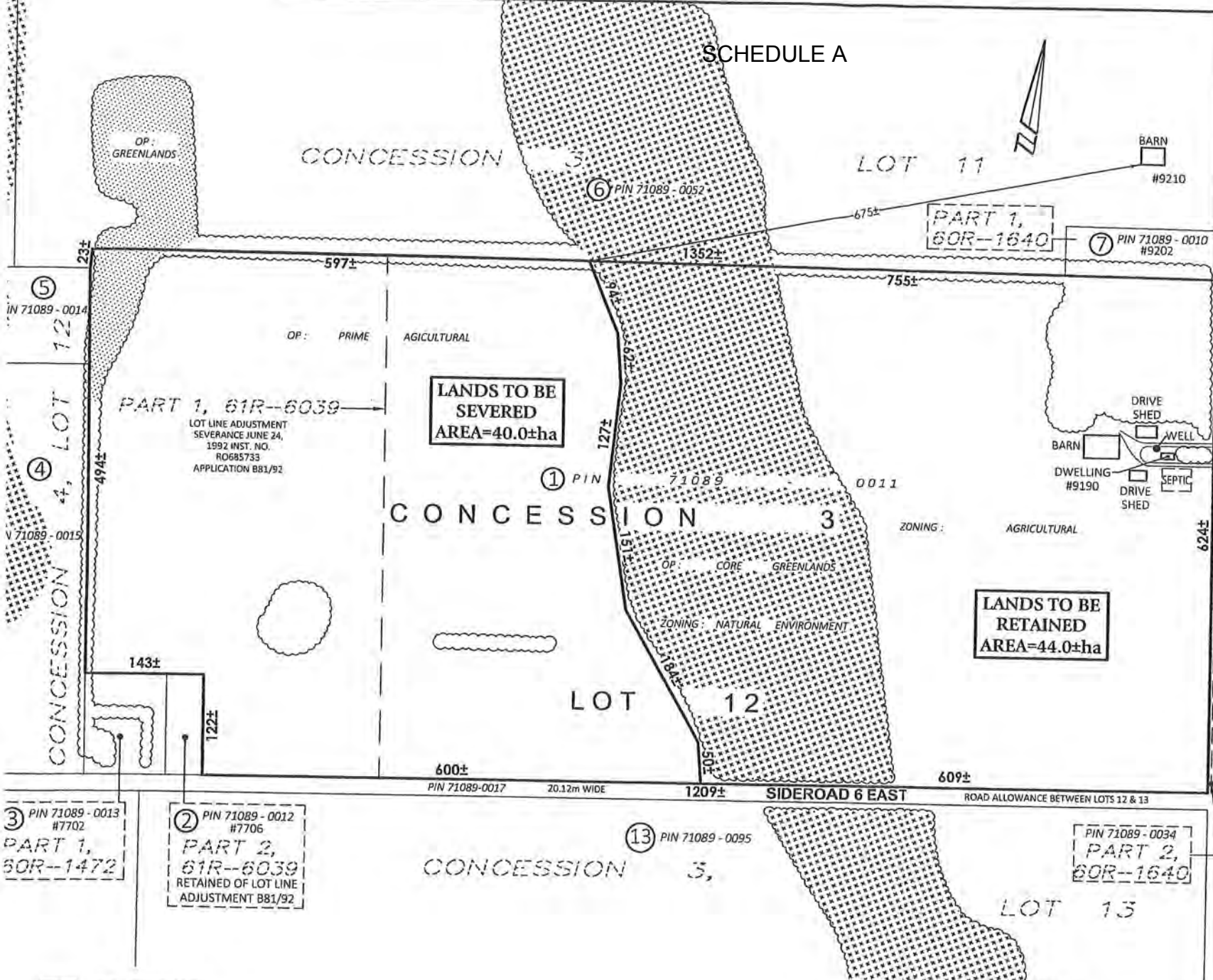
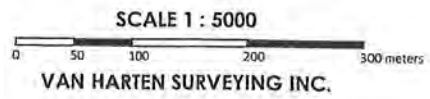
No

N/A

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
<b>KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>

SCHEDULE A

SEVERANCE SKETCH  
PART OF LOT 12, CONCESSION 3  
GEOGRAPHIC TOWNSHIP OF ARTHUR  
TOWNSHIP OF WELLINGTON NORTH  
COUNTY OF WELLINGTON



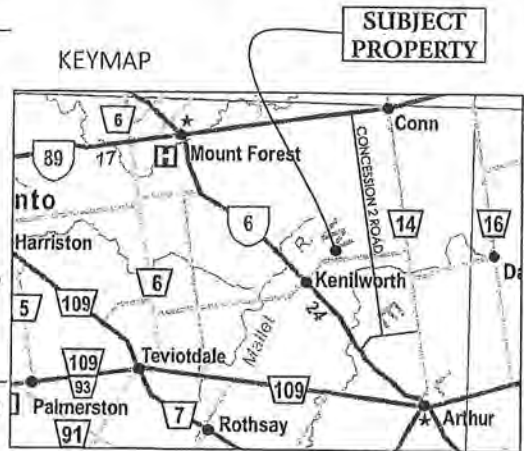
⑧ PIN 71088 - 0029

⑨ PIN 71088 - 0012

⑩ PIN 71088 - 0013

⑪ PIN 71088 - 0015

⑫ PIN 71088 - 0016



NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL AND NATURAL ENVIRONMENT.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL, GREENLANDS AND CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.
6. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.

③ PIN 71089 - 0013 #7702  
PART 1, 60R-1472

② PIN 71089 - 0012 #7706  
PART 2, 61R-6039  
RETAINED OF LOT LINE ADJUSTMENT B81/92

PIN 71089 - 0034  
PART 2, 60R-1640

OP: GREENLANDS  
ZONING: AGRICULTURAL

OP: CORE GREENLANDS  
ZONING: NATURAL ENVIRONMENT

THIS SKETCH WAS PREPARED ON THE 20th DAY OF DECEMBER 2018

*Jeffrey E. Buisman*  
JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR



# Van Harten

SURVEYING INC.  
LAND SURVEYORS and ENGINEERS

Elmira Ph: 519-669-5070	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 26635-18
Dec 20, 2018 4:34pm		
G:\ARTHUR\CON3\ACAD\SEV PT LT 12 (BODENDISTLE) UTM.dwg		



WILSON - FORD  
Surveying & Engineering  
120 KING ST. E., Box 294,  
MOUNT FOREST ON, N0G 2L0  
PHONE (519)323-2451

R120-18

AGRICULTURAL

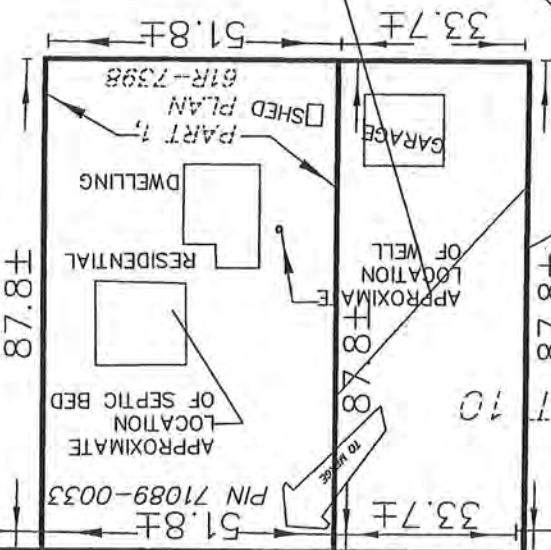
PROPOSED  
SEVERANCE  
0.3 Hect.  
2960.5 Sq.m.

PROPOSED  
RETAINED  
40.6 Hect.  
405743.2 Sq.m.

AGRICULTURAL

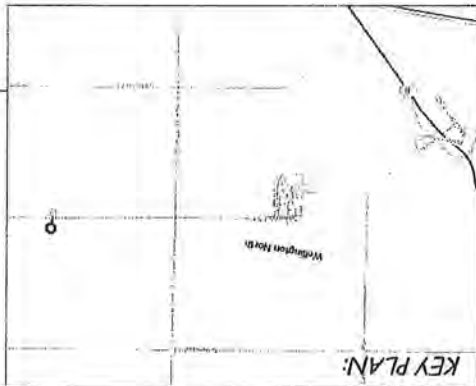
CONCESSION 3

NORTH HALF OF LOT 10



ORIGINAL ROAD ALLOWANCE BETWEEN LOTS 9 & 10  
(KNOWN LOCALLY AS SIDEROAD 5 E)  
(TRAVELLED)

20:117



KEY PLAN:



SCHEDULE B

<b>Application</b>	B148/18
<b>Location</b>	Part Lot 12, Concession 3 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	James & Karen Bodendistle

**PLANNING OPINION:** This application would sever a vacant 40 ha (99 ac) agricultural parcel in the Prime Agricultural Area. A 44 ha (108 ac) parcel would be retained with an existing dwelling, barn and accessory buildings.

This application is consistent with Provincial Policy and generally conforms to the Official Plan; we would have no concerns provided that driveway access can be provided to the retained lands to the satisfaction of the Local Municipality.

**PLACES TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2017 was prepared and approved under the Places to Grow Act, 2005 and came into effect on July 1, 2017. The Natural Heritage System mapping and Agricultural Land Base mapping prepared under the Growth Plan for the Greater Golden Horseshoe was issued on February 9, 2018 and is now in effect. All planning decisions are required to conform within the 2017 Growth Plan.

The subject lands are identified as PRIME AGRICULTURAL within the Agricultural Land Base mapping and also contain portions of the provincial Natural Heritage System. Section 4.2.3 of the Growth Plan states that outside of settlement areas, development or site alteration is not permitted in key natural heritage features that are part of the natural heritage system. The proposed severance would not sever any key natural heritage features on the subject property.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- a) Agricultural uses, provided lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) Agricultural-related uses, provided that any new lots will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
- c) A residence surplus to a farming operation...; and
- d) Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or right-of-ways.”

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLANDS. Section 10.3.2 states “New lots for agricultural operations shall be of a size appropriate for the type of agricultural uses common in the area and sufficiently large to maintain flexibility for future changes in the type of agricultural operations. New agricultural lots will normally be a minimum of 35 hectares in size...”.

“New agricultural lots may include lands in the Greenland system where necessary to provide logical lot lines, provided that suitable building envelopes and new access routes are available outside of, and suitable distance from, Core Greenland and Greenland features.”

The size of the proposed agricultural lot is consistent with the surrounding properties and exceeds the minimum 35 ha (86 ac) size required by the official plan. The irregular lot line proposed is logical as it follows the limit of the natural features dividing the property and avoids fragmenting any cultivated lands.

The matters under section 10.3.1 were also considered.



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

SCHEDULE B

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

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) and Natural Environment. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural Zone.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

A handwritten signature in cursive script that reads "Jameson Pickard".

---

Jameson Pickard, Planner  
February 4, 2019



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228

075

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 11, 2019**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE  
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-007 BEING A REPORT ON CONSENT  
APPLICATION B137-18 (GLERUM)**

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive CLK Report 2019-007 being a report on Consent Application B137-18 known as Part Lot 3, Concession 13 (formerly West Luther) now the Township of Wellington North;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B137/18 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 in 2019)
- **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 Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;
- **THAT** the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department.

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

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

N/A

<b>BACKGROUND</b>
-------------------

The subject property is known as Part Lot 3, Concession 13 (formerly West Luther) now the Township of Wellington North;

Proposed severance is for a surplus farm dwelling and is 123 metres frontage x 91 metre (1.1 hectares) existing and proposed rural residential use with existing dwelling.

Retained parcel is 19 hectares with 217 metre frontage, existing and proposed agricultural use

Municipal comments were requested from the Chief Building Official, Roads Superintendent, Water and Sewer Superintendent, Drainage Superintendent and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "B" and are generally supportive.

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

The municipality will realize \$1,130.00 in parkland dedication fees and clearance fees.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes

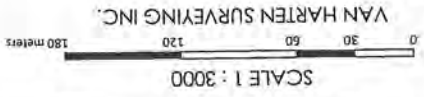
No

N/A

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
<b>KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>

SCHEDULE A

**SEVERANCE SKETCH**  
 PART OF LOT 3, CONCESSION 13  
 GEOGRAPHIC TOWNSHIP OF WEST LUTHER  
 TOWNSHIP OF NORTH WELLINGTON  
 COUNTY OF WELLINGTON



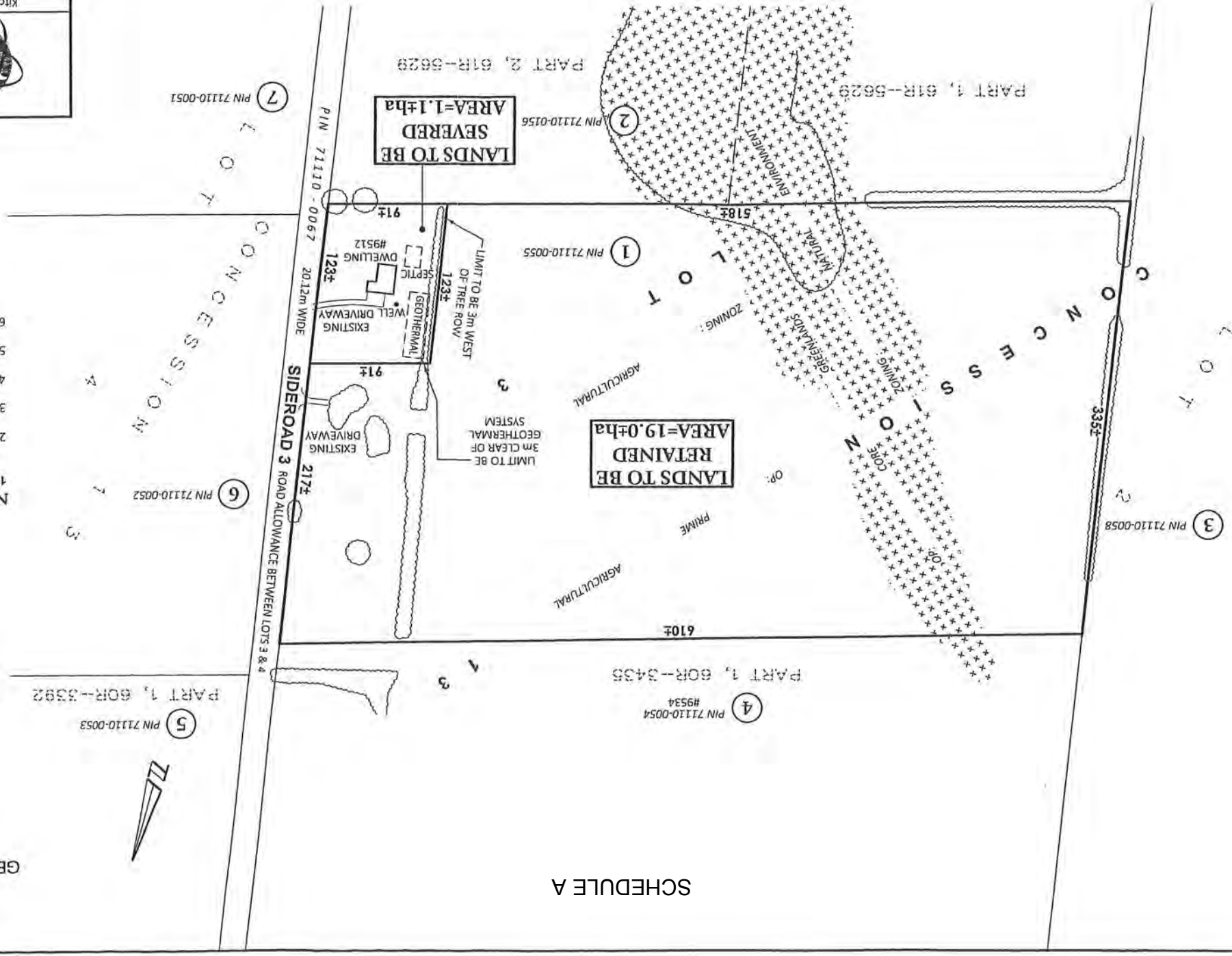
- NOTES:**
1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
  2. SUBJECT LANDS ARE ZONED AGRICULTURAL (A) & NATURAL ENVIRONMENT (NE).
  3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL & CORE GREENLANDS.
  4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
  5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
  6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.
- THIS SKETCH WAS PREPARED ON THE 4th DAY OF DECEMBER 2018

*Jeffrey E. Buisman*  
 JEFFREY E. BUISMAN  
 ONTARIO LAND SURVEYOR

**Van Harten**  
 SURVEYING INC.  
 LAND SURVEYORS and ENGINEERS

Kitchener Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com info@vanharten.com		
DRAWN BY: ANN CHECKED BY: JEB PROJECT NO. 26581-18		
Dec 04, 2018 10:43am G:\WEST LUTHER\con 13\acad\sev LOT 3 (GLERUM) UTM.dwg		

22/15



O.P.: CORE GREENLANDS  
 ZONING: NATURAL ENVIRONMENT



SCHEDULE B

<b>Application</b>	B137/18
<b>Location</b>	Part Lot 3, Concession 13 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Dirkje Glerum

**PLANNING OPINION:** This application would sever a 1.1 ha (2.7 ac) lot in the Prime Agricultural Area with an existing dwelling. A 19 ha (46.9 ac) vacant agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and generally conforms to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That driveway access can be provided to the retained lands to the satisfaction of the Local Municipality; and
- b) That the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department.

**PLACES TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2017 was prepared and approved under the Places to Grow Act, 2005 and came into effect on July 1, 2017. The Natural Heritage System mapping and Agricultural Land Base mapping prepared under the Growth Plan for the Greater Golden Horseshoe was issued on February 9, 2018 and is now in effect. All planning decisions are required to conform within the 2017 Growth Plan.

The subject lands are identified as PRIME AGRICULTURAL within the Agricultural Land Base mapping. As a result, the subject application for consent has been reviewed under the Provincial Policy Statement (PPS) Prime Agricultural policies for lot creation

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states “lot creation in prime agricultural areas is discouraged and may only be permitted for:

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

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS in the County Official Plan. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) The remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) The result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and



SCHEDULE B

- c) The amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) The surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) The Minimum Distance Separation formula will be met; and
- f) The vacant parcel of farmland is rezoned to prohibit a residential use.

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

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval. In terms of the overall farm operation, we have been provided with a Farm Information Form dated December 13, 2018 which includes a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.

**Pg. 2... B137/18**

The matters under section 10.1.3 were also considered.

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

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) and Natural Environment (NE) Zone. Both the severed and retained lands would comply with the minimum lot area and frontage requirements of the Agricultural (A) zone. The retained lands will need to be rezoned to restrict residential development as a condition of approval.

**SITE VISIT INFORMATION:** The subject property has not been visited yet.

---

Jameson Pickard, Planner  
February 4, 2019





**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 11, 2019**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE  
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-010 BEING A REPORT ON CEMETERY FEES  
AND CHARGES**

#### **RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive Report CLK 2019-010 being a report on cemetery fees and charges;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign a By-law to amend By-law 106-18 being a by-law to establish the fees and charges for various services provided by the municipality.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A

#### **BACKGROUND**

On December 17, 2018 By-law 106-18, being a by-law to establish the fees and charges for various services provided by the municipality was passed. In that by-law the fees and charges for cemetery markers was increased above the rate as prescribed in O-Reg 30/11. The regulation provides:

\$0, in the case of a flat marker measuring less than 1,116.13 square centimetres (173 square inches).

\$50, in the case of a flat marker measuring at least 1,116.13 square centimetres (173 square inches).

\$100, in the case of an upright marker measuring 1.22 metres (four feet) or less in height and 1.22 metres (four feet) or less in length, including the base.

\$200, in the case of an upright marker measuring more than 1.22 metres (four feet) in either height or length, including the base.

The rates as set by By-law 106-18 were:

\$75.00 per flat marker any size

\$125.00 in the case of an upright marker measuring 1.22 metres (four feet) or less in height and 1.22 metres (four feet) or less in length, including the base.

\$225.00 in the case of an upright marker measuring more than 1.22 metres (four feet) in either height or length, including the base.

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

In 2018 markers were installed as follows:

	INSTALLED	COLLECTED	REIMBURSED
FLAT less than 1,116.13 square centimetres (173 square inches).			
FLAT at least 1,116.13 square centimetres (173 square inches).	2	\$150.00	\$50.00
upright marker no larger than 4'x4'	6	\$750.00	\$150.00
Upright marker larger than 4'x4'	1	\$225.00	\$25.00
			<b>\$225.00</b>

As a result \$225.00 will be refunded.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes

No

N/A

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Karren Wallace</i>	<i>Michael Givens, CFB</i>
<b>KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

082

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
Meeting of February 11, 2019**

**FROM: TOWNSHIP OF WELLINGTON NORTH, JOINT HEALTH & SAFETY  
COMMITTEE**

**SUBJECT: REPORT JHSC 2019-001 BEING THE 2018 ANNUAL REPORT  
ON THE ACTIVITIES OF THE WELLINGTON NORTH JOINT  
HEALTH & SAFETY COMMITTEE**

#### **RECOMMENDATION**

**THAT** Report JHSC 2019-001 being the 2018 annual report on the activities of the Wellington North Joint Health and Safety Committee be received for information.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Joint Health & Safety Committee, Annual Report JHSC 2018-01 Administration and Finance Committee

#### **BACKGROUND**

The Township of Wellington North and its' employees have established a Joint Health & Safety Committee under the Occupational Health & Safety Act. The Committee consists of seven representatives, 3 Management representatives and 4 Worker representatives.

This committee met on the fourth Thursday of the month, 7 times, in 2018 to:

- Review any workplace inspections performed. There are 16 workplaces to be inspected quarterly and 21 workplaces to be inspected in April & July.
- Review any accidents or incidents that have occurred.
- Review Hazard/Risk Assessment Forms submitted.
- Make recommendations to aid in maintaining the safety of all workers.
- Provide annual reviews of any Township Policies & Procedures, regarding worker safety.
- Keep up to date on the OH&S Act & Regulations.

In 2018 the Joint Health & Safety Committee:

- Did quarterly inspections, resulting in the inspection of 14 workplaces; totaling 33 inspections (see “*Schedule A*” following for details.) They corrected safety risks as they went or made recommendation when required, to keep staff safe. See Schedule “A” attached
- Total Recommendations made in 2018: **19**; Total Current Outstanding Items: 1.
- No Incident or Accident reports received.
- Continues to review and make recommendations when Hazard Risk Assessments are submitted.
- Instigated the installation of a dusk to dawn light at the Arthur Well House #7.
- Ordered 2018 Pocket Ontario OH&S Act & Regulations “green books” and distributed to each worksite
- Attended webinar by Ministry of Labour: Ergonomics in Municipalities with sub-focus on the public works department.
- Revised the Worksite Inspection Reports to include an Ergonomics category.
- Drafted a Memo to encourage all management to have workers do a monthly inspection of their worksite, using the Worksite Inspection Reports and submitting to the H&S Committee. (see “*Schedule B*” following for details)
- Reviewed and amended the Health & Safety Terms of Reference.
- Took a staff survey on Health & Safety in the workplace and submitted results to the Township Human Resources department
- George Laughlin & Norm McLellan registered and completed the course “Investigating Accidents and Incidents” with Workplace Safety & Prevention Services.
- Installed suggestion boxes at Township worksites.
- Reviewed Traffic Management Plan and reviewed Hazard Risk Assessment Forms for Gravel Pits, submitted by Public Works Department.
- Added Gravel Pits to the Workplace Inspection List and added this category to the Worksite Inspection Reports.
- Purchased portable, fleece, “sideline” blanket in travel pouch, for all staff and council in recognition of safety in the workplace.
- Reviewed and set the 2019 Meeting & Inspection dates for 2019. See Schedule “C” attached.
- Three members of the Committee attended the Partners in Prevention Conference in October at Bingemans in Kitchener. They each attended various seminars regarding Health & Safety and reported information gathered back to the Committee.
- Renewed the Township subscription to “Comfort Zone”. This monthly e-magazine provides safety information for all; including work and home. The magazine is distributed by email to all staff and Council and a printed copy is provided for all workplace lunchrooms.

Looking towards 2019; the Joint Health & Safety Committee plans to continue reviewing and updating policies as required. They are also planning on investigating combining health & safety related training with neighboring township committees.

### FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report. The committee has a annual budget which is approved by Council.

### STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes                       No                       N/A

Which pillars does this report support?

- |   |   |
|---|---|
| <input type="checkbox"/> Community Growth Plan<br><input type="checkbox"/> Human Resource Plan<br><input type="checkbox"/> Brand and Identity<br><input checked="" type="checkbox"/> Strategic Partnerships | <input type="checkbox"/> Community Service Review<br><input type="checkbox"/> Corporate Communication Plan<br><input checked="" type="checkbox"/> Positive Healthy Work Environment |
|---|---|

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular by providing a Positive Healthy Work Environment where employees are made to feel safe. It also provides a forum for staff to discuss any safety issues they may have.

**PREPARED BY:**

**RECOMMENDED BY:**

*Tammy Pringle*

*Michael Givens*

**TAMMY PRINGLE  
SECRETARY JHSC**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE "A"

2018 Health & Safety Committee Inspections by Committee Members

	<b>JANUARY</b>	<b>APRIL</b>	<b>JULY</b>	<b>OCTOBER</b>
Arthur & Area Aquatic Centre	Not Applicable	Not Applicable	July 12, 2018 Karren W & Tammy P	Not Applicable
Arthur Community Centre		Mar. 23, 2018 Barry T & Laura R		Oct 30, 2018 Karren W & Tammy P
Arthur Cenotaph Park	Not Applicable	Not Applicable		
Arthur Parks	Not Applicable	Not Applicable		
Pioneer Cemeteries	Not Applicable			
Arthur Water Treatment Plant		Mar. 23, 2018 Barry T & Laura R	July 12, 2018 Karren W & Tammy P	Oct 30, 2018 Karren W & Tammy P
Arthur Wells #7 & 8		Mar. 23, 2018 Barry T & Laura R	July 12, 2018 Karren W & Tammy P	Oct 30, 2018 Karren W & Tammy P
Arthur Works Yard		Mar. 23, 2018 Barry T & Laura R	July 12, 2018 Karren W & Tammy P	Oct 30, 2018 Karren W & Tammy P
Conn Pavilion	Not Applicable			
Damascus Hall	Jan. 26, 2018 Andy M & Norm M	May 18, 2018 Barry T & Laura R	Aug 21, 2018 Andy M & Norm M	Oct 2, 2018 Andy M & Laura R
Kenilworth Admin. Office	Jan. 26, 2018 Andy M & Norm M	May 18, 2018 Barry T & Laura R	Aug 21, 2018 Andy M & Norm M	Oct 2, 2018 Andy M & Laura R
Kenilworth Works Yard	Jan. 26, 2018 Andy M & Norm M	May 18, 2018 Barry T & Laura R	Aug 21, 2018 Andy M & Norm M	Oct 2, 2018 Andy M & Laura R
MF Cemetary	Not Applicable			
MF Sports Complex		Apr. 26, 2018 Andy M & Tammy P		
MF Parks	Not Applicable		Aug 21, 2018 Andy M & Norm M	
MF Pool	Not Applicable	Not Applicable		Not Applicable
MF Water Treatment Plant		Apr. 26, 2018 Andy M & Tammy P		
MF Wells 3, 4, 5 & 6		Apr. 26, 2018 Andy M & Tammy P		
MF Works Yard		Apr. 26, 2018 Andy M & Tammy P		
West Luther Works Yard	Jan. 26, 2018 Andy M & Norm M	May 18, 2018 Barry T & Laura R	Aug 21, 2018 Andy M & Norm M	Oct 2, 2018 Andy M & Laura R
<b>20 Locations</b>	<b>4</b>	<b>12</b>	<b>9</b>	<b>8</b>
<b>Total Inspections Done</b>	<b>33</b>			

## SCHEDULE "B"

2018 Health & Safety Committee Inspections by Worksite Staff

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Arthur & Area Aquatic Centre												
Arthur Community Centre							Jul 3, 2018	Aug 7, 2018	Sept 1, 2018	Oct 2, 2018	Nov 6, 2018	
Arthur Cenotaph Park												
Arthur Parks												
Pioneer Cemeteries												
Arthur Water Treatment Plant												
Arthur Wells #7 & 8							Jul 12, 2018	Aug 29, 2018	Sept 25, 2018	Oct 26, 2018	Nov 27, 2018	Dec 24, 2018
Arthur Works Yard										Oct 1, 2018		Dec 3, 2018
Conn Pavilion												
Damascus Hall												
Kenilworth Admin. Office												
Kenilworth Works Yard							Jul 23, 2018	Aug. 1, 2018				
MF Cemetary												
MF Sports Complex							July 31, 2018				Nov 21, 2018	
MF Parks												
MF Pool								Aug. 1, 2018				
MF Water Treatment Plant												
MF Wells 3, 4, 5 & 6							Jul 12, 2018	Aug 29, 2018	Sept 25, 2018	Oct 26, 2018	Nov 27, 2018	Dec 24, 2018
MF Works Yard						Jun 5, 2018	Jul 20, 2018		Sept 13, 2018	Oct 18, 2018		Dec 20, 2018
West Luther Works Yard							Jul 26, 2018					
<b>20 Locations</b>						<b>1</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>
Total Inspections Done	<b>30</b>											

SCHEDULE "C"  
WELLINGTON NORTH JOINT HEALTH AND SAFETY COMMITTEE

**2019 Meeting Schedule**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Thursday, January 24, 2019	9:30am	Kenilworth Administration Office
Thursday, March 28, 2019	9:30am	Kenilworth Administration Office
Thursday, May 23, 2019	9:30am	Kenilworth Administration Office
Thursday, July 25, 2019	9:30am	Kenilworth Administration Office
Thursday, September 26, 2019	9:30am	Kenilworth Administration Office
Thursday, November 28, 2019	11:00am	To be Determined

**2019 Inspection Schedule**

<b>Inspection Month</b>	<b>Arthur</b>	<b>Kenilworth / Luther / Damascus</b>	<b>Mount Forest</b>	<b>Reserve</b>
January	Andy & Laura	Barry & George	Karren & Norm	Tammy
April	Karren & George	Andy & Tammy	Barry & Laura	Norm
July	Barry & Norm	Karren & George	Andy & Tammy	Laura
October	Andy & Tammy	Barry & Laura	Karren & Norm	George



RECEIVED

FEB 4 2019

TWP. OF WELLINGTON NORTH

Pamela Luxton  
c/o Rhys Luxton  
36 Wilson Cres.  
Dundalk, ON N0C 1B0

January 25, 2019

Township of Wellington North  
Mayor Lennox & Council  
7490 Side Rd. 7 West, Box 125  
Kenilworth, ON N0G 2E0

Dear Sirs/Madams:

Thank you for the Northern Lights Mount Forest Christmas Festival Scholarship; my mom will put the money towards continuing piano lessons with Grace Hodges. Looking forward to next year.

Thank you again.



Rhys Luxton

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

**BY-LAW NUMBER 014-19**

**BEING A BY-LAW TO AMEND BY-LAW 106-18 BEING A BY-LAW  
TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS  
SERVICES PROVIDED BY THE MUNICIPALITY**

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

1. **THAT** Schedule C attached to By-law 106-18 be replaced with Schedule C on attached hereto.
2. **THAT** this by-law shall come into force immediately on its passage.
3. **THAT** the effective date of the fees and charges is January 1, 2019.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 11TH DAY OF FEBRUARY, 2019.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 014-19  
SCHEDULE "C" CEMETERIES**

**Effective January 1, 2019**

DESCRIPTION	FEE
<b><u>SALES</u></b>	
Single Grave 3 ½ feet x 10 feet (plot \$510.00) (Care and Maintenance Fund included) (40% of selling price \$340.00)	\$850.00
Single niche to accommodate two urns (Niche \$935.00) Care and Maintenance Fund (165.00)	\$1,100.00
<b><u>INTERMENT/INURNMENT</u></b>	
Adult	\$600.00
Infant without device and dressing	\$175.00
Cremated remains in standard plot	\$275.00
Double depth charge – extra	\$175.00
Inurnment in niche	\$175.00
Scattering garden	\$100.00
<b><u>Surcharges:</u></b>	
Saturday funerals until 12 noon & holidays - standard burial	\$345.00
Saturday funerals until 12 noon & holidays - cremated remains	\$230.00
Saturday funerals until 12 noon & holidays - niche	\$125.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
<b><u>DISINTERMENT</u></b>	
Disinterment	600.00
<b><u>VAULT STORAGE</u></b>	
	\$175.00
<b><u>MONUMENT INSTALLATIONS</u></b>	
Staking fee	\$50.00
Monument care & maintenance fund:	\$0.00
Flat Marker less than 1,116.13 square centimetres (173 square inches)	\$50.00
Flat Marker at least 1,116.13 square centimetres (173 square inches).	\$100.00
Upright to 4 feet (including base)	\$200.00
Upright over 4 feet (including base)	
<b><u>ADMINISTRATION</u></b>	
Transfer of Interment Right	\$50.00
Research per hour	\$50.00

NOTE: Amendments subject to approval from Ministry of Consumer Services – Cemetery Regulation Unit

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

**BY-LAW NUMBER 015-19**

**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  
FEBRUARY 11, 2019**

**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 February 11, 2019 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 11TH DAY OF FEBRUARY, 2019.**

---

**ANDREW LENNOX,  
MAYOR**

---

**KARREN WALLACE,  
CLERK**