

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
FEBRUARY 24, 2020 @ 7:00 P.M.
CLOSED SESSION @ 6:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER – Acting Mayor Yake

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the February 24, 2020 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

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

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

Recommendation:

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

- (b) personal matters about an identifiable individual, including municipal or local board employees;*
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;*

1. REPORTS

- a. *CAO 2020-001 being a report on Township Legal Counsel*
- b. *Duncan Linton Letter of Opinion dated February 13, 2020 re: Proposed Acquisition*

2. REVIEW OF CLOSED SESSION MINUTES

- *February 10, 2020*

3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at ____;____.

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2020-01 being a report on Township Legal Counsel;
AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Duncan Linton Letter of Opinion dated February 13, 2020 re: Proposed Acquisition;
AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the February 10, 2020 Council meeting.

O ' CANADA

RECESS TO MOVE INTO COURT OF REVISION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of February 24, 2020 for the purpose of holding a Court of Revision for:

- *Drain 2 Martin*
- *Murphy Drain*

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the February 24, 2020 Regular Meeting of Council.

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of February 24, 2020 for the purpose of holding a Public Meeting under the Planning Act:

- *Circuit Holdings (331 Arthur St.) – Minor Variance*
- *Dingwall Investments (121 – 123 Sarah Rd.) – Minor Variance*

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the February 24, 2020 Regular Meeting of Council.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|---|-----|
| • Pubic Meeting, February 10, 2020 | 001 |
| • Regular Meeting of Council, February 10, 2020 | 003 |

Recommendation:

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on February 10, 2020 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- | | |
|---|-----|
| a. Mount Forest District Chamber of Commerce, January 14, 2020 and financial statements | 014 |
|---|-----|

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meeting held on January 14, 2020 and financial statements.

- b. Arthur & District Chamber of Commerce Directors Meeting, February 11, 2020 021

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur & District Chamber of Commerce Directors Meeting held on February 11, 2020.

- c. County of Wellington Joint Accessibility Advisory Committee, February 6, 2020 024

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the County of Wellington Joint Accessibility Advisory Committee Meeting held on February 6, 2020.

2. PLANNING

- a. Planning Report, dated February 4, 2020, from Michelle Innocente, Senior Planner – Recommendation Report regarding Redline Revision Draft Plan of Subdivision – 23T-18004, London Road North, Mount Forest 028

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Planning Report, dated February 4, 2020, from Michelle Innocente, Senior Planner – Recommendation Report regarding Redline Revision Draft Plan of Subdivision – 23T-18004, London Road North, Mount Forest;

AND FURTHER THAT Council support the redline revised draft plan of subdivision and related conditions of draft plan approval for 23T-18004.

AND FURTHER THAT staff update the subdivision agreement to reflect the revision between the municipality and the Owners of the proposed subdivision for Council's consideration, and

FURTHER THAT staff advise the County's Director of Planning and Development of the Townships decision.

- b. Sarah Wilhelm, Manager of Policy Planning, County of Wellington, correspondence dated February 4, 2020, regarding County Official Plan Review – Progress Report #1 040

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive correspondence, dated February 4, 2020, from Sarah Wilhelm, Manager of Policy Planning, County of Wellington, regarding County Official Plan Review – Progress Report #1.

- c. Planning Report, dated February 18, 2020, from Michelle Innocente, Senior Planner – Domville Street Subdivision, Arthur, Zoning By-law Amendment 045

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Planning Report, dated February 18, 2020, from Michelle Innocente, Senior Planner – Domville Street Subdivision, Arthur, Zoning By-law Amendment.

3. FINANCE

- a. Cheque Distribution Report, February 20, 2020 049

Recommendation:

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

- b. Report TR2020-003 being a report on 2019 Council Remuneration 054

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive Report TR2020-003 being a report on 2019 Council Remuneration.

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2020-003 Wellington North Farmers Market 057

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive Report EDO 2020-003 being a report on the Wellington North Farmers Market;

AND FURTHER THAT the Council of the Township of Wellington North approve the Wellington North Farmers' Market Roles and Responsibilities Agreement with the Victory Church and Community Centre;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to prepare the necessary temporary road closure permit application for each Saturday from June 20th through September 26th, from 8:30am through noon, for the portion of 320 King St. E at the Fairgrounds entrance in Mount Forest.

- b. Report EDO 2020-004 Arthur Business Improvement Area (BIA) 060

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive Report EDO 2020-004 being a report to establish an Arthur Business Improvement Area (BIA);

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law to appoint members to the Board of Directors for the Arthur BIA.

5. OPERATIONS

- a. Report OPS 2020-010 being a report on the Township's 2020 to 2022 agreement with the Ontario Clean Water Agency (OCWA) 065

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-010 being a report on the Township's 2020 to 2022 agreement with the Ontario Clean Water Agency (OCWA);

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the amending agreement with the Ontario Clean Water Agency for the operation and maintenance of the Arthur and Mount Forest Wastewater Treatment Plants for the 2020 to 2022 term.

6. ADMINISTRATION

- a. Report CLK 2020-006 to update Council re: Off-Road Vehicles (ORV) 068

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-006 being a report to update Council on legislative amendments to Off-Road Vehicles (ORV) on municipal roads.

AND FURTHER THAT Council take no action regarding ORV's on municipal roads until such time as the regulations set out in Bill 107 are in effect in 2021.

- b. Report CLK 2020-007 Privacy Breach Policy 070

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-007 being a report on a Privacy Breach Policy.

- c. Douglas Browne, Chief of Emergency Management, Ministry of the Solicitor General, Office of the Fire Marshall and Emergency Management correspondence dated February 15, 2020, regarding Emergency Management and Civil Protection Act (EMCPA) Compliance 078

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive correspondence from Douglas Browne, Chief of Emergency Management, Ministry of the Solicitor General, Office of the Fire Marshall and Emergency Management, dated February 15, 2020, regarding Emergency Management and Civil Protection Act (EMCPA) Compliance.

7. COUNCIL

- a. Hon. Steve Clark, Minister of Municipal Affairs and Housing, correspondence dated February 6, 2020, regarding A Place to Grow: Growth Plan for the Greater Golden Horseshoe 079

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive correspondence dated February 6, 2020, from Hon. Steve Clark, Minister of Municipal Affairs and Housing, regarding A Place to Grow: Growth Plan for the Greater Golden Horseshoe.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items for Consideration on the February 24, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

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

Councillor Burke (Ward 2):

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

Councillor Hern (Ward 3):

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

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee

Mayor Lennox

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

BY-LAWS

- | | |
|---|-----|
| a. By-law Number 024-20 being a by-law to appoint members to the Arthur Business Improvement Area Board of Directors | 082 |
| b. By-law Number 025-20 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part of Park Lot 4, South of Domville Street, Crown Survey, geographic Arthur Village, now Township of Wellington North in the County of Wellington - Coffey) | 083 |
| c. By-law Number 026-20 being a by-law to repeal By-law 026-19 being a by-law to authorize the execution of a Memorandum of Understanding with the Mount Forest Family Health Team Exercise Room Partnership | 087 |
| d. By-law Number 027-20 being a by-law to amend By-law 078-16 being a by-law to authorize the execution of a Services Agreement between the Ontario Clean Water Agency (OCWA) and The Corporation of the Township of Wellington North | 088 |

Recommendation:

THAT By-law Number 024-20, 025-20, 026-20 and -027-20 be read a First, Second and Third time and enacted.

CONFIRMING BY-LAW NUMBER 028-20

103

Recommendation:

THAT By-law Number 028-20 being a By-law to Confirm the Proceedings of the Council of The Corporation of the Township of Wellington North at its Regular Meeting held on February 24, 2020 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of February 24, 2020 be adjourned at ____:____.pm.

MEETINGS, NOTICES, ANNOUNCEMENTS

Mount Forest BIA Directors Meeting	February 25, 2020	8:00 a.m.
Louise Marshall Hospital Construction Update – Town Hall Open House	February 25, 2020	5:30 p.m. to 7:30 p.m.
Regular Council Meeting	March 9, 2020	2:00 p.m.
Cultural Roundtable	March 19, 2020	12:00 p.m.
Regular Council Meeting	March 23, 2020	7:00 p.m.
Regular Council Meeting	April 6, 2020	2:00 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

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES
FEBRUARY 10, 2020 AT 2:00PM
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

<u>Members Present:</u>	Acting Mayor:	Dan Yake
	Councillors:	Sherry Burke Lisa Hern
<u>Members Absent:</u>	Mayor:	Andrew Lennox
	Councillors:	Steve McCabe
<u>Staff Present:</u>		
Chief Administrative Officer:		Michael Givens
Director of Legislative Services/Clerk:		Karren Wallace
Deputy Clerk:		Catherine Conrad
Director of Finance:		Adam McNabb
Director of Operations:		Matthew Aston
Economic Development Officer:		Dale Small
Manager of Transportation Services:		Dale Clark
Manager of Environment and Development:		Corey Schmidt
Process Compliance Analyst:		Sara McDougall
Chief Building Official:		Darren Jones
Development Clerk:		Tammy Pringle
Senior Planner:		Michelle Innocente
Risk Management Inspector/ Source Protection Coordinator		Emily Vandermeulen

CALLING TO ORDER – Acting Mayor Yake

DISCLOSURE OF PECUNIARY INTEREST

No disclosure of pecuniary interest declared.

OWNERS/APPLICANT

2574574 Ontario Inc.

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Part of Park Lot 4, South of Durham Street and East of Main Street Plan of Mount Forest, Formerly the Town of Mount Forest, Township of Wellington North.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is is to rezone a portion of the subject land from Residential Two (R2) zone to Residential Three (R3) zone to facilitate the construction of a larger apartment block (33 units). The subject lands are designated Residential and located within an Urban Centre (Mount Forest) in the County Official Plan. Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on January 17, 2020.

PRESENTATIONS

- Michelle Innocente, Senior Planner, County of Wellington, Township of Wellington North
 - Planning Report dated February 4, 2020

The by-law will amend the existing zoning to facilitate a redline revision to draft approved plan of subdivision 23T-18004 to permit a larger apartment block to accommodate a 33-unit apartment building as well as to reduce the number of single detached lots from 14 to 11 lots. This zone amendment is required as a condition of draft plan approval.

CORRESPONDENCE FOR COUNCIL'S REVIEW

- Emily Vandermeulen, Risk Management Inspector/Source Water Protection Coordinator, Wellington Source Water Protection
 - Email & Map dated January 21, 2020 (No Objection)
- Upper Grand District School Board Planning Department, Municipal Circulations
 - Email dated January 22, 2020 (No Objection)
- Erik Downing, Manager, Environmental Planning & Regulations, Saugeen Conservation
 - Letter dated January 30, 2020 (No Objections)

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at the regular council meeting following the public meeting. Persons wishing notice of the passing of the by-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Astrid Clos, Astrid J. Clos Planning Consultants, Applicant's Agent, explained that the revision will go from three single family dwelling to an apartment building.

COMMENTS/QUESTIONS FROM COUNCIL

There were no comments or questions from Council.

ADJOURNMENT

RESOLUTION: 001-2020

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Public Meeting of February 10, 2020 be adjourned at 3:07 pm.

CARRIED

CLERK

ACTING MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING MINUTES OF COUNCIL
FEBRUARY 10, 2020 @ 2:00 P.M.
CLOSED SESSION @ 1:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

<u>Members Present:</u>	Acting Mayor:	Dan Yake
	Councillors:	Sherry Burke Lisa Hern
<u>Members Absent:</u>	Mayor:	Andrew Lennox
	Councillor:	Steve McCabe
<u>Staff Present:</u>	Chief Administrative Officer:	Michael Givens
	Director of Legislative Services/Clerk:	Karren Wallace
	Deputy Clerk:	Catherine Conrad
	Director of Finance:	Adam McNabb
	Director of Operations:	Matthew Aston
	Economic Development Officer:	Dale Small
	Manager of Transportation Services:	Dale Clark
	Manager of Environment and Development:	Corey Schmidt
	Process Compliance Analyst:	Sara McDougall
	Chief Building Official:	Darren Jones
	Development Clerk:	Tammy Pringle
	Senior Planner:	Michelle Innocente
	Risk Management Inspector/:	Emily Vandermeulen
	Source Protection Coordinator	

CALLING TO ORDER – Acting Mayor Yake

ADOPTION OF THE AGENDA

RESOLUTION: 2020-034

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Agenda for the February 10, 2020 Regular Meeting of Council be accepted and passed as amended to include:

SUPPLEMENTARY AGENDA

BY-LAWS

- f. By-law Number 022-20 being a by-law to exempt lands from Part Lot Control (170 Miller St.) and to repeal by-law Number 012-20*

and

ITEMS FOR CONSIDERATION

8. COUNCIL

- d. Lisa Weber, request for waiver of fees and donation to the “Mentally Fit, Kendra Fisher” event being held at the Mount Forest Sports Complex on February 24, 2020.*

and to remove:

2. PLANNING

- g. Planning Report, dated February 4, 2020, from Michelle Innocente, Senior Planner – Recommendation Report regarding Redline Revision Draft Plan of Subdivision – 23T-18004, London Road North, Mount Forest*

CARRIED

DISCLOSURE OF PECUNIARY INTEREST**CLOSED MEETING SESSION**

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

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

RESOLUTION: 2020-035

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:35 pm that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*

1. *REPORTS*

- a. Verbal report of Fire Chief Guilbault regarding pending charges under the Fire Protection and Prevention Act*

2. *REVIEW OF CLOSED SESSION MINUTES*

- *January 13, 2020*

3. *RISE AND REPORT FROM CLOSED MEETING SESSION*

CARRIED

RESOLUTION: 2020-036

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:57 p.m.

CARRIED

RESOLUTION: 2020-037

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the verbal report of Fire Chief Guilbault regarding pending charges under the Fire Protection and Prevention Act.

CARRIED

RESOLUTION: 2020-038

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the January 13, 2020 Council meeting.

CARRIED

O ' CANADA**COUNTY COUNCIL UPDATE**

Campbell Cork, County of Wellington Councillor, Ward 3

Councillor Cork provided an update on Ridewell, budget and recycling.

The Ridewell program is picking up steam. There were 146 rides in November, 173 in December and 226 in January. The service is also being used to get people to and from work. One downfall is that the service is not able to go into the City of Guelph. It cannot be used to get to the County Buildings.

The County of Wellington 2020 Budget has been passed. The ten-year plan will see increases around 4% per year. The county is planning to take on \$42 million in debt in the next 10 years for projects. \$22 million will be used for the County Building with a large portion for underground parking. There is no mention of funds for the continuum of care project. Spending revolves around getting funding from upper levels of government. Councillor Cork is looking forward to upcoming discussion on tax rates in the ten-year plan and expressed concern that some residents cannot afford the increasing tax rates.

Green bins for the new waste program will be delivered mid to end of June. Information about the program will appear in advertising on the county page.

PRESENTATIONS

- a. Dale Small, Economic Development Officer, Wellington North
Raymond Soucy, Executive Director, Centre Wellington Community Foundation
 - Community Foundation cheque presentation

On behalf of the municipality, Mr. Small presented a cheque in the amount of \$50,000.00 to Raymond Soucy, Executive Director of the Centre Wellington Community Foundation, with \$25,000 being direct to the Wellington North Community Fund and another \$25,000 to the Wellington North Youth Fund. Mr. Soucy, on behalf of the board, congratulated and thanked Wellington North for their long-term support for charitable activities and growth.

- b. Maitland Valley Conservation Authority
Phil Beard, General Manager/Secretary-Treasurer
Dave Turton, Chair, Representative for Township of Wellington North, Township of Mapleton and Town of Minto
 - 2020 Priorities & Budget

Mr. Beard and Mr. Turton appeared before Council to review the Conservation Authority's 2019 Priorities and Budget. Wellington North will see a levy increase of \$2,393 in 2020 for a total levy of \$42,959.

- c. Grand River Conservation Authority
Sonja Radoja, Manager of Corporate Services
Lisa Stocco, Manager of Communications
 - 2020 Draft Budget

Ms. Radoja and Ms. Stocco appeared before Council presented information including the Grand River Watershed statistics, GRCA Strategic Plan, 2020 budget challenges and the 2020 Draft Budget. The general municipal levy will increase by 2.5% in 2020.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2020-039

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of February 10, 2020 for the purpose of holding a Public Meeting under the Planning Act:

- *Earl and Laura Bowman – Minor Variance*
- *2574574 Ontario Inc. (Brad Wilson) – Zoning Amendment*

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2020-040

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the February 10, 2020 Regular Meeting of Council.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- By-law No. 019-20 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part of Park Lot 4, South of Durham and East of Main Street, Plan of Town of Mount Forest -2574574 Ontario Inc. – Brad Wilson)

RESOLUTION: 2020-041

Moved: Councillor Burke

Seconded: Councillor Hern

THAT By-law No. 019-20 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part of Park Lot 4, South of Durham and East of Main Street, Plan of Town of Mount Forest -2574574 Ontario Inc. – Brad Wilson)

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Regular Meeting of Council, January 27, 2020

RESOLUTION: 2020-042

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council held on January 27, 2020 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

1c,1e, 5b, 6b, 6c, 6e, 7a, 8b, 8c, 8d

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2020-043

Moved: Councillor Burke

Seconded: Councillor Hern

THAT all items listed under Items for Consideration on the February 10, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Source Protection Authority Meeting #3/19 held on September 18, 2019.

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority General Membership Meeting #11/19 held on January 8, 2020.

THAT Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Meeting held on January 24, 2020.

THAT the Council of the Corporation of Township of Wellington North receive Report DC2020-004 being a report on Consent Application (Easement) B96-19 known as Part Park Lot 7, n/s Durham St, w/s Main St in the town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B96-19 as presented with the following conditions:

- THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*

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

THAT Council of the Corporation of the Township of Wellington North receive Report DC2020-005 being a report on Consent Application (Easement) B97-19 known as Part Park Lot 7, n/s Durham St, w/s Main St in the town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B97-19 as presented with the following conditions:

- THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*

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

THAT Council of the Corporation of the Township of Wellington North receive Report DC2020-006 being a report on Consent Application (Severance) B98-19 known as Part Lots 6 & 9, Carroll's Survey, Part Park Lot 2, South Side of Smith St., Crown Survey in the Village of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B98-19 as presented with the following conditions:

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

- *THAT the Owner satisfy the local municipality with respect to water and sanitary sewer servicing;*
- *THAT the Owner satisfy the local municipality with respect to establishing an easement for the existing storm sewer;*

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

THAT Council of the Corporation of the Township of Wellington North receive Report DC2020-007 being a report on Consent Application (Lot Line Adjustment) B100-19 known as Part Lots 8 & 9 Concession 19 former geographic Township of Peel.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B100-19 as presented with the following conditions:

- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*

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

THAT Council of the Corporation of the Township of Wellington North receive DC Report 2020-008 being a report on Consent Application (Lot Line Adjustment) B101-19 known as Part Lots 8 & 9 Concession 19 former geographic Township of Peel.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B101-19 as presented with the following conditions:

- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the existing structures on the severed lands be removed to the satisfaction of the local municipality.*

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

THAT Council of the Corporation of the Township of Wellington North receive DC Report 2020-009 being a report on Consent Application (Severance) B1-20 known as Part Lot 16 Concession 1, former geographic Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B1-20 as presented with the following conditions:

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

- THAT the owner enter into an agreement apportioning future maintenance costs on West Luther Drain 5 & 8 (Densmore Drain) and West Luther Drain 9; and
- THAT the owner shall provide a \$1,000.00 deposit to cover the cost of the re-apportionment of the above mentioned drains.

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

THAT Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communique #75, January 2020.

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated February 4, 2020.

THAT the Council of the Corporation of Township of Wellington North receive Report EDO 2020-002 being a report on the Wellington North Community Fund and Wellington North Youth Fund.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-004 being a report on the Mount Forest Wastewater Treatment Plant upgrade project; AND FURTHER THAT Council award the contract for Mount Forest Wastewater Treatment Plant Scada Upgrade to T&T Power Group, formerly Hollen Controls Limited, for \$212,600 plus applicable taxes, waiving the requirement for a competitive procurement process; AND FURTHER THAT Council award the contract for the upgrade of the Township's drinking water Scada Computer's to Windows 10 to T&T Power Group for \$43,815.75 plus applicable taxes, waiving the requirement for a competitive process.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-008 being a report on the Township's year-to-date wastewater treatment plant flows.

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-005 being a report on an amendment to the Business Licensing By-Law No. 058-16 to set out retail cannabis stores prohibition zones.

AND FURTHER THAT the Mayor and Clerk be authorized to sign the amending by-law.

THAT the Council of the Corporation of Township of Wellington North receive the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection release dated January 22, 2020 regarding Source Protection Plan – Section 36 Workplan Approved!

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2020-044

Moved: Councillor Hern

Seconded: Councillor Burke

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur & District Chamber of Commerce Directors Meeting held on January 14, 2020.

CARRIED

RESOLUTION: 2020-045

Moved: Councillor Burke

Seconded: Councillor Hern

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on January 28, 2020.

CARRIED

RESOLUTION: 2020-046

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive the January 29, 2020 Arthur Business Improvement Association Information Session Presentation.

CARRIED

RESOLUTION: 2020-047

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-006 being a report on the 2020 procurement of a plow truck be received;
AND FURTHER THAT the Township of Wellington North award the supply of the 2020 plow truck to Viking Cives Ltd at a cost of \$279,750 plus applicable taxes, waiving the requirement for a competitive process;
AND FURTHER THAT the \$4,673.60 difference between the net purchase price and the 2020 approved capital budget of \$280,000.00 be funded from reserve funds.*

CARRIED

RESOLUTION: 2020-048

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive, accept and approve Report OPS 2020-007 being a consolidated report on the Township's 2019 drinking water systems annual and summary report.
AND FURTHER THAT the Council directs staff to submit the approved report to the applicable agencies and make the report available to the public.*

CARRIED

RESOLUTION: 2020-049

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-009 being a report on the purchase of a used street sweeper;
AND FURTHER THAT the Township of Wellington North award the supply of a 2017 street sweeper to FST Canada Inc. O/A Joe Johnson Equipment at a cost of \$260,000 plus applicable taxes, waiving the requirement for a competitive procurement process;
AND FURTHER THAT the \$14,576.00 difference between the net purchase price and the 2020 approved capital budget of \$250,000.00 be funded from reserve funds.*

CARRIED

RESOLUTION: 2020-050

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report JHSC 2020-001 being the 2019 annual report on the activities of the Wellington North Joint Health and Safety Committee.

CARRIED

RESOLUTION: 2020-051

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive the Lake Erie Source Protection Region correspondence dated January 14, 2020 regarding support for actions to address over-application of winter maintenance chemicals to protect sources of municipal drinking water.

CARRIED

RESOLUTION: 2020-052

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive correspondence, dated February 5, 2020, from Janet Harrop, President, Wellington Federation of Agriculture requesting support for Bill 156, Security from Trespass and Protecting Food Safety Act; AND FURTHER THAT the Council of the Township of Wellington North show support for Bill 156 by sending a letter of support to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

CARRIED

Council directed staff to circulate a copy of the letter of support to the Wellington County municipalities.

RESOLUTION: 2020-053

Moved: Councillor Hern

Seconded: Councillor Burke

THAT Council receive the request to waive the rental fees and a donation to the "Mentally Fit, Kendra Fisher" event being held at the Mount Forest Sports Complex on February 24, 2020; AND FURTHER THAT Council waives the rental fee of \$218.66 and makes an additional donation of \$281.34 for a total donation of \$500.00 to be funded through the 2020 Grants and Donations budget.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

No community group reports provided.

BY-LAWS

- a. By-law Number 016-20 being a by-law to amend By-law Number 058-16 being a by-law to establish business licensing regulations related to business licensing in the Township of Wellington North
- b. By-law Number 017-20 being a by-law to provide for the repair of Drain No. 19, Brubacher
- c. By-law Number 018-20 being a by-law to amend By-law 112-19 being a by-law to establish the fees and charges for various services provided by the municipality
- d. By-law Number 020-20 being a by-law to authorize the execution of an agreement between Centre Wellington Community Foundation and The Corporation of the Township of Wellington North – Wellington North Community Fund Endowed Agreement
- e. By-law Number 021-20 being a by-law to authorize the execution of an agreement between Centre Wellington Community Foundation and The Corporation of the Township of Wellington North – Wellington North Youth Community Fund Endowed Agreement

- f. By-law Number 022-20 being a by-law to exempt lands from Part Lot Control (170 Miller St) and to repeal By-law Number 012-20

RESOLUTION: 2020-054

Moved: Councillor Hern

Seconded: Councillor Burke

THAT By-law Number 016-20, 017-20, 018-20, 020-20, 021-20 and 022-20 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating Our Lady of Lourdes Grotto

The present-day Sacred Heart Church in Kenilworth was built to replace the original building in 1903. The cost was just under \$10,000.00, with many parishioners contributing their work. The rectory and a driving shed were built at the same time. Many improvements were added over the decades, initiated by the various priests. The interior decoration of the church was completed in 1952.

In 1953, the year Pope Pius XII declared 1954 as a Marian Year, Sacred Heart's priest, Father Beck, initiated the planting of 5000 pine trees around the property.

By 1960, Father Wubbels (called Father "Francis"), was inspired by the beauty of the impressive stand of trees. He encouraged the Holy Name Society men to build a shrine in the grove behind the church. He chose to honour Our Lady of Lourdes, after the shrine to Mary in France.

All the parishioners contributed to the beautification of the spot chosen for the Grotto. The men of the parish did all the labour, including Joseph Murphy, who created the stonework. They chose marble for the altar and set up 200 seats with flood lights. Included are Stations of the Cross and Mount Calvary.

In June 1961 the Grotto was blessed by Bishop Ryan of the Hamilton Diocese. Its continuing existence is a tribute to the dedication of the parishioners and priests of Sacred Heart Church.

Throughout its nearly 60 years, the Grotto has been a place of prayer and reflection for thousands of passersby and parishioners. The Grotto' sign beside Highway 6 and its beautiful natural entrance continue to offer a welcome respite from everyday cares.

Submitted by Gail Donald Wellington North Cultural Roundtable

CONFIRMING BY-LAW NUMBER 023-20

RESOLUTION: 2020-055

Moved: Councillor Burke

Seconded: Councillor Hern

THAT By-law Number 023-20 being a By-law to Confirm the Proceedings of the Council of The Corporation of the Township of Wellington North at its Regular Meeting held on February 10, 2020 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2020-056

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Regular Council meeting of February 10, 2020 be adjourned at 3:50 pm.

CARRIED

CLERK

ACTING MAYOR

Mount Forest District Chamber of Commerce

Meeting Minutes

January 14, 2020

I. Call to order

Shawn Meleod called to order the regular meeting of the Mount Forest District Chamber of Commerce at 7:10 pm on January 14, 2020 in the MARCC Apparel boardroom, with a quorum present.

Roll Call: Devon Madden, Callee Rice, Lisa Hern, Shawn Meleod, Pam Carson, Dale Small, & Michelle VanEssen

Guest: Crystal Seifried

Regrets: Jesse Gerva, Sharon Wenger, & Dan McCallum

I. Approval of minutes from last meeting

November & December minutes reviewed and approved.

I. Treasurer's report/monthly cheque log/expenditure: Review & Approval

Treasurer's report/monthly cheque log/expenditures for December were reviewed by the group. Motion to pass as presented was put forth by Pam Carson, 2nd by Michelle Van Essen, all in favour and motion passes. Reports passed attached

- The insurance displayed on the Income Statement which was brought up for question last night is the money received from the Chambers of Commerce Group Insurance plan. Looking back into our accounting history I can see that this has been entered monthly for all 12 months of 2019. Attached is the ledger where you can see this. When looking back at past financial statements, numbers do display for this revenue line item each month on the Income Statement.
- Devon will reach out to Erika to rectify the issues with pre-paid billing for tenants, to ensure this does not continue to incur.
- Doubtful payments in the system as of January 1st: Devon will present at the next meeting and look for direction on what to do. We had cleared out any 2018 or later dues outstanding but anything that wasn't paid in 2019 is still remaining in 2020.
- Devon will connect Erika & Pam to communicate regarding our list of accounts. Looking to keep Fireworks Festival and Chamber finances separate and clear for 2020 to ensure complete transparency for all board directors as they are ultimately held liable.

IV. Development report and Council notes

Dale Small presented the Economic Development Report (attached in January Agenda)

Lisa Hern presented Council Notes.

-The next forum will focus on suicide prevention and mental health in the workplace. Council will be looking for the support of the Chamber to bring awareness to the very real and prominent issue we have in our rural area. The Chamber will look to do social media blitzes around high level depression seasons, as well as have hotline numbers listed on the website as a resource for community members.

-2020 budget was approved and is less than inflation

V. Open issues from minutes

a) Office Operations, Updates/Concerns - Devon

Cheques for signature required - removal of David Sharpe from signing authority and the addition of new director. Proposed members for signing authority: Michelle or Callee

Discussion and direction on Wellington North Guide required. Crystal lead this discussion

Notes can be found under New Business, Round Table.

b) Membership Update - we are down to the following members with outstanding dues:

Heartland Animal Hospital & Shamadon Resort. John's towing called to advise that a cheque is in the mail, so they are tentative on me receiving the cheque but they should be good for 2020 membership.

- Devon will go into Heartland, this will be the last attempt to receive payment and then membership will be cancelled

- Still looking for written confirmation regarding the status of our partnership agreement with Saugeen Community Radio. The Board of Directors confirmed last evening that we are not to charge them, however a written legal agreement is required. Advised by the board that Sharon was working on this. Sharon please confirm status?

c) Fireworks Festival Update. Sharon was no present, no update provided.

d) Christmas Promotions: Gentlemen's Night will need to be rebranded for 2020. Ideas such as Starlight Shopping, Last Minute Shopping etc. Ideally looking for the same level of participation from business owners as we did for Ladies Night

-Michelle is going to reach for information on an event that takes place in Owen Sound. Stores will hire entertainment, or workshops etc to hold in the stores, thus providing shoppers a fun and extra incentive to get out and shop local.

e) Boardroom Renovations Update:

- Still no progress. Board will now begin to call Kevin repeatedly until a response is provided.

-Callee will source other quotes from local builders to see if we have the option to change our direction and move forward with someone else.

-Devon called the township, spoke with Darren Jones. He has confirmed there is a building permit at the Township office, it has been sitting there ready to pick up since November 1st, 2019. They called the contractor on January 7th and he had advised them that he was still planning on building.

-Our 2019 MOU with the Township allocated \$5,000 to be used as revitalization initiatives on our building. This was to be used in 2017 for a new roof on the previous building, we instead purchased the new building. Council supported the motion to extend that funding into 2019 to cover any updates and/or renovations to the new building. Because no work was done for the renovation, it is likely we have now lost that funding. Devon will reach out to Dale Small and request the forms and paperwork required in order to submit a formal request for the funding to be extended once again (as per fault by our contractor). If not, hopefully I can get the funding to cover the exterior projects completed in 2019. Re; signage & garden bed

VI. New business

a) Round Table

- **Wellington North Guide:** Arthur will not be joining us. Crystal was present to explain where we currently stand with the Wellington Advertiser in terms of the guide and to also explain the process required for getting started. We will be moving forward with the printed guide with a potential rebranding. We are looking to continue with Arthur's paid ads, as an option for Arthur businesses, but will opt out of a listing for each and every Arthur business. A lot of updating and confirming business, event & church information will need to be done. Crystal has suggested pushing the production date back to June or July if we want to rebrand and complete the project properly and on schedule.

Next Steps:

- Board will meet again on Tuesday, January 28th at 5pm in the MARCC Apparel boardroom. We will take 3 hours and power through the guide, deciding on what we are keeping, confirming listings, ads etc. We will divide and conquer as this will be a large job, we need all hands on deck!
 - Crystal will send me last year's quote, so I can see what requirements are needed in order for us to request a quote from the sales team. I.e. # of ages, colour, glossy cover etc
 - Crystal will also send a list of items that I need to look out for (things that were missed last year, incorrect, late etc things that might be forgotten as a cheat sheet for the project)
 - Michelle to send last year's sales email (from Laurie) for reference on what was done in the past.
 - **Social Media:** Pam has requested that we take a look at our social media, to ensure we are following all members on all platforms. Devon will take lead on this, will have an update and confirmation for our February meeting.
 - **Summer Student:** Applications for summer student funding are open. Time frame for funding will change to accommodate university/college aged applicants. We will be defining the role differently this year, the student will be working for the Chamber of Commerce, handling social media, membership retention and monthly filmings. Providing the office administrator, the time to devote to learning the Fireworks festival, properly. If the administrator sees fit, they will provide Fireworks Festival duties to the summer student as required. The summer Student will also be present and onsite for the weekend of the festival if required, and will be provided direction by the Chamber Administrator for the duration of the weekend. They will be under the sole direction of Devon, all communication with the student will go through the office administrator, Devon will work on guidelines for the job posting and share with the board before submitting the application.
- Motion to pass as presented was put forth by Pam Carson, 2nd by Callee Rice, all in favour and motion passes.

VII. Adjournment

Facilitator Shawn McLeod adjourned the meeting at 9:07 pm

Minutes Typed by Devon Madden and Distributed by Sharon Wenger

Mount Forest District Chamber of Commerce
Balance Sheet As at Jan 31, 2020

ASSET**Current Assets**

Petty Cash	100.00	
Petty Cash - OTF Community Ac.	0.00	
Cash Float - Fireworks Festival	0.00	
Chequing Bank Account	31,190.24	
OTF Community Account	53,727.29	
Total Cash		85,017.53
Accounts Receivable	5,002.20	
Allowance for Doubtful Accounts	-3,076.99	
Due from OTF Community Anim	0.00	
Total Receivable		1,925.21
Prepaid Entertainment		7,195.50
Total Current Assets		94,138.24

Capital Assets

Office Furniture & Equipment		0.00
Computer Equipment		0.00
Building		316,534.85
Land		125,000.00
Total Capital Assets		441,534.85

TOTAL ASSET 535,673.09

LIABILITY**Current Liabilities**

Accounts Payable		17,916.56
BMO Mastercard 8295		0.00
Pre-Paid Rent - Unit A		1,043.95
Pre-Paid Rent - Unit C		728.00
Pre-Paid Rent - Unit D		734.46
Vacation payable	-28.57	
Vacation Pay Clearing	28.57	
Total Vacation Payable		0.00
El Payable	69.02	
CPP Payable	162.84	
Federal Income Tax Payable	161.56	
Total Receiver General		393.42
GST Charged on Sales	72.90	
GST Paid on Purchases	-538.71	
GST Adjustments	-169.76	
GST Owing (Refund)		-635.57
HST Refund Receivable		-342.35
Total Current Liabilities		19,838.47

Long Term Liabilities

Mortgage Payable		243,337.45
Total Long Term Liabilities		243,337.45

TOTAL LIABILITY 263,175.92

EQUITY**Retained Earnings**

Retained Earnings - Previous Year		171,740.26
Investment in Capital Assets		56,641.58
Unrestricted Net Assets		55,413.39
Current Earnings		-11,298.06
Total Retained Earnings		272,497.17

TOTAL EQUITY 272,497.17

Mount Forest District Chamber of Commerce
Balance Sheet As at Jan 31, 2020

LIABILITIES AND EQUITY

535 673 09

Mount Forest District Chamber of Commerce
Income Statement Jan 01, 2020 to Jan 31, 2020

REVENUE

Non Event Income	
Membership Fees	14.74
Community Membership	0.00
Chamber Insurance Administration	609.55
Chamber-First Data	0.00
Commercial Rental Income	1,917.00
Residential Rental Income	2,150.00
Total Non Event Income	4,691.29
Event/Activities Income	
Fireworks Vendor	1,100.00
Gain on Disposal	0.00
Total Event /Activities Income	1,100.00
Trillium	
Trillium account interest	0.00
OTF Community Income	0.00
Total Trillium	0.00
TOTAL REVENUE	5,791.29

EXPENSE

Payroll Expenses	
Wages & Salaries	1,820.00
EI Expense	40.26
Source Deductions Expense	0.00
CPP Expense	61.42
WSIB Expense	31.85
Total Payroll Expense	1,973.53
Office & Administrative Expen...	
Accounting & Legal	245.00
Advertising & Promotions	417.03
Subscription Renewals	1,222.90
Insurance	4,050.00
Interest & Bank Charges	25.55
Mortgage Interest	821.45
Office Supplies	67.42
Property Taxes	4,323.18
Professional Fees	0.00
Training Expense	0.00
Repair & Maintenance	335.00
Utilities	303.29
Total Office & Admin. Expenses	11,810.82
Event Expenses	
Event Advertising	0.00
General Event Expenses	0.00
Fireworks - Advertising	150.00
Fireworks - Entertainment	1,955.00
Fireworks - Productions & Rentals	1,200.00
Fireworks Event Expenses	3,305.00
Total Event Expense	3,305.00
Trillium Expenses	
OTF Community Animator EI exp..	0.00
OTF Community Animator CPP	0.00
OTF Community Animator-memb..	0.00
Total Trillium Expenses	0.00
TOTAL EXPENSE	17,089.35

Mount Forest District Chamber of Commerce
Income Statement Jan 01, 2020 to Jan 31, 2020

NET INCOME	-11,298.05
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Directors Meeting Minutes: February 11, 2020

Attending: Tom Gorecki, Faye Craig, Lisa Hern, Mitch Keirstead, Paula Coffey, Jacklyn Winter, Kristina Kelly, Marg Echlin, Geneive Paquet, Dale Small, Keeffee Haynes

Jacklyn called meeting to order @ 5:35pm

Approval of Minutes (January Meeting)- Approved by Faye, Bonnie seconded

Committee Reports-

Economic Report - Presented by Dale Small

See attached report

- There was a great turnout at the BIA Information night
- 8 people have come forward offering their assistance to be on the BIA board
- A digital main street program has been initiated
- MOU needs to be updated - as to where \$2500.00 of the NWG guide funds will go towards now
- The Waste Water treatment plant is still on schedule
- Dale noted all grants are due back by the end of March

Council Report - Councilor Lisa Hern

- Thank you to all who have filled put the volunteers survey
- Lots of building happening right now in Wellington North- We are growing!
- EMT's and Hospitals have been updated on the Coronavirus as to precautions and personal protective equipment recommendations
- The Township is looking into how to avoid unnecessary salt from the roadways entering the stream and rivers
- Lisa forwarded grant information to Jacklyn - For Downtown Revitalization (Christmas Lights)

Business Arising from Previous Meeting:

Easter Egg scavenger Hunt Update:

- Event time will be 8am - 12:30
- Advertising will begin February 24
- Faye will see if we are eligible for FREE advertising in the Wellington Advertiser
- Jacklyn will contact the River for advertising
- Event poster suggestions given to Jacklyn
- Kristina will speak with Sherry about process for goodie bags for the children

CPR:

- Feb 29th course is full & we will see the Fire Department will allow us to use their space to hold the course
- April 14 & 15th will be the next date for Standard First Aid & CPR course
- Jacklyn will order food from Foodland for Feb 29th course

Summer Student:

- Jacklyn applied for summer student last week and is waiting to hear about eligibility

Christmas Decorations:

- Jacklyn gave a breakdown(attached) of the cost to purchase new wreaths/bows/lights to revamp the current decorations
- All agreed they are very costly
- Lisa found a grant we could apply for to help with funding
- Jacklyn has emailed the grants department - to apply for funding
- Paula will forward Jacklyn the quote for new lights to send along with the grant application once we receive it

MOU:

- A discussion still needs to be made as to how the Chamber would like to spend the \$2500.00
- Mitch shared a great advertising opportunity with the Chamber. Re: renting a large billboard outside of town and encouraging more individuals to stop downtown. (details attached)
- Jacklyn will send out an email asking for sign input this week. Hopefully we can have a few designs to choose from at our next meeting
- Depending on the design of the sign it is possible we might be able to put the \$2500.00 (MOU funds) towards the new sign

New Business**NWG Update from MF:**

- MF Chamber was asking for our contacts whom participated in the guide last year, so that they could contact them to see if they wanted to advertise with them
- All directors voted we do not pass on our contacts, and advise them we are working on our own advertising opportunities for our businesses
- Jacklyn has emailed the MF Chamber to advise them of their decision

Website Interface:

- Keeffee suggested a new website interface that is much more user friendly and offers a suitable email etc. Called Word Press
- Jacklyn will be setting up a meeting with the new Digital Main street program coordinator to discuss how the Chamber can become more internet savvy and provide more advertising and options for our businesses and community (online guide to Arthur)

Agenda Approval- Additions and deletions**Foodland Reusable Bag Advertising:**

- Foodland has reached out to the Chamber again this year to see if we would be interested in advertising on the reusable grocery bags
- Kristina mentioned we could look into making and selling add space on our own bags, therefore offering an advertising opportunity to our Chamber Members
- Jacklyn will speak with MARC Apparel and other companies to see if this is a possibility

Presidents Report:

- Tom had a great idea of reaching out to Don Cherry to see if he would be interested in coming to Arthur for Remembrance Day, as well as possibly being our guest speaker at the Chamber AGM Dinner in October
- Everyone loved this idea!
- Jacklyn will send him an email

Correspondence:

- None

Financial Report:

- All financing in good standing

Administrators Report:

- 59 current members
- All members paid
- New member - Keeffee - Eloporia.ca
- Email will be sent out to remind participating businesses to please send payment for Easter Event
- Email will be sent out advising members new advertising opportunities are coming soon!

Meeting Closed - Paula motioned meeting closed, Tom seconded at 7:30pm

Next Meeting Date:

March 10th, 2020

Meeting Outline for 2020:

April 14th @ 5:30pm
 May 12th @ 5:30pm
 June – No Meeting
 July - TBD
 August - TBD
 September 8 @ 5:30pm
 October 13th @ 5:30pm
 November 10th @ 5:30pm
 December 8th @ 5:30pm

Dates to Remember:

October 22nd, 2019 -AGM



Corporation of the County of Wellington
Joint Accessibility Advisory Committee
Minutes

February 6, 2020

Aboyne Library

Present: Councillor Mary Lloyd (Chair)
 Councillor Campbell Cork
 Matthew Bulmer
 Mark MacKenzie
 Bethany Parkinson

Regrets: Warden Kelly Linton
 Nancy Dietrich
 Chris Garvey
 Nancy Oliver-Hawkrigg
 Bob Pearson
 Gerald Townsend
 Irene Van Eenoo

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

Suzanne Schwartzentruber, Wellington Terrace Administrator (delegate)

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Accessibility Standards – Continuum of Care

Suzanne Schwartzentruber, Wellington Terrace Administrator, spoke to the committee with regard to the proposed Continuum of Care project.

With respect to the washroom turning radius, the community areas such as “The Hub” would be designed and constructed in accordance with the County of Wellington Facility

Accessibility Design Manual (FADM). The washroom turning radius in the private living areas would be designed and constructed in accordance with the Ontario Building Code.

The Joint Accessibility Advisory Committee supports the proposal for the Continuum of Care project that the design and construction of the washroom turning radius in the private living areas adhere to the Ontario Building Code, with a preference for exceeding the minimum required turning radius where feasible.

The Joint Accessibility Advisory Committee thanks Suzanne Schwartzentruber for her presentation.

4. County of Wellington Facility Accessibility Design Manual

Michele Richardson, Assistant Director of HR, provided an update after speaking to Kevin Mulholland, Construction Manager, and Lloyd Grinham from Grinham Architects. The County of Wellington is going to wait until the changes to the Ontario Building Code occur in 2020/2021 prior to updating the County of Wellington Facility Accessibility Design Manual.

5. Member Municipality Compliance Reports

Compliance reports were submitted by the Township of Guelph/Eramosa, Township of Mapleton, Township of Puslinch, Township of Centre Wellington, Township of Wellington North, and the Town of Minto.

Councillor Lloyd will remind the Town of Erin to submit.

6. StopGap

Christine Carbone, HR Assistant, reported the following Member Municipalities identify StopGap as one of the improvements included in their Community Improvement Plan, or have a grant that would support the installation: Town of Minto, Township of Wellington North, Town of Erin and Township of Mapleton.

7. County of Wellington Accessibility Fund Incentive Programme

Christine Carbone, HR Assistant, provided a detailed report identifying the Member Municipalities that have accessed the Accessibility Fund Incentive Programme (as attached). A request was made for a report identifying the project completed. This will be provided at the next meeting.

8. RIDE WELL Service

Councillor Lloyd reported that usage is up with the RIDE WELL programme. Economic Development had reduced service hours and the number of cars until they have enough demand. The public awareness programme is being revisited. For example, raising awareness at senior centres to increase visibility for RIDE WELL as a transportation option. Visa Debit cards have now been approved as payment option now so more people can use the service.

9. Town of Erin, Town Hall Elevator Installation

Bob Pearson was not present to address this item.

10. Audible Crossing Technology

Councillor Cork brought forward the question of how to get information out about the crossing signal system that Wellington North is using. It was suggested that Wellington North staff consider reaching out to Canadian National Institute for the Blind (CNIB) for information.

A request was made for staff to get feedback from other Municipalities (for example, City of Stratford) on their experience using Key2Access.

Christine Carbone will gather feedback from other Municipalities currently using Key2Access.

11. Structure of Agenda and Minutes

Susan Farrelly, Director of HR, discussed the structure of our Agenda and Minutes. The Joint AAC was informed that we will be changing the look of our Agenda and Minutes to streamline with the other County Committee Agendas and Minutes format starting in May as well as using E-scribe to submit them. Staff will work with Joint Accessibility Advisory Committee members to develop reports for each agenda item, as appropriate. The reports will be attached to the agenda when it is distributed.

13. Adjournment

At 2:45 pm, the Chair adjourned the meeting. Next meeting to be held on May 7, 2020 at 1:30 pm at the Aboyne Library at the call of the Chair.

Councillor Mary Lloyd
Chair
County of Wellington
Joint Accessibility Advisory Committee

County of Wellington Accessibility Fund Incentive Programme

Funds Granted

2022

Township of Centre Wellington n/a – 2020

2021

Township of Centre Wellington n/a – 2020

Township of Guelph Eramosa n/a – 2019

2020

Town of Minto \$10,000.00

Township of Centre Wellington \$30,000.00

Township of Guelph Eramosa n/a – 2019

2019

Township of Minto \$10,000.00

Township of Centre Wellington \$10,000.00

Township of Guelph Eramosa \$30,000.00

Township of Mapleton \$10,000.00

Township of Puslinch \$10,000.00

Township of Wellington North \$10,000.00

2018

Township of Minto \$10,000.00

Township of Centre Wellington \$10,000.00

Township of Puslinch \$10,000.00

Township of Wellington North \$10,000.00

2017

Township of Erin \$10,000.00

Township of Minto \$10,000.00

Township of Centre Wellington \$10,000.00

Township of Guelph Eramosa \$10,000.00

Township of Puslinch \$10,000.00

Township of Wellington North \$10,000.00

2016

Town of Minto \$ 5,751.70

Township of Centre Wellington \$10,000.00

2015

Township of Erin \$10,000.00

Township of Minto \$10,000.00

Township of Guelph Eramosa \$10,000.00

Township of Puslinch \$10,000.00

2014

Township of Minto \$10,000.00

Township of Centre Wellington \$10,000.00

Township of Guelph Eramosa \$10,000.00

Township of Puslinch \$10,000.00

Township of Wellington North \$10,000.00

2013

Township of Guelph Eramosa \$10,000.00

Township of Puslinch \$10,000.00

Township of Wellington North \$10,000.00

2012

Township of Guelph Eramosa \$10,000.00

Township of Puslinch \$10,000.00

Township of Wellington North \$10,000.00

2011

Township of Guelph Eramosa \$ 8,033.53

2010

Township of Erin \$ 8,952.93

Township of Minto \$10,000.00

Township of Wellington North \$10,000.00

2009

Township of Guelph Eramosa \$10,000.00



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

Prepared by the County of Wellington Planning and Development Department

DATE: February 4, 2020
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Michelle Innocente, Senior Planner
 County of Wellington
SUBJECT: **RECOMMENDATION REPORT**
Redline Revision Draft Plan of Subdivision - 23T-18004
London Road North, Mount Forest

RECOMMENDATIONS

1. That Council support the redline revised draft plan of subdivision and related conditions of draft plan approval for 23T-18004.
2. That staff update the subdivision agreement to reflect the revision between the municipality and the Owners of the proposed subdivision for Council's consideration, and
3. That staff advise the County's Director of Planning and Development of the Townships decision.

SUMMARY

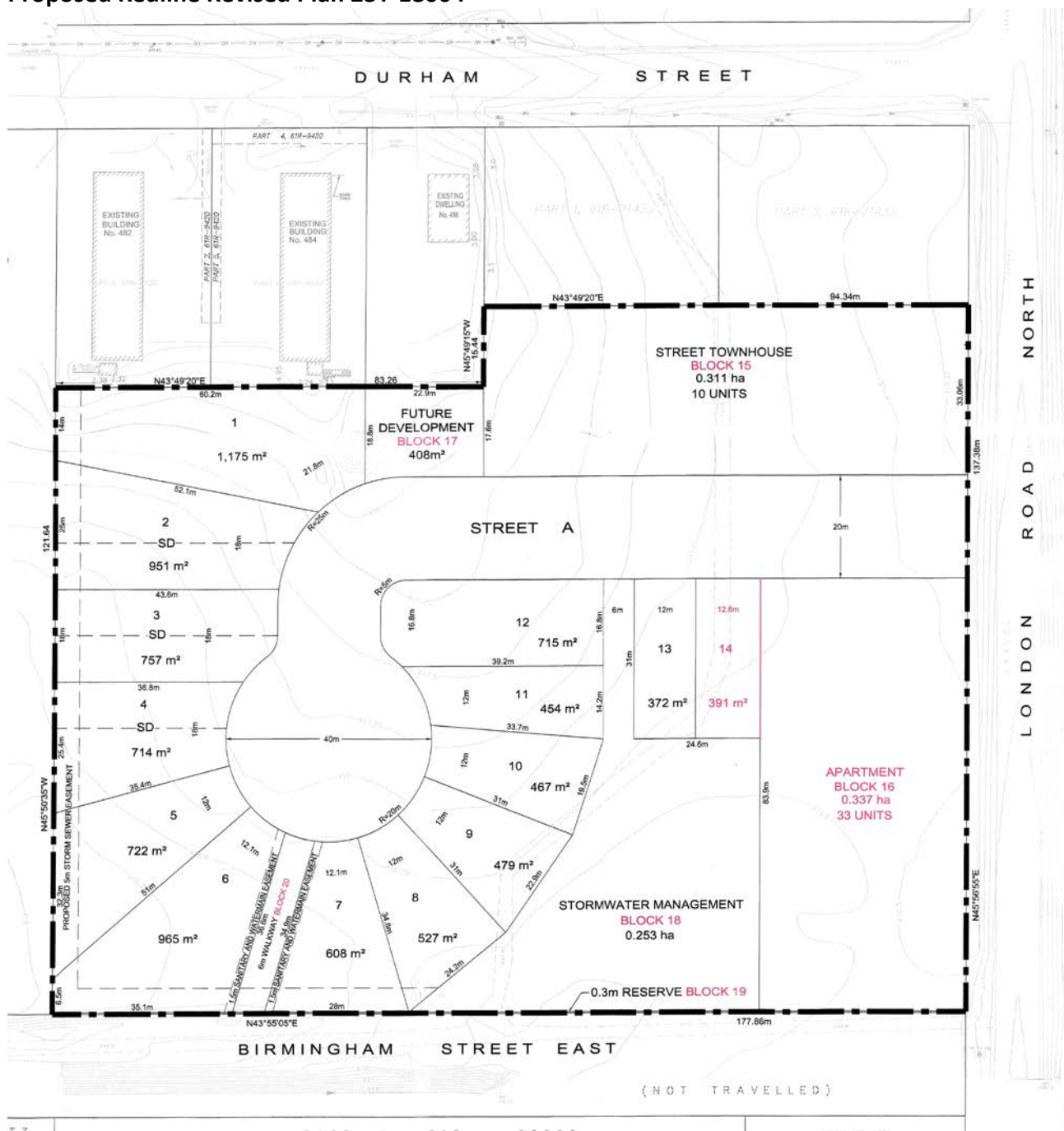
This report summarizes a proposed redline revision to draft approved plan of subdivision 23T-1804 to facilitate the development of a larger apartment. The Apartment Block was initially proposed as a 0.212 ha parcel to be developed with a 12-unit apartment building. The redline revised plan proposes an enlarged Apartment Block of 0.337 ha for a 33-unit apartment building. The County Official Plan recognizes the subject lands as a location for residential development. The comments raised by the review agencies will be addressed through conditions of draft plan approval (attached) and the implementation of the subdivision agreement. No comments were received from the public in regards to the application. In our opinion, the proposed redline revision to the draft plan of subdivision is appropriate and in the public interest.

REDLINE REVISION TO DRAFT PLAN OF SUBDIVISION 23T-18004

The following changes have been made to the proposed draft plan:

- The 0.212 ha Apartment Block has been enlarged to 0.337 ha to accommodate a 33-unit apartment building.
- Single detached Lots 15, 16 and 17 have been removed to accommodate the enlarged apartment block.
- Lot 14 has been given a wider frontage of 12.6 metres.
- Lot and Block numbering has been updated to reflect changes.

Proposed Redline Revised Plan 23T-18004



Redline Revised Draft Plan of Subdivision dated December 10, 2019 (Source: Astrid J. Clos Planning Consultants)

AGENCY REVIEW AND PUBLIC INPUT

There are no outstanding objections or concerns regarding the subdivision application subject to the inclusion of various conditions of approval to be addressed by the developer.

Wellington North Zoning By-law 66-01

An application to amend the Zoning By-law to implement the proposed Redline Revision to the Draft Plan of Subdivision has been submitted to the Township. The amendment would permit the development of 11 single detached lots, 3 semi-detached lots, 10 street townhouses and a 33-unit apartment building.

SUGGESTED CONDITIONS OF DRAFT PLAN APPROVAL

We have compiled updated proposed conditions of draft plan approval based on the redline revision. A full list of proposed conditions is attached to this report.

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

Sincerely,

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

Michelle Innocente, RPP
Senior Planner

THE CORPORATION OF THE COUNTY OF WELLINGTON

DECISION OF THE CORPORATION OF THE COUNTY OF WELLINGTON

With respect to an application by 2574574 Ontario Inc. – Brad Wilson pursuant to the provisions of Section 51 of the Planning Act, R.S.O. 1990, as amended, for approval of a residential plan of subdivision, being Part of Park Lot 4, South of Durham Street and East of Main Street Town of Mount Forest, now Township of Wellington North in the County of Wellington.

Draft Approval has been granted on DATE 2020 subject to the following conditions:

CONDITIONS OF APPROVAL FOR **RED-LINE REVISION OF** DRAFT PLAN OF SUBDIVISION 23T-18004

No. Condition

1. THAT this draft approval applies to the draft plan, County of Wellington File No. 23T-18004, as **dated December 10, 2019**), prepared by Astrid J. Clos Planning Consultants, and the boundary certified by Jeff Buisman, Van Harten Surveying, (Project No. 25459-17) showing Semi-Detached Residential Lots 2 – 4, (6 units); *Single Detached Lots 1, 5 – 14 (11 units); Street Townhouses Block 15 (10 units); Apartment Block 16 (33 units); Future Development Block 17; Stormwater Management Block 18; Reserve Block 19; Walkway Block 20* and Road (0.409 ha) on a total of 2.310 hectares of land.
2. THAT the plan proposed for registration for any phase within the subdivision shall be reviewed and accepted by the Township of Wellington North prior to the County of Wellington's granting final approval of such plan or phases.
3. THAT the street(s) shown in this draft plan shall be dedicated to the Township of Wellington North. They shall be named to the satisfaction of the Township of Wellington and where those streets are not extensions of existing streets that such new street names shall not be duplicates in spelling or phonetic sounding of street names elsewhere in the County of Wellington.
4. THAT the Owner conveys up to 5% of the land included in the plan to the municipality for park purposes under section 51.1(1) of the Planning Act. Alternatively, the municipality may accept cash in lieu of all or a portion of the conveyance and, under section 51.1(3) of the Planning Act, the municipality is authorized to do so.
5. THAT such easements and/or agreements as may be required for servicing, access, utility or drainage purposes shall be granted to the appropriate authority.
6. THAT prior to final approval by the County of Wellington, the County of Wellington is to be advised by the Township of Wellington North that appropriate zoning is in effect for this proposed subdivision.
7. THAT the Owner enter into a subdivision agreement with the Township of Wellington North for the purposes of satisfying all the requirements of the Township, financial and otherwise including but not limited to the provision of roads, signage and the installation of municipal services, and

stormwater management and drainage. Without limiting the generality of the foregoing, the agreement shall contain wording to the satisfaction of the Township that addresses the following matters which shall be included within the declaration and all Purchase and Sale Agreements related to this plan of subdivision to:

- a) Contain phasing arrangements acceptable to the Township of Wellington North.
 - b) Contain provisions whereby the Owner shall prepare and implement a construction traffic access and control plan for all phases of servicing and building construction to the satisfaction of the Township and include provisions that all damage or maintenance required to surrounding streets as a result of such traffic shall be at the Owner's cost.
 - c) Provide for the installation of a piped water supply system and a piped waste water collection system, subject to the approval of the Ministry of the Environment, Conservation and Parks, and furthermore, shall provide for the Township of Wellington North to assume ownership and operation of the system.
 - d) Contain wording to the effect that all agreements of purchase and sale shall ensure that all persons who make first purchases of land within the plan of subdivision after final approval of the subdivision plan, are informed when land is transferred, of all the development charges related to this development.
 - e) Be registered against the lands to which it applies; and that a copy of the subdivision agreement as registered be filed with the County.
 - f) Contain provisions for the completion and maintenance of the works in accordance with the approved plans and reports noted in Condition 10 (SVCA).
 - g) Contain provisions to address the provision of adequate sidewalks, lighting and snow removal and which are satisfactory to the Upper Grand District School Board and to the Township of Wellington North in respect of the means whereby the children can walk safely to school or to school bus "student collection areas".
8. THAT prior to final approval and registration of any phase of the plan, the Township of Wellington North shall confirm to the satisfaction of the County of Wellington that an adequate water supply is available and has been allocated for the applicable plan or phase or that satisfactory arrangements have been made to ensure that an adequate water supply will be provided when required.
 9. THAT prior to final approval and registration of any phase of the plan, the Township of Wellington North shall confirm to the satisfaction of the County of Wellington either that adequate sewage capacity is available and has been allocated in the sewage collection system for the subject plan or phase, or that satisfactory arrangements have been made to ensure that adequate capacity will be provided when required.
 10. THAT prior to any grading or construction on the site and prior to the final approval of the subdivision by the County, the Owner shall submit for approval of the Saugeen Valley Conservation Authority a stormwater management report and detailed lot grading plan prepared by a technically qualified consultant. The report shall detail the methods that will be used to control stormwater and erosion and sedimentation within the draft plan of subdivision lands and abutting properties during and following construction. The report shall also detail the methods that will reduce any negative impacts to water quality.
 11. THAT the Subdivision Agreement between the owner and the Township of Wellington North contain provisions with wording acceptable to the Saugeen Valley Conservation Authority that the Owner agrees to carry out or cause to be carried out the works recommended in the

stormwater management report and lot grading plan.

12. THAT prior to final approval by the County of Wellington, the County of Wellington is to be advised in writing by the Upper Grand District School Board that the Subdivision Agreement includes provisions to the Board's satisfaction that adequate sidewalks, lighting and snow removal (on sidewalks and walkways) will be provided to allow children to walk safely to school or to a designated bus pickup point.
13. THAT the developer and the Upper Grand District School Board reach an agreement regarding the supply and erection of a sign (at the developer's expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.
14. THAT prior to final approval by the County of Wellington, the Owner agrees in writing satisfactory to the Upper Grand District School Board to provide the Board with a digital file of the plan of subdivision in either ARC/INFO export or DXF format containing the following information: parcel fabric and street network.
15. THAT Education Development Charges shall be collected prior to the issuance of a building permit(s).
16. THAT the Owner shall agree in the Subdivision Agreement, in words satisfactory to the Telecommunications Provider, to grant them any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing telecommunication facilities or easements, the owner/developer shall be responsible for the relocation of such facilities or easements.
17. THAT the Applicant enter into a Construction Agreement with the Wellington North Power Inc.
18. THAT all electrical distribution system plans must meet Wellington North Power standards for design and construction; and all electrical plans must be reviewed and approved to the satisfaction of Wellington North Power Inc.
19. THAT the developer will consult with Canada Post to determine suitable permanent locations for the Community Mailboxes. The developer will then indicate these locations on the appropriate servicing plans.
20. THAT the developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mailboxes within the development, as approved by Canada Post.
21. the developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mailbox. The developer also agrees to note the locations of all Community Mailboxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mailbox.
22. THAT the developer will provide a suitable and safe temporary site for a Community Mailbox until curbs, sidewalks and final grading are completed at the permanent Community Mailbox locations. Canada Post will provide mail to delivery to new residents as soon as the homes are

occupied.

23. THAT the developer agrees to provide the following for each Community Mailbox site and to include these requirements on the appropriate servicing plans:
- Any required walkway across the boulevard, per municipal standards
 - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
 - A Community Mailbox concrete base pad per Canada Post specifications.
24. THAT consistent with the County of Wellington's current provisions for processing and approving plans of subdivision, the Owner/Developer submit a written agreement to the County of Wellington whereby the Owner/Developer shall agree to provide to the County Planning Department a digitized copy of this final plan to be registered in a format which satisfies the Autocad requirements of the County at time of submission.
25. THAT the Owner's surveyor provides to the County of Wellington a copy of the deposited Reference Plan submitted to the Land Registry/Titles Office for Wellington (No. 61) for "First Registration Under the Land Titles Act, R.S.O. 1990, c.L.5".
26. THAT the Owner have prepared by an Ontario Land Surveyor a final plan in accordance with the Surveys Act, and with the Registry Act or the Land Titles Act, as the case may be and have provided that plan (***being 2 mylars and 4 white prints – one white print with Ontario Surveyors Association sticker attached***) to the County of Wellington prior to the lapsing date.
27. THAT, if final approval is not given to this draft plan No. 23T-18004 within five (5) years of the day of draft approval and if no extensions have been granted pursuant to subsection 51(33) of the Planning Act, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O. 1990. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution from the Township of Wellington North must be received by the Director of Planning for the County of Wellington **prior to the lapsing date of DATE 2025**. Please note that an updated review of the plan and revisions to the conditions of approval may be necessary if an extension is to be granted.
28. THAT the County of Wellington be advised in writing by the **Township of Wellington North** that conditions **1 through 9** have been satisfied.
29. THAT the County of Wellington be advised in writing by the **Saugeen Valley Conservation Authority** that conditions **10 and 11** have been satisfied.
30. THAT the County of Wellington be advised in writing by the **Upper Grand District School Board** that conditions **12 through 15** have been satisfied.
31. THAT the County of Wellington be advised in writing by the **Telecommunications Provider** that condition **16** has been satisfied.
32. THAT the County of Wellington be advised in writing by **Wellington North Power Inc.** that conditions **17 and 18** have been satisfied.
33. THAT the County of Wellington be advised in writing by **Canada Post** that conditions **19 through 23** have been satisfied.

34. THAT the Owner remit to the County of Wellington the applicable final approval fee when the final plan is being presented to the County of Wellington for the County's consideration for final plan approval.

NOTES to DRAFT PLAN APPROVAL

1. It is the Applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, quoting the County of Wellington's draft plan file number **23T-18004**.
2. We suggest that you make yourself aware of the following subsections of the Land Titles Act:
 - i) subsection 143(1) requires that all new plans be registered in a Land Titles system if the land is situated in a land titles division; and
 - ii) subsection 143(2) allows certain exceptions.
3. If the agency condition concerns (a) condition(s) in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan.
4. Payment of clearance letter fees may be required from the clearing agencies before the clearance letter is issued: please contact the appropriate agency for information in this matter.
5. An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 - Proximity - of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "**DANGER - Overhead Electrical Wires**" in all locations where personnel and construction vehicles might come in close proximity to the conductors.
6. The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication in service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the alternative communication/ telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication./telecommunication services for emergency management services (i.e.911 Emergency Services).
7. Clearances are required from the following agencies:

**Township of Wellington North
Saugeen Valley Conservation Authority
Upper Grand District School Board
Bell Canada**

8. All measurements in the subdivision final plan must be presented in metric units.
9. It is the Owner's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, 74 Woolwich Street, Guelph, ON N1H 3T9.
10. The final plan approved by the County of Wellington must be registered within 30 days of final approval, otherwise the County of Wellington may withdraw its approval under subsection 51(59) of the Planning Act, R.S.O. 1990, as amended.

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

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

File No. 18285

February 18, 2020

BY EMAIL ONLY**Darren Jones, CBO**

Township of Wellington North
7490 Sideroad 7 West
PO Box 125, Kenilworth, ON
N0G 2E0

**RE: Wilson Subdivision, Draft Plan 23T-18004
(London Road, Mount Forest)
Review of Proposed Red Line Revision**

As requested, we have completed our review of a December 10, 2019, proposed red line revision to Draft Plan 23T-18004, as prepared by Astrid J. Clos and as we received on January 14, 2020. The main proposed red line revision is to increase the residential density from 41 to 60 units (i.e. 26 units per gross ha), by creating a larger apartment Block 16 alongside London Road. No civil engineering submissions were received as part of this red line revision application. Previously, we had presented our Draft Plan submission review comments in correspondences of May 22 & June 10, 2019, based on a March 28, 2019, Draft Plan, and based on Cobide Engineering submissions. At that time, we had provided our opinion, from a municipal servicing perspective, that the Township could give its support for this Draft Plan application.

It is our current opinion the proposed red line draft plan can be satisfactorily serviced by municipal roadway, storm sewer, sanitary sewer, and watermain (maximum theoretical available fire flow of 75L/s, for design purposes), based on the previous Cobide March 2019 conceptual servicing configuration. However, the higher density development will increase the degree of imperviousness, which will result in higher post-development peak storm runoff rates and volumes. This may result in the need for supplemental SWM storage on the apartment Block 16. In the absence of a supporting revised SWM submission, the Owner should be made aware of this possible requirement. As such, from a municipal servicing perspective, it is our opinion Council could accept the proposed red line revision.

It is our understanding a suitable condition of Draft Plan approval will be the requirement for a future detailed engineering submission, for Township review and approval prior to the Township entering into a Subdivision Agreement with the Developer.

The amount of development that is occurring in this part of the community will increase vehicular and pedestrian traffic on/near London Road. The Township may wish to begin

considering if, and when, it wishes to pave London Road all the way to Sligo Road, and how it wishes to accommodate future increased pedestrian/student traffic.

If you have any questions, please contact us.

Yours very truly

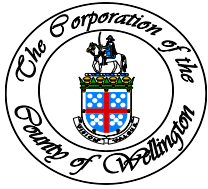
B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank Vanderloo, P. Eng.

FCV:fcv



COUNTY OF WELLINGTON

KIM COURTS
DEPUTY CLERK
T 519.837.2600 x 2930
F 519.837.1909
E kimc@wellington.ca

74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

February 4, 2020

Sarah Wilhelm
Manager of Policy Planning
County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9

At its meeting held on January 30, 2020 Wellington County Council approved the following recommendation from the Planning Committee:

That the County Official Plan Review – Progress Report #1 be received for information and forwarded to member municipalities.

Enclosed is the County Official Plan Review Report.

Respectfully,

A handwritten signature in cursive script that reads "Kim Courts".

Kim Courts
Deputy Clerk



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, January 09, 2020
Subject: County Official Plan Review – Progress Report #1

1.0 Purpose

Staff will provide regular progress reports to the committee about the County Official Plan review. This report covers the fourth quarter of 2019. For reference, we have appended the project phasing (Appendix A) and a running list of major initiatives related to the project (Appendix B).

2.0 Progress to Date

In September 2019, we outlined the process and key phases of the Official Plan review (Planning Committee Report PD2019-17). We shared the information report with all member municipalities and offered to attend a future council or committee meeting to provide an overview of the report. We presented the report as follows:

- Township of Centre Wellington Healthy Growth Advisory Committee (scheduled January 8, 2020)
- Township of Guelph/Eramosa Council
- Township of Mapleton Council
- Town of Minto Council
- Township of Puslinch Council
- Township of Wellington North Council

We also provided the report to the Ministry of Municipal Affairs and Housing (MMAH) and the Wellington Federation of Agriculture (WFA). We attended a December 2019 WFA meeting to present the report.

Through this early feedback and our ongoing background review, the following broad themes are emerging:

- Growth management
- Housing affordability/attainability
- Agriculture
- Natural environment

We have made the following progress in two key areas of the municipal comprehensive review (MCR) component:

- Staff held a formal pre-consultation with Ministry of Municipal Affairs and Housing staff in November 2019.
- We have engaged Watson and Associates (“Watson”) to complete parts of the MCR and growth plan conformity related to the hierarchy of settlement areas, land needs assessment, employment, intensification, housing and excess lands.

We are monitoring the following provincial matters related to the timing and scope of the Official Plan review:

- The 2018 “Land Needs Methodology for the Greater Golden Horseshoe” is out of conformity with the 2019 Growth Plan and is due to be re-released. Key parts of Watson’s work must be delayed until this document is available.
- The Province has assigned population and employment growth to 2041 in the Growth Plan for the Greater Golden Horseshoe (2019) however, they are currently developing new forecasts. We do not know when the new forecasts will be available and how they will impact Wellington.
- A revised version of the draft 2019 Provincial Policy Statement (PPS) may be released soon.

Provincial staff are unable to provide certainty about when the above matters will be completed or whether the July 2022 MCR deadline will be extended. In the meantime, Watson and Associates has prepared a scoped work plan to allow us to move forward with some background work and technical analysis in the first quarter of 2020.

Recommendations

That the report “County Official Plan Review – Progress Report #1” be received for information and forwarded to member municipalities.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Manager of Policy Planning

Appendix A County Official Plan Review Phasing
Appendix B List of Major Initiatives

APPENDIX A

County Official Plan Review Phasing

Joint MCR and 5-year Review

Consultation Throughout  	PHASE 1	Setting the Stage Fall 2019 – Spring 2020	<ul style="list-style-type: none"> ▪ Background review ▪ Initiate key MCR background studies ▪ Prepare communications and engagement plan ▪ Official project launch ▪ Develop key themes
	PHASE 2	Technical Analysis, Issues and Opportunities 2020	<ul style="list-style-type: none"> ▪ Continue work on MCR background studies ▪ Provincial Policy Statement review ▪ Greenbelt Plan Review ▪ Identify other county and/or local policy priorities
	PHASE 3	Options 2020 - 2021	<ul style="list-style-type: none"> ▪ Prepare policy option discussion papers on key theme areas based on MCR background studies, community engagement and Council input ▪ Report on Provincial Policy Statement consistency, Greenbelt Plan conformity and other policy priorities ▪ Prepare Draft Official Plan Amendment
	PHASE 4	Final Draft Official Plan Review 2021 – early 2022	<ul style="list-style-type: none"> ▪ Prepare final Draft Official Plan Amendment ▪ Follow Planning Act requirements for Official Plan Amendment

APPENDIX B

List of Major Initiatives

Informing the Official Plan Review

PROVINCIAL INITIATIVES

- Growth Plan, 2019
- Greenbelt Plan, 2017
- Provincial Policy Statement, 2014 (currently under review)
- Significant amendments to the Planning Act through:
 - Bill 73, the Smart Growth for Our Communities Act, 2015
 - Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017
 - Bill 34, Green Energy Repeal Act, 2018
 - Bill 108, the More Homes, More Choice Act, 2019
- Updates to Source Water Protection Plans
- **Bill 132, Better for People, Smarter for Business Act, 2019**

COUNTY INITIATIVES

- Active Transportation Plan (2012)
- A Place to Call Home: 10 Year Housing and Homelessness Plan for Guelph Wellington (2018) (5-year update awaiting provincial approval)
- Climate Mitigation Strategy (in process)
- Economic Development Strategic Plan (2012)
- Energy Management Plan (2014)
- Strategic Action Plan (2019)
- Transportation Master Plan (pending)
- **Attainable Housing Strategy (2019)**
- **Wellington County & Member Municipalities Service Review (2019)**



New since September 2019 County Planning Committee report PD2019-17



PLANNING REPORT
for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: February 18, 2020
TO: Mike Givens, C.A.O.
Township of Wellington North
FROM: Michelle Innocente, Senior Planner
County of Wellington
SUBJECT: **Domville Street Subdivision, Arthur
Zoning By-law Amendment**

Please find attached an amending by-law for the above development. The by-law will amend the existing residential zone on the subject lands to permit a residential plan of subdivision that will create 10 single detached lots, 4 semi-detached lots (8 units), 8 street townhouses, and a 24-unit apartment building. The amendment also addresses the lands within the proposed draft plan of subdivision that are to be used for SWM facilities. This zone amendment is required as a condition of draft plan approval.

Respectfully submitted
County of Wellington Planning and Development Department

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

Michelle Innocente
Senior Planner

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER _____.

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

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

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

1. THAT Schedule 'A-2' to By-law 66-01 is amended by changing the zoning on lands described as Part of Park Lot 4, South of Domville Street, Crown Survey, geographic Arthur Village, now Township of Wellington North in the County of Wellington, as shown on Schedule "A" attached to and forming part of this By-law from **Residential (R1C-17) to Open Space (OS) and Residential (R1C)** to:
 - **Medium Density Residential (R2)**
 - **High Density Residential (R3)**
 - **Open Space (OS)**

2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2020

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2020

_____.

MAYOR

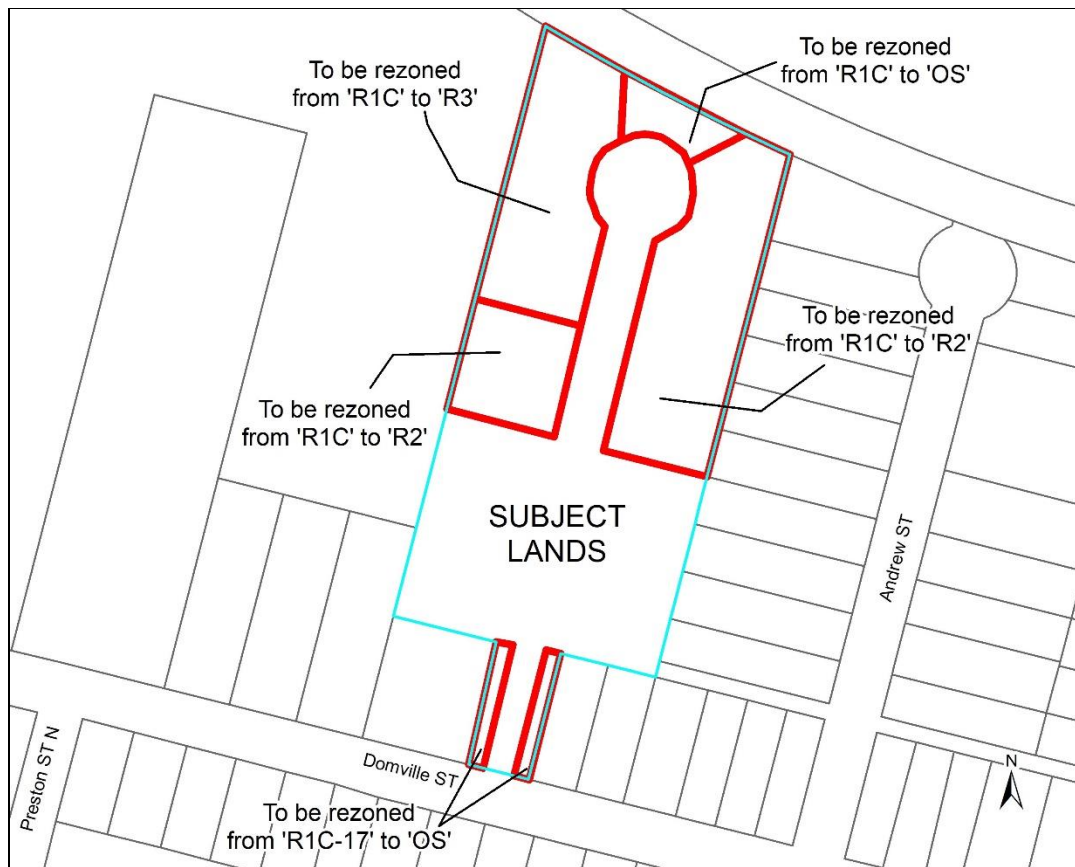
_____.

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. _____

Schedule "A"



Residential (R1C) to Medium Density Residential (R2), High Density Residential (R3), and Open Space (OS); and Residential (R1C-17) to Open Space (OS).

This is Schedule "A" to By-law _____.

Passed this ____ day of _____ 2020

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER _____.****THE LOCATION OF THE SUBJECT LANDS**

The land subject to the proposed amendment is described Part of Park Lot 4, South of Domville Street, Crown Survey, geographic Arthur Village, now Township of Wellington North in the County of Wellington. The property is approximately 2.34 hectares (5.78 acres).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands to permit a residential plan of subdivision that will create 10 single detached lots, 4 semi-detached lots, 8 street townhouses, and a 24-unit apartment building.

2/20/20

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
75482	Abell Pest Control Inc	2/06/20	\$66.92
75483	A J Stone Company Ltd.	2/06/20	\$1,254.79
75484	Assoc Ont Road Superintendents	2/06/20	\$463.30
75485	Arthur Foodland	2/06/20	\$33.14
75486	Arthurs Fuel	2/06/20	\$930.65
75487	Bailey Repair Services	2/06/20	\$53.74
75488	Berrn Consulting Ltd./AED4life	2/06/20	\$172.29
75489	Bluewater Fire & Security	2/06/20	\$561.90
75490	Brandt Cambridge	2/06/20	\$2,920.13
75491	Broadline Equipment Rental Ltd	2/06/20	\$1,511.07
75492	Canadian Tire #066	2/06/20	\$44.01
75493	Centre Wellington Community Fo	2/06/20	\$25,000.00
75494	Chalmers Fuels Inc	2/06/20	\$1,547.55
75495		2/06/20	\$245.33
75496	Corporate Express Canada Inc.	2/06/20	\$307.72
75497	Dave's Auto Body	2/06/20	\$233.60
75498	Dingwall Investments Inc.	2/06/20	\$4,300.00
75499	Evoqua Water Technologies	2/06/20	\$953.50
75500	Fundex Investments Inc. In Tru	2/06/20	\$1,336.28
75501	Grey County Fire Chiefs Associ	2/06/20	\$140.00
75502	Horrigan Overhead Doors 2019	2/06/20	\$180.80
75503	Hydro One Networks Inc.	2/06/20	\$3,845.81
75504	Ideal Ladies Wear	2/06/20	\$2,500.00
75505	Information Network Systems	2/06/20	\$232.78
75506	Kronos Canadian Systems Inc.	2/06/20	\$1,130.01
75507	K Smart Associates Limited	2/06/20	\$12,577.26
75508	Letco Limited	2/06/20	\$733.37
75509		2/06/20	\$1,184.00
75510	Manulife Financial	2/06/20	\$27,357.90
75511		2/06/20	\$271.96
75512	Mount Forest Foodland	2/06/20	\$30.58
75513		2/06/20	\$169.50
75514	Mississauga Bus Coach & Truck R	2/06/20	\$420.85
75515	NORTH SHORE DISTRIBUTING	2/06/20	\$127.13
75516	Ont Mun Employee Retirement	2/06/20	\$61,884.10
75517	PepsiCo Beverages Canada	2/06/20	\$619.34
75518	Premier Equipment Ltd.	2/06/20	\$491.39
75519	ReeveScapes c/o Kaleb Reeves	2/06/20	\$8,600.00
75520	Royal Canadian Legion - Ontari	2/06/20	\$570.00
75521		2/06/20	\$275.00
75522	Smart Workplace	2/06/20	\$337.87

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
75523	Solowave Design	2/06/20	\$430.84
75524	Suncor Energy Inc.	2/06/20	\$18,635.59
75525	TD Wealth	2/06/20	\$1,220.86
75526	Technical Standards & Safety A	2/06/20	\$115.00
75527	Turris Sites Development Corp.	2/06/20	\$63.55
75528	Enbridge Gas Inc.	2/06/20	\$10,425.67
75529	Upper Grand Dist School Board	2/06/20	\$9,335.00
75530		2/06/20	\$118.58
75531	Wellington Advertiser	2/06/20	\$1,141.87
75532	Wellington Catholic Dist Sch B	2/06/20	\$3,085.00
75533		2/06/20	\$275.00
75534		2/06/20	\$1,190.58
75535	Workplace Safety & Ins Board	2/06/20	\$13,371.45
75536	Young's Home Hardware Bldg Cen	2/06/20	\$319.11
75537	Arthurs Fuel	2/06/20	\$850.20
75538	Corporate Express Canada Inc.	2/06/20	\$93.10
75539	Diamond Software Inc	2/06/20	\$789.59
75540	Duncan, Linton LLP, Lawyers	2/06/20	\$2,011.97
75541	K Smart Associates Limited	2/06/20	\$25,508.36
75542		2/06/20	\$275.00
75543		2/06/20	\$46.37
75544	Mount Forest Foodland	2/06/20	\$11.96
75545		2/06/20	\$131.00
75546	Premier Equipment Ltd.	2/06/20	\$580.33
75547	Specialty Grouting Services In	2/06/20	\$16,097.98
75548	Centre Wellington Community Fo	2/07/20	\$25,000.00
75549	Linda Saunders	2/07/20	\$1,200.00
75550	2574574 Ontario Inc	2/14/20	\$28,280.99
75551	Abell Pest Control Inc	2/14/20	\$66.92
75552	Assoc Ont Road Superintendents	2/14/20	\$231.65
75553	Arthur Foodland	2/14/20	\$27.43
75554	Arthurs Fuel	2/14/20	\$781.44
75555	Bailey Repair Services	2/14/20	\$19.73
75556	Bell Canada	2/14/20	\$788.57
75557	Bluewater Chapter OBOA	2/14/20	\$100.00
75558	Bluewater Fire & Security	2/14/20	\$252.45
75559	Broadline Equipment Rental Ltd	2/14/20	\$395.50
75560		2/14/20	\$1,356.00
75561	CG Equipment	2/14/20	\$313.21
75562	Chalmers Fuels Inc	2/14/20	\$2,166.12
75563	Duncan, Linton LLP, Lawyers	2/14/20	\$1,410.94
75564	Fire Marshal's Public Fire Saf	2/14/20	\$238.43
75565	Fluent IMS	2/14/20	\$1,356.00
75566		2/14/20	\$35.88
75567	Hydro One Networks Inc.	2/14/20	\$779.98
75568	Jim's Auto Service	2/14/20	\$1,559.96

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
75569	Lystek International Inc.	2/14/20	\$2,233.55
75570	Mount Forest Foodland	2/14/20	\$247.13
75571	Ministry of Finance	2/14/20	\$3,152.14
75572		2/14/20	\$224.87
75573	OSIM Inc.	2/14/20	\$655.40
75574	PETRO-CANADA	2/14/20	\$4,439.18
75575	PlayPower LT Canada, Inc.	2/14/20	\$925.58
75576	Premier Equipment Ltd.	2/14/20	\$695.01
75577	R&R Pet Paradise	2/14/20	\$4,894.69
75578	R. J. Burnside & Assoc. Ltd.	2/14/20	\$1,891.62
75579	Royal Bank Visa	2/14/20	\$12,492.43
75580	Suncor Energy Inc.	2/14/20	\$11,743.37
75581	Telizon Inc.	2/14/20	\$761.13
75582	Tom Shupe Plumbing & Heating	2/14/20	\$8,362.00
75583	Trevor Roberts Auto Repair	2/14/20	\$142.74
75584	Twp of Wellington North	2/14/20	\$155.66
75585	Walsh's IDA Pharmacy	2/14/20	\$270.18
75586	Waste Management	2/14/20	\$10.17
75587	Wightman Telecom Ltd.	2/14/20	\$135.95
75588	Young's Home Hardware Bldg Cen	2/14/20	\$211.25
75589	Zoll Medical Canada Inc.	2/14/20	\$13,615.28
EFT0000127	ACE, Accent Electronic Control	2/06/20	\$56.50
EFT0000128	Agrisan SC Pharma	2/06/20	\$4,171.19
EFT0000129	Arthur Home Hardware Building	2/06/20	\$177.49
EFT0000130	Barclay Wholesale	2/06/20	\$444.94
EFT0000131	Canada's Finest Coffee	2/06/20	\$570.78
EFT0000132	Canadian Safety Equipment	2/06/20	\$7,347.26
EFT0000133	CARQUEST Arthur Inc.	2/06/20	\$231.77
EFT0000134	Carson Supply	2/06/20	\$184.18
EFT0000135	CMT Engineering Inc.	2/06/20	\$4,505.32
EFT0000136	Coffey Plumbing, Div. of KTS P	2/06/20	\$127.13
EFT0000137	Cordes Enterprise	2/06/20	\$1,501.09
EFT0000138	County of Wellington	2/06/20	\$143,100.99
EFT0000139	Canadian Union of Public Emplo	2/06/20	\$2,548.68
EFT0000140	Dewar Services	2/06/20	\$159.28
EFT0000141	Eric Cox Sanitation	2/06/20	\$314.14
EFT0000142	Frey Communications	2/06/20	\$7,529.66
EFT0000143	Hartman Electronics & Comm	2/06/20	\$2,655.50
EFT0000144	Huronina Welding	2/06/20	\$93.00
EFT0000145		2/06/20	\$118.87
EFT0000146	Ideal Supply Inc.	2/06/20	\$939.83
EFT0000147	Innovative Access Technologies	2/06/20	\$226.00
EFT0000148	International Trade Specialist	2/06/20	\$119.98
EFT0000149	JOB-INC Electric	2/06/20	\$4,867.48
EFT0000150	Kwik Snaks Ltd	2/06/20	\$1,572.17
EFT0000151	M & L Supply, Fire & Safety	2/06/20	\$1,133.57

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0000152	Maple Lane Farm Service Inc.	2/06/20	\$401.14
EFT0000153	Marcc Apparel Company	2/06/20	\$5,001.71
EFT0000154	Minto Truck Centre	2/06/20	\$608.32
EFT0000155	MRC Systems Inc	2/06/20	\$685.04
EFT0000156	North Wellington Co-op Service	2/06/20	\$5.37
EFT0000157	Officer's Auto Care Inc.	2/06/20	\$354.89
EFT0000158	PACKET WORKS	2/06/20	\$282.50
EFT0000159	Print One	2/06/20	\$1,553.75
EFT0000160	Purolator Inc.	2/06/20	\$19.11
EFT0000161	Reeves Construction Ltd	2/06/20	\$11,593.80
EFT0000162		2/06/20	\$228.02
EFT0000163	ROBERTS FARM EQUIPMENT	2/06/20	\$852.47
EFT0000164	Rural Routes Pest Control Inc.	2/06/20	\$84.75
EFT0000165	Sanigear	2/06/20	\$297.43
EFT0000166	Shred All Ltd.	2/06/20	\$67.80
EFT0000167	Stephen Hale	2/06/20	\$1,197.80
EFT0000168	Superior Propane	2/06/20	\$400.82
EFT0000169	Teviotdale Truck Service & Rep	2/06/20	\$4,250.33
EFT0000170	TSC Stores	2/06/20	\$337.47
EFT0000171	Viking Cives Ltd	2/06/20	\$431.56
EFT0000172		2/06/20	\$275.00
EFT0000173	Yake Electric Ltd	2/06/20	\$623.31
EFT0000174	CARQUEST Arthur Inc.	2/06/20	\$180.23
EFT0000175	Cimco Refrigeration	2/06/20	\$6,667.00
EFT0000176	County of Wellington	2/06/20	\$14,806.09
EFT0000177	Ideal Supply Inc.	2/06/20	\$170.18
EFT0000178	Martin Drainage	2/06/20	\$3,932.40
EFT0000179	Mt Forest Business Improvement	2/06/20	\$2,080.00
EFT0000180	PACKET WORKS	2/06/20	\$5,872.61
EFT0000181	Saugeen Valley Conservation	2/06/20	\$144.10
EFT0000182	Triton Engineering Services	2/06/20	\$27,711.77
EFT0000183	Arthur Chrysler Dodge Jeep Lim	2/14/20	\$70.29
EFT0000184	Arthur Home Hardware Building	2/14/20	\$85.22
EFT0000185	Barclay Wholesale	2/14/20	\$62.15
EFT0000186	Canada's Finest Coffee	2/14/20	\$16.00
EFT0000187	CARQUEST Arthur Inc.	2/14/20	\$346.14
EFT0000188	Cedar Signs	2/14/20	\$184.81
EFT0000189	Clark Bros Contracting	2/14/20	\$621.50
EFT0000190	Coburn Insurance Brokers Ltd.	2/14/20	\$420.00
EFT0000191	Coffey Plumbing, Div. of KTS P	2/14/20	\$1,377.20
EFT0000192	Cordes Enterprise	2/14/20	\$859.05
EFT0000193	County of Wellington	2/14/20	\$1,740.00
EFT0000194	Delta Elevator Co. Ltd.	2/14/20	\$878.83
EFT0000195	Excel Business Systems	2/14/20	\$416.92
EFT0000196	FOSTER SERVICES/822498 ONT INC	2/14/20	\$1,695.00
EFT0000197	FOXTON FUELS LIMITED	2/14/20	\$1,271.26

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0000198	Frey Communications	2/14/20	\$117.51
EFT0000199	Hanover Chrysler	2/14/20	\$957.21
EFT0000200	Hartman Electronics & Comm	2/14/20	\$1,276.90
EFT0000201	Ideal Supply Inc.	2/14/20	\$604.94
EFT0000202	International Trade Specialist	2/14/20	\$112.27
EFT0000203	K A Hammond & Co Ltd	2/14/20	\$203.40
EFT0000204	Kwik Snaks Ltd	2/14/20	\$972.17
EFT0000205	Maple Lane Farm Service Inc.	2/14/20	\$71.25
EFT0000206	Marcc Apparel Company	2/14/20	\$2,407.44
EFT0000207	North Wellington Co-op Service	2/14/20	\$1,878.55
EFT0000208	Ont Municipal Administrators A	2/14/20	\$446.35
EFT0000209	Pryde Truck Service Ltd.	2/14/20	\$4,391.23
EFT0000210	Reeves Construction Ltd	2/14/20	\$11,381.94
EFT0000211	ROBERTS FARM EQUIPMENT	2/14/20	\$1,065.94
EFT0000212	Saugeen Community Radio Inc.	2/14/20	\$854.28
EFT0000213	SGS Canada Inc.	2/14/20	\$1,391.03
EFT0000214	Saugeen Valley Conservation	2/14/20	\$65.00
EFT0000215	Toromont Industries Ltd.	2/14/20	\$1,228.31
EFT0000216	Tri-Mech Inc.	2/14/20	\$646.90
EFT0000217		2/14/20	\$88.66
EFT0000218	Wellington North Power	2/14/20	\$10,193.27
			\$731,572.55



Staff Report

To: Mayor and Members of Council
Meeting of February 24, 2020

From: Adam McNabb, Director of Finance

Subject: Report TR2020-03 Being a report on 2019 Council Remuneration

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-03 being a report on 2019 Council Remuneration for information.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

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

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2019 provides a breakdown of activities.

FINANCIAL CONSIDERATIONS

Cumulatively, Council remuneration and expenditures for 2019 were below budgeted amounts.

ATTACHMENTS

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2019 provides a breakdown of activities.

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

 Modernization and Efficiency Partnerships Municipal Infrastructure Alignment and Integration

Prepared By: Adam McNabb, Director of Finance

Adam McNabb

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2019

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

NAME	COUNCIL PER DIEM	OTHER MEETINGS	BENEFITS (CPP, EHT)	CONVENTIONS & SEMINARS	TELEPHONE & INTERNET	TRAVEL EXPENSE	TOTAL REMUNERATION AND EXPENSES
Andy Lennox, Mayor	27,256.50	0.00	1,743.08	0.00	463.13	720.42	30,183.13
Sherry Burke, Councillor	17,161.50	0.00	1,031.39	1,189.25	1,164.39	720.42	21,266.95
Lisa Hern, Councillor	17,161.50	0.00	1,031.39	0.00	991.01	720.42	19,904.32
Steve McCabe, Councillor	17,161.50	0.00	1,031.39	0.00	1,091.53	720.42	20,004.84
Dan Yake, Councillor	17,161.50	0.00	1,031.39	0.00	1,290.97	720.42	20,204.28
Total Paid	95,902.50	0.00	5,868.64	1,189.25	5,001.05	3,602.10	111,563.54



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of February 24th, 2020

From: Dale Small,
Economic Development Officer

Subject: EDO 2020-003 Wellington North Farmers Market

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Wellington North Farmers Market report EDO 2020-003;

AND FURTHER THAT the Council of the Township of Wellington North approve the Wellington North Farmers' Market Roles and Responsibilities Agreement with the Victory Church and Community Centre;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to prepare the necessary temporary road closure permit application for each Saturday from June 20th through September 26th, from 8:30am through noon, for the portion of 320 King St. E at the Fairgrounds entrance in Mount Forest.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2016-007 dated February 17th, 2016

EDO 2017-011 dated March 27th, 2017

EDO 2018-019 dated May 7th, 2018

BACKGROUND

Since 2014 the Wellington North Farmers' Market has proven to be very successful and has become a common weekly meeting location for many of our residents. In 2019 we had nine full-time and seven part time vendors and upwards to 200 visitors each week. Cost to run the market is very low and vendor fees offset most of the insurance and advertising costs, with some additional funding, <\$1,000 coming from the Economic Development Office budget.

The purpose of the Farmers' Market is to market local farm and agriculture products and to improve production of, stimulate public interest in, and increase consumption of local products. It is also the intent of the market to be community oriented – be dynamic, friendly and reflect our community's personality. The Wellington North Farmers' Market is strict with our rules & regulations and all vendors must complete an application and sign that they have read and will abide by the rules and regulations of the Wellington North Farmers' Market. Food and produce vendors are also subject to a Public Health inspection.

Five local sponsors also support the Farmers' Market including, MARCC Apparel, Forest Physiotherapy, 88.7 The River, Taste Real and the Victory Church who act as the primary sponsor and contribute volunteer hours and venue amenities. We are also a member of Farmers' Market Ontario (FMO) and Pastor Harry, our Market Manager, has completed the required training and has obtained his Market Manager certification from FMO.

The Wellington County Market Bucks Program has proven especially popular with our community and vendors. Upwards to \$2,500 in Market Bucks are negotiated each year at the Wellington North Farmers Market resulting in a significant increase in customers to the market and revenue to our vendors. The County plans to continue the Market Bucks program in 2020 and we thank the County for their leadership and support with this program.

In 2020 our Market will be entering its seventh season. With the support of our vendors we are trying something different and moving the time from Friday afternoon to Saturday morning. Location is the same at the Victory Community Centre however in 2020 we plan to move the market into the parking lot and off of King Street. We believe this will reduce the congestion on Egremont Street and provide the vendors with better coverage from the sun. The market will open from 8:30am until noon from Saturday June 20th to Saturday Sept. 26th.

FINANCIAL CONSIDERATIONS

Our Market Manager position is a volunteer position and most expenses are offset by the vendor fees that are collected. Each year \$1,000 in expense is budgeted in the Economic Development Office budget to cover other misc. expenses. For 2020 the vendor fees, including HST, has been set as follows:

- \$200.00 for a fulltime vendor for the full season
- \$ 20.00 per day for vendors who participate on a day by day basis

ATTACHMENTS

Attachment A Farmers Market Roles and Responsibilities agreement with the Victory Church and Community Centre

STRATEGIC PLAN 2019 – 2022

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

XX Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

XX Partnerships

Municipal Infrastructure

XX Alignment and Integration

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

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

ATTACHMENT A

Each year we outline the roles and responsibilities between the Wellington North Farmers Market and the Victory Church and Community Centre and the following reflects this agreement for 2020:

TOWNSHIP OF WELLINGTON NORTH FARMERS' MARKET ROLES AND RESPONSIBILITIES AGREEMENT WITH THE VICTORY CHURCH AND COMMUNITY CENTRE

This document shall serve as an agreement between the two above noted parties in coordination with the Wellington North Farmers' Market

The market will be located on King St. E. at the Victory Community Centre in Mount Forest and will run each Saturday morning from 8:30am till noon, from June 20th to September 26th, 2020

The Township of Wellington North Agrees to:

- Plan all aspects that pertain to the Wellington North Farmers' Market and act as the governing body, working in conjunction with the organizing committee and community
- Implement and regulate vendor agreements
- Carry liability insurance, specific to Local Community Insurance Services Facility Users and Events
- Position the Victory Church and Community Centre as the official Sponsor and include logo in all outgoing communication pieces

The Victory Church and Community Centre Agrees to:

- Act as the Wellington North Farmers' Market official Sponsor in exchange for:
 - Indoor access for use of washroom facilities for vendors and patrons
 - Use of indoor venue for vendors and patrons when inclement weather is incurred
 - Use of water and hydro for applicable
 - Act as the market manager - to assist with erecting and disassembling signage on market days and to be a go-to source for vendors and the public
 - Provide programming to the market as agreed upon: I.E., provide music, set-up cafe, etc.
 - Provide information on your organization to patrons only upon request, or in a controlled setting, I.E., an information kiosk or booth
- Provide proof of liability insurance

Dated this 24th day February 2020



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of February 24th, 2020

From: Dale Small
Economic Development Officer

Subject: EDO 2020-004 Arthur Business Improvement Area (BIA)

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive for information Report EDO 2020-004 being a report to establish an Arthur Business Improvement Area (BIA);

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law to appoint members to the Board of Directors for the Arthur BIA.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2018-037 Downtown-Main Street Revitalization dated December 3rd, 2018

EDO 2019-022 Wellington North Business Improvement Areas dated August 26th, 2019

EDO 2019-031 Arthur Business Improvement Area dated December 16th, 2019

BACKGROUND

On January 29th 40+ people attended the Business Improvement Association information session in Arthur. At that time Business Owners and Property Owners within the boundary were encouraged to put forward their names if they were interested in sitting on the Board of Management for the Arthur BIA.

From a Board of Management perspective, it is recommended that at all times the BIA should have a minimum of five board members and a maximum of nine. It is further recommended that the board composition should have at least one council member and a relatively balanced mix of building owners and business owners. The term of office for the Board Members shall be the term of council however members of the Board are eligible for reappointment.

A copy of the consolidated by-law 122-19 that was approved by council on December 16th, 2019 is included in this report as Attachment A.

The following individuals have been recommended to sit on the new Board of Management for the remaining term of this council. Staff, as well as the Arthur & District Chamber of Commerce, support these candidates who have all indicated their willingness to sit on the Board:

Considerations for initial Arthur BIA Board Members:

- Lisa Hern Councillor
- Angela Alaimo Angela Alaimo Professional Corporation
- Gord Blyth Cover Ups
- Paula Coffey The Plumbers Wife
- Jim Coffey Royal LePage
- Sheila Faulkner All About Me
- Tom Gorecki Arthur Foodland
- Keith Harris Kiki Maple Sweet Water
- Mitch Keirstead eclectic.....the gift store

Should council approve the BIA Board of Management our intent would be to hold the initial Board Meeting in March and we would hope to have a Board recommended budget in place later this spring.

FINANCIAL CONSIDERATIONS

A comment received a number of times was the concern that the BIA budget and tax levy could get out-of-hand and there was concern that the levy might increase dramatically over the years. While it is up to the property owners and business owners of the BIA themselves to recommend the budget, this is unlikely to happen, however it was raised as a concern.

ATTACHMENTS

Attachment A: By-Law Number 122-19 to establish the BIA Board

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

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

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 122-19**

(including amendment in By-law No. 008-20)

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

WHEREAS The Corporation of the Township of Wellington North deems it expedient to establish a Board of Directors for the Business Improvement Area (BIA) in Arthur.

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

1. Composition of the Board of Directors

- 1.1. The Board of Directors (the Board) is a corporation and is a local board of the municipality as defined in the Municipal Act.
- 1.2. The Board shall consist of a minimum of five (5) and a maximum of nine (9) Directors.
- 1.3. One or more Directors shall be appointed directly by Council.
- 1.4. At least one Director shall be a member of Council.
- 1.5. The remaining Directors shall be selected by a vote of the membership, subject to 6.2.
- 1.6. After Directors have been elected by the membership, the Secretary shall inform the municipal Clerk for approval by Council.
- 1.7. The municipality may refuse to appoint a person selected by the members of an improvement area, in which case the municipality may leave the position vacant or direct that a meeting of the members of the improvement area be held to elect or select another candidate for the municipality's consideration.

2. Term of Board of Directors

- 2.1. The term of office of the Board shall be for the term of Council or on the date that their successors are appointed.
- 2.2. The members of the Board are eligible for reappointment on the expiration of their term of office.
- 2.3. Council may remove a Director for any reason and at any time, whereupon Council may appoint another Member for the remainder of the term.
- 2.4. Where a vacancy occurs from any cause, the Council may appoint a person to fill the vacancy for the unexpired portion of their term of office or approve a member as nominated by the remaining Board.

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

3. Duties of the Board of Directors

- 3.1. The Board of Management shall:
 - 3.1.1. at the first meeting of the Board of Directors, elect a Chair, Vice-Chair, Secretary and Treasurer from among themselves. The Secretary and the Treasurer may be the same individual;
 - 3.1.2. determine a schedule of meetings for the year including date, time and location;
 - 3.1.3. invite all members and hold a minimum of one (1) general meeting per year to review and receive authorization for the annual budget or other matters as determined by the Board.
 - 3.1.4. keep minutes of every meeting of the Board shall forward copies of the signed minutes to all members of the Board and to the Clerk of the municipality within thirty (30) days of each meeting;
 - 3.1.5. adopt and maintain banking arrangements and accounting procedures acceptable to the Treasurer of the municipality;
 - 3.1.6. provide inspection on request of the books, documents, transactions, minutes and accounts of the Board to the Township Auditor or the Director of Finance;
 - 3.1.7. the fiscal year of the Board shall be the calendar year;
 - 3.1.8. on or before November 30 in each year, prepare and submit to the Clerk of the municipality a proposed annual budget, as approved by general membership to be approved by Council;
 - 3.1.9. submit to the Clerk of the municipality, on or before March 31 each year, the following:
 - 3.1.9.1. An audited financial statement for the prior year;
 - 3.1.9.2. a list of all tenants who are members of the BIA,

4. Powers of the Board of Directors

- 4.1. Powers include but are not limited to:
 - 4.1.1. enter into contracts or agreements;
 - 4.1.2. make banking and financial arrangements;
 - 4.1.3. execute documents;
 - 4.1.4. direct the manner in which any other person or persons may enter into contracts or agreements on behalf of the BIA;
 - 4.1.5. purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of personal property, securities or any rights or interests for such consideration and upon such terms and conditions as the Board may consider advisable, to a maximum value of \$100,000. Any acquisition or disposition above \$100,000 shall require Council approval;
 - 4.1.6. purchase insurance to protect the property, rights and interests of the BIA and to indemnify the BIA, its members, the Board and Officers from any claims, damages, losses or costs arising from or

- 4.1.7. related to the affairs of the BIA; and
create committees, either ad hoc or permanent, to assist the Board of Directors with its purpose and goals.

5. Specific Limitations on Power of Board of Directors

- 5.1. A Board of Directors on behalf of a BIA shall not,
- 5.1.1. spend any money unless it is included in the budget approved by the Municipality;
 - 5.1.2. incur any indebtedness extending beyond the current year without the prior approval of the Municipality; or
 - 5.1.3. borrow money.

6. Membership of the BIA

- 6.1. Members of the BIA shall consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property classes (commercial and industrial) and tenants of such property.
- 6.2. Any individual or corporation not a member of the BIA, may join the BIA as an Associate Member upon approval of the Board of Management. An Associate Member may attend the Annual General Meeting and meetings of the Board of Management, volunteer with the BIA, and take part in BIA discussions. An Associate Member shall not be permitted to vote at an Annual General Meeting or to be appointed as a Director of the Board.

7. Quorum

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

8. Annual General Meeting

- 8.1 Notice of the Annual General Meeting(s) and Election of Officers shall be given by the Board of Management to the membership by first class mail a minimum of thirty (30) days prior to the scheduled meeting to the last known address as indicated on the current assessment roll for the Township of Wellington North.
9. That this By-law shall come into force and effect on January 1, 2020 date of passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF DECEMBER, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of February 24, 2020

From: Adam McNabb, Director of Finance / Treasurer
Matthew Aston, Director of Operations

Subject: OPS 2020-010 being a report on the Township's 2020 to 2022 agreement with the Ontario Clean Water Agency (OCWA)

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-010 being a report on the Township's 2020 to 2022 agreement with the Ontario Clean Water Agency (OCWA);

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the amending agreement with the Ontario Clean Water Agency for the operation and maintenance of the Arthur and Mount Forest Wastewater Treatment Plants for the 2020 to 2022 term.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report PW 2016-069

BACKGROUND

Township staff (CAO, Treasurer and Director of Operations) met with representatives from the Ontario Clean Water Agency (OCWA) on October 30th and November 20th in Kenilworth, Ontario, to discuss a proposed agreement for operating services. As well, Township's Director of Operations met with OCWA local Senior Operations Manager on a few occasions during this period to discuss the proposed amending agreement.

Highlights of the proposed agreement include:

1. Term runs from January 1, 2020 to December 31, 2022;
2. OCWA-Township staff to meet quarterly to discuss the wastewater treatment operations;
3. OCWA to conduct more in-house lab work (2-3 times per week); and
4. Documented change order process.

A copy of the proposed agreement is attached to the authorizing by-law in this agenda.

FINANCIAL CONSIDERATIONS

An estimate of the 2020 contract expenses is detailed below:

<u><i>Arthur Facility</i></u>	<u><i>Associated Cost Estimate</i></u>
Chemicals	25,000
Electricity	250
Salaries & Benefits	130,170
Services	38,722
Sludge Haulage	20,000
Supplies & Equip.	5,572
Management Fee	26,400
Total AV Operating Charges	246,114
<u><i>Mount Forest Facility</i></u>	<u><i>Associated Cost Estimate</i></u>
Chemicals	23,000
Electricity	275
Salaries & Benefits	131,752
Services	34,988
Sludge Haulage	30,000
Supplies & Equip.	7,850
Management Fee	27,400
Total MF Operating Charges	255,265
Total Annual Contract Cost Estimate	501,378

Items of note in the renewal from a financial standpoint are the following:

- Renewal continues to be a cost-plus agreement; thus, estimates are provided for budgeting purposes, and quarterly reports are provided by OCWA to show actual in relation to budget. An annual reconciliation is completed to adjust to actual expenses incurred.
- Chemical costs are up over current levels to offset increased alum costs being realized in the marketplace
- Management fees have increased for the renewal period, and are subject to annual CPI indexing for 2021, 2022.

ATTACHMENTS

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Adam McNabb, Director of Finance /
Treasurer
Matthew Aston, Director of Operations

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



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of February 10, 2020

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: CLK 2020-006 Report to update Council re: Off-Road Vehicles (ORV)

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-006 being a report to update Council on legislative amendments to Off-Road Vehicles (ORV) on municipal roads.

AND FURTHER THAT Council take no action regarding ORV's on municipal roads until such time as the regulations set out in Bill 107 are in effect in 2021.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2016-021 being a report on Off-Road Vehicles (ORV's) on roads in the Township of Wellington North

CLK 2015-056 being a report on All Terrain Vehicles (ATV's) on roads in the Township of Wellington North

BACKGROUND

Council has been considering permitting ORV on municipal roads since at least 2015. It was determined through research, an OPP information session and conversations with neighbouring municipalities that unless neighbouring municipalities all permitted OFV on roads, enforcement becomes challenging for police as well as compliance by riders in not knowing if the road is a municipal, or County or which municipality they are riding in.

At the November 4, 2019 open forum, ATV's on municipal roads was discussed and noted in the minutes as follows:

Wellington County previously wasn't interested in considering permitting ATVs on roadways, citing policing issues and jurisdiction of roads, although they might would be on board if the northern municipalities expressed interest. The Highway Traffic Act provides exceptions for ATVs on roadways for agricultural use. There are ATV trails in Grey County that Wellington North residents could access if they were allowed to use ATVs on our roads. ATVs would need to be licensed and insured year-round, similar to snowmobiles. Snowmobiles have trails but are also are driven on roads and highways. Municipalities in the northern part of the County have a different demographic and it was felt that it is time to more forward with this request to the County. Council directed the Mayor and staff to enter discussions with the Township of Mapleton and the Town of

Minto to determine common ground on permitting ATVs on municipal roads and on a consensus to approach County Council.

Randy Pettapiece, MPP provided this information from the Ministry of Transportation on February 10, 2020:

Excerpts:

Under the existing legislation, off-road vehicles are only permitted to travel on certain provincial highways and prohibits the use of these vehicles on municipal roads unless the municipality passes a bylaw to allow for their use.

Bill 107 includes legislation that will expand the network by allowing off-road vehicles to operate in municipalities by default, if that municipality has a default speed limit of 80 km/h (as listed in Regulation 8/03 of the Highway Traffic Act).

Municipalities that do not want off-road vehicles on their municipal roads, have the option of passing a bylaw that would prohibit the operation of off-road vehicles on their roads.

This legislative change is not yet in force but it is anticipated that the new legislation and regulations will come into force on January 1, 2021, pending the necessary approvals. Until that time, the current rules remain in effect.

OPTIONS:

1. Once the regulations are in place riders of ORV's may travel on municipal roads where the default speed limit is 80 km/h - municipality does not need to do anything else to permit that use.
2. To permit riders to operate on municipal roads now, the municipality must pass a by-law

The province is advising municipalities to wait until the proposed regulatory amendments are passed to ensure that any communication is accurate and aligned with the new rules.

If a municipality impacted by this change does not want to allow these vehicles on their roads, they must pass a bylaw to continue the prohibition.

FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality in receiving this report.

STRATEGIC PLAN 2019 – 2022

Which priority does this report support?

- | | |
|---|--|
| <input type="checkbox"/> Modernization and Efficiency | <input checked="" type="checkbox"/> Partnerships |
| <input type="checkbox"/> Municipal Infrastructure | <input type="checkbox"/> Alignment and Integration |

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
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Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>
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WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of February 24, 2020

From: Karren Wallace, Director of Legislative Services/Clerk
Adam McNabb, Director of Finance

Subject: CLK 2020-007 Privacy Breach Policy

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-007 being a report on a Privacy Breach Policy.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS BACKGROUND

The Municipal Freedom of Information and Protection of Privacy Act provides a right of access to information under the control of institutions in accordance with the principles and to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Sections 31 & 32 of the Municipal Freedom of Information and Protection of Privacy Act outlines when an institution can use and/or disclose personal information in its custody or under its control. When the use or disclosure of personal information or records containing personal information violates Sections 31 or 32 of the Municipal Freedom of Information and Protection of Privacy Act or other applicable legislation, a privacy breach occurs. Privacy breaches can occur when personal information of residents or employees is stolen, lost, or mistakenly disclosed (e.g. personal information is mistakenly emailed to the wrong person).

A draft Privacy Breach Policy is attached as Schedule A. The purpose of this policy is to ensure that all Wellington North employees and members of Council, at all times, comply with the privacy protection requirements as mandated by the Municipal Freedom of Information and Protection of Privacy Act.

This policy outlines the steps that shall be followed when an alleged Privacy Breach is reported to ensure that it is quickly contained and investigated to mitigate the potential for further dissemination of personal information.

FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality in receiving this report.

STRATEGIC PLAN 2019 – 2022

Which priority does this report support?

- | | |
|---|--|
| <input type="checkbox"/> Modernization and Efficiency | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Municipal Infrastructure | <input type="checkbox"/> Alignment and Integration |

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
	Adam McNabb, Director of Finance	<i>Adam McNabb</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



7490 Sideroad 7 W, PO Box 125,
 Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
 1.866.848.3620 FAX 519.848.3228

072

Plan to
Simply Explore.

www.simplyexplore.ca

SCHEDULE A
PRIVACY BREACH POLICY

DEPARTMENT	Finance & Treasury/ Clerk	POLICY NUMBER	002-2020
EFFECTIVE DATE	February 25, 2020	LEGISLATIVE AUTHORITY	Sections 31 & 32 of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>
APPROVED BY:	DIRECTOR OF FINANCE/DIRECTOR OF LEGISLATIVE SERVICES/CLERK		

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PRIVACY BREACH POLICY

Statement of Organizational Commitment

The Corporation of The Township of Wellington North is committed to protecting personal information in the custody or control of the municipality and comply with the privacy protection requirements as mandated by the *Municipal Freedom of Information and Protection of Privacy Act*.

Background

The *Municipal Freedom of Information and Protection of Privacy Act* provides a right of access to information under the control of institutions in accordance with the principles and to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Sections 31 & 32 of the *Municipal Freedom of Information and Protection of Privacy Act* outlines when an institution can use and/or disclose personal information in its custody or under its control. When the use or disclosure of personal information or records containing personal information violates Sections 31 or 32 of the *Municipal Freedom of Information and Protection of Privacy Act* or other applicable legislation, a privacy breach occurs. Privacy breaches can occur when personal information of residents or employees is stolen, lost, or mistakenly disclosed (e.g. personal information is mistakenly emailed to the wrong person).

Purpose

The purpose of this policy is to ensure that all Township of Wellington North employees and members of Council, at all times, comply with the privacy protection requirements as mandated by the *Municipal Freedom of Information and Protection of Privacy Act*.

This policy confirms The Township of Wellington North's obligation to protect personal information in the custody or control of the institution. Privacy Breaches undermine public trust in an institution and may result in significant harm to the Municipality and to those whose personal information is collected, used or disclosed inappropriately.

This policy outlines the steps that shall be followed when an alleged Privacy Breach is reported to ensure that it is quickly contained and investigated to mitigate the potential for further dissemination of personal information.

Scope and Responsibility

This policy applies to all Township of Wellington North employees, volunteers, agents, contractors, and members of Council.

The Director of Legislative Services/Clerk (Clerk) or designate is responsible for the overall implementation and enforcement of this policy.

Definitions

“**Act**” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56.

“**Employee**” means any paid employee, including, but not limited to, full-time, part-time, paid apprenticeships, and seasonal employees.

“**Municipality**” means the Corporation of The Township of Wellington North.

“**Personal Information**” means recorded information about an identifiable individual, including,

- a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) Information relating to the education or the medial, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) Any identifying number, symbol or other particular assigned to the individual;
- d) The address and telephone number of the individual;
- e) The personal opinions or views of the individual except if they relate to another individual;
- f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) The views or opinions of another individual about the individual; and
- h) The individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

“**Privacy Breach**” means the use or disclosure of personal information or records containing personal information in violation of Section 31 or 32 of the Act.

“**Record**” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material, regardless of physical form or characteristics, and copy thereof; and
- b) Subject to regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of a computer hardware and software of any other information storage equipment and technical expertise normally used by the institution.

General Procedure

When a privacy breach is alleged to have occurred, municipal staff shall undertake immediate action. In all instances of a privacy breach or alleged breach the following procedure, conducted in quick succession, or concurrently, shall be followed.

Step 1: Identify and Alert

If a complaint has been received or you suspect that a privacy breach has occurred, contact the Clerk or designate immediately. The Clerk or designate will then investigate the validity of the complaint or suspicion. The "Risk Assessment Chart," attached hereto as Appendix A, can be used to assist in determining if a privacy breach occurred. If a privacy breach is confirmed, the Clerk or designate will evaluate the severity of the breach and proceed accordingly.

Step 2: Contain

The Clerk or designate shall, in cooperation with other staff, undertake the following actions to contain the alleged privacy breach:

- Retrieve and secure any records associated with the alleged breach;
- Where appropriate and depending on circumstances, isolate and suspend access to any system associated with the alleged breach (i.e. an electronic information system, change passwords, etc.);
- Suspend processes or practices which are believed to have served as a source for the alleged breach; and
- Take any other action necessary to contain the alleged breach.

Step 3: Notify

The Clerk or designate shall notify the Information and Privacy Commissioner of Ontario (IPC) of all alleged and confirmed privacy breaches.

The Clerk or designate shall notify all individuals affected by a privacy breach as soon as possible, via telephone followed with a formal letter that shall include the following information:

- Information surrounding the nature of alleged, or confirmed, privacy breach;
- The details of the breach (as understood at the time of notification);
- The specific personal information affected;
- Steps, if any, taken so far to control or reduce the harm;
- Future steps planned to prevent future privacy breaches;
- Steps the individuals can take to protect themselves; and
- Contact information for municipal staff and the Information and Privacy Commissioner of Ontario should they have any questions.

The Clerk or designate shall handle all inquiries with respect to privacy breaches and the actions of the municipality in response to an alleged or confirmed breach. The Clerk or designate will determine if other authorities or organizations, such as law enforcement, privacy commissioner's office, and/or professional/regulatory bodies should be informed of the breach.

Step 4: Investigate

After all efforts have been exhausted to contain the alleged privacy breach and notifying the affected individuals, the Clerk or designate shall undertake an investigation in an attempt to establish:

- Whether a privacy breach occurred;
- A time line of the events that led to the breach;
- The source of the breach, including any policies or procedures responsible for the breach;
- The nature and sensitivity of the personal information disclosed;
- The number of individuals affected; and
- Any other factors relevant to the circumstances.

Step 5: Report and Follow-up

Following the completion of the investigation, a report shall be prepared by the Clerk or designate outlining the results of the investigation, including any recommendations to mitigate future incidents. Consistent with the privacy best practices, a copy of the report shall be forwarded to the IPC, as well as to all individuals who were affected by the privacy breach.

Risk Assessment Chart

The “Risk Assessment Chart” can be used to assist in determining if a privacy breach occurred. If you answer “No” to all risk factors, there is a low probability that personal information has been compromised and it’s not likely a reportable breach. Regardless, the Clerk or designate will make the determination.

Risk Assessment		Yes or No
1.	<p>Risk of identity theft</p> <p>Is there a risk of identity theft or other fraud?</p> <p>Identity theft is a concern if the breach includes unencrypted information such as names in conjunction with social insurance numbers, credit card numbers, driver’s licence numbers, personal health numbers, debit card numbers with password information or any other information that can be used for fraud by third parties (e.g. financial information).</p>	
2.	<p>Risk of physical harm</p> <p>Does the loss of information place any individual at risk of physical harm, stalking or harassment?</p>	
3.	<p>Risk of hurt, humiliation, damage to reputation</p> <p>Could the loss of information lead to hurt, humiliation or damage to an individual’s reputation?</p> <p>This type of harm can occur with the loss of information such as medical or disciplinary records.</p>	
4.	<p>Risk of loss of business or employment opportunities</p> <p>Could the loss of information result in damage to the reputation of an individual, affecting business or employment opportunities?</p>	

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



February 15, 2020

Your Worship Andy Lennox
Township of Wellington North
P.O. Box 125, 7490 Sideroad 7 W.
Kenilworth, ON N0G2E0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: DrewMaddison
Email: Drew.Maddison@ontario.ca
Phone: 519-495-9995

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Browne", written over a horizontal line.

Douglas Browne
Chief of Emergency Management

cc: Linda Dickson - CEMC
Drew Maddison - Field Officer - Bruce Sector

From: Minister Steve Clark <mah@ontario.ca>

Sent: February 6, 2020 3:42 PM

To: Mike Givens <mgivens@wellington-north.com>

Subject: Letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing

La version française suit.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-8470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-8470



234-2020-177

February 6, 2020

Dear Head of Council:

As you know, the Greater Golden Horseshoe is a critical economic driver in the province and one of the fastest growing regions in North America. By 2041, the region is expected to accommodate approximately 13.5 million people and 6.3 million jobs.

To help accommodate this anticipated growth over the coming decades, our government released [A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#) (A Place to Grow) in May 2019. This new Plan will help manage growth so communities in the region can develop in ways that expand economic opportunities, build more housing, attract investments and create jobs all while maintaining protections for our cultural heritage assets, key employment and agricultural lands and environmentally sensitive areas,

including the Greenbelt.

A key part of the successful implementation of A Place to Grow is understanding the future population and employment trends in order to put in place the housing and reliable employment we will need as the region grows. The population and employment forecasts in Schedule 3 of A Place to Grow are established at the upper-and single-tier municipal level and are central to stable, coordinated long-term growth management across the region. They help municipalities assess, plan for and integrate housing, infrastructure, economic, environmental and land needs to support future growth.

As a fundamental component of the A Place to Grow framework, it is imperative that the forecasts be accurate and up-to-date to incorporate the best available data and reflect changes to the region's economy, housing supply and employment landscapes.

With that said, I am pleased to announce that the Ministry of Municipal Affairs and Housing (MMAH) has initiated a review and update of the Schedule 3 forecasts. To assist with this undertaking, MMAH has procured the services of Hemson Consulting.

As part of this work, the Ministry will be consulting with municipalities and key stakeholders through a series of advisory groups and technical workshops to provide insight on forecast-related issues, including potential revisions to the forecast methodology and an appropriate timing structure for updated forecasts to take effect.

The Ministry is working to complete this review no later than summer 2020.

If you have questions about the review and update of the forecasts, please feel free to contact Cordelia Clarke Julien, Assistant Deputy Minister, Ontario Growth Secretariat, Ministry of Municipal Affairs and Housing at cordelia.clarkejulien@ontario.ca.

I look forward to continuing to work together in the months ahead.

Sincerely,



Steve Clark

Minister

c:

Chief Administrative Officer

Kate Manson-Smith
Deputy Minister
Ministry of Municipal Affairs and Housing

Cordelia Clarke Julien
Assistant Deputy Minister
Ontario Growth Secretariat
Ministry of Municipal Affairs and Housing

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

BY-LAW NUMBER 024-20

**BEING A BY-LAW TO APPOINT MEMBERS TO THE ARTHUR
BUSINESS IMPROVEMENT AREA BOARD OF DIRECTORS**

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

1. **THAT** the following individuals be appointed to the Arthur Business Improvement Area Board of Directors for the 2019 – 2022 term:
 - Lisa Hern
 - Angela Alaimo
 - Gord Blyth
 - Paula Coffey
 - Jim Coffey
 - Sheila Faulkner
 - Tom Gorecki
 - Keith Harris
 - Mitch Keirstead
2. **THAT** the Mayor and the Clerk are hereby authorized and directed to sign the appointment by-law.
3. **THAT** this By-law shall come into effect on passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF FEBRUARY, 2020.**

DAN YAKE, ACTING MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 025-20

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

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

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

1. THAT Schedule 'A-2' to By-law 66-01 is amended by changing the zoning on lands described as Part of Park Lot 4, South of Domville Street, Crown Survey, geographic Arthur Village, now Township of Wellington North in the County of Wellington, as shown on Schedule "A" attached to and forming part of this By-law from Residential (R1C-17) to Open Space (OS) and Residential (R1C) to:

**Medium Density Residential (R2)
High Density Residential (R3)
Open Space (OS)**

2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 24TH DAY OF FEBRUARY 2020.

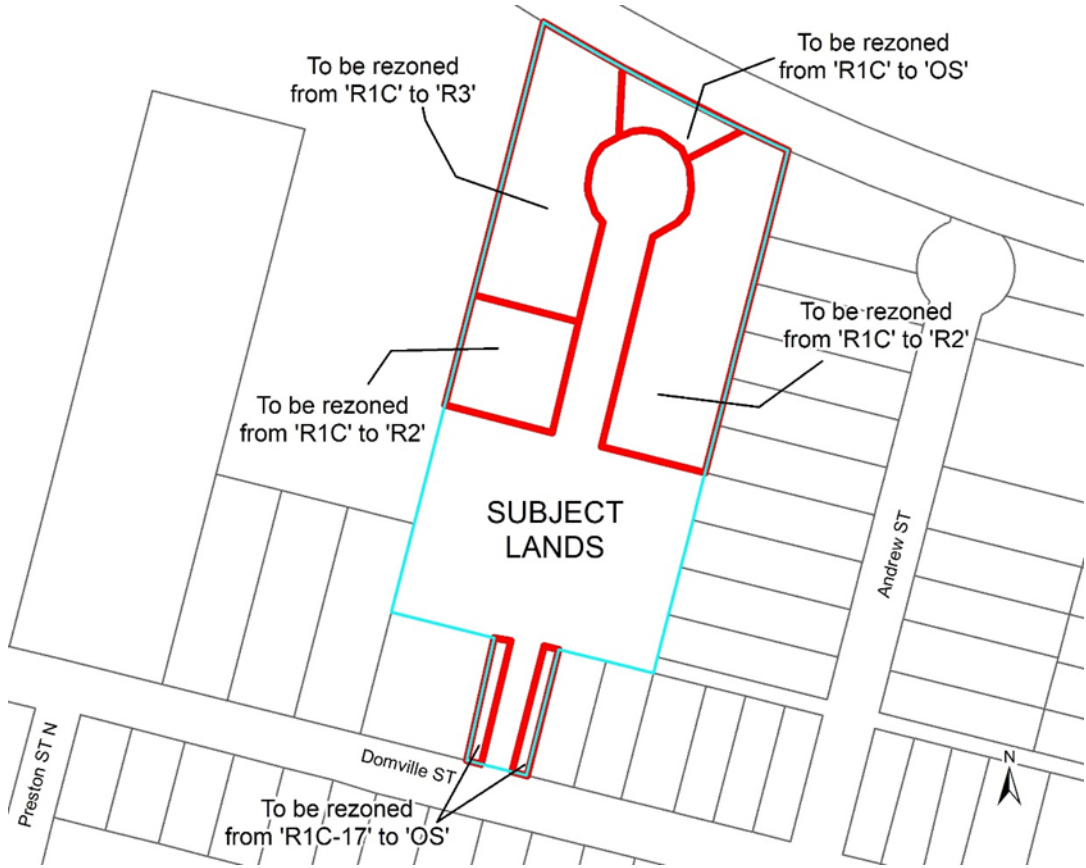
DAN YAKE, ACTING MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 025-20

SCHEDULE "A"



Residential (R1C) to Medium Density Residential (R2), High Density Residential (R3), and Open Space (OS); and Residential (R1C-17) to Open Space (OS).

Passed this 24th day of February, 2020

ACTING MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 025-20

THE LOCATION OF THE SUBJECT LANDS

The land subject to the proposed amendment is described Part of Park Lot 4, South of Domville Street, Crown Survey, geographic Arthur Village, now Township of Wellington North in the County of Wellington. The property is approximately 2.34 hectares (5.78 acres).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands to permit a residential plan of subdivision that will create 10 single detached lots, 4 semi-detached lots, 8 street townhouses, and a 24-unit apartment building.

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

BY-LAW NUMBER 026-20

**BEING A BY-LAW TO REPEAL BY-LAW 026-19 BEING A BYLAW
TO AUTHORIZE THE EXECUTION OF A MEMORANDUM OF
UNDERSTANDING WITH THE MOUNT FOREST FAMILY HEALTH
TEAM EXERCISE ROOM PARTNERSHIP**

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

1. THAT By-law 026-19 being a by-law to authorize the execution of a Memorandum of Understanding with the Mount Forest Family Health Team Exercise Room Partnership be repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF FEBRUARY, 2020**

DAN YAKE, ACTING MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 027-20

BEING A BY-LAW TO AMEND BY-LAW 078-16 BEING A BYLAW TO AUTHORIZE THE EXECUTION OF A SERVICES AGREEMENT BETWEEN THE ONTARIO CLEAN WATER AGENCY (OCWA) AND THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.

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

1. THAT By-law 078-16 being a by-law to authorize the execution of a Services Agreement between the Ontario Clean Water Agency (OCWA) and the Township of Wellington North by adding Schedule A to the by-law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF FEBRUARY, 2020**

DAN YAKE, ACTING MAYOR

KARREN WALLACE, CLERK

AMENDING AGREEMENT

THIS AMENDING AGREEMENT made as of the _____ day of _____, 20__.

B E T W E E N

ONTARIO CLEAN WATER AGENCY/AGENCE ONTARIENNE DES EAUX,
a corporation established under the Capital Investment Plan Act, 1993, c.23, Statutes
of Ontario.

(referred to in this Amending Agreement as “OCWA”)

A N D

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(referred to in this Amending Agreement as “the Client”)

(Each a “Party” and together, “the Parties”)

BACKGROUND TO THIS AMENDING AGREEMENT

WHEREAS the Client and OCWA entered into an agreement effective January 1st 2017 concerning the operation and maintenance of the Client’s Facility (the “Existing Agreement”) attached as Appendix A to this Amending Agreement;

AND WHEREAS the Client and OCWA have agreed to amend the Existing Agreement, as described below;

AND WHEREAS the Council of the Client passed By-Law No. _____ on the _____ day of _____ 20__ authorizing the Client to enter into this Amending Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained in this Amending Agreement and other good and valuable consideration, the sufficiency of which is hereby irrevocably acknowledged, the Client and OCWA agree to the following amendments to the Existing Agreement:

1. Any capitalized terms not defined herein shall have the meaning ascribed to such term in the Existing Agreement.

2. **Section 4.1** of the Existing Agreement is hereby deleted and replaced with the following:

“Section 4.1 – Initial Term of Agreement

This Agreement shall start on January 1, 2020 and shall continue in effect for a term of three years, ending December 31, 2022 (the “Term”).”

3. **Schedule C – The Services** of the Existing Agreement is hereby deleted and replaced with a new “Schedule C”, which is attached to this Agreement:

SCHEDULE C - The Services

A – Services for Wastewater Treatment System

Part 1 – Services included in the Estimate

OCWA will provide the following services:

1. Staffing
 - (a) certified operator(s) to attend at the Facilities as required under normal operating conditions on Business Days and during Business Hours and supply other personnel as may be necessary to operate, maintain and manage the Facilities under normal operating conditions in compliance with the requirements of Applicable Laws, Agreement Terms and Scope of Work (SOW), including management, operation, routine maintenance, administration and reporting;
 - (b) supply a certified operator(s), who will be on call 24 hours per day, 365 days per year to respond to emergency conditions in respect of the operation of the Facilities, any such response to be charged to the Client in accordance with Schedule D herein or by way of an annual set amount;
 - (c) provide all necessary training and continuing education for staff to ensure the continued operation of the Facilities, in accordance with all Applicable Laws;
 - (d) provide an Overall Responsible Operator for the Facilities familiar with the operation of the Facilities.

2. Regulatory Reporting

- (a) prepare and submit all reports to the Client and the MECP respecting the operation and maintenance of the Facilities as required by the MECP or any other regulatory agency or body having jurisdiction at the time of the Agreement;
- (b) review any inspection reports prepared by the MECP in respect of the Facilities and, subject to any approvals of the Client may correct or negotiate with the MECP amendments to a deficiency;
- (c) report to the Client and the MECP non-compliance with a regulatory requirement.

3. Operations Manuals

- (a) recommend to the Client, any section in the operating manuals that should be modified/changed to ensure that the operating manuals reflect the actual or revised approach to operating the Facilities, which recommendations may require third party assistance.

4. Initial Inventory

- (a) develop and maintain inventory of the Client's original equipment tools and attractables in place as of the date of the Agreement;
- (b) develop inventory of critical spares.

5. Change In Laws

- (a) notify the Client of any modifications or changes to the Services or the Facilities required to comply with any Change in Laws and subject to Client approval make the required modifications or changes at an additional cost.

6. Facility Emergency Preparedness

- (a) prepare and revise, as necessary, an Emergency Plan for the Facilities consistent with the requirements of the Applicable Laws and the Client's Emergency Plans, copies to be located in the Facilities;
- (b) establish procedures for managing foreseeable emergencies or abnormal conditions affecting the Facilities.
- (c) Participate in Wellington County's emergency preparedness activities as requested:

7. General

- (a) good housekeeping to maintain a safe work environment;

- (b) OCWA to provide annually asset maintenance records for the previous year.
- (c) wastewater operator shall complete the following in-house lab analysis two (2) or three (3) times a week between Monday and Friday;
 - a. Grab sample raw sewage for Total Suspended Solids;
 - b. Grab sample aeration tanks for Total Suspended Solids;
 - c. Grab sample of process liquid immediately after clarifier for Total Suspended Solids, Total Phosphorus, Total Ammonium Nitrate of grab sample;
 - d. Grab sample of final effluent for Total Suspended Solids, Total Phosphorus, Total Ammonium Nitrate.
- (d) make best efforts to have the Municipally owned sludge storage facility empty by November 30 of each calendar year in the most efficient, cost effective manner;
- (e) ensure General liability and WSIB insurance documentation is filed for each contractor who works within the Facilities and provided to the Township at their request;
- (f) comply with the Clients procurement policies or comply with OCWA procurement policies;
- (g) provide cover letter as attached to Annual Report confirming status of the previous year's operations;
- (h) keep current contingency plans for all major equipment, copies to be located in the Facilities;
- (i) provide security at the Facilities by maintaining the existing fences and gates and locking same and notifying the Client of the need for any repairs;
- (j) provide mobile communications services for OCWA staff.

8. Routine Operations & Maintenance

- (a) in providing routine operation of the Facilities, OCWA will conduct:
 - (i) visual inspection of all equipment and Facilities insofar as can be observed while these are in service;
 - (ii) instrumentation cleaning, verification of calibration by third party contractors;
 - (iii) sampling and/or on-site analysis;
 - (iv) sample collection, preservation, packing and shipment for off-site analysis as required by Applicable Laws, subject to change from time to time;

- (v) laboratory sampling, analysis and reports as required by Applicable Laws, subject to change from time to time;
 - (vi) coordination of chemical supply with chemical vendors;
 - (vii) checks and response to alarms as well as further investigate and take appropriate steps to eliminate frivolous alarms that have no real impact on operations;
 - (viii) inspection of process control equipment to ensure proper operation of disinfection system, pumps, valves, chemicals system;
 - (ix) maintenance of daily on-site logs and records, including process control log sheets, laboratory data log sheets, bypass reports and routine checklists as required by Applicable Laws;
 - (x) consolidation and processing of OCWA's internal operational data forms for statistical input into a reporting system for the report;
 - (xi) calculation, recording and analysis of the amount of wastewater treated; daily flows/monthly flows;
 - (xii) recording and analysis of flows, chemicals used, residuals and other process readings as required;
 - (xiii) monitor and adjust dosages of process chemicals;
 - (xiv) utilize Client's SCADA system (if applicable) for trending review and reporting, gap analysis, testing, and compliance;
 - (xv) before September 1st (as per agreement 4.5(b)), prepare a report outlining the foreseeable Major Maintenance Expenditures and Capital Projects required for the Facilities, complete with cost estimates for the Client's budgeting purposes;
 - (xvi) maintenance of vehicle(s) used in providing the services, including fuel and any other operating costs associated with such vehicle(s);
 - (xvii) removal of grit and screening including disposal;
 - (xviii) clean valve chambers and exercise valves;
 - (xix) coordination and removal of biosolids, haulage and disposal from the Facilities in accordance with applicable MECP Guidelines for sludge disposal;
 - (xx) Extra sewage sampling as requested;
- (b) perform routine preventive maintenance on the equipment used in the operation of the Facilities as specified in the maintenance management system;
- (c) implement and utilize a maintenance management system which shall record information related to the maintenance of the Facilities;
- (d) verify or calibrate equipment, as required by regulations;

9. Client Reporting

OCWA shall provide the following reports to the Client:

- (a) a process and compliance report, within thirty (30) days of the completion of each month or such other period as the Client and OCWA may agree upon;
- (b) a summarized financial report, in the format provided in Schedule G, on a quarterly basis indicating expenditures to date and funds remaining;
- (c) an annual financial report, in the format provided in Schedule G;
- (d) Meet quarterly with the Client to discuss operations and plans to make continuous improvement;
- (e) provide monthly flow data spreadsheet to the Township quarterly for reporting to Council;

B - Services for Wastewater Collection System

Part 1 – Services

OCWA will provide the following services:

1. Staffing

- (a) certified operator(s) to attend at the Facilities as required under normal operating conditions on Business Days and during Business Hours and supply other personnel as may be necessary to operate, maintain and manage the Facilities under normal operating conditions in compliance with the requirements of Applicable Laws, Agreement Terms and Scope of Work (SOW), including management, operation, routine maintenance, administration and reporting;
- (b) supply a certified operator(s), who will be on call 24 hours per day, 365 days per year to respond to emergency conditions in respect of the operation of the Facilities, any such response to be charged to the Client in accordance with Schedule D herein or by way of an annual set amount;
- (c) provide all necessary training and continuing education for staff to ensure the continued operation of the Facilities, in accordance with all Applicable Laws;
- (d) provide an Overall Responsible Operator for the Facilities.

2. Regulatory Reporting

- (a) prepare and submit all reports to the Client and the MECP respecting the operation and maintenance of the Facilities as required by the MECP or any other regulatory agency or body having jurisdiction at the time of the Agreement;
- (b) review any inspection reports prepared by the MECP in respect of the Facilities and, subject to any approvals of the Client may correct or negotiate with the MECP amendments to a deficiency;
- (c) report to the Client and the MECP non-compliance with a regulatory requirement.

3. Operations Manuals

- (a) recommend to the Client, any section in the operating manuals that should be modified/changed to ensure that the operating manuals reflect the actual or revised approach to operating the Facilities, which recommendations may require third party assistance.

4. Initial Inventory

- (a) develop and maintain inventory of the Client's original equipment in place as of the date of the Agreement;
- (b) develop inventory of critical spares.

5. Change In Laws

- (a) notify the Client of any modifications or changes to the Services or the Facilities required to comply with any Change in Laws and subject to Client approval make the required modifications or changes at an additional cost.

6. Facility Emergency Preparedness

- (a) prepare and revise, as necessary, an Emergency Plan for the Facilities consistent with the requirements of the Applicable Laws and the Client's Emergency Plans, copies to be located in the Facilities;
- (b) establish procedures for managing foreseeable emergencies or abnormal conditions affecting the Facilities;

7. General

- (a) good housekeeping to maintain a safe work environment;
- (b) provide security at the Facilities by maintaining the existing fences and gates and locking same and notifying the Client of the need for any repairs security alarm systems;
- (c) provide mobile communications services for OCWA staff.

8. Routine Operations & Maintenance

- (a) in providing routine operation of the Facilities, OCWA will conduct:
 - (i) visual inspection of all buildings, equipment and Facilities insofar as can be observed while these are in service;
 - (ii) verification of calibration;
 - (iii) checks and response to alarms as well as further investigate and take appropriate steps to eliminate frivolous alarms that have no real impact on operations;
 - (iv) inspection of process control equipment to ensure proper operation of disinfection system, pumps, valves, chemicals system;
 - (v) maintenance of daily on-site logs and records;
 - (vi) utilize Client's SCADA system (if applicable) for trending review and reporting, gap analysis, testing, and compliance;

- (vii) before September 1st (as per agreement 4.5(b), prepare a report outlining the foreseeable Major Maintenance Expenditures and Capital Projects required for the Facilities, complete with cost estimates for the Client's budgeting purposes;
 - (viii) maintenance of vehicle(s) used in providing the services, including fuel and any other operating costs associated with such vehicle(s);
 - (ix) removal of grit and screening;
 - (x) Extra sewage sampling as requested;
- (b) perform routine preventive maintenance on the equipment used in the operation of the Facilities as specified in the maintenance management system;
 - (c) implement and utilize a maintenance management system which shall record information related to the maintenance of the Facilities;
 - (d) verify or calibrate equipment.

C - Services for Lagoon System

Part 1 – Services

OCWA will provide the following services:

1. Staffing

- (a) certified operator(s) to attend at the Facilities as required under normal operating conditions on Business Days and during Business Hours and supply other personnel as may be necessary to operate, maintain and manage the Facilities under normal operating conditions in compliance with the requirements of Applicable Laws, Agreement Terms and Scope of Work (SOW), including management, operation, routine maintenance, administration and reporting;
- (b) supply a certified operator(s), who will be on call 24 hours per day, 365 days per year to respond to emergency conditions in respect of the operation of the Facilities, any such response to be charged to the Client in accordance with Schedule D herein or by way of an annual set amount;
- (c) provide all necessary training and continuing education for staff to ensure the continued operation of the Facilities, in accordance with all Applicable Laws;
- (d) provide an Overall Responsible Operator for the Facilities.

2. Regulatory Reporting

- (a) prepare and submit all reports to the Client and the MECP respecting the operation and maintenance of the Facilities as required by the MECP or any other regulatory agency or body having jurisdiction at the time of the Agreement;
- (b) review any inspection reports prepared by the MECP in respect of the Facilities and, subject to any approvals of the Client may correct or negotiate with the MECP amendments to a deficiency;
- (c) report to the Client and the MECP non-compliance with a regulatory requirement.

3. Operations Manuals

- (a) recommend to the Client, any section in the operating manuals that should be modified/changed to ensure that the operating manuals reflect the actual or revised approach to operating the Facilities, which recommendations may require third party assistance.

4. Change In Laws

- (a) notify the Client of any modifications or changes to the Services or the Facilities required to comply with any Change in Laws and subject to Client approval make the required modifications or changes at an additional cost.

5. Facility Emergency Preparedness

- (a) prepare and revise, as necessary, an Emergency Plan for the Facilities consistent with the requirements of the Applicable Laws and the Client's Emergency Plans, copies to be located in the Facilities;
- (b) establish procedures for managing foreseeable emergencies or abnormal conditions affecting the Facilities.

6. General

- (a) good housekeeping to maintain a safe work environment;
- (b) provide security at the Facilities by maintaining the existing fences and gates and locking same and notifying the Client of the need for any repairs security alarm systems;
- (c) provide mobile communications services for OCWA staff.

7. Routine Operations & Maintenance

- (a) in providing routine operation of the Facilities, OCWA will conduct:
- (i) inspection of process control equipment to ensure proper operation;
 - (ii) maintenance of daily on-site logs and records, bypass reports and routine checklists as required by Applicable Laws;
 - (iii) consolidation and processing of OCWA's internal operational data forms for statistical input into a reporting system for the report;
 - (iv) visual inspection of lagoon to monitor levels and conditions and inspect berms for erosion;
 - (v) Annual work order to Township providing confirmation and results of visual inspection of lagoon;
 - (vi) recording and analysis of flows;
 - (vii) batch dosing with boat and seasonal discharges, if required
 - (viii) before September 1st (as per agreement 4.5(b), prepare a report outlining the foreseeable Major Maintenance Expenditures and Capital Projects required for the Facilities, complete with cost estimates for the Client's budgeting purposes;

- (ix) maintenance of vehicle(s) used in providing the services, including fuel and any other operating costs associated with such vehicle(s);
 - (x) clean valve chambers and exercise valves.
- (b) implement and utilize a maintenance management system which shall record information related to the maintenance of the Facilities;
- (c) verify or calibrate equipment

4. Schedule D – The Estimate And Other Charges of the Existing Agreement is hereby deleted and replaced with a new “Schedule D”, which is attached to this Agreement:

SCHEDULE D - The Estimate And Other Charges

1. Operations Estimate

No later than September 30st of each year of the Initial Term or any Renewal Term, OCWA shall prepare and submit to the Client, for its approval, an estimate of the charges associated with the provision of the operational and maintenance Services for the following calendar year. The Client will inform OCWA no later than December 1st whether the estimate is approved or not approved (the approved estimate is referred to as the “Estimate”). If the Client does not provide OCWA with its decision regarding approval by the December 1st date, the Estimate shall be deemed approved. The Estimate shall be OCWA’s authorization to incur the expenditures in the Estimate. The Estimate for the first year of the Initial Term is \$447,578.27

2. Reconciliation of the Estimate and Actual Charges

At the end of each calendar year, OCWA will determine the actual charges for providing the Services to the Client for that year (the “Actual Charges”) which, as indicated in Paragraph 2.7(a), may include an increase in premium for the Insurance. If the Estimate paid by the Client for the year exceeds the Actual Charges, OCWA will pay the Client the difference within thirty (30) days of OCWA making the determination. If the Actual Charges exceed the Estimate paid by the Client, the Client shall pay OCWA the difference within thirty (30) days of OCWA notifying the Client in writing of the determination.

3. Other Charges

The Estimate, as reconciled with the Actual Charges, includes all charges associated with providing the Services, except for the following:

- (a) OCWA’s Management Fee (as described in Section 4 of Schedule D below);
- (b) Capital Projects (as described in Section 4.5);

- (c) Unexpected Expenses (as described in Section 4.6);
- (d) charges for any Optional Services that are provided by OCWA to the Client (as described in Section 5 of this Schedule D);

4. Management Fee

- (a) In addition to payment of the Estimate, as reconciled, with the Actual Charges, the Client shall also pay OCWA an annual management fee (the "Management Fee") to provide the management Services, which shall be \$53,800 for the first year of the Initial Term ("Year One"). The Management Fee shall be paid by the Client in twelve (12) equal monthly instalments at the same time and in the same manner as the Estimate. The monthly payment of the Management Fee for Year One of the Initial term shall be \$4,483.33
- (b) For the second year ("Year Two") and subsequent years of the Initial term, the annual Management Fee shall be \$53,800 plus an Adjustment for CPI .
- (c) The Management Fee in any Renewal Term shall be as agreed by the Client and OCWA. If the Client and OCWA cannot reach an agreement on the Estimate and Management Fee for any Renewal Term within six (6) months of the beginning of the last year of the current term (whether the Initial Term or a Renewal Term) (the "Current term"), this Agreement will be terminated one year from the last day of the Current Term. The Parties shall treat this final year in the same manner as if the Current term was extended an additional year.

5. Optional Services

Unless otherwise agreed to in writing, fees for Optional Services which OCWA agrees to provide to the Client shall be billed directly to the Client on a time and materials basis at the following rates:

- (a) Labour rates on Business Days, Monday to Friday, (0800 to 1630) shall be billed at \$90.00/hour/person for an Operations Manager, Utility Plant Instrumentation Technician (UPIT), Process Compliance Technician(PCT). , and \$65.00/hour/person for an operator or mechanic;
- (b) Labour rates on statutory holidays shall be billed at \$132.50/hour/person for an operations manager, Utility Plant Instrumentation Technician (UPIT), Process Compliance Technician (PCT) , and \$87.50/hour/person for an operator or mechanic, with a minimum eight (8) hour charge;
- (c) Labour rates at all other times (after hours and on weekends) shall be billed at \$132.50/hour/person for an operations manager, Utility Plant Instrumentation Technician (UPIT), Process Compliance Technician(PCT), and \$87.50/hour/person for an operator or mechanic, with a minimum four (4) hour charge;

(d) Costs for parts, equipment and supplies, and outside labour charges (i.e., contractors), used by OCWA staff to provide the Optional Services shall be billed to the Client, and the Client will pay such costs together with a Service Fee.

6. Service Fee

“Service Fee” means an additional fee of 11% charged to the Client when OCWA purchases materials, supplies, equipment or contractor’s services on behalf of the Client.

IN WITNESS WHEREOF the Parties have duly executed this Amending Agreement.

ONTARIO CLEAN WATER AGENCY

Date of Signing

By: _____
(Authorized Signing Officer)

Date of Signing

By: _____
(Authorized Signing Officer)

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

Date of Signing

By: _____
(Authorized Signing Officer)

Date of Signing

By: _____
(Authorized Signing Officer)

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

BY-LAW NUMBER 028-20

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON
FEBRUARY 24, 2020**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on February 24, 2020 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF FEBRUARY, 2020.**

DAN YAKE, ACTING MAYOR

KARREN WALLACE, CLERK